



URALLA SHIRE COUNCIL BUSINESS PAPER

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

ORDINARY COUNCIL MEETING

25 February 2020

David Aber
ACTING GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 25 February 2020

1. OPENING & WELCOME	5
2. PRAYER.....	5
3. ACKNOWLEDGEMENT OF COUNTRY.....	5
4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS.....	5
5. DISCLOSURES & DECLARATIONS OF INTEREST	5
6. CONFIRMATION OF MINUTES.....	5
7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS	48
8. WRITTEN REPORTS FROM DELEGATES	48
9. MAYORAL MINUTE.....	48
10. REPORTS OF COMMITTEES	51
11. REPORTS TO COUNCIL.....	52
Report 1 - Cash at Bank December.....	52
Report 2 - Cash at Bank January.....	56
Report 3 – Increases in Water Fund fees and charges	60
Report 4 - 2019/20 2nd Quarter Budget Review Statements	67
Report 5 - Schedule of Actions as at 25 February 2020.....	83
Report 6 – Communication of Drought Relief & Economic Recovery Measure Information.....	105
Report 7 - Monthly Report - Visitor Information Centre	117
Report 8 – Monthly Report - Library.....	120
Report 9 – Agency Information Guide 2020	123
Report 10 – Participation in 2020 Bush Bursary/Country Women’s Association Scholarship Program.....	151
Report 11 – 2019-20 Operational Plan Progress Report at 30 December 2019.....	158
Report 12 - Regulatory Statistics Ending 31 December 2019	213
Report 13 - Development Approvals and Refusals for December 2019.....	230
Report 14 - Development Approvals and Refusals for January 2020	235
Report 15 - Amended Uralla Development Control Plan 2011 Amendment No 5	241
Report 16 - Draft Uralla Local Strategic Planning Statement 2020.....	394
Report 17 - DIVISION DECISION – Development Application 71/2019 – Studio, Carport & Laundry/Store Area – 22 Fitzroy Street, Uralla.....	397
Report 18 - DIVISION DECISION – DA-80-2019 Verandah Enclosure, Ensuite and Garage – 51 John Street, Uralla	407
Report 19 - Operational Classification of Land for the Bundarra Sewage Treatment Plant.....	424
Report 20 - Bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire.	427
Report 21 - Works Progress Report as at 31 January 2020	432

Uralla Shire Council
Council Business Paper – 25 February 2020

Report 22 - Funding Approval - Mt Mitchell Road Upgrade Funding	436
Report 23 - Water Update - Arsenic Treatment Progress.....	439
Report 24 - Bundarra Sewer Scheme Request for Tender	448
Report 25 - Recommendations of Uralla Township and Environs Committee October and December 2019 meetings	451
Report 26 - Heritage Advisory Services Summary for February 2019	462
12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE.....	468
13. CONFIDENTIAL MATTERS.....	468
14. COMMUNICATION OF COUNCIL DECISIONS	468
15. CONCLUSION OF THE MEETING	468



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

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Webcast Information**
- 5. Apologies and Requests for Leave of Absence by Councillors**
- 6. Disclosures & Declaration of Interests**
- 7. Confirmation of Minutes**
- 8. Urgent, Supplementary & Late Items of Business**
- 9. Presentations**

Angela Iskov	Bundarra Water
Megan Robinson	Woodville Reserve
Susan Lewis	Water Management
- 10. Written Reports from Delegates**
- 11. Mayoral Minute**
- 12. Reports of Committees**
- 13. Reports to Council**

Report 1	- Cash at Bank and Investments December
Report 2	- Cash at Bank and Investments January
Report 3	- Increases in Water Fund fees and charges
Report 4	- 2019/20 2 nd Quarter Budget Review Statements
Report 5	- Schedule of Actions as at 25 February 2020
Report 6	- Communication of Drought Relief & Economic Recovery Measure Information
Report 7	- Monthly Report - Visitor Information Centre
Report 8	- Monthly Report - Library
Report 9	- Agency Information Guide 2020
Report 10	- Participation in 2020 Bush Bursary/Country Women's Association Scholarship Program
Report 11	- 2019-20 Operational Plan Progress Report at 30 December 2019
Report 12	- Regulatory Statistics Ending 31 December 2019
Report 13	- Development Approvals and Refusals for December 2019
Report 14	- Development Approvals and Refusals for January 2020
Report 15	- Amended Uralla Development Control Plan 2011 Amendment No 5
Report 16	- Draft Uralla Local Strategic Planning Statement 2020
Report 17	- DIVISION DECISION – Development Application 71/2019 – Studio, Carport & Laundry/Store Area – 22 Fitzroy Street, Uralla
Report 18	- DIVISION DECISION – DA-80-2019 Verandah Enclosure, Ensuite and Garage – 51 John Street, Uralla
Report 19	- Operational Classification of Land for the Bundarra Sewage Treatment Plant
Report 20	- Bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire
Report 21	- Works Progress Report as at 31 January 2020
Report 22	- Funding Approval - Mt Mitchell Road Upgrade Funding
Report 23	- Water Update - Arsenic Treatment Progress
Report 24	- Bundarra Sewer Scheme Request for Tender
Report 25	- Recommendations of Uralla Township and Environs Committee October and December 2019 meetings
Report 26	- Heritage Advisory Services Summary for February 2019
- 14. Motions on Notice/Questions with Notice**
- 15. Confidential Matters**
- 16. Communication of Council Decisions**
- 17. Conclusion of the meeting**

- 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 25 February 2020 Meeting of Council:

- Ordinary Meeting of Council held 17 December 2019 (copy enclosed)
- Extraordinary Meeting of Council held 25 February 2020 (copy enclosed)

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

- Budget Review and Finance Committee Meeting held 12 November 2019 (copy enclosed)
- Australia Day Committee Meeting held 11 December 2019 (copy enclosed)
- Uralla Township & Environs Committee held 10 December 2019 (copy enclosed)
- Uralla Township & Environs Committee held 11 February 2020 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
17 December 2019

ROLL CALL

Councillors:

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

Staff:

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

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019

TABLE OF CONTENTS

1. OPENING & WELCOME	3
2. PRAYER.....	3
3. ACKNOWLEDGEMENT TO COUNTRY	3
4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS.....	3
5. DISCLOSURES & DECLARATION OF INTERESTS	3
6. CONFIRMATION OF MINUTES.....	3
7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS.....	4
8. PRESENTATIONS	4
9. WRITTEN REPORTS FROM DELEGATES (ACTIVITY SUMMARIES)	5
10. MAYORAL MINUTE.....	7
National Local Roads and Transport Congress 18-20 November	7
11. REPORTS OF COMMITTEES	7
Report of Committee 1 – Minutes of Bundarra School of Arts Hall s355 Committee	7
12. REPORTS TO COUNCIL (SCHEDULED REPORTS).....	7
Report 1 – Cash at Bank and Investments	7
Report 2 – Audited Annual Financial Statements 2018/19	8
Report 3 – New England Joint Membership Fees	8
Report 4 – Proposal to Rename the Rotunda in Alma Park	9
Report 5 – Communication of Drought Relief & Economic Recovery Measure Information.....	9
Report 6 – Schedule of Actions as at 17 December 2019.....	9
Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019	9
Report 8 – Australian Local Government Conference, June 2020	10
Report 9 – Monthly Report - Visitor Information Centre.....	10
Report 10 – Monthly Report - Library	11
Report 11 – Adoption of Annual Report 2018-19.....	11
Report 12 – Works Progress Report as at 30 November 2019	11
Report 13 – Development Approvals and Refusals for November 2019	12
Report 14 – Heritage Advisory Services Summary for December 2019.....	12
Report 15 – Thunderbolts Festival Sponsorship Request	12
Report 16 – Categorisation of Council Managed Crown Lands.....	13
Report 17 – Treated Sewage Effluent Options Report December 2019.....	14
Report 18 – Notice of Late submission of Report to Council – Drought Communities Extension Programme.....	15
Late Report 2 – Drought Communities Extension Programme.....	15
Report 19 – Uralla Township and Environs Committee – Vacant Positions	17
13. LATE REPORTS TO COUNCIL	17
Late Report 1 – Submission to Local Government Remuneration Tribunal - Proposed Classification Model.....	17
Late Report 3 – Bundarra Sewer Scheme Quarterly Report Aug-Oct 2019	18
14. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE	19
Notice of Motion 1 – Drought relief: reduction of interest rates on overdue rates.....	19
15. CONFIDENTIAL MATTERS.....	20
Confidential Report 1 – Tender for Bundarra Sports and Recreation Amenities Building	21
16. COMMUNICATION OF COUNCIL DECISIONS.....	21

This is Page 2 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 17 December 2019

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019

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 D Aber), 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), Minute Clerk (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. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised there were no apologies received.

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 17 December 2019 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr T O'Connor	Item 11 - Report to Council 13	Pecuniary	Joint owner of property at 29 Bridge Street, Uralla for which an approval of DA 75-2019 for the restoration of retaining wall and addition of a pocket fence is recorded.
Cr R Crouch	Late Report 2	Non-Pecuniary	Member of the Showground Land Management Trust who are one of the applicants for funds.
Cr R Bell	Report 17	Pecuniary	Works for company
Cr T Toomey	Report 15	Non-Pecuniary	Director of Seasons of New England

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 17 December 2019 Meeting:

- Minutes of Ordinary Meeting held 26 November 2019 (to be confirmed)

AMENDMENTS

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

There were no amendments requested by Councillors.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

MOTION (Crs T O'Connor / I Strutt)

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 26 November 2019.

01.12/19

CARRIED

Notes to be noted at the 17 December 2019 Meeting:

- Friends of Mundays Lane Reserve held 23 November 2019

Minutes to be received and noted at the 17 December 2019 Meeting:

- Australia Day Committee held 13 November 2019
- Arts North West held 18 November 2019

MOTION (Crs R Bell / I Strutt)

That Council note the Notes of Friends of Mundays Lane Reserve held 23 November 2019 and with amendments that no offers for provision of bridge timbers has been made.

02.12/19

CARRIED

MOTION (Crs L Sampson / N Ledger)

That;

Council receive and note the Minutes of:

- Australia Day Committee held 13 November 2019
- Arts North West held 18 November 2019

03.12/19

CARRIED

7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

Late Reports to Council:

- Late Report 1 - Submission to Local Government Remuneration Tribunal Proposed Classification
- Late Report 2 - Drought Communities Extension Programme
- Late Report 3 - Bundarra Sewer Scheme Quarterly Report August – October 2019

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

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

That;

The late items of business be heard following Report 19 in the Meeting Agenda as;

- Report 20 - Submission to Local Government Remuneration Tribunal Proposed Classification
- Report 21 - Drought Communities Extension Programme
- Report 22 - Bundarra Sewer Scheme Quarterly Report August – October 2019

04.12/19

CARRIED

8. PRESENTATIONS

Speaker 1:	Hamish Sewell
Subject:	Soundtrail

The Chair introduced the Speaker, Mr Hamish Sewell

The Speaker made a presentation to Council in relation to Soundtrail.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

Cr R Bell left the meeting at 12:59pm.

Cr R Bell returned to the meeting at 1:01pm.

Speaker 1:	Geoff Allen, Forsyths
Subject:	Audited Financial Statements 2018/19

The Chair introduced the Speaker, Mr Geoff Allen.

The Speaker made a presentation to Council in relation to Audited Financial Statements.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Cr L Sampson left the meeting at 1:13pm.

Cr L Sampson returned to the meeting at 1:15pm.

Cr T Toomey left the meeting at 1:21pm.

Cr T Toomey returned to the meeting at 1:21pm.

9. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

COUNCILLOR NAME:	Mark Dusting	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/12/2019	Councillor Strategic Planning Workshop	Uralla
17/12/2019	New England Weeds County Council	Armidale
17/12/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/11/2019	Visitor Information Centre Community Gathering	Uralla
05/12/2019	Bundarra School Presentation	Bundarra
06/12/2019	Drought Get Together	Uralla
10/12/2019	Councillor Strategic Planning Workshop	Uralla
10/12/2019	Uralla Town and Environs Committee (Observer)	Uralla
13/12/2019	Grace Munro Christmas Party	Uralla
17/12/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/12/2019	Councillor Strategic Planning Workshop	Uralla
10/12/2019	Uralla Township and Environs Committee	Uralla
11/12/2019	Australia Day Committee	Uralla
17/12/2019	Ordinary Meeting of Council	Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/11/2019	Visitor Information Centre Community Gathering	Uralla
04/12/2019	Carols at Alma Park	Uralla
06/12/2019	Drought Get Together	Uralla
10/12/2019	Councillor Strategic Planning Workshop	Uralla
10/12/2019	Uralla Township and Environs Committee	Uralla
11/12/2019	Rocky River Presentation Day	Rocky River
11/12/2019	Australia Day Committee	Uralla
14/12/2019	Invergowrie Christmas Party	Invergowrie

COUNCILLOR NAME:	Tara Toomey	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
17/12/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Robert Bell	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/11/2019	Visitor Information Centre Community Gathering	Uralla
10/12/2019	Councillor Strategic Planning Workshop	Uralla
12/12/2019	Kingstown School Presentation Night	Kingstown
17/12/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Tom O'Connor	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/12/2019	Councillor Strategic Planning Workshop	Uralla
17/12/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/11/2019	Visitor Information Centre Community Gathering	Uralla
10/12/2019	Councillor Strategic Planning Workshop	Uralla
10/12/2019	Uralla Township and Environs Committee	Uralla
13/12/2019	Grace Munro Auxiliary Morning Tea	Bundarra
17/12/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	17 December 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/11/2019	Mayor's Office – Admin – 2AD Radio Interview	Uralla
28/11/2019	Mayor's Office – Admin	Uralla
02/12/2019	New England JO Tourism Summit	Inverell
03/12/2019	Mayor's Office – Admin	Uralla
04/12/2019	Mayor's Office – Admin LEMC – Local Emergency Management Committee Meeting	Uralla Armidale
05/12/2019	Mayor's Office – Admin	Uralla
09/12/2019	Mayor's Office – Admin	Uralla
10/12/2019	Mayor's Office – Admin Councillor Strategic Planning Workshop	Uralla

This is Page 6 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 17 December 2019

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

11/12/2019	Mayor's Office – Admin 2AD Radio Interview	Uralla
12/12/2019	UNE Graduation	Armidale
13/12/2019	UNE Graduation	Armidale
14/12/2019	UNE Graduation	Armidale
16/12/2019	Mayor's Office – Admin	Uralla
17/12/2019	Mayor's Office – Admin December Ordinary Meeting of Council	Uralla

10. MAYORAL MINUTE

Submitted by: **Mayor, Cr Michael Pearce**
Reference/Subject: National Local Roads and Transport Congress 18-20 November

MAYOR'S RECOMMENDATION:
That the Mayoral Minute be received and noted.

MOTION (Crs M Dusting / T O'Connor)
That the Mayoral Minute be received and noted.

05.12/19

CARRIED

11. REPORTS OF COMMITTEES

Department: **Infrastructure and Development**
Submitted by: *Director Infrastructure and Development*
Reference/Subject: Report of Committee 1 – Minutes of Bundarra School of Arts Hall s355 Committee

COMMITTEE'S RECOMMENDATION:
That Council receive and note the 19 November 2019 Minutes of the Bundarra School of Arts Hall s355 Committee.

MOTION (Crs N Ledger / I Strutt)
Council receive and note the 19 November 2019 Minutes of the Bundarra School of Arts Hall s355 Committee.

06.12/19

CARRIED

12. 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 30 November, 2019 consisting of cash and overnight funds of \$1,651,188, term deposits of \$14,500,000 totalling \$16,151,188 of readily convertible funds.
2. Council note the loan position as at 30 November, 2019 totalling \$2,348,288.

MOTION (Crs T O'Connor / R Crouch)
That;
1. Council note the cash position as at 30 November, 2019 consisting of cash and overnight funds of \$1,651,188, term deposits of \$14,500,000 totalling \$16,151,188 of readily convertible funds.
2. Council note the loan position as at 30 November, 2019 totalling \$2,348,288.

07.12/19

CARRIED

This is Page 7 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 17 December 2019

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

Department: **Finance**
Submitted by: *Chief Financial Officer*
Reference/Subject: Report 2 – Audited Annual Financial Statements 2018/19

OFFICER'S RECOMMENDATION:

That the Audited Financial Statements and Auditors Reports for the 2018/2019 financial year be presented to the Public in accordance with Section 419(1) of the Local Government Act 1993.

MOTION (Crs T O'Connor / N Ledger)

That Council receive and present to the public its Audited Financial Reports; consisting of the General Purpose Reports, Special Purpose Reports and Special Schedules for the year ended 30 June 2019; together with the Auditor's Reports to this meeting of Tuesday 17 December 2019 in accordance with Section 419 (1) of the Local Government Act.

08.12/19

CARRIED

Department: **General Manager's Office**
Submitted by: *Acting General Manager*
Reference/Subject: Report 3 – New England Joint Membership Fees

OFFICER'S RECOMMENDATION:

That the Council consider the proposed fee structure for the New England Joint Organisation to provide a position on the proposed fee structure for the Mayor to take back to the next meeting of the New England Joint Organisation Board.

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

To move to Committee of the Whole

09.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr N Ledger left the meeting at 2:16pm.

Cr N Ledger returned to the meeting at 2:17pm.

PROCEDURAL MOTION (Crs R Crouch / T Toomey)

To resume Standing Orders

10.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs O'Connor/ R Crouch)

That Council advise the Mayor that Uralla Shire favours a Council contribution of a flat fee for 50% plus a 50% per capita fee and that the New England Joint Organisation be advised at the next meeting.

Armidale	31,500	8,500	19,080	27,580	740	28,320
Glenn 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	3,200	122,220

11.12/19

CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

Department: **General Manager's Office**
Submitted by: *Acting General Manager*
Reference/Subject: Report 4 – Proposal to Rename the Rotunda in Alma Park

OFFICER'S RECOMMENDATION:

That the Council agree to the proposal to name the rotunda in Alma Park the "Arnold Goode Memorial Rotunda" and that a suitable plaque be placed on the rotunda to recognise the contribution that Mr Arnold Goode has made to the community as a citizen of Uralla.

MOTION (Crs M Dusting / L Sampson)

That the Council agree to the proposal to name the rotunda in Alma Park the "Arnold Goode Memorial Rotunda" and that a suitable plaque be placed on the rotunda to recognise the contribution that Mr Arnold Goode has made to the community as a citizen and historian of Uralla.

12.12/19

CARRIED

PROCEDURAL MOTION (Crs M Dusting / N Ledger)
Meeting Adjournment 2:35pm to 2:44pm.

13.12/19

CARRIED

Department: **General Manager's Office**
Submitted by: *Senior Executive Officer*
Reference/Subject: Report 5 – Communication of Drought Relief & Economic Recovery Measure Information

OFFICER'S RECOMMENDATION:

That Council receive and note the report as at 17 December 2019.

MOTION (Crs R Crouch / I Strutt)

Council receive and note the report as at 17 December 2019.

14.12/19

CARRIED

Department: **General Manager's Office**
Submitted by: *Senior Executive Officer*
Reference/Subject: Report 6 – Schedule of Actions as at 17 December 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 17 December 2019.

MOTION (Crs T Toomey / I Strutt)

Council receive and note the Schedule of Actions as at 17 December 2019.

15.12/19

CARRIED

Department: **General Manager's Office**
Submitted by: *Acting General Manager*
Reference/Subject: Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019

OFFICER'S RECOMMENDATION:

That Council;

1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use.
2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

3. Place information on water usage online in an easily accessible location.
4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting.
5. Review alternative water supply options.
6. Investigate the use of smart meters.

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

To move to Committee of the Whole

16.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T Toomey / R Crouch)

To resume Standing Orders

17.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / N Ledger)

That;

1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use.
2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla.
3. Place information on water usage online in an easily accessible location.
4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting.
5. Review alternative water supply options.
6. Investigate the use of smart meters.

18.12/19

CARRIED

Department: **General Manager's Office**

Submitted by: *Acting General Manager*

Reference/Subject: Report 8 – Australian Local Government Conference, June 2020

OFFICER'S RECOMMENDATION:

That Council consider any motion/s that they wish to put forward to the annual National General Assembly in 2020.

MOTION (Crs I Strutt / M Dusting)

That Council consider any motion/s that they wish to put forward to the annual National General Assembly in 2020 and advise the General Manager of any draft motions they wish to put forward by the end of January 2020 for consideration at the February Ordinary Meeting of Council.

19.12/19

CARRIED

Department: **Corporate Services**

Submitted by: *Tourism Promotions and Operations Officer*

Reference/Subject: Report 9 – Monthly Report - Visitor Information Centre

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / T Toomey)

That the report be received and noted.

20.12/19

CARRIED

This is Page 10 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 17 December 2019

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019

Resolution
Number

Department: **Corporate Services**
Submitted by: *Executive Manager Corporate Services*
Reference/Subject: Report 10 – Monthly Report - Library

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / T O'Connor)

That the report be received and noted.

21.12/19

CARRIED

Department: **Corporate Services**
Submitted by: *Executive Manager Corporate Services*
Reference/Subject: Report 11 – Adoption of Annual Report 2018-19

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the Annual Report for the 2018-19 period, contained at Attachment A.
2. Note that Annual Report will be posted to Council's website and submitted to the Minister for Local Government as required under section 428(5) of the NSW Local Government Act 1993.

PROCEDURAL MOTION (Crs R Crouch / M Dusting)

To move to Committee of the Whole

22.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs R Crouch / M Dusting)

To resume Standing Orders

23.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / M Dusting)

That Council:

1. Adopt the Annual Report for the 2018-19 period, contained at Attachment A, including amendments.
2. Note that Annual Report will be posted to Council's website and submitted to the Minister for Local Government as required under section 428(5) of the NSW Local Government Act 1993.

24.12/19

CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 12 – Works Progress Report as at 30 November 2019

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during November 2019, and works programmed for December 2019.

MOTION (Crs R Bell / I Strutt)

That the report be received and noted for the works completed or progressed during November 2019, and works programmed for December 2019.

25.12/19

CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 13 – Development Approvals and Refusals for November 2019

Cr T O'Connor, having previously declared a conflict of interest, left the meeting at 3:20pm.

OFFICER'S RECOMMENDATION:

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

MOTION (Crs R Bell / T Toomey)

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

26.12/19

CARRIED

Cr T O'Connor was absent at the time of voting. Cr T O'Connor returned to the meeting at 3:22pm.

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 14 – Heritage Advisory Services Summary for December 2019

OFFICER'S RECOMMENDATION:

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

MOTION (Crs R Crouch / I Strutt)

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

27.12/19

CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 15 – Thunderbolts Festival Sponsorship Request

Cr T Toomey, having previously declared a conflict of interest, left the meeting at 3:24pm.

OFFICER'S RECOMMENDATION:

That Council issue an approval under Section 68 of the Local Government Act 1993 for the Thunderbolts Festival for a period of four (4) years, subject to the following conditions:

1. That Council enter into a four (4) year sponsorship agreement in the value of \$12,000 per year for the next four (4) years, plus in-kind support as listed up to the value of \$5,000, with the Thunderbolts Festival Committee, commencing upon resolution of the same, conditional on items (a) to (d) and (2) below:
 - a. That Uralla Shire Council be showcased as the major sponsor on all event and promotional material;
 - b. That Uralla Shire Council be permitted to set-up a pop-up visitor information centre in a high traffic location in Alma Park for the Thunderbolts Festival;
 - c. A full Event Management Plan, Risk Management Plan and Traffic Management Plan be satisfactorily completed and supplied to Council along with any other Council required documents before the end of September of each year, including Certificates of Currency for all insurances covering the Festival; and
 - d. A written annual report and financials be provided to Council following the completion of the event, including a summary of the economic benefits to the Uralla Shire from the event covering matters such as participant numbers and demographic information of visitors.
2. That Council provide annually non-cash sponsorship up to a maximum value of \$5,000 in the form of the following:
 - a. The provision of and collection of garbage bins;
 - b. The installation and removal of promotional banners on Council's street banner poles;
 - c. The supply and pick-up of barrier mesh, including star pickets and dolly;

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

- d. Traffic control and road closures as per the approved Traffic Management Plan;
- e. The hire fee for Alma Park be waived;
- f. Supply and pick-up of Council marquees, chairs and tables;
- g. Supply marking paint up to a cost of \$50;
- h. Include festival program in the October Council Newsletter;
- i. Listing and promotion of event on Uralla Shire Council website with link to Thunderbolts Festival website;
- j. Provide photocopying of entry forms and invitations;
- k. Provide drop off point at Uralla Visitor Information Centre for entry forms and support for event enquiries;
- l. Access and supply of electricity in Alma Park; and
- m. Provide an emergency contact person to be on call for the duration of the festival.

PROCEDURAL MOTION (Crs M Dusting / R Crouch)

To move to Committee of the Whole

28.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs L Sampson / M Dusting)

To resume Standing Orders

29.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / I Strutt)

That Council defer discussion of this matter to a future Ordinary Meeting of Council preceded by a Councillor Workshop following the receipt of a 2019 Financial Statement from the Thunderbolts festival Committee.

30.12/19

CARRIED

Cr T Toomey was absent at the time of voting. Cr T Toomey returned to the meeting at 3:34pm.

Cr L Sampson left the meeting at 3:34pm.

Department: **Infrastructure & Development**
Submitted by: *Environmental Management Coordinator*
Reference/Subject: **Report 16 – Categorisation of Council Managed Crown Lands**

OFFICER'S RECOMMENDATION:

That Council resolve to make an application to the Minister for the Department of Industry (Crown Lands) for the appropriate categorisation of the Council managed Crown lands listed.

MOTION (Crs R Bell / M Dusting)

That Council resolve to make an application to the Minister for the Department of Industry (Crown Lands) for the appropriate categorisation of the Council managed Crown lands listed:

Reserve	Lot and DP	Dedicated purpose	Guidance category provided by DoI	Recommended category change provided by working group
KENTUCKY RESERVE	Lots 279, 282 DP 755829 Parish Harnham County Sandon	Public Park	Park	No change

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

BUNDARRA DOWNS RESERVE (Bundarra Nature Park)	Lots 701-702 DP 93180 Parish Bundarra County Hardinge	Public Park/Public Recreation/Envir onmental Protection Purposes	Park	Park / Natural Area – bushland (part only)
SAUMAREZ PONDS (BARRY MUNDAY) RESERVE	Lot 322 DP 755811 Parish Butler County Sandon	Public Recreation	Park	No change
MAITLAND POINT RESERVE	Lot 7003 DP 1029507 Parish Arding County Sandon	Public Recreation	Park	No change
MOUNT MUTTON LOOKOUT	Lot 7029 DP94009, Lots 535-538 DP 755846 Parish Uralla County Sandon	Public Recreation	Park	No change
RACECOURSE LAGOON	Lot 7002 DP 1074307 Parish Uralla County Sandon	Public Recreation	Park	Park / Natural Area – wetland (part only)
ARDING RESERVE	Lots 155-156 DP 755807 Parish Arding County Sandon	Public Recreation	Park	No change
GOSTWYCK ROAD RESERVE	Lots 77, 348 DP 755846 Parish Uralla County Sandon	Public Recreation	Park	Add Sportsground
URALLA OLD COURT HOUSE	Lot 651 DP 729868 Parish Uralla County Sandon	Community Purposes/Heritag e Purposes	General Community Use/Area of Cultural Significance	No change
TORRYBURN BUSHFIRE SHED RESERVE	Lot 100 DP 48271 Parish Baldwin County Hardinge	Rural Services	General Community Use	No change
KENTUCKY (HARNHAM) BUSHFIRE SHED	Lot 7300 DP 1126315 Parish Devon County Sandon *incorrect	Rural Services	General Community Use	No change
KENTUCKY BUSHFIRE SHED	Lot 298 DP 858735 Parish Harnham County Sandon	Rural Services	General Community Use	No change

31.12/19

CARRIED

Cr L Sampson was absent at the time of voting. Cr L Sampson returned to the meeting at 3:36pm.

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 17 – Treated Sewage Effluent Options Report December 2019

Cr R Bell, having previously declared a conflict of interest, left the meeting at 3:35pm.

OFFICER'S RECOMMENDATION:

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.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019

Resolution
Number

PROCEDURAL MOTION (Crs R Crouch / M Dusting)
To move to Committee of the Whole

32.12/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T Toomey / R Crouch)
To resume Standing Orders

33.12/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / N Ledger)

That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.

34.12/19 CARRIED

Cr R Bell was absent at the time of voting. Cr R Bell returned to the meeting at 03:45pm.

Department: **Infrastructure and Development**
Submitted by: *Director Infrastructure and Development*
Reference/Subject: Report 18 – Notice of Late submission of Report to Council – Drought Communities Extension Programme

Cr R Crouch having previously declared a conflict of interest, left the meeting at 3:47pm.

OFFICER'S RECOMMENDATION:

That Council note the Drought Communities Extension Programme Report will be submitted as a late Report to Council.

PROCEDURAL MOTION (Crs T O'Connor / L Sampson)
To reschedule the Late Report 2 Agenda Item.

That Late Report 2 – Drought Communities Extension Programme be brought forward in the Agenda for consideration by Council at Report 18.

35.12/19 CARRIED

Department: **Infrastructure and Development**
Submitted by: *Director Infrastructure and Development*
Reference/Subject: Late Report 2 – Drought Communities Extension Programme

OFFICER'S RECOMMENDATION:

That Council:

- 1) Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement;
- 2) With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects: (insert project list in order of project priority).
- 3) Authorise a committee comprising of the Mayor, the Deputy Mayor or other selected Councillor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project.
- 4) Secure the necessary human resources to:
 - a) Scope the necessary works and pricing to support the funding application(s);

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

- b) Assist in the preparation of the funding application;
 - c) If successful, procure and coordinate the contractors and materials necessary to deliver the works; and
 - d) Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.
- 5) Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.
- 6) Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised.

PROCEDURAL MOTION (Crs T Toomey / N Ledger)

To move to Committee of the Whole

36.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T Toomey / I Strutt)

To resume Standing Orders

37.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs M Pearce / M Dusting)

That Council:

- 1) Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement;
- 2) With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects:
 - 1. McMaugh Gardens Aged Care - Top up existing ceiling insulation
 - 2. McMaugh Gardens Aged Care - Top up funding for ensuite upgrades
 - 3. McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels
 - 4. Bundarra Show Sponsorship
 - 5. Uralla Visitor Information Centre (VIC) refurbishments
 - 6. Uralla Show Sponsorship
 - 7. Uralla Queen Street Caravan Park - Camp Kitchen
 - 8. Bundarra Cricket Club - New cricket pitch surface
 - 9. Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees
 - 10. Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail
 - 11. Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge
 - 12. Uralla Memorial Hall - Minor refurbishment
 - 13. Uralla Mens Shed Group – Shed
 - 14. Uralla Tennis -Installation of lighting on courts 5 and 6
 - 15. Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)
 - 16. Uralla Tennis - Security Upgrade
 - 17. Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk
 - 18. Led lights to replace others and reduce council's electricity use
 - 19. Solar panels enough to meet all councils electricity needs
 - 20. Uralla BMX Park - Ripping of Sections of the reserve, fencing the Gostwyck Road length of reserve, road base to allow access to the seating areas, gutter and roof for the toilet block - plan submitted (TRIM)
 - 21. Uralla BMX Park - BBQ and Water fountain

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

22. Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters, walking tracks, specific roads, cleared designated camping spots, toilet facilities
 23. Alma Park - Construct a bore hole
 24. Kentucky Hall - Supply and installation of grid-connected solar system
 25. Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations
 26. McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard
 27. And other Community based infrastructure.
- 3) Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report.
- 4) Secure the necessary human resources to:
- a) Scope the necessary works and pricing to support the funding application(s);
 - b) Assist in the preparation of the funding application;
 - c) If successful, procure and coordinate the contractors and materials necessary to deliver the works; and
 - d) Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.
- 5) Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.
- 6) Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised.
- 7) Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse.

38.12/19

CARRIED

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

Cr R Crouch was absent at the time of voting. Cr R Crouch returned to the meeting at 4:36pm.

Department: **Corporate Services**
Submitted by: *Executive Manager Corporate Services*
Reference/Subject: Report 19 – Uralla Township and Environs Committee – Vacant Positions

OFFICER'S RECOMMENDATION:

That the Expressions of Interest from Anne Harrison and Suzanne Wright for the filling of the Uralla Township and Environs Committee member vacancies be adopted.

MOTION (Crs T O'Connor / I Strutt)

That;

1. The Expressions of Interest received from Anne Harrison and Suzanne Wright for the filling of the Uralla Township and Environs Committee membership vacancies be received, and
2. Anne Harrison and Suzanne Wright be appointed to the Uralla Township and Environs Committee in accordance with Clause 6.4 of the Uralla Township and Environs Committee Constitution 2019.

39.12/19

CARRIED

13. LATE REPORTS TO COUNCIL

Department: **Corporate Services**
Submitted by: *Executive Manager Corporate Services*
Reference/Subject: Late Report 1 – Submission to Local Government Remuneration Tribunal - Proposed Classification Model

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

OFFICER'S RECOMMENDATION:

That Council:

1. Determine its position in relation to the four items below in response to the letter from the Local Government Remuneration Tribunal:
 - a. Proposed classification model and criteria;
 - b. Allocation in the proposed classification model;
 - c. Range of fees payable in the proposed classification model; and
 - d. Other matters.
2. Make a submission to the Tribunal by 20 December 2019.

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

To move to Committee of the Whole

40.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

To resume Standing Orders

41.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs I Strutt / N Ledger)

That Council responds to the letter from the Local Government Remuneration Tribunal regarding the proposed classification model and agrees with categories as outlined.

42.12/19

CARRIED

Department:

Infrastructure and Development

Submitted by:

Director Infrastructure and Development

Reference/Subject:

Late Report 3 – Bundarra Sewer Scheme Quarterly Report Aug-Oct 2019

OFFICER'S RECOMMENDATION:

That Council;

1. Receive and note the Bundarra Sewer Scheme Update Report September – October 2019 be received and noted by Council;
2. Request additional funding of \$483,630 from the Safe and Secure Water Program by writing to The Minister for Water;
3. Review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project.

PROCEDURAL MOTION (Crs R Bell / I Strutt)

To move to Committee of the Whole

43.12/19

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs M Dusing / I Strutt)

To resume Standing Orders

44.12/19

CARRIED

The Chair outlined details of the discussion held in committee.

PROCEDURAL MOTION (Crs M Pearce / M Dusing)

Council extend the time of the meeting past 5:00pm as the time is now 4:58pm.

45.12/19

CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019

Resolution
Number

- 46.12/19** **PROCEDURAL MOTION (Crs M Dusting / I Strutt)**
To move to Committee of the Whole
CARRIED
- Councillors held a detailed discussion in committee regarding the report.*
- 47.12/19** **PROCEDURAL MOTION (Crs T Toomey / R Bell)**
To resume Standing Orders
CARRIED
- The Chair outlined details of the discussion held in committee.*
- 48.12/19** **MOTION (Crs N Ledger / R Bell)**
That Council;
1. Receive and note the Bundarra Sewer Scheme Update Report September – October 2019
 2. Request additional funding of \$483,630 from the Safe and Secure Water Program by writing to The Minister for Water;
 3. Review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project.
- CARRIED**
- 14. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE**
Submitted by: Cr R Crouch
Reference/Subject: Notice of Motion 1 – Drought relief: reduction of interest rates on overdue rates
- NOTICE of MOTION
That Council:
1. Reduce the rate of interest for over-due rates for 2019-20 to 3.5% and undertake not to implement recovery action until such time as the economic conditions in Uralla Shire improve.
 2. That the above modification to our budget be advertised for public comment.
- 49.12/19** **PROCEDURAL MOTION (Crs R Bell / M Pearce)**
To move to Committee of the Whole
CARRIED
- Cr M Dusting left the meeting at 5:10pm.*
Cr M Dusting returned to the meeting at 5:15pm.
Cr L Sampson left the meeting at 5:16pm.
Cr L Sampson returned to the meeting at 5:20pm.
- Councillors held a detailed discussion in committee regarding the Councillor's Motion.*
- 50.12/19** **PROCEDURAL MOTION (Crs I Strutt / T Toomey)**
To resume Standing Orders
CARRIED
- The Chair outlined details of the discussion held in committee.*

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019

Resolution
Number

MOTION (Crs R Crouch / T Toomey)

That Council;

1. Reduce the rate of interest for over-due rates for 2019-20 to 3.5% and undertake not to implement recovery action until such time as the economic conditions in Uralla Shire improve.
2. That the above modification to our budget be advertised for public comment.
3. Approach the State Government, through the local member, for drought relief funding to be provided to regional and rural councils to fund the difference between the permissible interest charge on outstanding rates and charges, currently 7.5%, and the reduced interest charge for qualifying applicants.

PROCEDURAL MOTION (Cr T O'Connor)

Move to Division Decision

51.12/19

CARRIED

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

FOR: Crs R Crouch, T Toomey, N Ledger

AGAINST: Crs M Dusting, L Sampson, R Bell, T O'Connor, I Strutt, M Pearce

The MOTION was PUT and LOST

The Chair declared the motion as lost.

FORESHADOWED MOTION (Crs M Pearce / L Sampson)

That Council;

Refer the Notice of Motion proposal to the Audit, Risk and Improvement Committee for comment prior to any further consideration to this motion.

The FORSHADOWED MOTION then became the MOTION

The Chair confirmed details of the Motion before Council, moved Cr M Pearce, Seconded Cr L Sampson.

52.12/19

The MOTION was PUT and CARRIED without further debate

Cr R Bell left the meeting at 5:51pm.

Cr R Bell returned to the meeting at 5:53pm.

15. CONFIDENTIAL MATTERS

PROCEDURAL MOTION (Crs M Pearce / I Strutt)

To move into Closed Session of Council

That;

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

The matters referred to the Closed Session of the 17 December 2019 meeting are received by Council under Section 10A (2)(d)(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,**

53.12/19

CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 17 December 2019**

Resolution
Number

REPORTS TO CLOSED SESSION

Department: **Infrastructure & Development**
Submitted by: *Assets Manager*
Reference/Subject: Confidential Report 1 – Tender for Bundarra Sports and Recreation Amenities Building

OFFICER'S RECOMMENDATION:

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 application.

MOTION (Crs T O'Connor / I Strutt)

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.

54.12/19 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs L Sampson / R Crouch)

To return to Open Session of Council.

55.12/19 CARRIED

PROCEDURAL MOTION (Crs M Disting / I Strutt)

That;

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

56.12/19 CARRIED

16. COMMUNICATION OF COUNCIL DECISIONS

Tabling of the recruitment of the General Manager.

CLOSURE OF MEETING

The meeting was closed at: 5:58pm

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



EXTRAORDINARY MEETING OF COUNCIL

Held at 6:00pm
04 February 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 D Aber, Acting General Manager
Mr T Seymour, Director Infrastructure & Development
Ms S Glasson, Executive Manager Corporate Services
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

**Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 6:00pm on 04 February 2020**

TABLE OF CONTENTS

1. OPENING OF EXTRAORDINARY MEETING	3
2. PRAYER	3
3. ACKNOWLEDGEMENT OF COUNTRY	3
4. APOLOGIES	3
5. PRESENTATIONS	3
6. MOTIONS ON NOTICE	3
Notice of Motion 1 - Councillor briefing on Uralla water supply	3
Notice of Motion 2 - Economic Reparations to Impacted Businesses	4
Notice of Motion 3 - Proactive Marketing to Recover Brand Damage	5
Notice of Motion 4 - Appointment of Interim General Manager	5
Notice of Motion 5 - General Manager Remuneration	6

Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 6:00pm on 04 February 2020

ATTENDANCE

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

1. OPENING OF EXTRAORDINARY MEETING

The Chair declared the meeting opened at 6:00pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES

The Chair advised receipt of an apology from Cr Dusting.

MOTION (Crs I Strutt / N Ledger)

That:

Council accept the apology from Cr M Dusting for the extraordinary meeting held 04 February 2020.

X01.02/20 CARRIED

PROCEDURAL MOTION (Crs L Sampson / R Crouch)

To include Presentations as number 6 Agenda Item

That:

Mr Max Wilson be permitted to make a presentation for consideration by Council.

X02.02/19 CARRIED

5. PRESENTATIONS

Speaker 1:	Max Wilton
Subject:	Uralla Town Water Supply

The Chair introduced the Speaker, Max Wilton.

The Speaker made a presentation to Council in relation to the Uralla Town Water Supply.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

6. MOTIONS ON NOTICE

Submitted by: Cr R Crouch

Reference/Subject: Notice of Motion 1 - Councillor briefing on Uralla water supply

NOTICE OF MOTION:

That at the February Ordinary Council Meeting, Council be provided with a detailed report on actions taken to address the elevated levels of arsenic, along with the short and long term supply issues, including budget implications impacting on Uralla's water supply.

**Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 6:00pm on 04 February 2020**

Resolution
Number

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

X03.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

**PROCEDURAL MOTION (Crs N Ledger / T Toomey)
To resume Standing Orders**

X04.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / T Toomey)

That:

1. at the February Ordinary Council Meeting, Council be provided with a brief report on actions taken to address the elevated levels of arsenic, along with the short and long term supply issues, including budget implications to date impacting on Uralla's water supply.
2. the report include a schedule of testing for the arsenic in 2019 and 2020 and the test results for each occasion as well as an explanation of why Council tested ahead of schedule in November, 2019.

X05.02/20 CARRIED

Submitted by: Cr T Toomey
Reference/Subject: Notice of Motion 2 - Economic Reparations to Impacted Businesses

NOTICE OF MOTION:

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 Council at the February meeting
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

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

X06.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

**PROCEDURAL MOTION (Crs T Toomey / R Crouch)
To resume Standing Orders**

X07.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

**Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 6:00pm on 04 February 2020**

Resolution
Number

MOTION (Crs T Toomey / R Crouch)

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

X08.02/20 CARRIED

Submitted by: Cr T Toomey

Reference/Subject: Notice of Motion 3 - Proactive Marketing to Recover Brand Damage

NOTICE OF MOTION:

That Council authorise the General Manager;

to seek funding from the State and Federal government to meet the cost of:

- the development of a Uralla Shire map identifying businesses
- a visit by a travel writer
- promotional social media video

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

To move to Committee of the Whole

X09.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

To resume Standing Orders

X10.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T Toomey / L Sampson)

That Council;

seek funding from the State and Federal government to meet the cost of:

- a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and
- b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and
- c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign.

X11.02/20 CARRIED

Submitted by: Cr T Toomey

Reference/Subject: Notice of Motion 4 - Appointment of Interim General Manager

NOTICE OF MOTION:

That Council;

appoint an Acting General Manager from outside the organisation to fulfil the role while the recruiting for the permanent position is undertaken.

Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 6:00pm on 04 February 2020

MOTION (Crs T Toomey / T O'Connor)

That Council;

seek Acting General Managers from outside the organisation, during the adopted process of recruitment of a permanent general manager, in recognition of the demands on an already stretched organisational structure and staffing as evidenced by:

- a) The absence of Councillor and community input, to date, organised into the development of the Local Strategic Planning Statement currently in its third draft;
- b) The omission to having a change in Capital Works road upgrade programming referred to Council, work which is neither authorised or funded by Council's Delivery Program 2017 -2021 and Operational Plan 2019/2020 (page 75) nor in accordance with the priorities established in Council's adopted Transport Asset Management Plan February 2017, version 6, priorities set out on page 48;
- c) The absence of notice to elected representatives of the invitation from the Independent Planning Commission NSW, to meet with them on February 11th at 2pm, prior to the public hearing at 4.30pm on the same day, or to provide an organised response on this critical development for the Uralla Shire;
- d) The delay in warning Councillors of the potential elevated levels of arsenic levels in Uralla's water supply and inability to keep Councillors fully informed of progress;
- e) The failure to timely deliver on Motion 32.07/19 relating to the inclusion of sections on wind and solar power generation developments in the Uralla Shire Council's Development Control Plan; and
- f) The delays and cost over-runs on major projects; i.e., Industrial Land (\$1m borrowed on 8 May 2015), Water Filter improvements (urgent funding allocation of \$250,000 provided at meeting of 30 October 2018), Bundarra Sewerage (delays and cost estimate increase of 61.8%), Barloo Road (cost over runs advised as being funded out of unrestricted funds) and Eastern Avenue (cost over-runs) both cost over runs being without Council authorisation.

X12.02/20 CARRIED

Cr I Strutt requested that her vote against the motion be recorded.

Submitted by: Cr T Toomey

Reference/Subject: Notice of Motion 5 - General Manager Remuneration

OFFICER'S RECOMMENDATION:

That Council;

agree to include an additional sum of \$10,000 in the remuneration package offered to the successful applicant, contingent upon that additional sum being spent on rent or stamp duty for a property based in the Uralla Shire.

PROCEDURAL MOTION (Crs T O'Connor / N Ledger)

To move to Committee of the Whole

X13.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs I Strutt / R Bell)

To resume Standing Orders

X14.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

**Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 6:00pm on 04 February 2020**

Resolution
Number

MOTION (Crs T O'Connor / T Toomey)

That Council;

give consideration of financial assistance to the successful applicant for the position of General Manager at Uralla Shire Council, in the event that the successful applicant wishes to:

- a) acquire a principal place of residence in the Uralla Shire and that the General Manager intends to reside in during his tenure as General Manager; or
- b) rental of a property in the Uralla Shire that will be the principal place of residence that the General Manager intends to reside in during his tenure as General Manager.

X15.02/20 CARRIED

CLOSURE OF MEETING

The meeting was closed at: 6:59pm

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:	
DATE:	
MAYOR:	



MINUTES

Budget Review & Finance Committee

Meeting 12 November 2019, 12:30pm, Council Chambers

TABLE OF CONTENTS

1.	OPENING & WELCOME.....	2
2.	PRAYER	2
3.	ACKNOWLEDGEMENT OF COUNTRY	2
4.	APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE	2
5.	DISCLOSURES & DECLARATION OF INTERESTS.....	2
6.	CONFIRMATION OF MINUTES	2
7.	URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS.....	3
8.	REPORTS TO COMMITTEE	3
9.	MOTIONS ON NOTICE	4
10.	CONFIDENTIAL BUSINESS	4
11.	MEETING CLOSE	4

Minutes of the Budget Review & Finance Committee Meeting held at 12 November 2019, 12:30pm, Council Chambers

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Disting, N Ledger, T O'Connor, L Sampson, I Strutt, and T Toomey, Acting General Manager (Mr D Aber), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms S Glasson) and Minute Clerk.

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:39pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE

The Chair advised receipt of an apology from Mr S Paul (Chief Financial Officer)

MOTION (Crs M Disting / I Strutt)

That the Committee accept the apology from Mr S Paul (Chief Financial Officer)

BRFC24/19 CARRIED

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

5. DISCLOSURES & DECLARATION OF INTERESTS

There were no disclosures or declarations made.

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 12 November 2019 Meeting:

- Minutes of the Budget Review and Finance Committee Meeting held 10 September 2019.

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

Cr Bell made reference to the minutes and requested the following amendments:

- *Previous minutes need to be amended to include the closed session reasoning. The reason for going into closed session was that the statements were unaudited.*

MOTION (Crs R Bell / B Crouch)

That the Committee confirm the minutes, together with amendments as noted, as a true and accurate record of the Budget Review and Finance Committee meeting held 10 September 2019.

BRFC25/19 CARRIED

7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

8. REPORTS TO COMMITTEE

Department: General Manager's Office
Submitted by: Chief Financial Officer
Reference/Subject: Report 1 – Horizontal Service Review – Feedback on action items

OFFICER'S RECOMMENDATION:

That the Committee:

1. Note the report;
2. Provide decisions on items marked D; and
3. Provides any feedback or alternative actions to those noted for the remaining items.

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

To move to Committee of the Whole

BRFC26/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr Toomey left the meeting at 12:46pm

Cr Toomey returned to the meeting 12:51pm

Cr Sampson left the meeting at 12:54pm

Cr Sampson returned to the meeting at 12:54pm

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

To resume Standing Orders

BRFC27/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / I Strutt)

That the Committee;

Accept the following;

Item 1. *Review and increase pricing of stock at the VIC*

Item 3. *Energy initiatives (e.g. solar and LED for street lighting*

Item 10. *Upgrade Bundarra maintenance water truck*

Endorse the following;

Item 16. *The issue of fines for infringements being uniformly and equitably applied.*

Reject the following;

Item 2. *Implement full cost recovery for non-statutory fees and charges*

Item 5. *Reduce the number of councillors*

Item 6. *Close the Bundarra Library*

Item 9. *Reduce service levels for nature strip mowing at Bundarra*

Item 11. *Reduce number of newsletters (staff cost)/review print and delivery*

Item 12. *Implement business paper efficiencies (purchase software)*

Item 13. *Reduce printing, including issuing only digital business papers*

BRFC28/19 CARRIED

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

9. MOTIONS ON NOTICE

There were no 'Notices of Motion' addressed to the 12 November Meeting.

10. CONFIDENTIAL BUSINESS

There were no Confidential Business items.

11. MEETING CLOSE

The meeting closed at 1:55pm

MINUTES OF AUSTRALIA DAY COMMITTEE MEETING

HELD ON 11TH. DECEMBER, 2019



PRESENT – Chris Pyros, Cr. Natasha Ledger, Cr. Levi Sampson, Cheryl Nolan and Bev Niland.

APOLOGIES – Tobie Redmond, Leanne Doran, Ben Pascoe and Peter Phillips. Moved L. Sampson, seconded N. Ledger that the apologies be accepted. Carried.

MINUTES OF PREVIOUS MEETING - Moved L. Sampson, seconded C. Pyros, that the minutes of the meeting held on 13th. November, 2019, be adopted. Carried.

MATTERS ARISING FROM THE MINUTES

Poster Competition – Cheryl and Brendon Nolan will judge them on Friday night.

Arnold Goode Memorial – Our letter requesting the provision of a memorial didn't go to the last Council meeting, but will go to the December meeting. Flags, bunting etc. will need to be picked up from Mrs. Goode.

FINANCIAL REPORT

A financial report was presented as follows:

Amount brought forward		1,713.39
Plus Council's Contribution		2,500.00

		4,213.39
Less	- Postage to date	62.00
	Poster Competition cash prizes	525.00
	Printing Achievement Certificates – Council	60.00

		647.00

		<u>\$3,566.39</u>

Moved B. Niland, seconded N. Ledger that the report be adopted.

CORRESPONDENCE – IN

Moved C. Pyros, seconded L. Sampson, that the correspondence be dealt with as read. Carried.

1. Uralla Shire Council – Confirmation of receipt of minutes of meeting held on 9th. October, 2019.
2. C.W.A. – Agreeing to sell damper, tea and coffee on Australia Day.
3. Australia Day Council of S.A. – New merchandise catalogue.

CORRESPONDENCE – OUT

1. Uralla Shire Council – Requesting naming the rotunda “the Arnold Goode Memorial Rotunda”, and a suitable plaque.
2. C.W.A., Rotary and Friends of McMaugh Gardens – Catering on Australia Day.
3. Uralla Fire Brigade, Rural Volunteer Fire Brigades, S.E.S. – Australia Day Procession.
4. N.E. Hot Rods & Customs, Classic & Specialist Car Club, N. E. Lapidary & Fossicking Club, N.E. Antique Machinery & Uralla Auto Club – procession invitations.
5. The Hon. B. Joyce & Adam Marshall M.P.'s – Invitations to Australia Day activities.
6. Uralla Shire Council – Request for insurance cover.

GENERAL BUSINESS.

Tribute to Tradies – Moved N. Ledger, seconded C. Nolan that this include traders as well as tradies.

Moved C. Pyros, seconded N. Ledger that a banner be purchased from Thunder Graphics at a cost of \$150.

Best Decorated Walker Competition – Moved L. Sampson, seconded C. Nolan that this be held, and that the Prizemoney be – First - \$40, Second - \$25, Third - \$10.

Aboriginal Dancers – Ben has contact – Chris will talk to him.

Merchandise - Moved C. Pyros, seconded N. Ledger that the following merchandise be purchased – key-rings, stickers, bumper stickers, temporary tattoos, flag lapel badges, wattle badges and bandanas, to an approximate value of \$300.

Jumping Castle – Moved N. Ledger, seconded L. Sampson that a Unicorn Bouncer be hired from Funtastic Family Entertainment of Armidale, at a price of \$60 an hour plus \$50 an hour for supervisor, for two hours, 12.00 p.m. until 2.00 p.m., at a total cost of \$220.

Street Stall – Week commencing 13th. January.

P.A. System – Council will administer.

R.S.L. Ladies Auxiliary – Now able to fundraise, and they have previously sold drinks on Australia Day. This has been taken over by Rotary for the last few years. It was agreed that the R.S.L. Ladies consult with Rotary.

NEXT MEETING – Wednesday, 8th. January, 2020.

The meeting closed at 8.50 p.m.

UTEC minutes

Meeting Title – UTEC COMMITTEE		
Date –10 December 2019	Meeting Time – 6pm	Meeting Location – Council Meeting Room
Type of meeting	Monthly	
Chairperson	Kent Mayo	
Secretary	Kath Corcoran	
Attendees	Kent Mayo, Annie Mayo, Kath Corcoran, Noelene Porter; Phil Smith; James Sinclair, Bob Anderson; Louis van Ekert; Council Representatives: Cr Isobel Strutt, Cr Levi Sampson; Observers: Cr Bob Crouch; A/GM David Aber; Cr Natasha Ledger	
Apologies	Bob Anderson; Col Hull; Carol Higginbottom; Sonia Repin Moved – Annie M Seconded – Noelene P Carried unanimously	
Minutes of Previous Meeting	It was moved by Kent M and seconded by Annie M that the Minutes of the previous meeting be accepted as a true record of the proceedings Carried unanimously	
Correspondence	<ul style="list-style-type: none"> Letter from Council requesting feedback on Proposal to name the Rotunda in Alma Park in honour of Arnold Goode 	
Business Arising: & Agenda Topic 1	<p><u>Recommendations:</u></p> <ol style="list-style-type: none"> UTEC fully endorses the Proposal to name the Rotunda in honour of Arnold Goode <p>Moved: Phil Smith Seconded: Annie Mayo Carried unanimously</p> <ol style="list-style-type: none"> UTEC suggests that Council, with advice from the Heritage Advisor, refurbishes the structure to replicate the original, during 2020. <p>Moved: Louis van Ekert Seconded: Jim Sinclair</p>	

UTEC minutes

Agenda Topic 2 – Louis’ List

Discussion	<p>The use of the word ‘Project’ and input from the community</p> <p><u>Recommendation:</u></p> <ol style="list-style-type: none"> 1. That the word ‘Project’ be replaced with ‘Recommendation’ 2. That the List then be resubmitted to Council with changes <p>Moved – Kath Corcoran Seconded –</p>
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Agenda Topic 3 – War Memorials

Discussion	<p>Chairperson expressed his disappointment with sites of Vietnam and Korean memorials, not complying with the consensus of the public meeting in 2018</p>
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Agenda Topic 4 – BMX Track Refurbishment (Gostwyck St), Swimming Pool Mural, Basketball Half-Court at Hampden Park, Visitor Information Centre

Discussion	<p>Information shared about each of the above issues.</p> <p>Cr Strutt stated that the refurbishment of the BMX Track was identified from feedback to a Community Survey</p> <p>A/GM explained that the Basketball Half-court could not be placed higher in the Park due to that area being owned by NSW Rail</p> <p>The proposed Tower at the VIC is now not included and the Public Meeting requested ‘Green’ features e.g. solar energy and water catchment</p>	
Agenda Topic 5	Gold Rush Information Boards	
Discussion	<p>Regarding the proposed production of the Boards, the wording, photographs and location.</p> <p><u>Recommendations:</u></p> <ol style="list-style-type: none"> 1. Council endorse UTEC’s involvement in the development of the Gold Rush Boards <p>Moved: Jim Sinclair Seconded: Louis van Ekert</p>	
Agenda Topic 6	Amendments to UTEC Constitution	

UTEC minutes

	<p>Suggested Recommendations:</p> <ol style="list-style-type: none"> 1. UTEC elects its own Chairperson 2. A casual vacancy be filled by nomination from a retained "waiting list" <p>After a short discussion it was decided to hold these amendments over to a Workshop to be held in 2020</p>	
Agenda Topic 7	<p>UTEC congratulates the Uralla Shire Council on the new Playground in Alma Park</p> <p>Moved: Louis van Ekert Seconded: Phil Smith</p>	
Agenda Topic 8	<p>Workshop Re-schedule in 2020</p> <p>The ordinary February meeting will be adjusted to incorporate a Workshop regarding UTEC future business</p>	
Agenda Topic 9	<p>Shire Branding</p>	
	<p><u>Recommendation:</u></p> <p>UTEC recommends that Uralla Shire Council re-adopts the theme of "Find Yourself in Uralla" and its many potential variations</p> <p>Moved: Jim Sinclair Seconded: Annie Mayo</p>	
	<p>The meeting closed at 7pm</p> <p>Next ordinary Meeting to be held on Tuesday 11 February 2020 at the Council Meeting Room at 6pm</p> <p>This will be the first meeting for 2020</p>	

Uralla Shire and Environs Committee

MINUTES 11 February 2020

MONTHLY MEETING - 11 February 2020 Uralla Shire Council Chambers

Chair: Kent Mayo

Minute keeper: Suzanne Wright

Meeting opened – 6:00pm

Present – Louis van Ekert, Bob Anderson, Sonia Repin, Suzanne Wright, Kent Mayo, James Sinclair (teleconference), Carol Higginbottom, Annie Mayo, Noelene Porter

Council representatives: Cr Levi Sampson, Cr Isobelle Strutt,

Apologies – Phillip Smith

MINUTES OF PREVIOUS MEETING

UTEC Minutes 10 Dec 2019

Moved: Noelene

Seconded: Louis

Carried: All

MATTERS ARISING:

10.12.19 Minutes yet to be submitted to USC.

Agenda Topic 5 – It was noted that USC is proceeding with the Gold Rush Information Boards

CORRESPONDENCE

IN

1. Gwen Fuller_Copy of letter to GM USC re Fuller Park
2. Kent Mayo – Copy of email to Matt Clarkson re DA 85-2019
3. Matt Clarkson Email 15 January 2020 re Alma Park Heritage Installation

AGENDA ITEMS

20.01 Kath Corcoran resigned from the UTEC Committee, vacating the position of UTEC Secretary in December 2019.

Recommendation: Call for nominations from the Committee and elect a UTEC Secretary

Outcome: The Secretary position remains unfilled. Carried forward.

Moved: Kent Mayo Seconded: Carol Carried: All

20.02 With concern for the potential mismatch that DA 85-2019 may have in relation to Uralla's heritage, as outlined in Correspondence 2.

Recommendation: Encourage Uralla Shire Council to order a Heritage Impact report before proceeding with DA 85-2018 (tabled)

Moved: Kent Mayo Seconded: Bob Anderson Carried All

NB Cr Strutt advised that individual members of the committee can make their views known to USC regarding a DA, It was noted also that objections have been lodged by McCrossins Mill and other Heritage neighbours to the DA 85-2018

20.03 A couple of years ago Matt Clarkson and Heritage Adviser Mitch McKay showed Kent Mayo a Heritage Colours document they were preparing for Uralla.

Recommendation: USC provide for the Public a Uralla Heritage Colours Document outlining Heritage Colour Schemes for Uralla buildings (exterior), 1860s-1940s

Moved: Kent Mayo Seconded: James Sinclair Carried: All

20.04 UTEC Constitution currently states a Chairperson is appointed by USC.

Recommendation: UTEC Constitution be amended to allow UTEC to elect its own Chairperson on an annual basis. In the event of a vacancy on the UTEC Committee, the quorum be adjusted accordingly.

Moved: Kent Mayo Seconded: Noelene Carried: All

20.05 Alma Park Heritage Feature (\$35000 available)

20.05.1 Recommendation: Following advice from its Heritage Adviser, Council restore the Arnold Goode Memorial Rotunda.

Moved: Kent Mayo Seconded: Carol Carried: All

20.05.02 Recommendation: Any surplus be allocated to the employment of a local Artist/ Landscape Architect to produce preliminary design/s for a War Memorial Garden section of Alma Park to rationalise the current array of memorials (photos attached)

Moved: Kent Mayo Seconded: Carol Carried: All

These recommendations to be sent to Matt Clarkson by the due date of 14.2.20 by Suzanne

20.06 Concern for Fuller Park as outlined in Gwen Fuller's letter

20.06.1 Recommendation The Committee review Gwen Fullers letter to the GM at USC and the UTEC Chairperson write to the GM in support of Gwen's proposal.

Moved: Kent Seconded: Carol Moved: All

20.06.2 UTEC Committee coordinate a scoping design for presentation to Uralla Shire Council for a Fuller Park Project, in consultation with Mrs Gwen Fuller, Uralla Garden Club, Uralla Shire Heritage Advisor Mitch McKay, and James Sinclair

Moved: Suzanne Seconded: Bob Carried: All

20.07 Riley Watson, youth of Uralla, posted twice on the Facebook Page of Uralla Community Notice Board regarding the Skate Park. On 5 February, Riley Watson wrote "Hey everyone I'd just like to ask to the people that work in the uralla shire council would it be possible to maybe put an extension on to the skatepark like ramps or rails and ledges for people to skate on"

Recommendation: Riley represents the Skate Park community in Uralla. That UTEC works with USC to explore Riley's suggestions to extend the skate park with ramps, and install rails and ledges for people to skate on.

Moved: Suzanne Wright Seconded: Kent Carried: All

GENERAL BUSINESS

1. (Brought forward) Workshop re-schedule in 2020 **as** recommended by Kath Corcoran, committee member and secretary 2019.

Outcome: Carried forward as a recommendation to 10.3.20 meeting.

2. Obtain from Uralla Shire Council a list of relevant planned open spaces public works for review and input by UTEC committee.

There was a noteworthy discussion regarding the purpose and effectiveness of the UTEC Committee. Cr. Strutt outlined it is not the purpose of UTEC to advise Council on Operations. Committee members referred to s3.1.a of the UTEC Constitution and its Objectives, and consider it appropriate if it is to be proactive in future development and redevelopment of the public spaces in and near the township of Uralla.

Outcome: Carried forward as a recommendation at next UTEC meeting.

OTHER BUSINESS

- A thank you gift forthcoming to Kath Corcoran – Sonia
- Secretarial actions from 11.2.20 Meeting - Suzanne
- By 14.2.20 response to Matt Clarkson re Alma Park Heritage– Suzanne
- Fuller Park – Sonia to contact Uralla Garden Club; Carol to contact Mrs Fuller regarding discussion and future scoping; James to consider design of Uralla-identifiable shelter as practical enhancements; Kent to prepare letter of support to GM regarding Mrs Gwen Fullers letter.

Meeting Closed: 7:20pm

Next Meeting: 10 March 2020

Mr David Aber
Acting General Manager
Uralla Shire Council
20th January, 2020

Dear Sir,

I would like to draw your attention to the condition that Fuller Park is in at present. This park, back in 1971, won the Sydney Morning Herald Garden Competition – New England Zone. It has been disappointing to see it go from a beautiful area to almost an eyesore over time.

This park was dedicated to Arthur Fuller who was a driving member of the team that was in charge of the town beautification committee – including parks and gardens in Uralla. He was employed in this position for many years.

The family of Arthur Fuller are deeply concerned by the fact that so little has been done over the years to maintain the original presentation of this park.

There has been the addition of the concrete pots – sadly, these were the same pots that were rejected from other parts of the district. Also a bus shelter, which has been subject to vandalism and consequently not the ideal structure to highlight the plaque, which is situated close by.

We would like to see a positive outcome as a result of our concerns. Very little effort would be needed to restore this area – bringing it back to its original state and serving its original purpose – a pleasant view as you approach, or leave our town – pending which way you are travelling.

On behalf of the Fuller family

Gwen Fuller (daughter-in-law)

Uralla. 2358

7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

8. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

9. MAYORAL MINUTE



MAYORAL MINUTE

25 February 2020

MAYORAL MINUTE

MAYORAL MINUTE

25 February 2020

Mayor's Recommendation:

That the Mayoral Minute be received and noted.

On behalf of Uralla Shire Council and our community I would like to thank and acknowledge the work and commitment of all the volunteers who have tirelessly helped to distribute bottled water during the Do Not Drink Alert.

I would like to recognise Nicola Fullagar who took it upon herself to organise and arrange a roster of volunteers to help with the distribution of bottled water. Her efforts continued over the busy holiday period and Nicola's actions showed her true community commitment to assist others.

I would also like to acknowledge Peter Hay and Annette Ryan from Foodworks Uralla, Pursehouse Rural and David Knight from Invergowrie Store for their involvement in assisting with the coordination of bottled water distribution.

A morning tea to thank the volunteers involved in the water distribution effort is being organised for National Volunteer Week in May with a provisional date of Thursday, 21st of May 2020.

10. REPORTS OF COMMITTEES

There are no Reports of Committees to the 04 February 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 December

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

1. Council note the cash position as at 31 December, 2019 consisting of cash and overnight funds of \$1,707,294, term deposits of \$14,500,000 totalling \$16,207,294 of readily convertible funds.
2. Council note the loan position as at 31 December, 2019 totalling \$2,302,733.

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 1.35% to 2.75% with an average rate of 2.01%. Diary of maturing dates and amounts is attached.

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

KEY ISSUES:

The official interest rate remains at 0.75%. The current budgeted interest rate (reduced by 0.5%) is unlikely to be reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

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

Uralla Shire Council
Council Business Paper – 25 February 2020

Uralla Shire Council				
Investments at 31 December, 2019				
Cash at Bank – Operating Accounts:				
Institution		Account	Bank Statement	
National Australia Bank		Main Account	\$439,474.14	
National Australia Bank		Trust Account	\$31,226.33	
Community Mutual		Bundarra RTC	\$25,608.98	
Total			\$496,309.45	
Business Investment (Cash Management) Account				
Institution		Interest rate	Balance	
Professional Funds		0.15% above RBA cash rate	\$1,210,984.91	
Total			\$1,210,984.91	
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
Commonwealth Bank	12 months	2.32%	16/01/2020	\$700,000.00
National Australia Bank	6 months	2.75%	25/01/2020	\$600,000.00
Westpac Banking Corporation	12 months	2.15%	30/01/2020	\$500,000.00
ANZ	6 months	2.70%	25/02/2020	\$250,000.00
Westpac Banking Corporation	9 months	1.82%	5/03/2020	\$500,000.00
Westpac Banking Corporation	2 months	2.27%	9/03/2020	\$1,200,000.00
Bank of Queensland	9 months	2.20%	12/03/2020	\$800,000.00
National Australia Bank	12 months	2.50%	1/04/2020	\$600,000.00
National Australia Bank	12 months	2.50%	10/04/2020	\$500,000.00
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
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
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
Total				\$14,500,000.00

Uralla Shire Council
Council Business Paper – 25 February 2020

Uralla Shire Council			
Loans at 31 December, 2019			
Loans:			
Loan no.	Purpose	Balance	
165	MGH Property	\$46,490.88	
168	Community Centre	\$31,022.90	
176	Library Extensions	\$152,122.59	
177	Grace Munro Centre	\$121,726.18	
181	Creative Village Works	\$2,114.24	
186	Public Toilets Pioneer Park	\$3,712.92	
187	Undergrounding Power and Main Street Upgrade	\$130,214.67	
188	Paving and Power Undergrounding	\$32,982.77	
189	Bridge Construction	\$203,476.43	
190	Bridge construction & industrial land development	\$1,578,869.18	
Total		\$2,302,732.76	



REPORT TO COUNCIL

Department:	Organisational Services - Finance
Submitted by:	<i>Chief Financial Officer</i>
Subject:	Report 2 - Cash at Bank and Investments January

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

1. Council note the cash position as at 31 January, 2020 consisting of cash and overnight funds of \$1,491,542, term deposits of \$14,500,000 totalling \$15,991,542 of readily convertible funds.
2. Council note the loan position as at 31 January, 2020 totalling \$2,292,341.

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 1.35% to 2.7% with an average rate of 1.89%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 January, 2020.

KEY ISSUES:

The official interest rate remains at 0.75%. There has been some suggestions in the media that if the Federal Government does not increase capital expenditure then interest rates are likely to fall further. The current budgeted interest rate (reduced by 0.5%) is unlikely to be reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Chief Financial Officer
TRIM Reference Number:	U18/167
Approved/Reviewed by	Organisational Services - Finance
Manager:	Council's Investments as 31 January, 2020
Department:	Schedule of loans
Attachments:	

Uralla Shire Council
Council Business Paper – 25 February 2020

<div>Uralla Shire Council</div> <div>Investments at 31 January, 2020</div> <div>Cash at Bank – Operating Accounts:</div> <table><tr><th>Institution</th><th>Account</th><th>Bank Statement</th></tr><tr><td>National Australia Bank</td><td>Main Account</td><td>\$444,979.54</td></tr><tr><td>National Australia Bank</td><td>Trust Account</td><td>\$31,226.33</td></tr><tr><td>Community Mutual</td><td>Bundarra RTC</td><td>\$25,608.98</td></tr><tr><td>Total</td><td></td><td>\$501,814.85</td></tr></table> <div>Business Investment (Cash Management) Account</div> <table><tr><th>Institution</th><th>Interest rate</th><th>Balance</th></tr><tr><td>Professional Funds</td><td>0.15% above RBA cash rate</td><td>\$989,726.76</td></tr><tr><td>Total</td><td></td><td>\$989,726.76</td></tr></table>					Institution	Account	Bank Statement	National Australia Bank	Main Account	\$444,979.54	National Australia Bank	Trust Account	\$31,226.33	Community Mutual	Bundarra RTC	\$25,608.98	Total		\$501,814.85	Institution	Interest rate	Balance	Professional Funds	0.15% above RBA cash rate	\$989,726.76	Total		\$989,726.76
Institution	Account	Bank Statement																										
National Australia Bank	Main Account	\$444,979.54																										
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Term Deposits:																												
Institution	Term	Interest rate	Maturity	Balance																								
Westpac Banking Corporation	6 months	2.70%	25/02/2020	\$250,000.00																								
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Total				\$14,500,000.00																								

Uralla Shire Council
Council Business Paper – 25 February 2020

Uralla Shire Council			
Loans at 31 January, 2020			
Loans:			
Loan no.	Purpose	Balance	
165	MGH Property	\$46,038.21	
350	Community Centre	\$30,394.30	
176	Library Extensions	\$149,228.45	
177	Grace Munro Centre	\$119,412.75	
181	Creative Village Works	\$1,729.71	
186	Public Toilets Pioneer Park	\$3,067.68	
187	Undergrounding Power and Main Street Upgrade	\$128,628.09	
188	Paving and Power Undergrounding	\$32,668.15	
189	Bridge Construction	\$202,304.75	
190	Bridge construction & industrial land development	\$1,578,869.18	
Total		\$2,292,341.27	



REPORT TO COUNCIL

Committee:	Budget Review and Finance
Submitted by:	<i>Chief Financial Officer</i>
Reference/Subject:	Report 3 – Increases in Water Fund fees and charges

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.1	Maintain and control financial system and improve long term financial sustainability
Action:	4.2.2.1.1	Review and revise the 10-year Long Term Financial Plan

SUMMARY:

This report makes recommendations to Council about the increases in Water Fund fees and charges considered by the Budget Review and Finance Committee at its February 2020 meeting.

COMMITTEE RECOMMENDATION:

That Council:

Set a strategic objective for both the Water and Sewer Funds to operate during the next ten years at a balanced operating position including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant, equipment and the modelling of tiered water pricing.

BACKGROUND:

As part of the 2020/21 Operational Plan preparations, Council needs to consider what increases to pricing should apply to a range of services, including Water Fund access and usage charges. At the 11 February 2020 Budget Review and Finance Committee meeting, a recommendation was made to increase both access and usage charges in order to restore a balanced financial result which would result in a financially healthy Water Fund and provide long term sustainability.

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

The budgeted loss for the Water Fund for the year ended 30 June 2020 was originally \$282,343 (as per the Operational Plan 2019-20). This was subsequently adjusted to \$324,412 following the adoption of Council resolution 37.06/19. Based on the financial performance of the Water Fund to 31 January 2020 it is estimated that the Water Fund will return a loss of \$322,259 for the year ended 30 June 2020. This is after providing \$25,000 for granular activated carbon costs to 30 June 2020 and assumes that the purchase of all bottled water will be reimbursed by the NSW State Government. It does not take account of additional depreciation resulting from the anticipated installation of new equipment at the water treatment facility to manage the granular activated carbon process.

The long term financial plan that was used to estimate the ongoing losses in the Water Fund over the years ended 30 June 2020 to June 2029 have been summarised into graphs 1 to 4 below. They indicate that by June 2024 that the Water Fund will need to borrow money to maintain operations. These calculations include likely additional costs of \$60,000 for granular activated carbon and \$14,300 for depreciation on new plant to manage the granular activated carbon process (\$1,000,000 depreciated over 70 years – very optimistic).

If the Water Fund increased access charges by:

- ✓ 20% above the expected annual increase of 2.5% in 2020-21 i.e. by 22.5%; and
- ✓ 10% above the expected annual increase of 2.5% in 2021-22 i.e. by 12.5%; and
- ✓ 5% above the expected annual increase of 2.5% in 2022-23 i.e. by 7.5%; and

Increased water usage charges by:

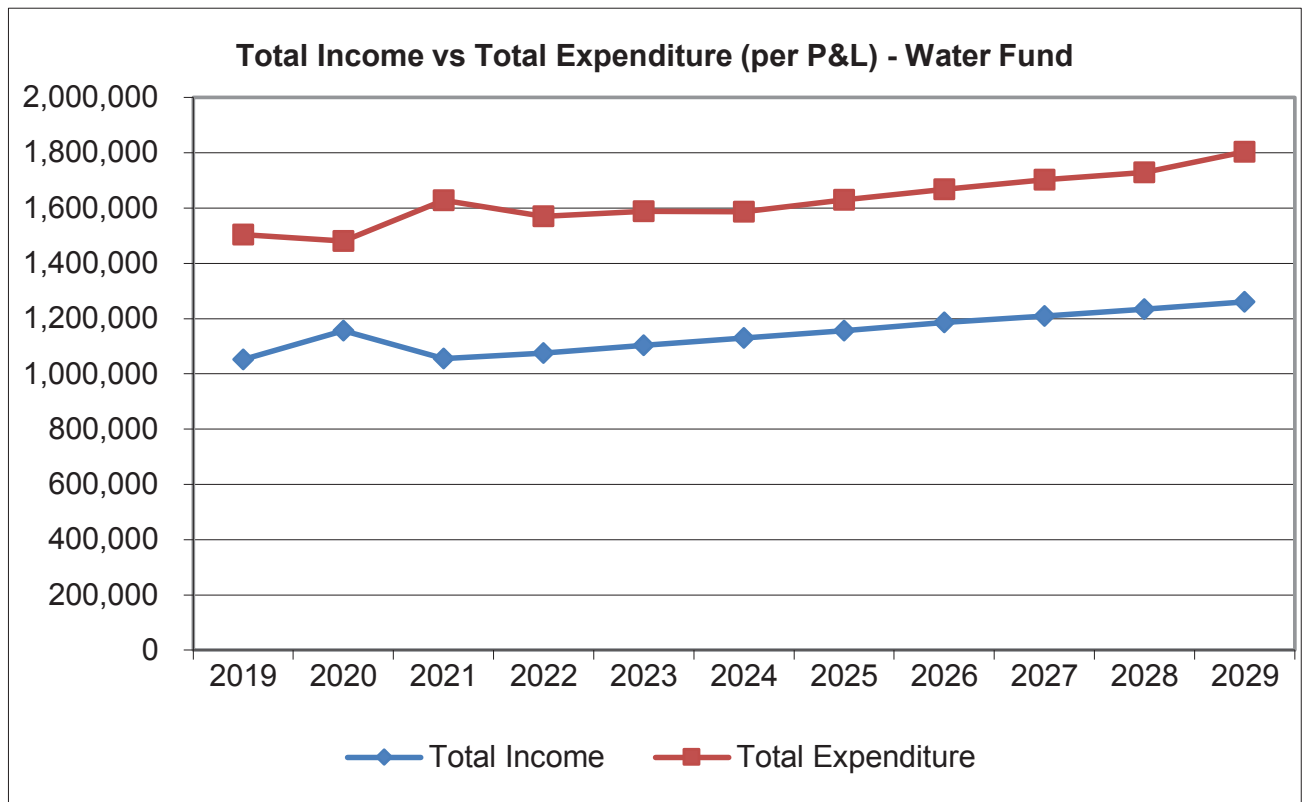
- ✓ 20% above the expected annual increase of 2.5% in 2020-21 i.e. by 22.5%; and
- ✓ 10% above the expected annual increase of 2.5% in 2021-22 i.e. by 12.5%; and
- ✓ 5% above the expected annual increase of 2.5% in 2022-23 i.e. by 7.5%;

Then it is likely that the Water Fund would return to a more sustainable position as summarised in graphs 5 to 8 below.

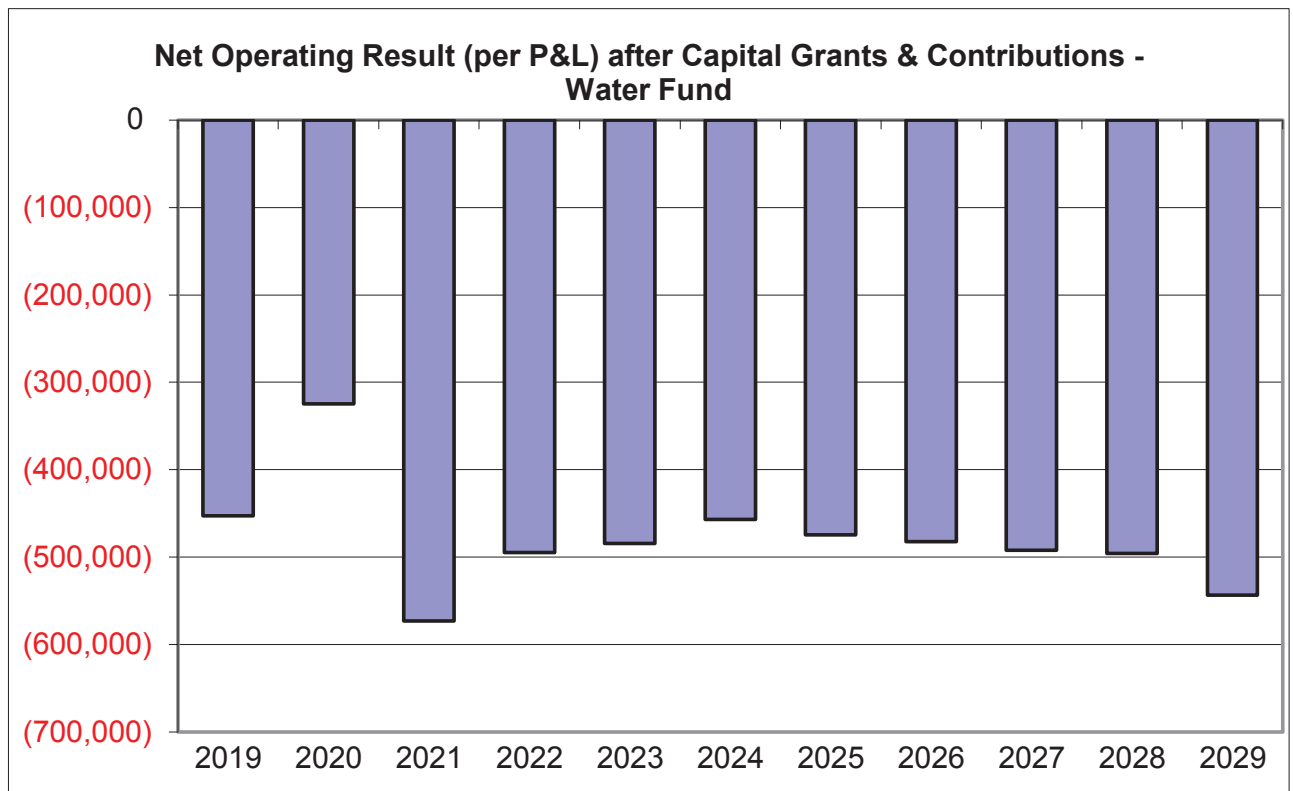
It is likely however, that with the proposed increases in user charges as outlined above, that consumers would reduce their usage which would in turn require further increases in the level of water use charges necessary to maintain a sustainable financial performance in the Water Fund. For example, based on a 20% reduction in water use charges in 2020-21, it is estimated that Council would need to increase water usage charges by 20% above the expected annual increase of 2.5% in 2021-22 (i.e. by 22.5%) in order to maintain a more sustainable position.

An alternative to the above single price increases, Council could introduce tiered water charges to target higher non-price sensitive users.

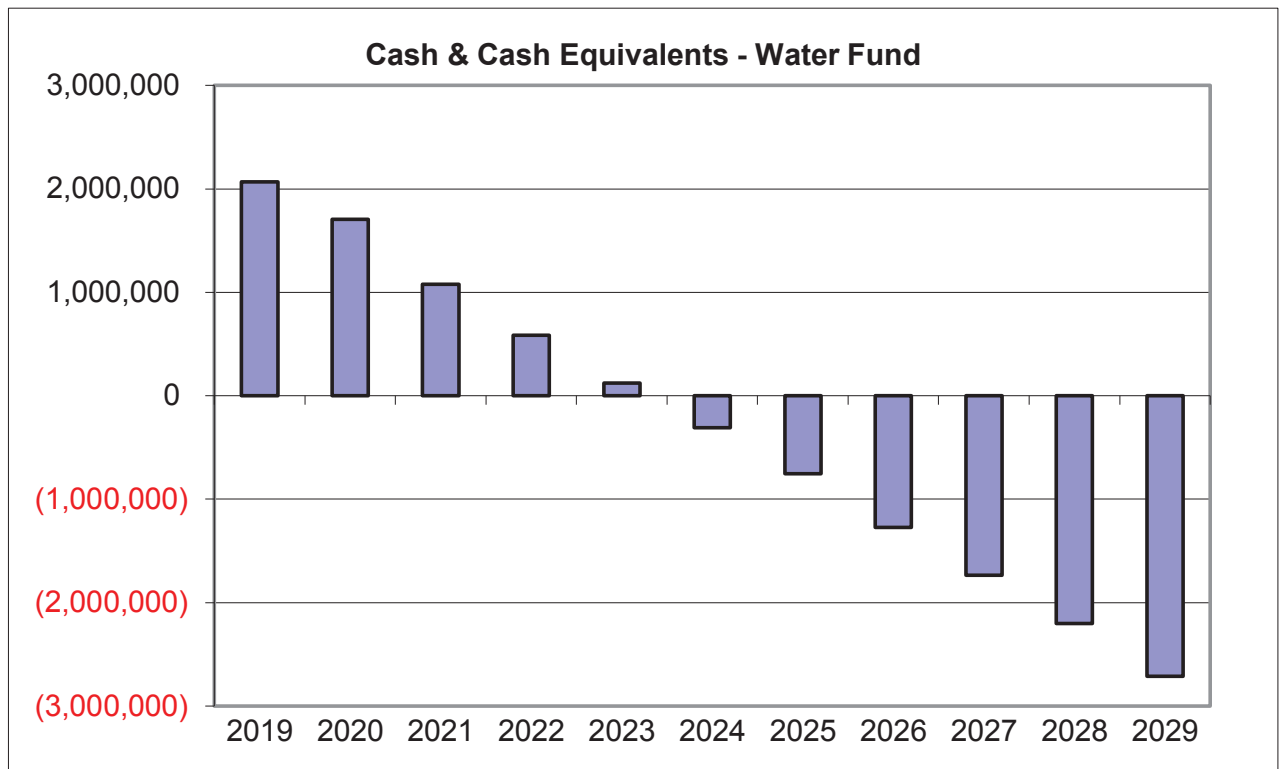
Graph 1: Budgeted Income and Expenditure June 2020 to June 2029



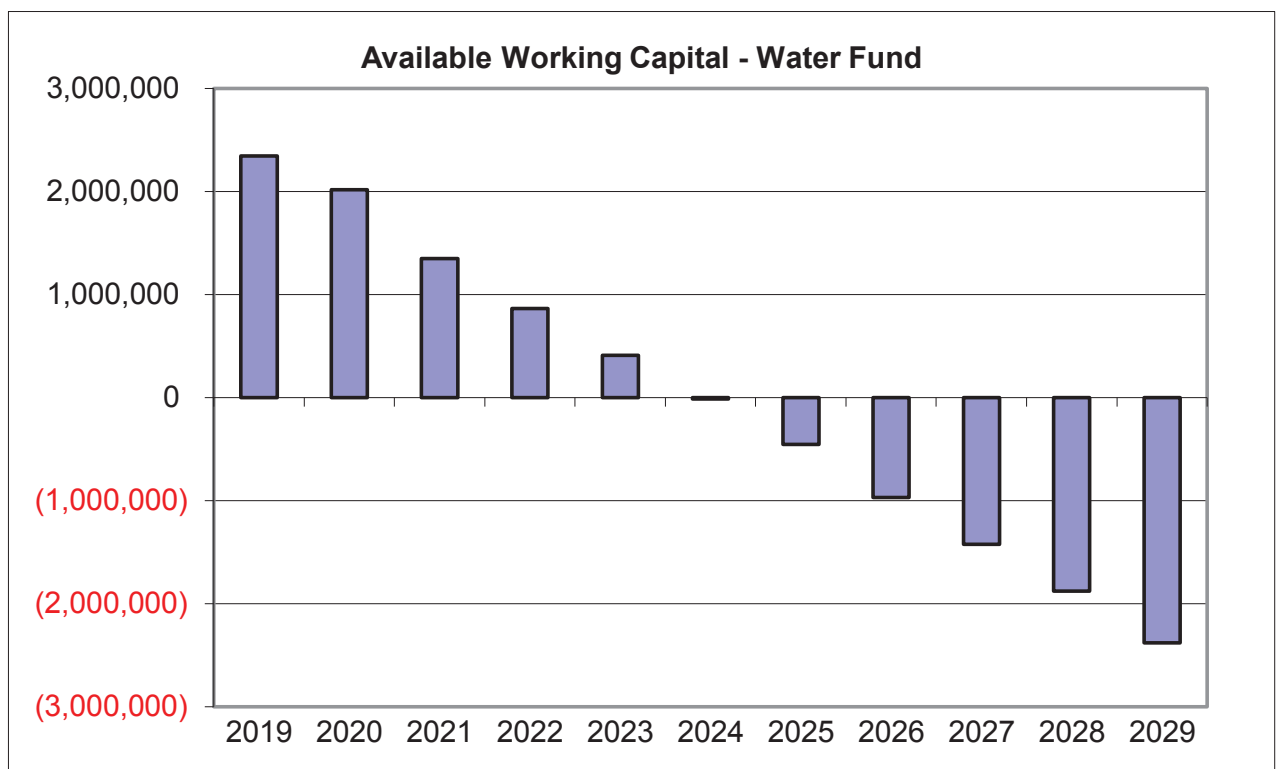
Graph 2: Budgeted Net Operating Result June 2020 to June 2029



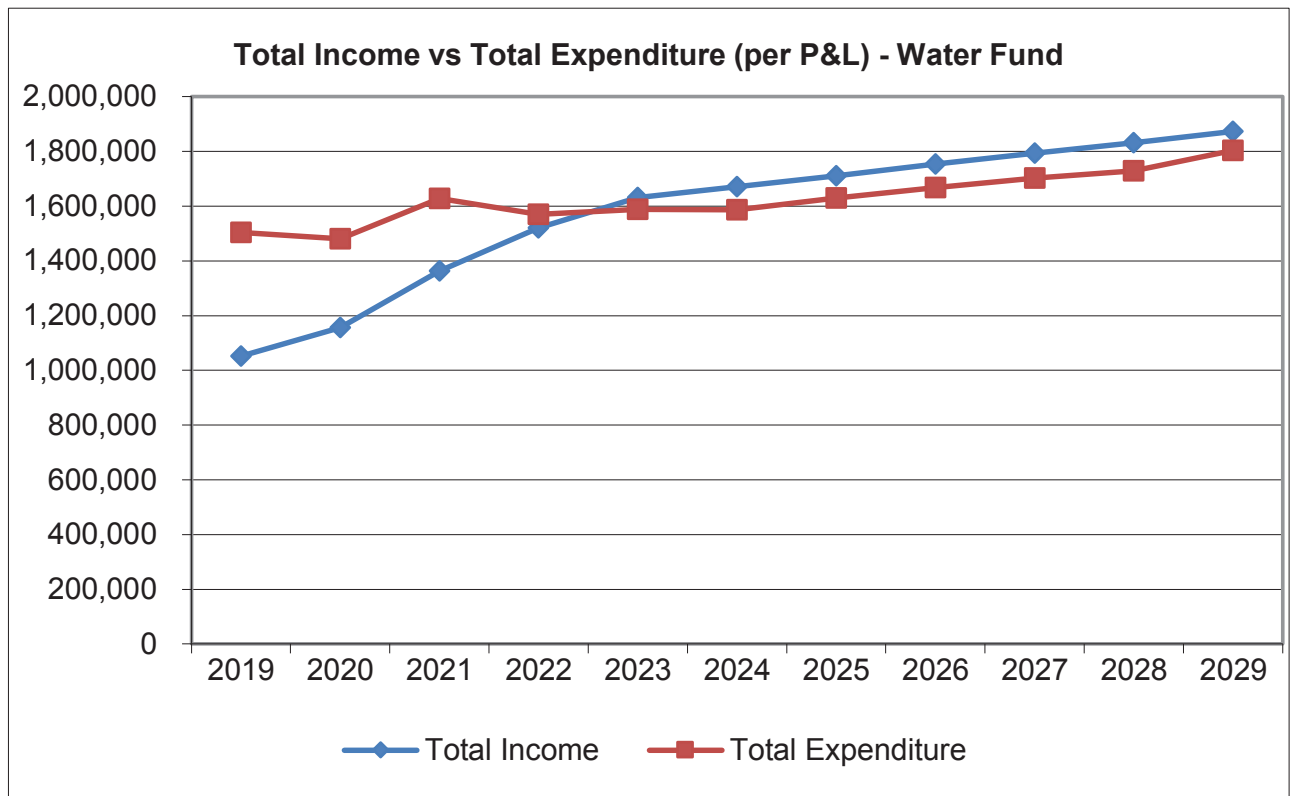
Graph 3: Budgeted Cash Result June 2020 to June 2029



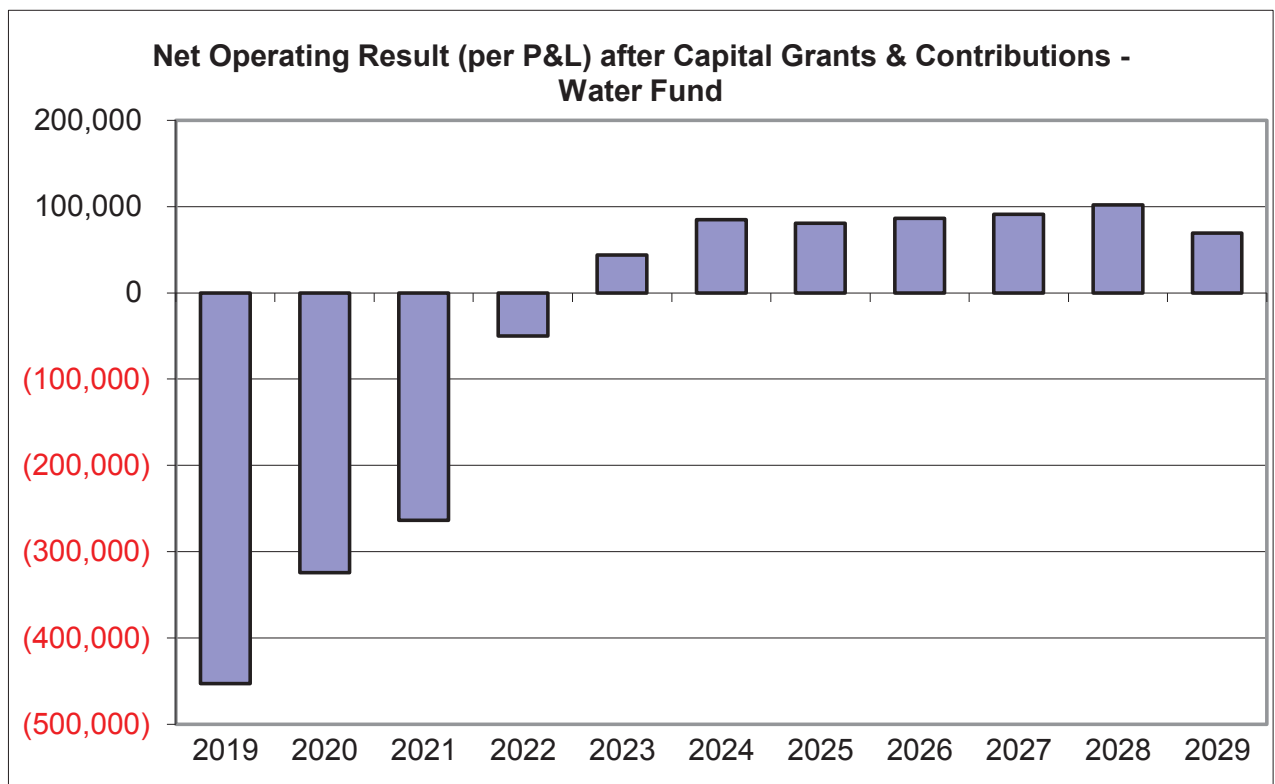
Graph 4: Budgeted Available Working Capital June 2020 to June 2029



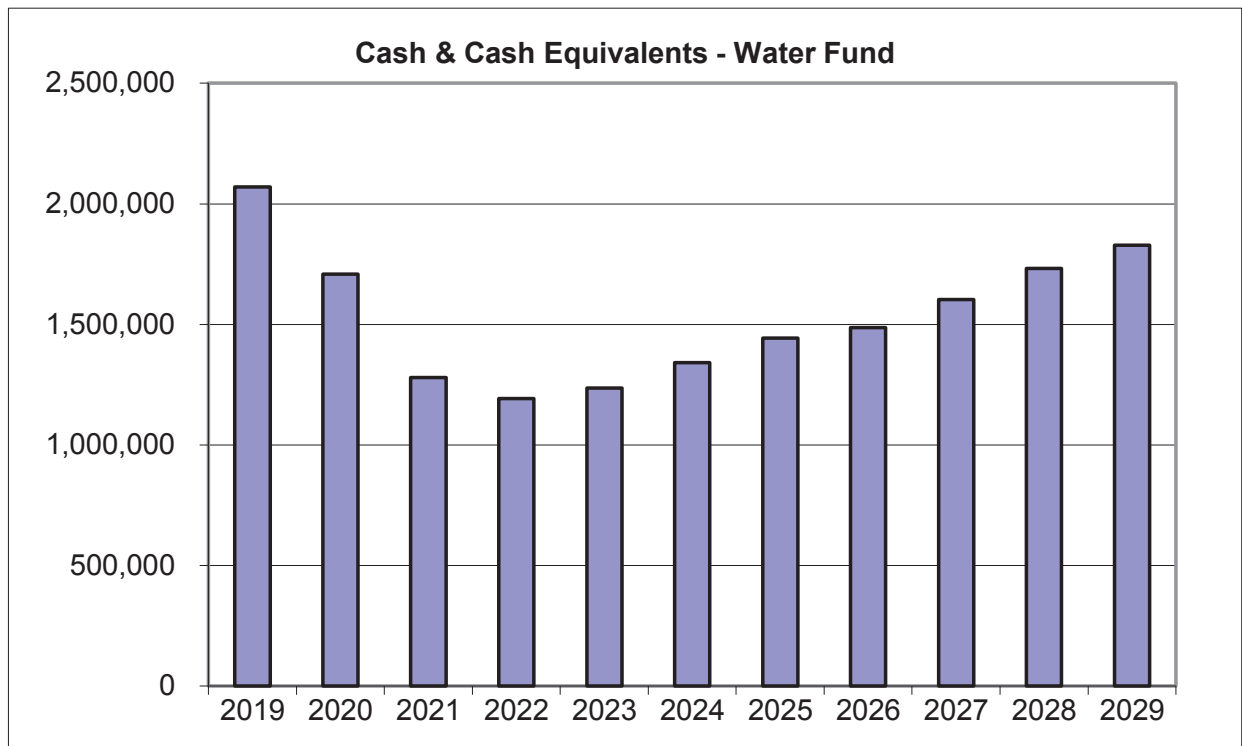
Graph 5: Budgeted Income and Expenditure June 2020 to June 2029



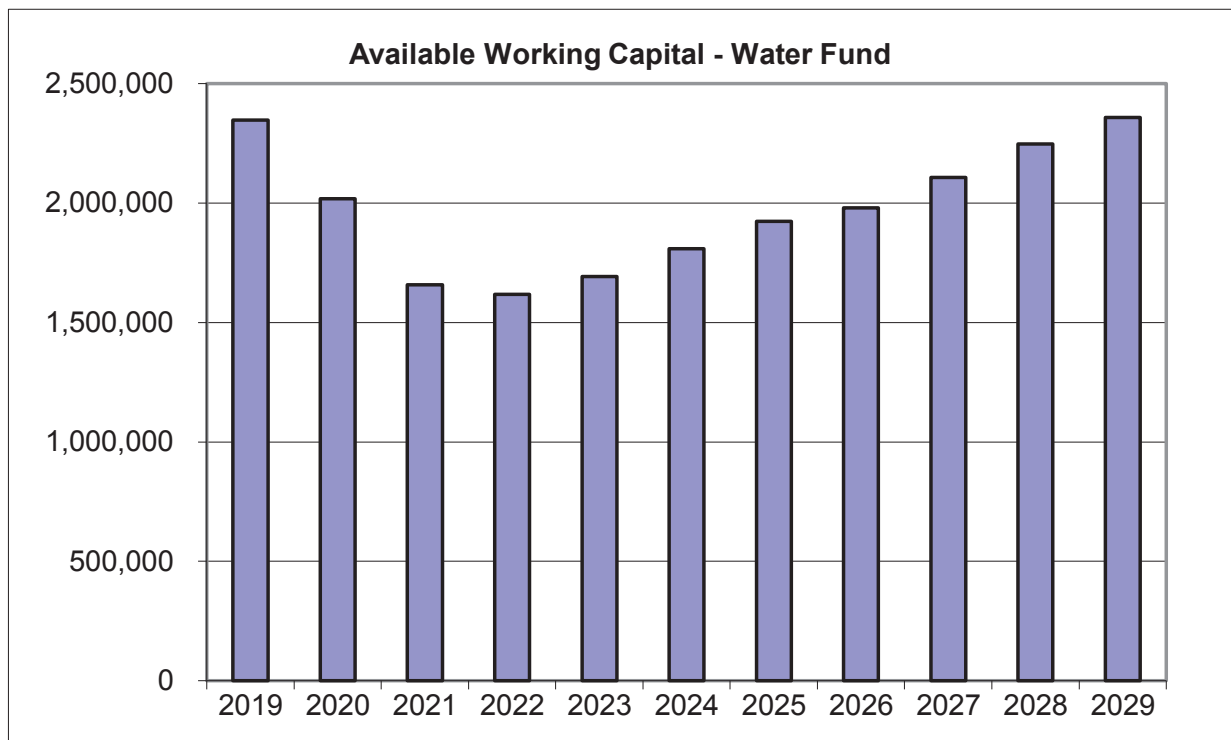
Graph 6: Budgeted Net Operating Result June 2020 to June 2029



Graph 7: Budgeted Cash Result June 2020 to June 2029



Graph 8: Budgeted Available Working Capital June 2020 to June 2029



Uralla Shire Council
Council Business Paper – 25 February 2020

Prepared by staff member:	Chief Financial Officer
TRIM Reference Number:	UINT/20/1186
Approved/Reviewed by Manager:	Acting General Manager
Department:	General Manager's Office
Attachments:	Nil



REPORT TO COUNCIL

Department:	Finance
Submitted by:	Chief Financial Officer
Reference/Subject	Report 4 - 2019/20 2nd 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 second quarter of the 2019/20 financial year.

Attached to this report are the quarterly budget review statements for the second quarter ending 31 December 2019.

OFFICER'S RECOMMENDATION:

1. That the second 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 second 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 \$624,000 and capital adjustments of \$790,000. In addition to these amounts, capital grants of \$2,500,000 and associated capital expenditure of \$4,000,000, have been deferred due to delays with the Bundarra Sewer Scheme project. Approximately \$388,000 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 is approximately in line with the adopted budget whilst the projected cash position at 30 June 2020 will be better than budget due to the delay in the Bundarra Sewer Scheme project, and therefore satisfactory.

Issues

The second quarter budget review statement reflects some of the variations that arise from normal operating changes in any given year. The variations are detailed in the *recommended changes 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. \$2,500,000 deferral of expected capital grant for the Bundarra Sewer Scheme project;
2. \$4,000,000 deferral of capital expenditure related to the Bundarra Sewer Scheme project;
3. An additional \$518,101 in capital grants from the Stronger Country Communities Fund that was originally anticipated to be received in the year ended 30 June 2019, offset by additional capital expenditure of \$242,327;
4. Expected reduction of \$109,000 in Container Deposit Scheme income and cardboard and cullet sales;
5. Net increase in profit of \$193,000 from TCS operations;
6. Reallocation of over \$238,000 in sealed regional road maintenance to sealed regional road capital expenditure;
7. Additional expenditure of over \$289,000 on sealed regional roads (reseals), funded from restrictions;
8. Net increase in estimated depreciation of nearly \$112,000.

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 second 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:	1. 2nd Quarter Budget Review Statements

Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 December, 2019

Table of Contents	Page
1. Responsible Accounting Officer's Statement	2
2. Income & Expenses Budget Review Statement's	
Consolidated - By Fund	3
Consolidated - By Activity	4
Material Variations	6
3. Capital Budget Review Statement	
Consolidated - By Fund	7
Consolidated - By Activity	8
Material Variations	9
4. Cash & Investments Budget Review Statement	
Consolidated	10
5. Key Performance Indicator (KPI) Budget Review Statement	11
6. Contracts & Other Expenses Budget Review Statement	12
7. Cash Variations	13

**Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 December, 2019**

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 December, 2019 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 December, 2019

(\$000's)	Original Budget 2019/2020	Variations	Revised Budget Sep-19	Notes	Projected Year End Result	Actual YTD Dec-19	
		Sep QBRs					
Income							
General Fund	16,412	115	16,527	790	17,317	11,542	67%
McMaugh Gardens	3,223	-	3,223	(11)	3,212	1,625	51%
Water Supplies	1,157	-	1,157	(50)	1,107	869	79%
Sewer Services	3,927	-	3,927	(2,500)	1,427	719	50%
Total Income from Continuing Operations	24,719	115	24,834	(1,771)	23,063	14,756	64%
Expenses							
General Fund	15,358	55	15,413	49	15,462	7,160	46%
McMaugh Gardens	3,140	-	3,140	48	3,188	1,504	47%
Water Supplies	1,437	31	1,468	8	1,476	682	46%
Sewer Services	712	25	737	-	737	343	47%
Total Expenses from Continuing Operations	20,647	111	20,758	105	20,863	9,689	46%
Net Operating Result from Continuing Operations	4,072	4	4,076	(1,876)	2,199	5,067	
Discontinued Operations			-		-		
Net Operating Result from Continuing Operations	4,072	4	4,076	(1,876)	2,199	5,067	
Capital grants and contributions	5,086	-	5,086	(1,919)	3,167	1,932	
Net Operating Result before Capital Grants	(1,014)	4	(1,010)	43	(968)	3,135	

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 December, 2019

(\$000's)	Original Budget 2019/2020	Variations	Revised Budget Sep-19	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD Dec-19	
		Sep QBRs						
Income								
Organisational Services	5,664	-	5,664	9		5,673	4,216	74%
Community & Culture	6,644	-	6,644	299		6,943	3,762	54%
Infrastructure & Development	7,327	115	7,442	471		7,912	5,189	66%
Water Supplies	1,157	-	1,157	(50)		1,107	869	79%
Sewer Services	3,927	-	3,927	(2,500)		1,427	719	50%
Total Income from Continuing Operations	24,719	115	24,834	(1,771)		23,063	14,756	64%
Expenses								
Organisational Services	1,343	40	1,383	93		1,476	908	62%
Community & Culture	7,449	-	7,449	101		7,549	3,389	45%
Infrastructure & Development	9,706	15	9,721	(97)		9,625	4,367	45%
Water Supplies	1,437	31	1,468	8		1,476	682	46%
Sewer Services	712	25	737	-		737	343	47%
Total Expenses from Continuing Operations	20,647	111	20,758	105		20,863	9,689	46%
Net Operating Result from Continuing Operations	4,072	4	4,076	(1,876)		2,199	5,067	
Discontinued Operations			-			-		
Net Operating Result from Continuing Operations	4,072	4	4,076	(1,876)		2,199	5,067	
Capital grants and contributions	5,086		5,086	(1,919)		3,167	1,932	
Net Operating Result before Capital Grants	(1,014)	4	(1,010)	43	3	(968)	3,135	

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 December, 2019

Budget Variations include the following material items:

Notes	Amount	Details
1	\$ 9,000	Under estimate of wages for management for waste
2	\$ 39,000	Expected reduction in Container Deposit Scheme revenue
3	\$ 70,000	Expected reduction in cardboard and cullet sales
4	\$ 1,060	Mandatory training for pool manager
5	\$ 111,798	Under estimate for depreciation in 22 cost centres
6	\$ 3,500	Increase estimate for Caravan Park maintenance expenditure
7	\$ 25,482	GM placement cost & advertising
8	\$ 6,621	50% accommodation cost for Acting GM, accomm Exec assistant, & Performance Excellence exit fee
9	\$ 6,000	Adjust over-estimate of staff FBT contributions
10	-\$ 66,628	Management accountant not yet appointed & finance staff adjustment
11	\$ 10,200	Human Resources report
12	\$ 2,000	NEHC additional costs above budget
13	-\$ 4,000	New library chairs acquired through Drought Communities in prior year
14	-\$ 37,321	Increased public library funding advised post budget adoption but to be offset by additional service costs over next 6 months
15	\$ 1,900	Uralla soundtrails rebuild
16	\$ 11,000	Over estimate of resident reimbursements McMaugh Gardens
17	-\$ 15,000	Electricity savings McMaugh Gardens
18	\$ 12,000	Increased costs at TCS due to increased demand but offset by revenue increase
19	\$ 72,000	Increase costs in TCS salaries & contractors due to higher level HC Packages
20	-\$ 4,000	TCS CHSP clients migrating to HCP
21	-\$ 250,000	TCS HCP Estimate increase
22	-\$ 23,000	TCS NDIS increase \$19,000 & HCP \$4,000
23	\$ 80,000	Additional trips provided to meet TCT client demand
24	-\$ 30,000	Reduction in TCT staffing costs due to not filling positions as expected

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 December, 2019

Budget Variations include the following material items:

Notes	Amount	Details
25	-\$ 5,000	Reduction in TCT volunteer driver costs
26	\$ 7,000	Reduction in TCT user fees
27	\$ 9,000	Reduction in TCT contributions
28	-\$ 16,000	Increase in TCT other income
29	\$ 15,700	Over-estimation of road moieties
30	-\$ 238,692	Reallocation of sealed regional road maintenance to sealed regional road capital expenditure
31	\$ 50,000	Expected reduction in Uralla water sales due to drought conditions
32	\$ 8,000	Hire of pump at Bundarra when pond levels dropped
33	\$ 33,000	Additional treatment costs for Bundarra Water Fund
34	-\$ 518,101	Funding for Stronger Country Communities for 2019 projects claimed in 2020
35	\$ 2,500,000	Bundarra sewer scheme project behind schedule - transfer income to next year
36	-\$ 17,000	Reallocate maintenance costs from sealed urban streets to unsealed urban streets
37	\$ 17,000	Reallocate maintenance costs from sealed urban streets to unsealed urban streets
38	-\$ 77,000	Increase in private works income
39	\$ 77,000	Increase in private works expenditure
40	-\$ 89,329	Reallocate wages budget from Community Events to Governance
41	\$ 89,329	Reallocate wages budget to Governance from Community Events
42	-\$ 14,800	Increased debt recovery reimbursements
43	\$ 14,800	Increased debt recovery costs

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 December, 2019
Capital Budget - Consolidated by Fund

	Original Budget 2019/2020	Variations Sep QBRs	Revised Budget Sep-19	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
(\$000's)							
Capital Expenditure							
- General	7,507	60	7,567	790		8,357	3,313
- McMaugh Gardens	180	-	180	-		180	1
- Water	490	7	497	-		497	16
- Sewer	4,862	-	4,862	(4,000)		862	28
Total Capital Expenditure	13,039	67	13,106	(3,210)		9,896	3,358
Capital Funding							
Consolidated Fund Income	5,754	60	5,814	(179)		5,635	994
Unrestricted Cash Reserves		-	-			-	
Capital Grants & Contributions	5,086	-	5,086	(1,919)		3,167	1,932
Loan Funds	-	-	-	-		-	-
Receipts from Sale of Assets	-	-	-	-		-	-
Reserves:							
- Developer Contributions		-	-			-	
- General Restricted Assets		-	-	388		388	388
- Water & Sewer Restricted Assets	2,148	7	2,155	(1,500)		655	44
- McMaugh Gardens Restricted Assets	50	-	50			50	
Total Capital Funding	13,039	67	13,106	(3,210)		9,896	3,358
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 December, 2019
Capital Budget - Consolidated by Activity

	Original Budget 2019/2020	Variations Sep QBRs	Revised Budget Sep-19	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
(\$000's)							
Capital Expenditure							
Organisational Services	90	60	150	-		150	8
Community & Culture	180	-	180	20		200	21
Infrastructure & Development	7,417	-	7,417	770		8,188	3,284
Water Supplies	490	7	497	-		497	16
Sewer Services	4,862	-	4,862	(4,000)		862	28
Total Capital Expenditure	13,039	67	13,106	(3,210)		9,896	3,358
Capital Funding							
Consolidated Fund Income	2,551	60	2,611	(179)		2,432	2,926
Unrestricted Cash Reserves		-	-	-		-	
Capital Grants & Contributions	5,086	-	5,086	(1,919)		3,167	
Loan Funds	-	-	-	-		-	
Receipts from Sale of Assets	-	-	-	-		-	-
Reserves:							
- Developer Contributions	-	-	-	-		-	
- General Restricted Assets	-	-	-	388		388	388
- Water & Sewer Restricted Assets	5,351	7	5,358	(1,500)		3,858	44
- McMaugh Gardens Restricted Assets	50	-	50	-		50	-
Total Capital Funding	13,039	67	13,106	(3,210)		9,896	3,358
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 December, 2019**

Budget Variations being recommended include the following material items:

Notes	Amount	Details
1	\$ 163,296	Expenditure Strong Country Communities - 2019 project completion - Parks projects
2	-\$ 289,073	Transfer from restrictions for sealed regional road reseals and drought funding work
3	\$ 289,073	Sealed regional road expenditure funded from restrictions
4	\$ 238,692	Sealed regional road expenditure funded from sealed regional road maintenance budget
5	-\$ 19,930	Transfer from restrictions for architect fees for Visitor Information Centre
6	\$ 19,930	Architect fees for Visitor Information Centre
7	-\$ 4,000,000	Bundarra sewer scheme project behind schedule - transfer costs to next year
8	-\$ 79,031	Transfer from restrictions for swimming pool SCCF
9	\$ 79,031	Swimming pool improvements
10	-\$ 16,516	Transfer to Bike tracks from footpaths
11	\$ 16,516	Transfer from footpaths to bike tracks
12		
13		
14		
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 December, 2019
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					
((\$000's))								
Externally Restricted								
Developer Contributions - General	764	(52)		712	-		712	667
Developer Contributions - Water Fund	-	-		-	-		-	-
Developer Contributions - Sewer Fund	-	-		-	-		-	-
Specific Purpose Unexpended Grants	555	823		1,378	(79)		1,299	1,299
Water Supplies	1,643	524	(38)	2,129	(91)		2,038	2,895
Sewerage Services	678	124		802	1,500		2,302	2,697
McMaugh Gardens	1,918	447		2,365	-		2,365	2,437
Unexpended Loans	-	-		-	-		-	515
	-	-		-	-		-	-
Total Externally Restricted	5,558	1,866	(38)	7,386	1,330		8,716	10,510
Internally Restricted								
Plant & Vehicle Replacement	-	404	-	404	-		404	1,701
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	-	938	(309)		629	664
Total Internally Restricted	3,036	1,025	-	4,061	(309)		3,752	5,263
Unrestricted (ie. available after the above Restrictions)	-	(84)	(26)	(110)	424		314	434
Total Cash & Investments	8,594	2,807	(64)	11,337	1,445		12,782	16,207

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 December, 2019

L TFP KPI's	Target	30/06/2020	30/06/2019	30/06/2019	30/06/2018
Operating ratio	>0	-4.86%	-0.09%	2.16%	11.57%
Debt service ratio	>2.0x	10.60	11.43	13.18	16.74
Own source operating revenue ratio	>60%	67%	70.03%	69.45%	71.30%
Rates & charges outstanding %	<6.5%	9.76%	7.37%	5.38%	4.33%
Asset renewals ratio	>100%	84%	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 December, 2019

Part A - Contracts Listing

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
JNC Group	McMaugh Gardens Ensuite upgrade	605,359	28/11/19	To completion	Y	
Power Court	Uralla Tennis Club Court upgrade	162,020	27/09/19	To completion	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	\$ 103,524	Y
Legal Fees	\$ 1,432	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

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 December, 2019

Comment on Cash & Investments Position

No material variations to Council's Cash and Investments have occurred in the second quarter.

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The value of cash at bank which was included in the Cash & Investment Statement totals \$439,474.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this reconciliation was 02 January, 2020.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

Cash at Bank (as per bank statements)		429,039
Investments on Hand		15,767,820
less: Unpresented Cheques	(Timing Difference)	401
add: Undeposited Funds	(Timing Difference)	10,034
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
Reconciled Cash at Bank & Investments		16,207,294
Balance as per Review Statement:		16,207,294



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Report 5 - Schedule of Actions as at 25 February 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 25 February 2020.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 25 February 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 22 February 2020 shows actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 17 December 2019, have been removed from the document.

Prepared by staff member:	Senior Executive Officer
TRIM Reference Number:	UINT/20/1439
Approved/Reviewed by Manager:	Acting General Manager
Department:	General Manager's Office
Attachments:	1. Schedule of Actions as at 25 February 2020

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 Mar 2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 1. Give the General Manager delegation to negotiate payment options; and 2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MDP/DID	2/6/15	Lot 103 – No agreement made 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 DID	Feb 2020	Gazettal completed. Land is dedicated as Public Road. Lot 7 (Crown Land) to be progressed separately with the Lands Department.	C B
25 July 2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	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 B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DID DID		1. Noted 2. Completed 3. Under preparation. Draft to be circulated to LTC. 4. Completed	C C B C
28 Feb 2017	26.02/17	Dept: I&R Submitted by: DIR Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DID DID DID	Dec 2019 April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by Feb 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 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	DID		a) Completed b) Seating provided through SCCF Round 2 funding. c) Under preparation. d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round 2.	C C B C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 Dec 2017	15.12/17	Dept: Community & Governance Submitted by: Dir C&G Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017	<p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017</p> <p>2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1</p> <p>That Council:</p> <p>a) Set the meeting schedule for 2018 as follow:</p> <ul style="list-style-type: none"> • 9am Tuesday, 10 April 2018 • 9am Tuesday, 10 July 2018 • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) <p>b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.</p> <p>c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.</p> <p>d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.</p> <p>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1:</p> <p>That:</p> <p>a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and</p> <p>b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and</p> <p>c) report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.</p> <p>3. Council:</p> <p>a) note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.</p> <p>b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.</p>	<p>RMSO</p> <p>RMSO</p> <p>RMSO</p> <p>RMSO</p> <p>CFO</p> <p>CFO/EMCS</p> <p>CFO</p> <p>RMSO</p>	<p></p> <p></p> <p>28/2/18</p> <p>31/1/18</p> <p>27/11/17</p> <p>5/1/18</p> <p>21/11/17</p> <p>31/1/18</p>	<p>Noted</p> <p>Noted</p> <p>c) EOI called and reported to March Ordinary Meeting</p> <p>d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.</p> <p>a) Email sent to senior staff seeking feedback</p> <p>b) CFO amendments completed.</p> <p>c) Policy to be submitted to next ARIC meeting in Feb 2020.</p> <p>Noted. Internal audit completed; draft report provided to ARIC. Final report to go to ARIC 16/4/19 members with final report to go to next ARIC meeting</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.	RMSO	27/4/18	Noted	C
			2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i>	RMSO	27/4/18	Noted	C
			3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i>				
			a. <i>place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
			b. <i>adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</i>	CGR		No submissions received, added to Policy Register	C
			4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: <i>That Council receive and note the:</i>				
			a. <i>Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</i>	RMSO		Noted	C
			b. <i>2018 Internal Audit Program, as modified by the Committee [Attachment E].</i>	RMSO		Noted	C
			5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: <i>That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</i>	RMSO		Noted	C
			6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1: <i>That Council:</i>				
			i. <i>place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
			ii. <i>adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</i>	CGR		No submissions received, added to Policy Register.	C
			b. <i>That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</i>	CGR		Strategy added to Corporate Documents Register following adoption.	C
			7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1: <i>That Council:</i>				

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

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</p> <p>b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</p>	DID		Noted	C
				DID		Pending.	B
24 April 2018	50.04/18	Dept: I&R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision	<p>That Council resolve to:</p> <ul style="list-style-type: none"> Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla, Progress detailed design of the subdivision and the construction of Stage 1, Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DID		Noted	C
				DID		Detailed design completed.	C
				DID		Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded. Grant funding application lodged.	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	<p>That Council resolve to:</p> <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. 	MDP		<ol style="list-style-type: none"> Noted Noted Engagement commenced Application lodged under SCC Round 3 by Uralla Arts. 	C C B C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ol style="list-style-type: none"> Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee. 			<ol style="list-style-type: none"> Pending – will be undertaken as part of the development of the Open Spaces Strategy Pending Complete Complete Complete 	<p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p>
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	<p>That Council;</p> <ol style="list-style-type: none"> 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. 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. 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. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery. 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. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 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		<ol style="list-style-type: none"> Not selected for funding. Pending funding for Open Spaces Strategy. Refer April Heritage Officer’s report Refer April Heritage Officer’s report Pending Pending Pending Completed 	<p>C</p> <p>C</p> <p>C</p> <p>A</p> <p>C</p> <p>A</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.	DID/MDP		1. Complete 2. Pending funding for Open Spaces Strategy.	C B
18 Dec 2018	34.12/18	Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project	That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to; 1) As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council's newsletter and Facebook page and other print media where relevant. b) Provide relevant additional information to any address where street frontage is impacted by the design. c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration. 2) Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design. 3) Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4) Refer the draft detailed design to the UTEC committee for comment. 5) Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time. 6) Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers. 7) Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.	DID		Noted. Funding not yet received.	B
26 Feb 2019	18.02/19	Committee: Budget Review & Finance Submitted by: GM Ref/Subject: Report 1 - LTFP – Horizontal Service Review – Priority Actions	That Council: Address the actions identified in the 'First Tranche of Potential Actions' list, in the Report, as follows: I. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible.	GM		I. <u>Item 1</u> : VIC stock pricing continuously reviewed as stocks are reordered and replenished. <u>Item 3</u> : Business case being prepared for energy initiatives <u>Item 4</u> : Stewart Brown business plans to address overhead com-	B B B

Key A: Action B: Being processed C: Completed

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>II. Items: 2, 5, 6, 9, 11, 13, 16 and 18 be researched further and then presented to Council as quickly as possible for consideration and direction.</p> <p>III. Items: 7, 8, 10, 12, 15 and 17 are to have separate cost/benefit assessments prepared and presented to Council prior to, where possible, the final determination of the 2019/20 budget.</p> <p>IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee.</p>			<p>munity care costs and recovery: will refer to these for outcomes. <u>Item 14</u>: Have identified potential phone cost savings in capability to renegotiate phone fleet pricing. Further investigation required. Internet costs are currently at retail price. Uralla Library and Bundarra Library internet costs partly funded by grant money. There are potential savings in the future once all council sites are connect through the NBN.</p> <p>II. <u>Item 2</u>: Completed as part of fees and charges review. C <u>Item 5</u>: Reviewed at 27 August Ordinary Meeting. Council resolved that no action is to be undertaken C <u>Item 6</u>: Pending further research and consultation with the Bundarra s355 School of Arts Hall Committee. B <u>Item 9</u>: Pending further research B <u>Item 11</u>: Further research being undertaken B <u>Item 13</u>: Further research being undertaken B <u>Item 16</u>: Pending further research B <u>Item 18</u>: Landfill opening days to be addressed in waste management consultancy (see item 7 below) B</p> <p>III. <u>Item 7</u>: Strategic review of waste services to be undertaken. Draft Scope of Works for Waste Management Consultancy approved per resolution 21.02/19 B <u>Item 8</u>: Pending further research B <u>Item 10</u>: Pending further research B <u>Item 12</u>: An option to implement business paper efficiencies was put to council workshop as additional C</p>	

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
						budget item. Council determined not to fund in 2019/20 year. <u>Item 15</u> : Pending <u>Item 17</u> : See item 7 above IV. Noted	B B C
26 Feb 2019	48.02/19	Dept: Infrastructure & Development Submitted by: MDP Ref/Subject: Report 25 - Recommendations of UTEC November and December 2018 meetings	That Council: receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy.	MDP		 1. Completed 2. Pending funding for Open Spaces Strategy.	C B
26 Feb 2019	54.02/19	Submitted by: Cr Tara Toomey Ref/Subject: Uralla VIC	That Council: 1) Resolve to progress the detailed design, costings and tender documentation of the VIC in accordance with the plans put on display; and 2) Draw on the VIC Restricted Funds to meet the costs.	DID		 1. Consultant engaged. Construction drawings and costings provided. 2. Noted. 3. Tender issued January 2020.	C C
26 March 2019	45.03/19	Dept: Infrastructure and Development Submitted by: MWWSS Ref/Subject: Confidential Report Acquisition of land Bundarra Sewerage Treatment Plant	That; Council authorise the General Manager to effect the purchase of a 20 ha portion of Lot 38 DP 753656 as detailed in this report, for the agreed Land Acquisition (Just Terms Compensation) value of up to \$132,000 plus GST (if applicable) and reasonable associated costs, including reasonable legal costs incurred by the landowners in entering into the Private Treaty Agreement.	DID	January 2020	Settlement concluded	C
23 Apr 2019	27.04/19	Submitted by: Cr Toomey Ref/Subject: Notice of Motion 1 – Uralla Return and Earn	That Council; a) Progress discussions with the Uralla community with a view to finding a suitable location to host a Return and Earn facility for the Uralla Shire. b) As part of these discussions, direct people to the TOMRA Cleanaway website (http://www.tcnsr.com.au/) and the Return and Earn website (https://returnandearn.org.au/) to ensure that people and organisations who may	MWWSS	June 2019	a) Advertising undertaken b) Persons directed to web sites for information. c) Return and Earn services being provided by local retail business.	C C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>be interested in being involved, are aware of the 3 return and earn systems and their hosting obligations and benefits.</p> <p>c) In the absence of any other location becoming available, Council Staff should give strong consideration to a location on Council land that provides the community with 24hrs access to an automated Return and Earn facility.</p>				
28 May 2019	30.05/19	<p>Dept: General Manager's Office Submitted by: GM Ref/Subject: Confidential Report 1 – General Manager Mid Term Performance Review 1/07/18 to 31/12/18</p>	<p>That Council;</p> <ol style="list-style-type: none"> 1. Acknowledge the General Manager received an average result of 'Exceeds Expectations' for his 2018-2019 mid-term performance review conducted on Thursday 4th April 2019. 2. Engage with Local Government NSW to develop a General Manager's Performance Agreement for Uralla Shire Council that better reflects the needs of Council. 	GM	June 2019	<p>Noted</p> <p>Pending – to be reviewed as part of the new GM's package.</p>	<p>C</p> <p>A</p>
25 June 2019	10.06/19	<p>Dept: Infrastructure & Regulation Submitted by: MWWSS Ref/Subject: Late Report 2 – Funding Approval Safe and Secure Water Program Bundarra Sewer Scheme</p>	<ol style="list-style-type: none"> 1. Note the advice from Hon. Minister Melissa Pavey MP regarding revised NSW Government funding of up to \$6.557 million to complete the Bundarra Sewerage Scheme; and 2. Authorise the General Manager to undertake the necessary negotiations to extinguish the funding agreement with Infrastructure NSW and enter into a new funding agreement with NSW Department of Industry – Water. 	MWWSS		<ol style="list-style-type: none"> 1. Noted 2. Draft funding deed received and under review. Additional Grant funding request lodged. 	<p>C</p> <p>B</p>

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COUNCIL BUSINESS PAPER - 25 FEBRUARY 2020

Key A: Action B: Being processed C: Completed

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 Aug 2019	15.08/19	Dept: Corporate Services Submitted by: CGR Reference/Subject: Report 5 – Draft Complaints Management Policy 2019	That Council <ol style="list-style-type: none"> 1. Amend page 2 of the “Draft Complaints Management Policy 2019” under the heading ‘Further Document Information and Relationships’ to read ‘<i>The Councillors also represent the interests of the residents and ratepayers and can bring forward a complaint to the Councillors at any time.</i>’ 2. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days. 3. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A. 4. That \$14,000 be included in the current budget to fund the first stage of the Complaints Handling System for training to be completed and the system operational, with funding to be addressed at the quarterly budget review. 5. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System. 6. Receive a biannual report outlining: <ul style="list-style-type: none"> • The number of complaints received; • The outcomes of complaints including matters resolved at the front line; • Issues arising from complaints; • Systemic issues identified; and • The number of requests received for internal and/or external review of our complaint handling. 	CGR CFO CFO EMCS	Aug 2019	1. Policy amended 2. On exhibition to 27 September 2019 3. Complete 4. Included in adjustments for QBR1 5. Noted 6. Pending CRM	C C C C C A
27 Aug 2019	19.08/19	Dept: General Manager's Office Submitted by: GM Reference/Subject: Report 6 - Recommendations from the Communications Workshop Discussion	That the results of the communication workshop on the 13th August 2019 be noted by the Council and that the first tranche of communication improvement recommendations be: <ol style="list-style-type: none"> 1. Prepare an A3 version of the newsletter to be posted on community noticeboards. 2. Establish space at community noticeboards in the villages for council materials such as the newsletter, press releases and advertisements. 3. Establish email address registers of people who would like to be on a regular emailing list for council information or with links to council's latest website updates and social media posts. 4. Establish an email address register for local contractors who wish to be informed of opportunities to provide services to council. 5. Have a standard item for communication on the Council's Ordinary Meeting agenda to discuss communication of council's decisions at that meeting. 6. Provide letters to adjoining owners prior to construction works being carried out in the vicinity. 7. The weekly works report be published on the Council's web page. 	EMCS EMCS EMCS DID GM DID DID	Sept 2019	1. A3 newsletter process implemented, community noticeboards being established 2. Pending 3. Newsletter Email Distribution List established 4. Completed 5. Ordinary Meeting agendas updated. 6. Noted 7. Commenced September 2019	B A B C C C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS															
27 Aug 2019	31.08/19	Dept: Infrastructure & Development Submitted by: EMC Reference/Subject: Report 12 – Public exhibition and consultation outcomes for proposed resignation of management from selected Council managed Crown Reserves	That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council’s resignation as Crown Land Manager of Crown land reserves identified as: <ul style="list-style-type: none">Lot 31 DP 755838 Kentucky South Reserve;Lot 153 DP 755838 Kentucky South Reserve;Lot 7010 DP 93183 Bundarra CBD Reserve; andLot 7002 DP 1072010 Rocky River Recreation Reserve.	EMC		In progress. Advice provided to Crown Lands.	B															
27 Aug 2019	42.08/19	N/A	That Council commence the recruitment process for a new General Manager utilising the services of Local Government NSW Employment Solutions.	Mayor	Sept 2019	Recruitment process with LGNSW commenced.	B															
24 Sept 2019	26.09/19	Dept: Infrastructure & Development Submitted by: EMC Ref/Subject: Report 14 – Reclassification of Council Managed Crown Lands to Operational Land	That Council make a written application to the Minister for Department of Industry - Crown Lands to request reclassification of the following Crown land reserves from Community to Operational: <table><tr><th>Property</th><th>Legal Description</th><th>Locality</th></tr><tr><td>Bundarra Urban Reserve (Bundarra Caravan Park)</td><td>Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge</td><td>BUNDARRA</td></tr><tr><td>Kingstown Rubbish Depot</td><td>Lot 96 DP 42118 Parish Baldwin County Hardinge</td><td>KINGSTOWN</td></tr><tr><td>Uralla Landfill</td><td>Lot 172 DP 755846 Parish Uralla County Sandon</td><td>URALLA</td></tr><tr><td>Bundarra Landfill</td><td>Lot 100 DP 753656 Parish Darbysleigh County Hardinge</td><td>BUNDARRA</td></tr></table>	Property	Legal Description	Locality	Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge	BUNDARRA	Kingstown Rubbish Depot	Lot 96 DP 42118 Parish Baldwin County Hardinge	KINGSTOWN	Uralla Landfill	Lot 172 DP 755846 Parish Uralla County Sandon	URALLA	Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA	EMC	Nov 2019	Submission form for reclassification of Crown land reserves sent to Crown Lands.	C
Property	Legal Description	Locality																				
Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge	BUNDARRA																				
Kingstown Rubbish Depot	Lot 96 DP 42118 Parish Baldwin County Hardinge	KINGSTOWN																				
Uralla Landfill	Lot 172 DP 755846 Parish Uralla County Sandon	URALLA																				
Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA																				
8 Oct 2019	X06.10/19	Dept: General Manager Submitted by: GM Ref/Subject: Report 1 – Appointment of New General Manager	<div><div>i.</div><div>The screening of the applicants by the Committee facilitated by Christian Morris from Local Government Management Solutions be held at 10:00am on 10th October 2019;</div></div> <div><div>ii.</div><div>The first interviews commence at 9:00am on Monday, 21st October 2019; and</div></div> <div><div>iii.</div><div>The final interviews of the most meritorious applicant(s) be held at 9:00am on the 12th November 2019.</div></div>	GM	Nov 2019	<div><div>i.</div><div>Noted</div></div> <div><div>ii.</div><div>Noted</div></div> <div><div>iii.</div><div>Complete</div></div>	<div>C</div> <div>C</div> <div>C</div>															

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
22 Oct 2019	08.10/19	Dept: Infrastructure and Development Submitted by: MDP Ref/Subject: Report of Committee 1 – Recommendations of Uralla Township and Environs Committee August and September 2019 meetings	That Council: 1. Receive and note the minutes of the 13 th August and 10 th September 2019 meetings of the Uralla Township and Environs Committee, and 2. Endorse the officer's recommendations that: a) Council take no further action regarding the war memorials in Alma Park; b) That the existing established conifers in Hill Street be retained; and c) Council supply and install a suitably worded plaque acknowledging the work of Reg Rutten. 3. Remove the current design for the tower for the Visitor Information Centre Upgrade and consider alternatives as part of the project review which are consistent with the Uralla Shire Council Development Control Plan; and 4. Consider the UTEC recommendations regarding Bridge and Hill Streets in the development of the detailed design.	MDP	Nov 2019	1. Noted 2. a) Noted b) Noted c) Completed 3. Noted 4. Noted	C C C C
22 Oct 2019	19.10/19	Dept: Corporate Services Submitted by: EMCS Ref/Subject: Report 5 – Tabling of Interest Disclosure Returns	That Council: 1. Note the tabling of the Disclosure of Interest Returns as required by the Uralla Shire Council Code of Conduct 2019; and 2. Publish returns of interest made by councillors and designated persons to the Uralla Shire Council website after redacting any information that applies the public interest test factors listed in the Table in section 14 of the Government Information (Public Access) Act 2009.	EMCS	Nov 2019	1. Completed 2. Completed	C C
22 Oct 2019	31.10/19	Submitted by: Cr R Crouch Ref/Subject: Notice of Motion 2 – Provision of portable Grandstands for the Australian Medieval Combat Federation Tournament	That Council: 1. Set the fee for the hire of the three grandstands for the weekend of 26-27 October by the Australian Medieval Combat Federation at no charge; 2. Permit the Australian Medieval Combat Federation to transport the grandstands to the site of Combat with the proviso that they are returned to their current location on the Monday after the event; 3. The Australian Medieval Combat Federation be liable to repair any damage to the grandstand as a result of their movement; 4. That this be treated as a one off and that any further use of the stands be subject to a policy determined by the Council within the next three months; and 5. That Uralla Shire Council be acknowledged as a supporter during the event.	DID	Feb 2020	1. Completed 2. Completed 3. Completed 4. Noted. Draft policy under review 5. Communicated to recipient	C C C B C
12 Nov 2019	X05.11/19	Submitted by: Mayor Ref/Subject: Confidential Report 1 – Appointment of General Manager	1. That the Mayoral Minute to the Council Meeting on 12 November 2019 in Closed Council in relation to the recruitment and appointment of a General Manager be received and noted; and 2. Council have resolved to readvertise for the position of General Manager.	GM	Nov 2019	1. Completed 2. In Progress	C B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 Nov 2019	08.11/19	Submitted by: Cr R Bell Ref/Subject: Written Report from Delegate 1 - Mid North Weight of Loads Group	That: 1. the report be noted. 2. Council sign the new Agreement when it is forwarded to Council in early 2020.	DID	Feb 2020	1. Noted 2. Pending	C A
26 Nov 2019	13.11/19	Submitted by: Cr B Crouch Ref/Subject: Notice of Motion 1 – Council Position on A New Risk Management and Internal Audit Framework for Local Councils	That Council form a sunset committee of the whole terminating on the 20th of December 2019 to: 1. Develop a Council position on a new risk management and internal audit framework for local councils in NSW, September 2019 and 2. Develop a submission for consideration at Councils December meeting for submission to the Office of Local Government.	EMCS	Feb 2020	1. Complete 2. Submitted to OLG on 24 December 2019	C C
26 Nov 2019	17.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 2 - Munday Lane Community Group	That Council staff liaise with the Munday Lane community group regarding the community's intentions for the Barry Munday Reserve and report back to Council regarding their proposal.	DID	Feb 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	That council explore avenues to reuse water from the treated sewage effluent.	DID	Feb 2020	Underway	B
26 Nov 2019	23.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 4 - Water Supply to Rural Residential Subdivision	That Council investigate the provision of water for rural residents and our future Bundarra and Uralla town water security.	DID	Feb 2020	Underway. Workshopped with Councillors on 10/12/19	B
26 Nov 2019	39.11/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 7 - Works Progress Report as at 31 October 2019	That; 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities.	MCI	Feb 2020	1. Noted 2. Pending	C A

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS																																																								
17 Dec 2019	11.12/19	Department: General Manager's Office Submitted by: Acting GM Reference/Subject: Report 3 – New England Joint Membership Fees	That Council advise the Mayor that Uralla Shire favours a Council contribution of a flat fee for 50% plus a 50% per capita fee and that the New England Joint Organisation be advised at the next meeting. <table><tr><td>Armidale</td><td>31,500</td><td>8,500</td><td>19,080</td><td>27,580</td><td>740</td><td>28,320</td></tr><tr><td>Glenn Innes</td><td>8,800</td><td>8,500</td><td>5,330</td><td>13,830</td><td>370</td><td>14,200</td></tr><tr><td>Inverell</td><td>17,300</td><td>8,500</td><td>10,480</td><td>18,980</td><td>510</td><td>19,490</td></tr><tr><td>Moree</td><td>13,750</td><td>8,500</td><td>8,330</td><td>16,830</td><td>450</td><td>17,280</td></tr><tr><td>Narrabri</td><td>13,400</td><td>8,500</td><td>8,120</td><td>16,620</td><td>450</td><td>17,070</td></tr><tr><td>Tenterfield</td><td>7,150</td><td>8,500</td><td>4,330</td><td>12,830</td><td>350</td><td>13,180</td></tr><tr><td>Uralla</td><td>6,350</td><td>8,500</td><td>3,850</td><td>12,350</td><td>330</td><td>12,680</td></tr><tr><td></td><td>98,250</td><td>59,500</td><td>59,520</td><td>119,020</td><td>3,200</td><td>122,220</td></tr></table>	Armidale	31,500	8,500	19,080	27,580	740	28,320	Glenn 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	3,200	122,220	GM	Feb 2020	Completed	C
Armidale	31,500	8,500	19,080	27,580	740	28,320																																																									
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	98,250	59,500	59,520	119,020	3,200	122,220																																																									
17 Dec 2019	12.12/19	Department: General Manager's Office Submitted by: Acting GM Reference/Subject: Report 4 – Proposal to Rename the Rotunda in Alma Park	That the Council agree to the proposal to name the rotunda in Alma Park the “Arnold Goode Memorial Rotunda” and that a suitable plaque be placed on the rotunda to recognise the contribution that Mr Arnold Goode has made to the community as a citizen and historian of Uralla.	GM	Jan 2020	Completed	C																																																								
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; 1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. 2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. 3. Place information on water usage online in an easily accessible location. 4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. 5. Review alternative water supply options. 6. Investigate the use of smart meters.	GM	Dec 2019	1. Pending 2. Letter sent 3. Complete 4. Pending 5. Pending 6. Pending	B B C B B B																																																								
17 Dec 2019	24.12/19	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 11 – Adoption of Annual Report 2018-19	That Council: 1. Adopt the Annual Report for the 2018-19 period, contained at Attachment A, including amendments. 2. Note that Annual Report will be posted to Council’s website and submitted to the Minister for Local Government as required under section 428(5) of the NSW Local Government Act 1993.	EMCS	Dec 2019	1. Complete 2. Complete	C C																																																								
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 Councillor Workshop following the receipt of a 2019 Financial Statement from the Thunderbolts festival Committee.	DID	Feb 2020	Financial statement requested.	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	31.12/19	Department: Infrastructure & Development Submitted by: EMC Reference/Subject: Report 16 - Categorisation of Council Managed Crown Lands	That Council resolve to make an application to the Minister for the Department of Industry (Crown Lands) for the appropriate categorisation of the Council managed Crown lands listed	EMC	Feb 2020	The application has been submitted to Department of Industry (Crown Lands).	C
17 Dec 2019	34.12/19	Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 17 – Treated Sewage Effluent Options Report December 2019	That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.	DID	Feb 2020	Pending	A
17 Dec 2019	38.12/19	Department: Infrastructure and Development Submitted by: DID Reference/Subject: Late Report 2 – Drought Communities Extension Programme	That Council: <ol style="list-style-type: none"> 1. Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement; 2. With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects. 3. Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report. 4. Secure the necessary human resources to: <ol style="list-style-type: none"> a) Scope the necessary works and pricing to support the funding application(s); b) Assist in the preparation of the funding application; c) If successful, procure and coordinate the contractors and materials necessary to deliver the works; and d) Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 5. Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program. 	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
			6. Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised. 7. Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse.				
17 Dec 2019	39.12/19	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 19 – Uralla Township and Environs Committee – Vacant Positions	That; 1. The Expressions of Interest received from Anne Harrison and Suzanne Wright for the filling of the Uralla Township and Environs Committee membership vacancies be received, and 2. Anne Harrison and Suzanne Wright be appointed to the Uralla Township and Environs Committee in accordance with Clause 6.4 of the Uralla Township and Environs Committee Constitution 2019.	EMCS	Dec 2019	1. Noted 2. Complete	C C
17 Dec 2019	42.12/19	Department: Corporate Services Submitted by: EMCS Reference/Subject: Late Report 1 – Submission to Local Government Remuneration Tribunal - Proposed Classification Model	That Council responds to the letter from the Local Government Remuneration Tribunal regarding the proposed classification model and agrees with categories as outlined.	EMCS	Dec 2019	Response sent 19 December 2019	C
17 Dec 2019	48.12/19	Department: Infrastructure and Development Submitted by: DID Reference/Subject: Late Report 3 – Bundarra Sewer Scheme Quarterly Report Aug-Oct 2019	That Council; 1. Receive and note the Bundarra Sewer Scheme Update Report September – October 2019 be received and noted by Council; 2. Request additional funding of \$483,630 from the Safe and Secure Water Program by writing to The Minister for Water; 3. Review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project.	DID	Feb 2020	1. Noted 2. Request forwarded to the Minister 3. Review underway.	C C B
17 Dec 2019	52.12/19	Submitted by: Cr R Crouch Reference/Subject: Notice of Motion 1 – Drought relief: reduction of interest rates on overdue rates	Refer the Notice of Motion proposal to the Audit, Risk and Improvement Committee for comment prior to any further consideration to this motion.	EMCS	Feb 2020	To be submitted to Feb 2020 meeting of ARIC	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. Noted 3. Noted	C B B
04 Feb 2020	X05.02/20	Submitted by: Cr R Crouch Reference/Subject: Notice of Motion 1 - Councillor briefing on Uralla water supply	That: 1. at the February Ordinary Council Meeting, Council be provided with a brief report on actions taken to address the elevated levels of arsenic, along with the short and long term supply issues, including budget implications to date impacting on Uralla's water supply. 2. the report include a schedule of testing for the arsenic in 2019 and 2020 and the test results for each occasion as well as an explanation of why Council tested ahead of schedule in November, 2019.	DID DID	Feb 2020	1. Noted 2. Noted.	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	1. In Progress 2. In Progress 3. In Progress 4. In Progress 5. In Progress	B B B B B
04 Feb 2020	X11.02/20	Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 3 - Proactive Marketing to Recover Brand Damage	That Council: seek funding from the State and Federal government to meet the cost of : a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign.	GM	Feb 2020	Funding has been announced.	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
04 Feb 2020	X11.02/20	Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 4 - Appointment of Interim General Manager	That Council; seek Acting General Managers from outside the organisation, during the adopted process of recruitment of a permanent general manager, in recognition of the demands on an already stretched organisational structure and staffing as evidenced by: <ul style="list-style-type: none"> a) The absence of Councillor and community input, to date, organised into the development of the Local Strategic Planning Statement currently in its third draft; b) The omission to having a change in Capital Works road upgrade programming referred to Council, work which is neither authorised or funded by Council's Delivery Program 2017-2021 and Operational Plan 2019/2020 (page 75) nor in accordance with the priorities established in Council's adopted Transport Asset Management Plan February 2017, version 6, priorities set out on page 48; c) The absence of notice to elected representatives of the invitation from the Independent Planning Commission NSW, to meet with them on February 11th at 2pm, prior to the public hearing at 4.30pm on the same day, or to provide an organised response on this critical development for the Uralla Shire; d) The delay in warning Councillors of the potential elevated levels of arsenic levels in Uralla's water supply and inability to keep Councillors fully informed of progress; e) The failure to timely deliver on Motion 32.07/19 relating to the inclusion of sections on wind and solar power generation developments in the Uralla Shire Council's Development Control Plan; and f) The delays and cost over-runs on major projects; i.e., Industrial Land (\$1m borrowed on 8 May 2015), Water Filter improvements (urgent funding allocation of \$250,000 provided at meeting of 30 October 2018), Bundarra Sewerage (delays and cost estimate increase of 61.8%), Barloo Road (cost over runs advised as being funded out of unrestricted funds) and Eastern Avenue (cost over-runs) both cost over runs being without Council authorisation. 	GM	Feb 2020	Interim Acting General Manager has been appointed.	C
04 Feb 2020	X15.02/20	Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 5 - General Manager Remuneration	That Council; give consideration of financial assistance to the successful applicant for the position of General Manager at Uralla Shire Council, in the event that the successful applicant wishes to: <ul style="list-style-type: none"> a) acquire a principal place of residence in the Uralla Shire and that the General Manager intends to reside in during his tenure as General Manager; or b) rental of a property in the Uralla Shire that will be the principal place of residence that the General Manager intends to reside in during his tenure as General Manager. 	GM	Feb 2020	Noted	

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:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Report 6 – Communication of Drought Relief & Economic Recovery Measure Information

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.3	Provide open, accountable and transparent decision making for the community
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework

SUMMARY:

The purpose of this report is to provide Council with information that has been received throughout the month of February 2020 about drought relief and economic recovery measures implemented by State and Federal government. This is to inform Council to enable lobbying of State and Federal governments for more targeted drought relief and recovery measures.

OFFICER'S RECOMMENDATION:

That Council receive and note the report as at 25 February 2020.

BACKGROUND:

Following the November 26 Ordinary Meeting of Council a resolution was made to communicate various drought relief and economic recovery measures implemented by the State and Federal governments.

REPORT:

The following documents and information have been received by Council in January and February 2020:

- Barnaby Joyce MP – All 10 New England councils to be invited to share in \$10 million drought fund to combat feral animals and weeds - *Received 20 December 2019*
- Barnaby Joyce MP – Bushfire Grants Extended in New England - *Received 04 February 2020*
- Adam Marshall - FIRE-AFFECTED BUSINESSES & COUNCILS URGED TO ACCESS SUPPORT - *Received 05 February 2020*
- Adam Marshall - \$100,000 URALLA RECOVERY FUNDING SUPPORTS BUSINESS CAMPAIGN - *Received 10 February 2020*
- Adam Marshall - \$2.7 MILLION BRINGS RELIEF TO THREE DROUGHT-AFFECTED SHIRES - *Received 13 February 2020*
- Australian Trade & Investment Commission – Regional Tourism Bushfire Recovery Grants – *Received 13 February*

Prepared by staff member:

Senior Executive Officer

TRIM Reference Number:

UINT/20/1441

Approved/Reviewed by Manager/Department:

Acting General Manager, General Manager's Office

Attachments:

1. Media Releases as listed above

From: [Council](#)
To: FW: Media Release - Councils to share in \$10 million weeds program
Subject: Friday, 20 December 2019 4:59:33 PM
Date:

From: Woods, Sam (B. Joyce, MP) [mailto:Sam.Woods@aph.gov.au]
Sent: Friday, 20 December 2019 10:14 AM
To: Woods, Sam (B. Joyce, MP)
Subject: Media Release - Councils to share in \$10 million weeds program

MEDIA RELEASE

20 December 2019

All 10 New England councils to be invited to share in \$10 million drought fund to combat feral animals and weeds

Member for New England, Barnaby Joyce, will invite local councils across the New England to apply for a share in a \$10 million drought fund to fight feral animals and weeds.

Applications have opened for the Federal Government's [Communities Combating Pests and Weed Impacts During Drought Program](#).

Mr Joyce said the incentive will aim to stimulate economic activity and facilitate local employment in drought areas while assisting communities manage the negative impact of pest animals and weeds during drought.

"Droughts are devastating and this one is so severe that in some places even the blackberries, which are incredibly hardy, have died," Mr Joyce said.

"One minor positive is that not only do trees die but weeds die too. Not all weeds but some, which means that after it rains, you have a better chance of identifying the ones which have survived and getting on top of them."

Previous funding recipients under this program include Tenterfield Shire Council which was awarded \$776,300 in April to reduce the impact of priority weeds in the area, namely serrated tussock and blackberry.

Separate Australian Government funding has also supported other projects in the electorate such as the Ferals in Focus workshop at Glen Innes and the launch of the Professional Wild Dog Controller Program at Merriwa.

Minister for Drought David Littleproud said even though pest and weed control is a state responsibility, the Australian Government has stepped in because their impact is worse during a drought.

"We're continuing to invest in this program because we understand pests and weeds have a big impact on our regional communities, especially during a drought," Minister

Littleproud said.

Councils eligible for this funding in the New England include Tenterfield, Glen Innes Severn, Inverell, Gwydir, Armidale, Uralla, Walcha, Tamworth, Liverpool Plains and Upper Hunter. These councils will be contacted directly with details on how to apply.

(ENDS)

Pictured: Mr Joyce with Local Land Services and landholders from the Upper Hunter.

From: [Council](#)
To: FW: Media Release - Bushfire grants extended in New England
Subject: Tuesday, 4 February 2020 5:50:23 PM
Date: [200204 Bushfire grants extended in New England.pdf](#)
Attachments:

From: Woods, Sam (B. Joyce, MP) [mailto:Sam.Woods@aph.gov.au]

Sent: Tuesday, 4 February 2020 2:19 PM

To: Woods, Sam (B. Joyce, MP)

Subject: Media Release - Bushfire grants extended in New England

MEDIA RELEASE

4 February 2020

BUSHFIRE GRANTS EXTENDED IN NEW ENGLAND

Grants of \$75,000 are now available for primary producers and \$50,000 for small businesses in a further four bushfire-affected local government areas in the New England.

Member for New England, Barnaby Joyce, said grants eligibility had been widened to include Gwydir, Tamworth, Upper Hunter and Uralla council areas.

“The new measures will deliver even greater assistance to more households across the New England,” Mr Joyce said.

“Just as we’re doing in terms of drought support, we will continue to reassess eligibility for areas impacted by bushfire to assist people with clean up and recovery efforts from repairing fencing to addressing cash flow pressures.”

Recovery grants are also in Armidale, Glen Innes Severn, Inverell, Tenterfield and Walcha local government areas.

“I cannot stress enough, people should contact the Bushfire Customer Care service if they live in one of these areas and have been directly affected by bushfire,” he said.

Minister for Natural Disaster and Emergency Management David Littleproud said up to an additional \$23.05 million had been made available to extend the community recovery assistance program under the jointly funded Disaster Recovery Funding Arrangements (DRFA).

“Getting back to business is one of the best ways to recover,” Minister Littleproud said.

“This will make sure businesses can open and people are back to work sooner.”

For more information or to make a claim, contact the Bushfire Customer Care service on 13 77 88, or visit <https://www.service.nsw.gov.au>.

(ENDS)

(ENDS)

Wednesday, 5 February 2020

FIRE-AFFECTED BUSINESSES & COUNCILS URGED TO ACCESS SUPPORT

SMALL businesses and local councils affected by the recent bushfires can now access a suite of financial assistance packages thanks to the NSW and Commonwealth Governments, Northern Tablelands MP Adam Marshall announced today

The financial support includes grants of up to \$50,000 for small businesses directly affected by bushfire, up to \$250,000 to local councils, a Bushfire Working Capital Loan of up to \$50,000 and low interest loans of up to \$500,000 to small businesses, primary producers and not-for-profits in bushfire-impacted council areas.

Mr Marshall said the new financial support would go a long way to helping businesses and councils affected across the region.

“These financial support measures will assist bushfire-affected businesses across our region get back on their feet,” he said.

“Whether your place was directly damaged by the fires or your business suffered a downturn due to the bushfires, you can access one or more streams of financial assistance right now.

“I urge those impacted in our region to take advantage of the assistance which is on offer the help rebuild your business.”

Financial assistance includes:

- Grants of up to \$50,000 for eligible small businesses and non-profit organisations which sustained direct damage to their premises, equipment or stock from the bushfires (via Service NSW);
- Payments up to \$250,000 to local councils impacted by bushfire for small-scale local activities that will kick-start the social and economic recovery of their communities; and
- Loans of up to \$500,000 specifically designed to provide an immediate injection of money to help return and continue business operations by covering salaries or wages, rent, lease and rates, as well as purchase of goods and services (via NSW Rural Assistance Authority).

Small Business Grants

The Commonwealth Government announced on Monday, 20 January, a Small Business Bushfire Recovery Package that included recovery grants, concessional loans, a Small Business Financial Support Line, Local Economic Recovery Plans and tax relief. Those small businesses who have already accessed up to \$15,000 under the existing Small Business Grants scheme, can now apply for additional funds, bringing the total available to \$50,000.

The grant is being administered through Service NSW and is available to eligible, fire-affected small businesses within Category C declared Local Government Areas (LGAs) since 31 August 2019.

For more information on eligibility criteria and to register to apply for the grant, visit www.service.nsw.gov.au/transaction/register-small-business-bushfire-recovery-grant

Bushfire Community Resilience and Economic Recovery Fund

Councils will be offered payments of a minimum \$100,000 and up to \$250,000 for small scale local activities that will kick-start the social and economic recovery of their communities. This quick and flexible funding will be made available to eligible councils from early February 2020.

Councils can use funding straight away for events or initiatives that support local business and industry recovery, as well as community resilience and wellbeing.

Initiatives could include:

- local recovery support services for impacted small businesses;
- local industry recovery events;
- Neighbourhood and community strengthening activities that focus on building capacity, community strengthening and resilience.

Bushfire Working Capital and Recovery Loans

The Bushfire Working Capital Loan is up to \$50,000 and is specifically designed to provide an immediate injection of money to help return and continue business operations by covering salaries or wages, rebuilding infrastructure and purchase of goods and services. Its terms are up to five years, with a two year interest free and repayment free period.

The larger Bushfire Recovery Loan of up to \$500,000 is over 10 years, with a two-year interest free and payment free period. It is available for significantly larger investments where required. Applications and details are on-line, via the NSW Rural Assistance Authority www.raa.nsw.gov.au

MEDIA: Kris Wall 0447 432 392

Monday, 10 February 2020

\$100,000 URALLA RECOVERY FUNDING SUPPORTS BUSINESS CAMPAIGN

NORTHERN Tablelands MP Adam Marshall has responded quickly to Uralla Shire Council's calls last week for government assistance to undertake a marketing campaign promoting the town, which is struggling due to bushfires and water contamination.

Mr Marshall said Uralla Shire Council had received a **\$100,000** grant through the State-Government's new *Bushfire Community Resilience and Economic Recovery Fund*, which would be perfect for such a campaign.

"Uralla's economy, which relies heavily on the hospitality and tourism sectors, has faced a triple threat in the past three months with drought, arsenic in the town water supply and bushfires all acting as a deterrent to visitors stopping in town," Mr Marshall said.

"Last week the State Government announced the first phase of its new fire recovery program, of which Uralla received \$100,000, which can be put towards small-scale local activities that will kick-start the social and economic recovery of their communities.

"I think Uralla Shire Council's idea of a co-ordinated tourism campaign promoting Uralla as 'open for business' on social media and in traditional media outlets is a fantastic idea which will deliver real benefits for businesses.

"I support the initiative wholeheartedly and urge council to immediately get planning on how it wants to roll this campaign out, because the sooner visitors start returning to town, the better it will be for everyone."

Mr Marshall said there was also direct support for local businesses suffering the fall-out of bushfires.

"The *Bushfire Working Capital and Recovery Loan* of up to \$50,000 and is specifically designed to provide an immediate injection of money to help return and continue business operations by covering salaries or wages," he said.

"The terms of this loan are up to five years, with a two-year interest free and repayment free period which means by the time repayments need to be made hopefully town's like Uralla are out of the woods and experiencing positive turnover.

"I am fully committed to helping each and every community affected by fire in this electorate recover and am keen to work with councils as they identify programs which they think will help them get back on their feet."

MEDIA: Adam Marshall 0429 440 054

Thursday, 13 February 2020

\$2.7 MILLION BRINGS RELIEF TO THREE DROUGHT-AFFECTED SHIRES

NORTHERN Tablelands MP and Minister for Agriculture Adam Marshall has today announced a **\$2.7 million** cash injection for three local councils, aimed at supporting projects which will stimulate their drought-affected economies.

Mr Marshall said Armidale Regional, Uralla Shire, and Gwydir Shire Councils would each receive **\$900,000** through the State Government's *Emergency Drought Relief Package*.

"This money could not come at a better time with the economies in each of these local government areas on their knees due to the ongoing drought and recent bushfires," Mr Marshall said.

"Many businesses in local communities like Uralla, Wyallda, Armidale and Guyra are teetering on a knife edge and I know businesses in those towns are screaming out of some sort of stimulus which will create work, keep them operating and able to retain staff.

"Each council will now work with the State Government to put together a list of projects and initiatives they want funded which will directly make their towns an attractive place to live and more importantly a destination for visitors.

"Through this program the majority of work has to be given to trades and services within the shire and I will be working with councils to ensure that takes place and also projects in the smaller towns and villages like Bundarra, Ebor and Bingara benefit."

Armidale Regional Council Mayor Simon Murray said council was already working through a suite of projects which it believed would breathe life back into communities and businesses.

"Thanks to the recent rain our region is slowly starting to reinvigorate and I believe this funding will be the shot in the arm our towns and villages need to really get back up and running," Cr Murray said.

"Council has started to devise a project list which covers everything from the enhancement of existing community assets to the initiation of new public events which bring people together.

"The items being considered span the entire shire ensuring as many communities, contractors and businesses reap the benefits in some way."

Uralla Shire Mayor Mick Pearce said the funding would act as another tool in Council's arsenal as it sought to entice visitors back to enjoy the district.

“It’s no secret with the drought, bushfires, dwindling water supply and arsenic contamination, Uralla’s economy is struggling through the perfect storm with many visitors staying away,” Cr Pearce said.

“Today’s announcement, alongside the recently allocated \$100,000 in fire recovery money, means Council can confidently move forward with its plans to roll out a marketing campaign which promotes Uralla as ‘open for business’ and hopefully drawing visitors back to our great cafes, eateries and retail businesses.

“Council is also working with a local consultant to survey businesses on the impact the visitor down turn is having on them and question what operators think could be done to draw people back.”

Gwydir Shire Mayor John Coulton said his region had been one of the hardest areas hit by the drought.

“I can’t express enough how welcome and important this stimulus package is in helping to keep our community going,” Cr Coulton said.

“Council will put the funds to good use within the community and will ensure the funding assists in the continued employment of people who have been displaced from jobs on the land by the drought.

“Through this scheme Council has employed an additional 17 people as labourers, meaning we have been able to keep them in the community, their kids in school and their wages circulating in our economy.

“Despite the recent rainfall in some areas, there are many properties in our local government area that still have not received significant rainfall.

“I want to thank Adam and the State Government for making this support available, while also recognising the devastating impact the drought is continuing to have on the financial and physical health of our communities.”

MEDIA: Kris Wall 0447 432 392

13 February 2020

Mr Andrew Hopkins
General Manager
Uralla Shire Council

Regional Tourism Bushfire Recovery grant program

Dear Mr Hopkins,

I am pleased to inform you that the Minister for Trade, Tourism and Investment, Senator the Hon. Simon Birmingham along with the Assistant Minister for Regional Tourism, Senator the Hon. Jonathon Duniam, have launched the Morrison government's \$10 million Regional Tourism Bushfire Recovery (RTBR) grants program, a funding package to help tourism recover in bushfire affected areas.

Under the RTBR, funding will be provided for events, concerts, festivals, new business events or other visitor attractions and initiatives in fire-affected regions to assist the recovery effort. The aim is to support initiatives that celebrate what's unique about that local community to give international and domestic visitors a reason to visit and return, bringing the economic benefits of tourism, but also providing the community with a positive focus in the wake of the fires.

The RTBR grant program will have two funding streams. Stream 1 is open to all Local Government Authorities (LGAs) and Regional Tourism Organisations (RTOs) that operate in bushfire disaster-declared Local Government Areas that have been activated by a state or territory government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-2020 bushfire season.

Stream 2 of the program is available for applicants that are eligible for Stream 1 AND have been deemed by Austrade and the National Bushfire Recovery Agency as being the worst bushfire affected.

Your organisation has been identified as an eligible entity under Stream 1 and will be listed as an eligible applicant in Annexure A to the Guidelines and Austrade invites you to apply for that stream.

Stream 1 will open for applications on **17 February 2020**. At this time, Austrade will send you details on how to access the application form.

Stream 1, which has a total funding allocation of \$2 million, will support smaller scale events and initiatives. Applicants may apply for more than one grant in this stream, up to a maximum total of \$30,000, with applications assessed as they are received so money can be provided to affected communities quickly, including over the Easter break. Recognising applicants may seek to hold events as early as mid-March/April 2020, applications over \$30,000 will be considered for this stream in exceptional circumstances. Applicants are encouraged to collaborate and partner with other regional tourism organisations and local councils in their region where relevant. For Stream 1, applications can be made at any time up to **30 November 2020**.

Stream 2 will also open on **17 February 2020** and close on **20 March 2020**. Eligible applicants for this stream will be in the worst affected bushfire regions and will receive an additional letter from Austrade inviting them to apply, which will include a link to the Stream 2 application form.

This stream, with a total funding allocation of \$7.5 million, will support larger events or other visitor attractions and initiatives (such as art installations and tourist walks). A proportion of the \$7.5 million will be allocated for each relevant Tourism Region. Tourism Regions are defined by Tourism Research Australia, and the level of the funding allocation for each Tourism Region will take into account tourism impacts for that region.

The invitation for eligible applications for Stream 2 will advise of the upper limit of funding allocated for your Tourism Region. Applicants are strongly encouraged to collaborate and partner with other regional tourism organisations and local councils in their region to ensure project applications received can be accommodated within the funding allocation. Applications will be assessed at the same time once the application period closes.

Non-eligible organisations with links to tourism in bushfire affected areas are also encouraged to partner with eligible local government authorities and regional tourism organisations.

Minister Birmingham has appointed an **Expert Panel** to work with eligible applicants to encourage entities to partner together in tourism regions and make applications stronger where necessary. The Panel will also provide advice to the Austrade delegate on applications for both streams.

Panel members are:

1. Ms Sandra Chipchase – former Chief Executive Officer of Destination NSW and Executive Producer, Vivid Sydney Festival. Ms Chipchase will chair the panel.
2. Mr Michael Luchich – South Australian State Director, Optus, and Chairman of Country Arts South Australia.
3. Ms Sara Quon – Chief Executive Officer of Sovereign Hill Museums Association, Board Member of Visit Victoria and the Committee for Ballarat.

Program guidelines are available on the Austrade website at www.austrade.gov.au/bushfirerecovery.

I encourage you to review the guidelines and start to develop relevant project proposals ahead of receiving access to your application form. Please do not hesitate to contact the Austrade Tourism Programs team if you have any questions by phone at 1800 048 155 or by email at RTBR@austrade.gov.au.

Kind regards

Tourism Programs
Austrade



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	Tourism Promotions and Operations Officer
Reference/Subject:	Report 7 - Monthly Report - Visitor Information Centre

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre for the months of December 2019 and January 2020.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

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

REPORT:

All LGAs in the New England High Country group recorded dramatic falls in visitor numbers, particularly in the months from September to December 2019 with an average drop of 18-28% over these months and a maximum fall of 48% in one area due to extended road closures. December and January have continued to reflect the ongoing effects of the drought and bushfires and the associated poor air quality, risks and road closures during this period. For your perusal, this report includes a summary of state-wide visitor statistics from Accredited Visitor Information Centres.

In December we recorded a total of 498 visitors: a decrease of just 0.4% on the November figure of 500 as well as a marked decrease of 35.49% on the December 2018 figure of 772 visitors. The nine-year average for December is 790 visitors.

The majority of visitors who came through the Visitor Information Centre (VIC) in December came from New South Wales (74.10%), then Queensland (14.86%) and South Australia (2.41%). We welcomed 27 international visitors, principally from UK, USA and the Czech Republic (19% each), then Germany (11%) with others made welcome from Sweden, Switzerland and Taiwan (7% each).

Sales for December 2019 totalled \$1,652 (ex GST) - a 70% increase on the November figure of \$968, which is likely to reflect some Christmas sales, but still a 28.9% decrease on the December 2018 figure of \$2,324.

Uralla Shire Council

Council Business Paper – 25 February 2020

In January we recorded a total of 509 visitors: a small increase of 2.21% on the December figure (above) of 498 however a decrease of 43.88% on the January 2019 figure of 907 visitors. The ten-year average for January is 1,036 visitors.

The majority of visitors who came through the Visitor Information Centre (VIC) in January came from New South Wales (69.16%), then Queensland (18.47%) and Victoria (2.95%). We welcomed 19 international visitors, principally from Germany (32%), Canada (26%), Czech Republic, Netherlands and the UK (11%ea) with others made welcome from Eire and Estonia.

Sales for January totalled \$1,566 (ex GST), a 5.21% decrease on the December figure of \$1,652 and a 35.21% decrease on the January 2019 figure of \$2,417.

New England High Country group is keenly aware of the funding opportunities as part of the recovery packages after the catastrophic drought and bush fires experienced this summer and Council will be kept informed of those developments in the coming months.

We look forward to the official launch of the Aniwan Cultural Collection on Tuesday, 10 March. The Collection is being opened by Ms Leanne Townsend, who describes herself as a proud Aniwan woman from Uralla and the CEO of the National Aboriginal Sporting Chance Academy (NASCA). Leanne is the daughter of Uncle Les Townsend, whose knowledge and generosity have been critical in developing this project.

Sales to-date for 2019-20

Month	Total (ex. GST)
July	\$1,617
August	\$1,336
September	\$1,498
October	\$2,539
November	\$986
December	\$1,652
January	\$1,566
Total (\$)	\$11,194

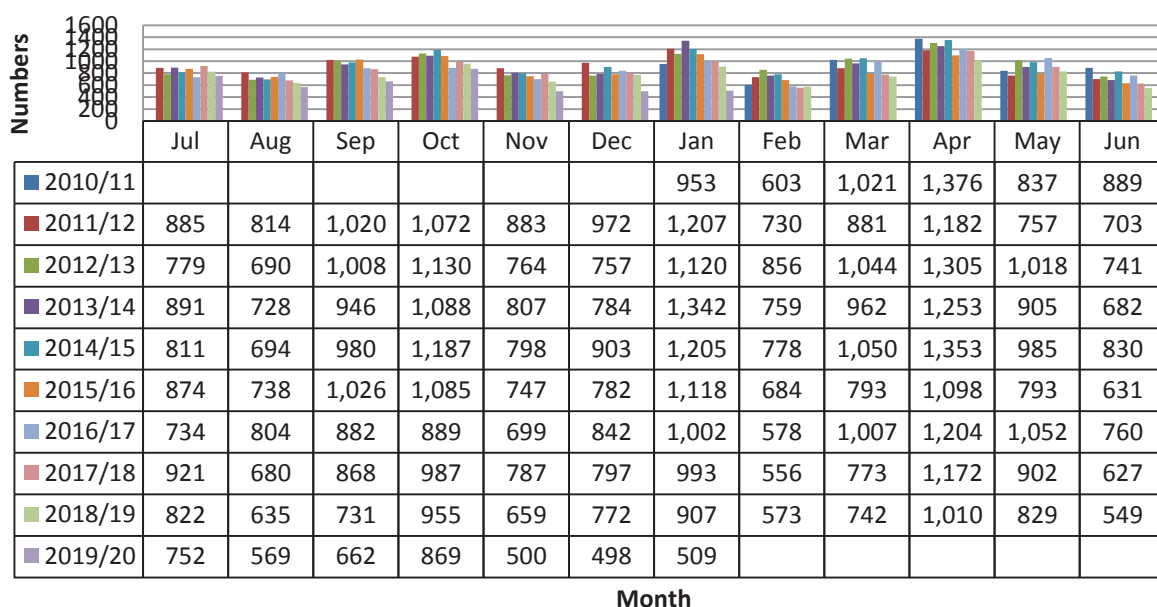
Annual December Sales

Year	Total (ex GST)
2014/15	\$1,841
2015/16	\$778
2016/17	\$917
2017/18	\$830
2018/19	\$2,324
2019/20	\$1,652

Annual January Sales

Year	Total (ex GST)
2014/15	\$2,652
2015/16	\$1,727
2016/17	\$1,959
2017/18	\$2,725
2018/19	\$2,417
2019/20	\$1,566

Uralla Visitor Information Centre Visitor Numbers



COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil.
- 2. Policy and Regulation**
Nil.
- 3. Financial (LTFP)**
Nil.
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil.
- 7. Performance Measures**
Nil.
- 8. Project Management**
Nil

Prepared by staff member:	Tourism Promotions and Operations Officer
TRIM Reference Number:	UINT/20/1116
Approved/Reviewed by Manager:	Executive Manager, Corporate Services
Department:	Corporate Services
Attachments:	Nil



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3	A diverse and creative culture
Strategy:	1.3.1	Provide enhanced and innovative library services that support and encourage lifelong learning.
Activity:	1.3.1.1	Provide library services and programs
Action:	1.3.1.1.3	Operate the library services to meet the agreed service levels

SUMMARY:

This report provides an outline of activities at the Library for the months of December 2019 and January 2020.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

REPORT:

December

Uralla Library is the third highest of fifteen branches for items loaned in the Central Northern Library Group (CNRL) for the month, ranking just behind the larger libraries and communities of Tamworth and Narrabri. This month we welcomed nineteen new members, 1,710 items were loaned for all loanable resources, and 356 reservations were placed for library customers.

Activities held at the Library during December include:

- *Artist of the Month, Belinda Vogt exhibited her large canvas artwork.*
- *Quarterly delivery of over 500 resources to Bundarra Library.*
- *Locals enjoyed the air conditioned comfort of the library and enjoyed respite from the heat, whilst socialising and relaxing in the comfortable lounge chairs.*
- *Librarian participated in an online forum for Youth Week that provided information on organising and planning activities.*
- *Regional training day delivered by CNRL staff in Tamworth attended by Librarian.*
- *The film Rocket Man was enjoyed by all in attendance at the monthly Movie Night for grown-ups.*

Uralla Shire Council
Council Business Paper – 25 February 2020

- *Christmas Craft-a-Noon workshops focused on gift cards and table centrepieces.*

January

Uralla Library is the fourth highest of fifteen branches for items loaned in the Central Northern Library Group (CNRL) for the month, ranking just behind the larger libraries and communities of Tamworth, South Tamworth and Narrabri. This month we welcomed fourteen new members, 1,325 items were loaned for all loanable resources, and 317 reservations were placed for library customers.

Activities held at the Library during January include:

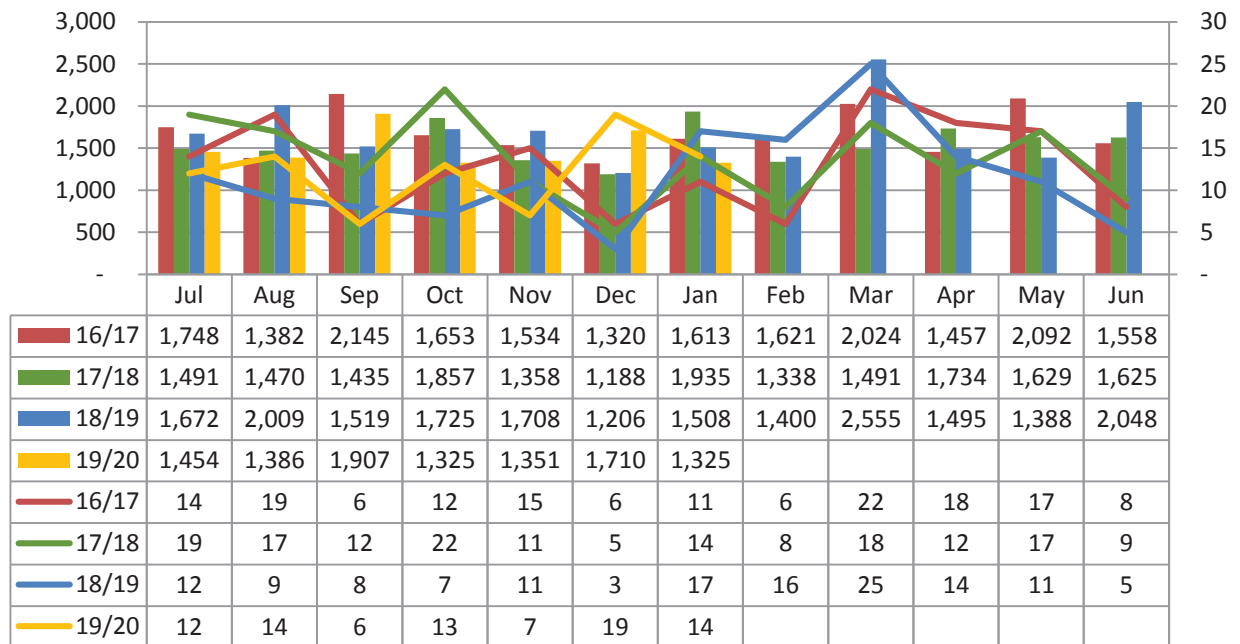
- *Z-Net volunteers continue to assist customers with their energy enquiries, every Thursday from 2.00 – 4.30pm.*
- *Free Popcorn, Pizza and Popper movie night for young adults took place on Friday evenings throughout January.*
- *The school holiday Secret Agent Workshop delivered by CNRL staff was very popular.*
- *School holiday activities throughout January were designed to support Uralla Show and encourage junior entries. Workshops such as 3D Construction, Lego Assembly, Jewellery Making and Diamond Dot Key Rings were held.*
- *The Australia Day morning tea was hosted in the library foyer.*
- *The weekly adult activities hosted by the Library continue to grow in popularity and attendance, providing opportunities for adults to socialise and connect in an informal environment.*
- *The Up-Cycle a T-Shirt workshop demonstrated how to turn an old, unwanted t-shirt into a comfortable and practical tote bag. All participants had the opportunity to create their own bag on the day.*
- *Librarian met with Uralla Neighbourhood Centre staff to organise the timetable for Youth Week activities.*

Figures to-date for 2019-20 Financial Year

Month	Loans	New Members
July	1,454	12
August	1,386	14
September	1,907	6
October	1,325	13
November	1,351	7
December	1,710	19
January	1,325	14
Total	10,458	85

Uralla Shire Council
Council Business Paper – 25 February 2020

Uralla Library - Issues & New Members



Prepared by staff member:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Librarian

UINT/20/1216

Executive Manager Corporate Services

Corporate Services

Nil



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 9 – Agency Information Guide 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.3	Provide open, accountable and transparent decision making for the community
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework
Action:	4.1.3.1.1	Review and update the agency information guide

SUMMARY:

This report is to provide the Agency Information Guide 2020 for adoption by Council.

OFFICER'S RECOMMENDATION:

That Council:

1. Place the Agency Information Guide 2020 at Attachment A on public exhibition for a period of 28 days; and
2. Subject to no submissions being received, adopt the Agency Information Guide 2020 at Attachment A.

BACKGROUND:

Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act) sets out requirements for government agencies to have a publication guide, stating:

- (1) *An agency (other than a Minister) must have a guide (its publication guide) that:*
- (a) *describes the structure and functions of the agency, and*
 - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
 - (c) *specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*
 - (d) *identifies the various kinds of government information held by the agency, and*
 - (e) *identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
 - (f) *specifies the manner in which the agency makes (or will make) government information publicly available, and*
 - (g) *identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*

Section 21 of the GIPA Act further requires agencies to adopt a publication guide at intervals of not more than 12 months as follows:

An agency must adopt its first publication guide within 6 months after the commencement of this section and must review its publication guide and adopt a new publication guide at intervals of not more than 12 months. An agency may update and amend its publication guide at any time.

The Agency Information Guide 2020 at Attachment A has been developed in accordance with the requirements of the GIPA Act as set out above.

REPORT:

The Agency Information Guide 2018-19 was adopted by Council at its ordinary meeting held 18 December 2018. The 2018-19 document has been reviewed and revised and is attached as the Agency Information Guide 2020 (Attachment A).

Key revisions to the Agency Information Guide 2020 include amendments to reflect Council's current Code of Meeting Practice adopted in February 2019, which stipulates council meetings and committee meetings comprised of councillors are to be webcast on council's website.

The Agency Information Guide 2020 includes further information on Council's Budget Review and Finance Committee and the Audit, Risk and Improvement Committee.

Additional revisions have been made to the document for the purpose of clarifying what constitutes Open Access Information and how it is made available to the public.

KEY ISSUES:

- Government agencies are required to adopt a publication guide in accordance with the GIPA Act.
- Under the GIPA Act, this Agency Information Guide is to be reviewed annually.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Government Information (Public Access) Act 2009
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Nil
7. **Performance Measures**
Nil
8. **Project Management**
Nil

Prepared by staff member:	Governance and Media Officer
TRIM Reference Number:	UINT/20/001
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	A. Agency Information Guide 2020



Agency Information Guide 2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Executive Manager Corporate Services		
Document Development Officer	Governance and Media Officer		
Review Timeframe	Annually		
Last Review Date:	December 2019	Next Scheduled Review Date	December 2020

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Version 1	December 2019	Agency Information Guide 2018-19 reviewed and revised

Further Document Information and Relationships

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

Contents

1	Preface	3
2	Local Government Principles	4
3	About Uralla Shire Council	6
	3.2 Vision, Mission and Values	6
	3.3 Map of the Uralla Shire Local Government Area	7
4	Structure of Council	8
	4.1 Role of the Councillors	9
	4.2 Role of the Mayor	9
	4.3 Role of the General Manager	10
	4.4 Organisational Structure	10
5	Functions of Council	12
	5.1 How Council's Functions affect the Public	14
	5.2 How the Public can participate in Council's Policy Development and the Exercising of Functions	15
6	Council Information	18
	6.1 Open Access Information	20
	6.2 Authorised Proactive Release	21
	6.3 Informal Release	21
	6.4 Formal Access Applications	22
	6.5 Other Matters	22
7	Personal Information	23
8	Formal Access Application Form	24

1 Preface

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

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

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

The Information Guide is available for inspection by the public at Council's Customer Service Centre at its Administration Offices at 32 Salisbury Street, Uralla during business hours or on Council's website at www.uralla.nsw.gov.au.



Uralla Shire Council Administration Centre
32 Salisbury Street, Uralla, NSW 2358

2 Local Government Principles

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

Guiding Principles for Exercise of Functions

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

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

Guiding Principles for Decision-Making

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

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

Guiding Principles for Community Participation

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

Principles of Sound Financial Management

The following principles of sound financial management apply to Councils:

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

Integrated Planning and Reporting Principles that apply to Councils

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

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

3 About Uralla Shire Council

Uralla Shire Council is constituted under the *NSW Local Government Act 1993* and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 180 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual budget of approximately \$20 million.

The Uralla Shire local government area covers an area approximately 3,230 square kilometres and is home to a permanent resident population of around 6,048 people (2016 census). The main township of Uralla is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

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

3.2 Vision, Mission and Values

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

Our Vision

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

Our Mission

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

Our Values

The Uralla Shire community strives to:

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

3.3 Map of the Uralla Shire Local Government Area



4 Structure of Council

Uralla Shire Council is governed by eight elected Councillors and a popularly elected Mayor. Councillors were elected at the 2016 Local Government Elections. Following the resignation of a Councillor in October 2018, Council held a By-election to fill the casual vacancy in February 2019.

Together, the Mayor and Councillors comprise the governing body of Uralla Shire Council. Section 223 of the *NSW Local Government Act 1993* prescribes the collective role of Council's governing body as follows:

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



Back Row: Cr Mark Dusting, Cr Tom O'Connor, Cr Tara Toomey, Cr Robert Bell, Cr Natasha Ledger, Cr Levi Sampson
Front Row: Cr Isabel Strutt, Mayor Michael Pearce, Deputy Mayor Cr Robert Crouch.

4.1 Role of the Councillors

Section 232 of the *NSW Local Government Act 1993* prescribes the role of individual Councillors as follows:

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

4.2 Role of the Mayor

Section 226 of the *NSW Local Government Act 1993* confers the following additional responsibilities upon the Mayor:

- Be the leader of the Council and a leader in the local community;
- Advance community cohesion and promote civic awareness;
- Be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities;
- Exercise, in cases of necessity, the policymaking functions of the governing body of the council between meetings of the Council;
- Preside at meetings of the Council;
- Ensure that meetings of the Council are conducted efficiently, effectively and in accordance with the *NSW Local Government Act 1993*;
- Ensure the timely development and adoption of the strategic plans, programs and policies of the Council;
- Promote the effective and consistent implementation of the strategic plans, programs and policies of the Council;
- Promote partnerships between the Council and key stakeholders;
- Advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council;
- In conjunction with the General Manager, ensure adequate opportunities and mechanisms for engagement between the Council and the local community;
- Carry out the civic and ceremonial functions of the mayoral office;
- Represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- In consultation with the Councillors, to lead performance appraisals of the General Manager; and
- Exercise any other functions of the Council that the Council determines.

4.3 Role of the General Manager

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

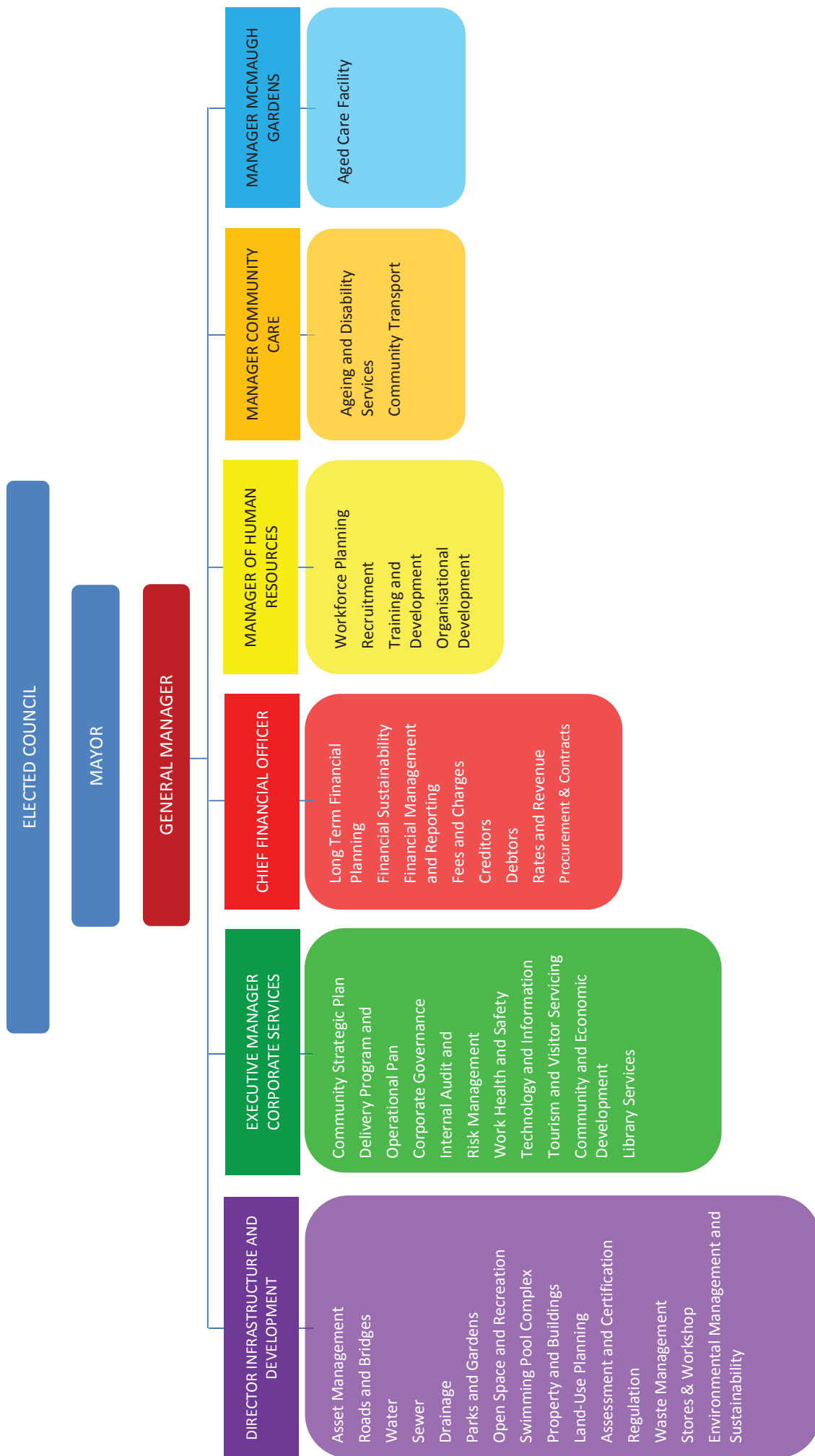
As the most senior employee of Council, the General Manager is the only member of staff selected and appointed by Councillors and is appointed on a renewable, fixed-term, performance-based contract for a maximum period of five years.

Section 335 of the *NSW Local Government Act 1993* confers the following functions on the General Manager:

- To conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council;
- To implement, without undue delay, lawful decisions of the Council;
- To advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council;
- To advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council;
- To prepare, in consultation with the Mayor and the governing body, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- To ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- To exercise any of the functions of the Council that are delegated by the Council to the General Manager;
- To appoint staff in accordance with the organisation structure determined and the resources approved by the Council;
- To direct and dismiss staff;
- To implement the Council's Workforce Management Strategy; and
- Any other functions that are conferred or imposed on the General Manager by or under the *NSW Local Government Act 1993* or any other Act.

4.4 Organisational Structure

To ensure the efficient and effective operation of Uralla Shire Council and assist the General Manager in exercising his functions under the *NSW Local Government Act 1993*, Council's organisation structure consists of two departments: Corporate Services, led by an Executive Manager, and Infrastructure and Development, led by a Director. The General Manager is also supported by a Chief Financial Officer and Manager Human Resources. Council's Aged Care and Community Care Services operate under the supervision of two Managers.



5 Functions of Council

Under the *NSW Local Government Act 1993*, Council's functions can be grouped into the following categories:

Service Functions	Including: <ul style="list-style-type: none"> • Providing community health, recreation, education and information services • Environmental protection • Waste removal and disposal • Land and property, industry and tourism development assistance • Civil infrastructure planning • Civil infrastructure maintenance and construction
Regulatory Functions	Including: <ul style="list-style-type: none"> • Approvals • Orders • Building certificates
Ancillary Functions	Including: <ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection
Revenue Functions	Including: <ul style="list-style-type: none"> • Rates • Fees and Charges • Borrowings • Investments
Administrative Functions	Including: <ul style="list-style-type: none"> • Employment of staff • Management plans • Financial reporting • Annual reports
Enforcement Functions	Including: <ul style="list-style-type: none"> • Proceedings for breaches of the <i>NSW Local Government Act 1993</i> and <i>Local Government (General) Regulation 2005</i> and other Acts and Regulations • Prosecution of offences • Recovery of rates and charges

While Council's functions are prescribed primarily by the *NSW Local Government Act 1993*, Council also has responsibilities under other legislation, including:

- *Aged Care Act 1997*;
- *Aged Care (Transitional Provisions) Act 1997*;
- *Aged Care (Accommodation Payment Security) Act 2006*;
- *Aged Care (Accommodation Payment Security) Levy Act 2006*;
- *Australian Aged Care Quality Agency Act 2013*;
- *Australian Aged Care Quality Agency (Transitional Provisions) Act 2013*;
- *Anti-Discrimination Act 1977*;

- *Biodiversity Conservation Act 2016;*
- *Biosecurity Act 2015;*
- *Building Professionals Act 2005;*
- *Cemeteries and Crematoria Act 2013;*
- *Children and Young Persons (Care and Protection) Act 1998;*
- *Children (Education and Care Services National Law Application) Act 2010;*
- *Community Land Development Act 1989;*
- *Community Land Management Act 1989;*
- *Community Services (Complaints, Review & Monitoring) Act 1993;*
- *Companion Animals Act 1998;*
- *Contaminated Land Management Act 1997;*
- *Conveyancing Act 1919;*
- *Crown Land Management Act 2016;*
- *Disability Services Act 1993;*
- *Environmental Planning & Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000;*
- *Fines Act 1996;*
- *Fire and Rescue NSW Act 1989;*
- *Fluoridation of Public Water Supplies Act 1957;*
- *Food Act 2003;*
- *Government Information (Public Access) Act 2009;*
- *Graffiti Control Act 2008;*
- *Health Records and Information Privacy Act 2002;*
- *Heavy Vehicle National Law (NSW);*
- *Heritage Act 1977;*
- *Home Care Services Act 1988;*
- *Impounding Act 1993;*
- *Land Acquisition (Just Terms Compensation) Act 1991;*
- *Land and Environment Court Act 1979;*
- *Library Act 1939;*
- *Liquor Act 2007;*
- *Native Title (NSW) Act 1994;*
- *Noxious Weeds Act 1993;*
- *Plumbing and Drainage Act 2011;*
- *Police (Special Provisions) Act 1901;*
- *Protection of the Environment Operations Act 1997;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 2010;*
- *Public Interest Disclosures Act;*
- *Public Works and Procurement Act 1912;*
- *Radiocommunications Act 1992;*

- *Real Property Act 1900;*
- *Recreation Vehicles Act 1983;*
- *Roads Act 2013 and Road Transport (General) Regulation 2013;*
- *Rural Fires Act 1997;*
- *State Emergency and Rescue Management Act 1989;*
- *State Emergency Service Act 1989;*
- *State Records Act 1998;*
- *Strata Schemes Development Act 2015 and Strata Schemes Development Regulation 2016;*
- *Swimming Pools Act 1992 and Swimming Pools Regulation 2018;*
- *Unclaimed Money Act 1995;*
- *Waste Avoidance and Resource Recovery Act 2001;*
- *Water Management Act 2000;*
- *Work Health and Safety Act 2011;*
- *Workers Compensation Act 1987; and*
- *Workplace Injury Management and Workers Compensation Act 1998.*

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

5.1 How Council's Functions affect the Public

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

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

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

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

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

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

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

Council Meetings

Ordinary Council Meetings are held at 12:30pm on the fourth Tuesday of each month from February to November, on the third Tuesday of the month in December, and no meeting is held during the month of January. Meetings are held at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council meetings and meetings of its Committees.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting. Anyone wishing to address a Council or Committee Meeting must make a request in writing to the General Manager (email, letter or fax) four days prior to the scheduled Council or Committee Meeting. Requests received not within the four days will be approved at the discretion of the General Manager.

Business papers are made available to the public four working days preceding the Council Meeting and can be accessed online from Council's website at www.uralla.nsw.gov.au or in person from Council's Administration Centre at 32 Salisbury Street, Uralla.

Following each Council meeting, an audio recording of the meeting as well as the unconfirmed minutes are published to Council's website at www.uralla.nsw.gov.au.

Council Committees

Council operates a range of specific purpose committees, including those constituted under Section 355 of the *NSW Local Government Act 1993* and delegated functions of Council pursuant to Section 377 of that Act.

Council's Budget Review and Finance Committee is a committee of the whole tasked with examining Council's financial position and undertaking a detailed review of Council's budget and expenditure. Committee meetings are open to the public and follow a schedule determined by Council in June of each year with additional meetings held as required.

The Budget Review and Finance Committee Business papers are made available to the public four working days preceding the Committee Meeting and can be accessed online from Council's website at www.uralla.nsw.gov.au or in person from Council's Administration Centre at 32 Salisbury Street, Uralla. Following the Committee meeting, audio recordings and the unconfirmed minutes are also made available on Council's website at www.uralla.nsw.gov.au.

Council's Audit, Risk and Improvement Committee is a committee made up of three independent (external) members and two councillors. The objective of the Audit, Risk and Improvement Committee is to provide professional independent advice and assistance to Council to improve its operations and functions, to ensure compliance to legislation, and be accountable for its external responsibilities. Minutes of the committee meetings are presented to Council at Ordinary Council Meetings and included in the Council business paper.

There are also avenues for members of the public to personally participate in Council's policy development and exercising of functions through serving on a s355 Committee of Council. Council currently operates two s355 Committees of Council, being the Uralla Township and Environs Committee and the Bundarra School of Arts Hall Committee.

Vacancies on these s355 Committees of Council are publicised on Council's website at www.uralla.nsw.gov.au and listed in Council's monthly newsletter when they arise.

Community Consultations

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

Public Submissions

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

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

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

Representation

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

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

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

6 Council Information

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

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

Electronic Documents

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

Physical Files

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

Policy Documents

Council policies are available for inspection on Council's website at www.uralla.nsw.gov.au or in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

General Documents

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

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

Under the GIPA Act, these documents are considered Open Access Information. In accordance with Council's legislative responsibilities, these documents held by Council are made publicly available for inspection in person at Council's Administration Centre at 32 Salisbury Street, Uralla. As much as possible these documents are also made available on Council's website at www.uralla.nsw.gov.au. Open Access Information documents may be inspected by the public free of charge.

Statutory responsibilities and legal obligations may restrict the inspection of, or prevent Council from providing copies of certain documents, files, and/or information. Copies of documents can be supplied where copyright provisions do not apply, for reasonable photocopying charges in accordance with Council's adopted schedule of Fees and Charges. The table below identifies various types of information and documents held by Council which are available as Open Access and the manner in which they are made available to the public.

Type of Information ¹	Open Access Information	Publicly Available Free of Charge ²	Manner in Which Information can be Accessed by the Public
Annual Reports	Yes	Yes	Council Website
Annual Financial Reports and Auditor's Reports	Yes	Yes	Council Website
Approvals and Orders	Yes	Yes	Available at Council's Administration Centre
Council Business Papers and Minutes	Yes	Yes	Council Website and Council's Administration Centre
Council Registers	Yes	Yes	Available at Council's Administration Centre. Additionally, some registers are made available on Council's website
Development Applications	Yes	Yes	Available at Council's Administration Centre
Development Control Plans	Yes	Yes	Council Website
Disclosure Log	Yes	Yes	Council Website
Integrated Planning and Reporting Documents (including Plans and Strategies)	Yes	Yes	Council Website
Pecuniary Interest Disclosures	Yes	Yes	Redacted copies on Council Website and available for inspection at Council's Administration Centre
Policy Documents	Yes	Yes	Council Website

¹ The information listed in this table is provided only as an example of the information made available by Council and the methods in which it is supplied. For a complete list of Open Access Information refer to section 6.1 below.

² If physical copies of information are requested, a photocopying fee as set out in Council's current schedule of Fees and Charges will apply.

6.1 Open Access Information

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

Information about Council

- Annual Reports;
- Annual financial reports;
- Auditor's report;
- Council Code of Conduct;
- Community Strategic Plan;
- Council's Land Register;
- Customer requests for service and complaints;
- Committee Terms of Reference, Reports, Agendas and Minutes;
- Community Directories;
- Equal Employment Opportunity (EEO) management plan;
- Financial Management Records;
- Register of investments;
- Register of delegations;
- Register of graffiti removal work (in accordance with s13 of the *Graffiti Control Act 2008*);
- Register of Councillor voting on planning matters (in accordance with s375A of the *NSW Local Government Act 1993*); and
- Rates Management Information.

Plans and Policies

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

Information about Development Applications

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

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

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

Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the *NSW Local Government Act 1993*;
- Applications for approvals under any other Act and any associated documents received;
- Records of approvals granted or refused, variation from Council Policies with reasons for variation, and decisions made on appeals concerning approvals;
- Orders given under Part 2 of Chapter 7 of the *NSW Local Government Act 1993*, and any reasons given under section 136 of the *NSW Local Government Act 1993*;
- Orders given under the authority of any other Act;
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*; and
- Compulsory Acquisition notices.

6.2 Authorised Proactive Release

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

6.3 Informal Release

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

Any requests for information which are not classified as Open Access Information will be determined in accordance with the public interest test on a case by case basis.

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

6.4 Formal Access Applications

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

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

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

6.5 Other Matters

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

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

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

7 Personal Information

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

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

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

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

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** council@uralla.nsw.gov.au

Government Information (Public Access) Act 2009

ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 02 6778 6300.

1. APPLICANT'S DETAILS

Company Name.....

Surname.....Given Names

Postal address..... Postcode:

Telephone..... Mobile.....

Fax Number.....

Email.....

☐ I agree to receive correspondence at the above email address.

2. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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Are you seeking personal information? **Yes** **No**

Form of access

How do you wish to access the information?

- ☐ Inspect the document(s) ☐ A copy of the document(s)
- ☐ Access in another way (please specify)
-

3. APPLICATION FEE

I attach payment of the **\$30 application fee** by cash cheque money order

(Note: please do NOT send cash by post)

4. DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes** **No**

DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- ☐ Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

AND / OR

- ☐ Special benefit to the public – please specify why below:

.....

Applicant's signature:

Date:

Please post this form or lodge it at:

Uralla Shire Council
 32 Salisbury Street
 PO Box 106
 URALLA NSW 2358

Or send via email to: council@uralla.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission (IPC) on Freecall 1800 472 679 or at the website: www.ipc.nsw.gov.au/gipa-act

Office use only

Date application received:

File reference:



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 10 – Participation in 2020 Bush Bursary/Country Women's Association Scholarship Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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
Activity:	1.2.2.1	Improve access to regional health services.
Action:	1.2.2.1.1	Liaise with medical practitioners to prepare for participation in the 2019-2020 Bush Bursary/CWA Scholarship program.

SUMMARY:

The purpose of this report is that Council determine if it will or will not participate in the Bush Bursary/Country Women's Association Scholarship program in 2020.

OFFICER'S RECOMMENDATION:

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.

(OR)

That Council not participate in the Bush Bursary/Country Women's Association Scholarship program in 2020.

BACKGROUND:

The NSW Rural Doctors Network has invited Council to participate in the annual Bush Bursary/Country Women's Association Scholarship program in 2020. Council has previously participated in the Scholarship program in 2018 and 2019 on the proviso that the medical student attend at one of the Uralla based medical practices.

REPORT:

The Bush Bursaries and CWA Scholarships are offered annually to selected medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the Country Women's Association and the NSW Rural Doctors Network (RDN). This scholarship is the only opportunity of its type available to nursing and midwifery students in NSW.

Participation in the Scholarship program would allow Council to take advantage of the opportunity for one or two students to be placed in the community with medical practitioners, aged or community care, and mental health practitioners for a two week period.

The cost to Council to participate in the Scholarship program is \$3,000 plus GST.

The letter from the NSW Rural Doctors Network inviting Council to sponsor the Scholarship program is contained at Attachment A.

KEY ISSUES:

Council's obligations should it determine to participate in the Scholarship program:

- Allocation in the 2020-21 budget of \$3,000 (plus GST) to sponsor one or two students
- Nomination of contact person from within council or associated organisation
- Liaise with the Rural Doctors Network (RDN) and sponsored Bush Bursary student(s) regarding placement arrangements
- Assist RDN in sourcing accommodation in the community for the students during their placement

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

Should Council resolve to participate, \$3,000 (plus GST) will be included in the 2020/21 financial year budget to fund participation in the program.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Staff resources required to liaise with the Rural Doctors Network, the participating Uralla based medical practice, and the sponsored Bush Bursary student(s)

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Staff resources as delegated by the Executive Manager Corporate Services.

Prepared by staff member:	Governance and Media Officer
TRIM Reference Number:	UINT/20/870
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	Attachment A – Invitation from the Rural Doctors Network dated 5 February 2020



5 February 2020

Uralla Shire Council
Executive Manager Corporate Services
Ms. Susie Glasson
PO Box 106
Uralla
NSW 2358

Dear Ms. Glasson,

Re: The 2020 Bush Bursary/Country Women's Association (NSW) Scholarship Program

Thank you for your ongoing support of the NSW Bush Bursary/Country Women's Association Scholarship Program in 2019. NSW Rural Doctor's Network (RDN) is hugely appreciative of your generosity and support in facilitating stimulating rural health placements for medical, nursing and midwifery students. Thus, we would like to continue working with you in the future to continue this great work. It is because of your sponsorship that rural health is sustainably changing and improving each day, especially in the student sphere.

Thus, I am writing to invite Ms. Glasson on behalf of the Uralla Shire Council to participate in the Bush Bursary/Country Women's Association (NSW) Scholarship program in 2020.

What are the Bush Bursary and CWA (NSW) Scholarships?

The Bush Bursary and Country Women's Association (CWA) (NSW) Scholarships provide selected nursing, midwifery and medical students in NSW and the ACT with funding to assist with costs associated with their studies. In return, students spend two weeks on a rural placement in country NSW during their university holidays. Lachlan Council initiated this scholarship in 1996 and the CWA of NSW first funded a student in 1997. Over the past two decades, the program has grown to be a well-respected initiative among those studying to pursue a rural health career.

How do the scholarships work?

The scholarships are offered annually to selected nursing, midwifery and medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the CWA and NSW Rural Doctors Network (RDN). This scholarship will be the only opportunity of its type available to nursing and midwifery students in NSW. The Council investment is **\$3,000 plus GST**, for one or two students.

Why should the Uralla Shire Council be involved?

Over the past two decades, more than 350 students have participated in the Bush Bursary program. Our ability to place students is limited by the number of councils involved and the number

of placements sponsored. In 2019, RDN received 125 applications for the program, our **highest number ever** – yet we only had 32 places on offer. With more placements available, there is more opportunity for RDN to expose the next generations of doctors, nurses and midwives to rural medical practice and lifestyle.

Please read the attached short information pack for more information about how the Uralla Shire Council can help promote rural NSW living to a future health professional by investing in a Bush Bursary Scholarship.

I am more than happy to discuss this opportunity with you further if you need more information.

Yours sincerely,



Chris Russell
NSW Rural Doctors Network
Future Workforce Manager
students@nswrdn.com.au
02 8337 8100

Bush Bursary information pack 2020

Why is the Bush Bursary Scholarship important?

RDN is driven by a fundamental belief that access to quality healthcare is the right of every Australian, no matter where they live. To create a skilled and sustainable health and medical workforce in rural and regional towns, we work with the next generation of practitioners to encourage them to choose a career in country NSW. Our research shows that positive immersion experiences in rural health settings are known contributors to students choosing rural medical and health careers.

RDN and local councils work together to provide a positive Bush Bursary experience and showcase the incredible rural lifestyles available to students.

NSW Rural Doctors Network's role

- Advertising and promotion of the Bush Bursary Scholarships to eligible students studying at universities in NSW/ACT
- Recruitment and selection of Bush Bursary recipients
- Administration of funds from sponsoring councils to Bush Bursary recipients
- Matching recipients to sponsoring councils
- Organisation of placement for the sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.
- Ongoing support and information for recipients and councils throughout the year
- Distribution of research and evaluation about the Bush Bursary to stakeholders and interested parties

Uralla Shire Council role

- Investment of **\$3,000 (+GST)** for two sponsored students
- Nomination of contact person from within council or associated organisation
- Liaise with RDN and sponsored Bush Bursary student regarding placement arrangements
- Liaise with RDN, Bush Bursary recipients and local media (where appropriate) to promote the placements in your community
- Assist RDN in sourcing accommodation in the community for the students whilst they are on placement

In 2012 RDN completed a longitudinal study of scholarship recipients from 1996–2006 to track their career choice and practice locations. The study found:

- one-quarter of previous scholarship recipients were working in a rural or regional area when surveyed
- 41% of scholarship holders spent their first and second postgraduate years (PGY) in a non-metropolitan hospital
- 35% of PGY3 scholarship holders were in a non-metropolitan hospital.

These figures equate to 140 combined years spent in the rural and regional medical workforce and are significant as they indicate a high proportion of scholarship holders began their careers in a non-metropolitan area, spending two or three years as junior rural doctors.

Bush Bursary information pack 2020

Bush Bursary case study: Barham, NSW

Nicola Marshall is enrolled in a Doctor of Medicine and Surgery at the Australian National University and spent two weeks in Barham on the banks of the Murray River in southwest NSW during January 2019.

In her words:

“The **placement was incredibly educational**, mostly in terms of communication and learning a lot about how certain topics are addressed with patients through manner and techniques. I also learned a lot about the workplace and how the different services interact with each other and work together in a rural area.

“From a coursework perspective there were a lot of things that linked in with what I have studied so far, and **I had the opportunity to practice some practical skills**. I also got to see and learn about things we haven’t covered yet at university, so it was good to get some level of familiarity with that.

“**The community was so welcoming**. Kerry organised a lot of people to get in touch while I was there, so I had numerous dinner invitations from different local families, tours of local farms and nearby towns, even a trip to see a Shakespeare performance on the banks of a nearby lake! My hosts also took me canoeing a couple of times, swimming in the river, and introduced me to a lot of people.

“I think if anything **the appeal of rural medicine has just strengthened** – I’ve definitely seen a lot of the challenges that it brings, but it also seems so rewarding and the kind of relationships I saw between doctors/nurses and patients is what I want from my career.”

Nicola Marshall, Bush Bursary Scholarship recipient, January 2019

In the community’s words:

“Just a note to let you know how much we appreciated having two such wonderful students in Barham. Both Nicola and Tim have been a delight and feedback from everyone involved in their social or clinical activities has been incredibly positive.

“From my point of view, both students were keen to get involved in anything on offer. They were polite, very pleasant, eager to learn and used their initiative. I think the clinical placements worked well ... and gave them an excellent insight into life as a rural health professional.”

Kerry Stirling, Registered Nurse - Border Group; Secretary – Local Health Medical Trust, Barham

How to participate

Please complete the enclosed sponsorship form and return it via email or post. Contact details are included on the form.

Thank you for considering this opportunity to showcase country NSW to a future rural health professional. Your support is greatly appreciated.



2020 Bush Bursary Sponsorship Response Form

Your council is invited to participate in the Bush Bursary Scholarship program during 2020. Please complete the following details if you wish to participate or alternatively, if you wish to obtain further information please contact the Sydney office of the NSW Rural Doctors Network 02 8337 8100 or via e-mail: pkensit@nswrdn.com.au

Name of Council
Contact person name
Contact person position
How many students do you wish to sponsor? <div>Two students Four students I would like to discuss further</div>
Mailing address
Email address
Contact telephone

Thank you. We will follow up with a phone call after receiving your confirmation.

Please return this form to:

Pippa Kensit
Future Workforce Program Lead
PO Box 1111
Mascot NSW 1460
Email: mmichael@nswrdn.com.au



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	Executive Manager Corporate Services
Reference/Subject:	Report 11 – 2019-20 Operational Plan Progress Report at 30 December 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered during the second 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 30 December 2019.

BACKGROUND:

Section 405(5) of the Local Government Act requires that progress reports on Council's Delivery Program are provided to the Council at least every six months.

REPORT:





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 community's goal 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. The Progress Report as at 30 December 2019 is contained at Attachment A.

A summary of the key Operational Plan actions delivered and progress achieved for the three month period to 30 December 2019 is set out in Table 1 – Action Status Summary, below:

Table 1 – Action Status Summary

Action Status at 30 December 2019		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
	Achieved or on target	46	30	34	65	175	85%
	Not on target, being closely managed	2	7	5	4	18	9%
	Action cancelled or not able to be achieved	2	0	0	0	2	1%
	Action not yet commenced	2	1	0	7	10	5%
Total		52	38	39	76	205	

Eighty five per cent (85%) of Council's Operational Plan actions for the three month period ending 30 December 2019 are on target or achieved with nine per cent (9%) being closely managed and one per cent (1%) being cancelled or not able to be achieved. Five per cent (5%) of actions have not yet commenced as at 30 December 2019.

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.
- NSW Local Government Regulation (General) 2005.

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/20/1059

Approved/Reviewed by Manager:

Executive Manager Corporate Services

Department:

Corporate Services

Attachments:

Attachment A: 2019-20 Operational Plan Quarterly Progress Report at 30 December 2019



Delivery Program 2017-2021

Operational Plan 2019/2020

Second Quarter Progress Report

About this report

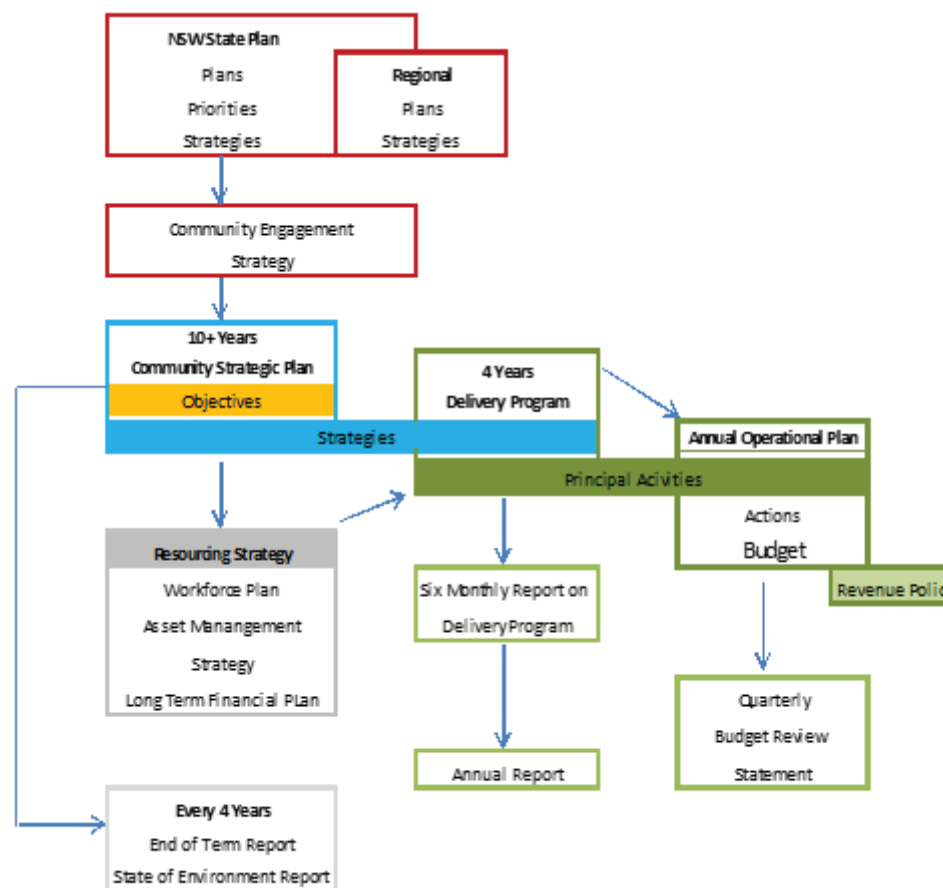
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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 second 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..... 5

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

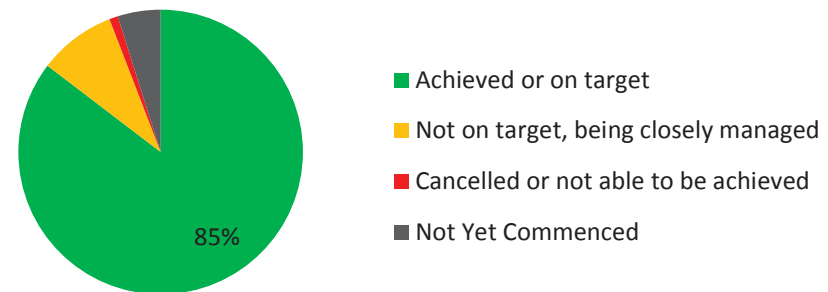
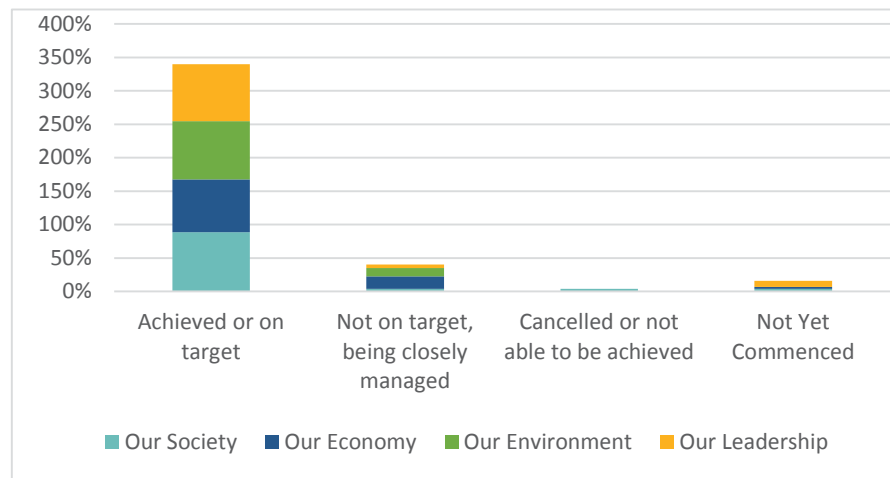
Each of the 205 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

• 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
• MWWSS	Manager Waste, Water and Sewerage Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MCI	Manager Civil Infrastructure	Infrastructure and Development
• EMCS	Executive Manager Corporate Services	Corporate Services
• 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
• MMG	Manager McMaugh Gardens Aged Care	Aged and Community Care
• MCC	Manager Community Care	Aged and Community Care

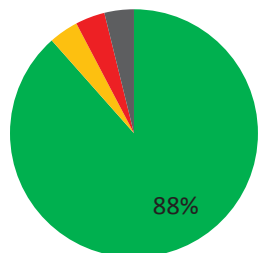
Organisational Performance

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	46	88%	2	4%	2	4%	2	4%
Our Economy	30	79%	7	18%	0	0%	1	3%
Our Environment	34	87%	5	13%	0	0%	0	0%
Our Leadership	65	86%	4	5%	0	0%	7	9%
Total	175	85%	18	9%	2	1%	10	5%



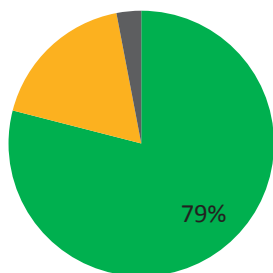
Our Society



- 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 52 actions geared towards reaching the Community Strategic Plan goals for ***Our Society***. In the three months to 30 December 2019, 88 per cent of these actions are achieved or on target.

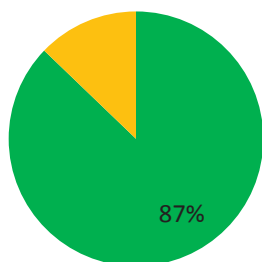
Our Economy



- 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 30 December 2019, 79 per cent of these actions are achieved or on target.

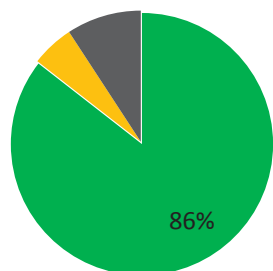
Our Environment



- 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 30 December 2019, 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 76 actions geared towards reaching the Community Strategic Plan goals for ***Our Leadership***. In the three months to 30 December 2019, 88 per cent of these actions are achieved or on target.

Detailed Performance Report



1: Our Society

1.1: A proud, unique and inviting community




1.1.1: Provide vibrant and welcoming town centre, streets and meeting places

Code	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		Volunteer group has been engaged with Council once a month.
		Undertake annual maintenance program of parks.	MCI	Service levels	Maintained		Mowing, watering and trimming works.


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

Code	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		Not funded.
		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		Not funded.

1.1.3: Respect the heritage of the region and highlight and enhance our unique characteristics






Code	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		General lawn maintenance continued.
		Seek heritage funding to carry out restoration work at Uralla's Old Cemetery.	MCI	Heritage funding application	Lodged		No funding identified for this project.
		Provide family history information and interment services.	MCI	Services	Provided		Ongoing.


1.1.4: Support, encourage and celebrate community participation and volunteerism

Code	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).	CCDE	Strategy	Developed		Not yet commenced due to limited resources.


1.2: A safe, active and healthy shire

1.2.1: Provide accessible quality sport and recreation facilities that encourage participation


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.1	Maintain community swimming complex, sports and recreation facilities	Undertake the necessary maintenance to enable the operation of the Uralla swimming pool.	MCI	Service levels	Maintained		Routine cleaning and water quality testing conducted. Major upgrades completed through grant funding.
		Upgrade lining to Uralla swimming pool and provide additional shade – through the NSW Stronger Country Communities Fund.	MDP	Upgrades	Completed		Complete for Stronger Country Communities Fund Round 2.
		Maintain and test pool water quality in compliance with Department of Health guidelines.	MCI	Water quality	Compliant		Water quality testing conducted daily.
		Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund.	MDP	Upgrades	Completed		Complete for Stronger Country Communities Fund Round 2 milestones
		Undertake the annual maintenance program at sporting fields (DIAP 2.7).	MCI	Service levels	Maintained		Routine maintenance includes mowing, linemarking of sport field and general cleaning

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.2	Provide shared footpaths and cycleways	Develop a shared footpath and cycleway plan including disability access provisions in conjunction with the Pedestrian Access and Mobility Plan, subject to RMS funding approval (DIAP 2.6).	DID	Plan	Completed		Pedestrian Access and Mobility Plan (PAMP) completed.


1.2.2: Work with key partners and the community to lobby for adequate health services in our region

Code	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		Medical student attended in January 2020.





1.2.3: Provide, maintain and develop children's play and recreational facilities that encourage active participation



Code	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 Country Communities Fund.	DID	Grant funding	Milestones met		Upgrades across Council's parks and playground facilities through Stronger Country Communities Fund progressing

1.2.4: Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety

Code	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.





1.2.5: Provide effective, regulatory, compliance and enforcement services for the community

Code	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, to be completed in the next quarter.
		Issue and serve Orders where necessary under relevant legislation.	MDP	Issued orders are compliant with legislation	100%		Continuing.
		Register, licence and inspect onsite sewerage treatment systems.	MDP	Number of inspections undertaken as scheduled	90%		Progressing, with backlog reducing.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required.	MDP	Respond to companion animal complaints	100%		Progressing
		Finalise and implement a trade waste policy.	MDP	Policy	Implemented		Drafted.

1.3: A diverse and creative culture


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

Code	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.	CCDE	Service level agreement	Compliant		Service levels continue to be delivered.
		Attend Central Northern Regional Library committee meetings.	CCDE	Committee meetings	attended		Unable to attend November quarterly meeting as New England Highway closed due to fires.
		Operate the Uralla library service and programs.	CCDE	Uralla library open	7 days a week		New adult and junior programs delivered throughout the quarter.
		Operate the Bundarra library service.	CCDE	Bundarra library operating and resources renewed	Quarterly		December quarterly delivery of over 500 books to Bundarra Library.

1.3.2: Work with the community and other partners to develop major cultural and community events and festivals





Code	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		Documents under development. To be reviewed by other USC areas and stakeholders.
		Attend Arts North West regional meetings.	EMCS	Meetings	Attended		Meeting attended November 2019

1.3.3: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields

Code	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.	CCDE	Grants program round delivered	=2		Round One of 2019-20 Community Grants program delivered. Round Two to be presented to March 2020 Ordinary Meeting of Council.

1.4: Access to and equity of services



1.4.1: Operate and maintain the McMaugh Gardens Aged Care Facility

Code	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
		Manage McMaugh Gardens Aged Care facility in a financially sustainable manner. Identify and plan for impacts of bathroom renovations upon revenues.	MMG	Annual average occupancy at benchmark	Per plan		Ongoing monitoring
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	MMG	Accreditation	Maintained		Accreditation maintained
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	MMG	Quality audit outcomes	Satisfactory		Accreditation maintained
		Undertake ensuite upgrades in accordance with federal government grant.	MMG	Upgrades	Complete		Ongoing monitoring





1.4.2: Provide quality Community Care, Ageing and Disability services

Code	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		On target
		Manage state and federal funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals	Compliant		On target
		Maintain accreditation and satisfactory quality audit outcomes.	MCC	Accreditation	Maintained		On target
		Maintain accreditation and satisfactory quality audit outcomes.	MCC	Quality audit outcomes	Satisfactory		On target
1.4.2.2	Provide community transport services	Manage community transport services in a financially sustainable manner.	MCC	Net operating surplus	Achieved		On target
		Manage NSW State Government funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals	Compliant		On target
		Maintain satisfactory service reviews and audit outcomes.	MCC	Audit outcomes	Satisfactory		On target


1.4.3: Create a better understanding within the community of the services and facilities council provides

Code	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.	CCDE	Program	Delivered		Local Government Week held August 2019 in conjunction with Z-Net.
		Prepare and distribute a regular Council newsletter to residents.	CCDE	Newsletter published	Monthly		Monthly newsletter distributed.




1.4.4: Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities

Code	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		Event listings continue to be updated and expanded.
		Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	CCDE	Funding application	Lodged		Youth Week 2020 Grant Application submitted. Grant of \$1,887.00 confirmed.
		Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	CCDE	Youth Week activities	Delivered		Librarian has met with Neighbourhood Centre staff to confirm activities timetable.
		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		NAIDOC week is in July 2020.

1.4.5: Lobby government to maintain and improve community and public transport services and infrastructure

Code	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		No representations have been made. Flights continue to be scheduled into Mascot.


1.4.6: Work towards achieving the status of a Disability Friendly community through the provision of accessible and inclusive facilities and services

Code	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		Pedestrian Access and Mobility Plan completed.
		Operate the Visitor Information Centre.	TPOO	Visitor Information Centre open	7 days a week		Visitor Information Centre continues to operate under AVIC standards and is audited bi-annually.



2: Our Economy

2.1: An attractive environment for business, tourism and industry


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


Code	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		Tenders close 12 February 2020.

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



Code	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.	TPOO	Project implementation	Commenced		Tenders close 12 February 2020.
		Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	EMCS	Sub-regional working group meetings	Attended		Not yet commenced due to lack of resources

2.1.3: Lobby for government funded infrastructure and services to match business and industry development in the region (education, transport, health)

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.3.1	Enhance infrastructure to support regional education, transport	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.


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	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.

2.1.4: Implement tools to simplify development processes and encourage quality commercial, industrial and residential development




Code	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		On target.
		Construction certificates provided in accordance with legislation.	MDP	Certificates provided	=Statutory timeframes		Ongoing.

2.2: Growing and diversified employment, education and tourism opportunities


2.2.1: Provide land use planning that facilitates employment creation

Code	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		No LEP updates planned for 19/20. DCP to go to February 2020 meeting. LSPS done.


2.2.2: Support and encourage existing business and industry to develop and grow

Code	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		Cost estimates for Stage 1 and 2 completed.
		Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to resolution of Council.	DID	Construction of Stage 1	Commenced		Pending successful grant funding application.

2.2.3: Support the attraction of new businesses, including sustainable employment generating projects



Code	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		Progressing.




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

Code	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		This joint partnership with Emprise is delivering good coverage in a variety of media outlets, with the addition of the recently launched website www.newenglandhighcountry.com.au



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

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



Code	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%		Routine maintenance includes tar patching, vegetation control, remove debris and replace guideposts and signs.
		Seek funding for transport infrastructure expansion projects.	MCI	Number of funding applications	Maintained		Application lodged under Fixing Local Roads program. Successful grant funding for Tolleys Gully Bridge under Growing Local Economies program.

Code	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%		Continue grading subject to water availability.
		Deliver unsealed roads re-sheeting program in line with established service levels – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Continue subject to water availability.
		Inspect all bridges and carry out the required maintenance programs.	MCI	Percentage of program completed	90%		Maintenance includes clearing debris.


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

Code	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%		Resealing and reconstruction.
		Deliver bridge and culvert capital works program – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Routine maintenance carried out.


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

Code	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%		Replace damaged signs, guideposts and safety barriers
		Renew and maintain lighting, signs, posts, and guard rail assets as necessary.	MCI	As necessary	Completed		Replace damaged signs, guideposts and safety barriers


2.3.4: Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation

Code	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%		Urban streets resealing undertaken in December


2.3.5: Maintain existing and cycling networks across the region

Code	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%		Undertaken new footpath and shared path construction.


2.3.6: Facilitate the enhancement and expansions of accessible walking and cycle networks where strategically identified and interconnect them with other transport and recreation facilities

Code	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		Submission to be made in February 2020.

2.3.7: Implement and maintain developer contribution plans


Code	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		To be scheduled.

2.3.8: Provide the required public infrastructure and work with key partners to expand the provision of cost effective public transport






Code	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		Carry out routine maintenance




2.4: Communities that are well serviced with essential infrastructure

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


Code	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		Backlog largely addressed due to grant funding.

2.4.2: Implement Council's strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs


Code	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		Pending
		Review and update the Plant Asset Management Plan.	DID	Plan update	Completed		Review commenced
		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		Pending.
		Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.	DID	Plan	Completed		Under review.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review and update the Sewer Asset Management Plan.	MWWSS	Plan update	Completed		To be scheduled.
		Review and update the Water Supply Asset Management Plan.	MWWSS	Plan update	Completed		To be scheduled
		Implement the Stormwater Drainage Asset Management Plan.	DID	Plan update	Completed		Pending.

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

Code	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		PAMP study completed. Maitland Street shared pathway commenced.

2.4.4: Ensure adequate public car parking and kerb and gutter infrastructure is provided, maintained and renewed

Code	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%		Routine maintenance carried out

3: Our Environment

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

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




Code	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		Ongoing.

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

Code	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. No current funding for Local Heritage Assistance Fund.

3.1.3: Protect and maintain a healthy catchment and waterways

Code	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		Routine maintenance carried out

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Continue to Implement the actions for the Wooldridge fossicking area management plan.	EMC	Commenced	Implementation		Actions have been completed as per 2019-20 work plan. Adjustments have been made to work actions due to ongoing drought and recovery conditions
		Review Kentucky Creek Dam Safety Plan.	MWWSS	Reviewed	Plan		Pending.
		Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants.	MWWSS	Compliant	Testing regime		Ongoing.

3.1.4: Raise community awareness of environmental and biodiversity issues


Code	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.

3.2: Maintain a healthy balance between development and the environment


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

Code	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		One project. Inspection 25 February.

3.2.2: Educate the community about sustainable practices in the home, at work and in public places





Code	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.

3.2.3: Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events

Code	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


3.3: Reuse, recycle and reduce wastage

3.3.1: Promoting recycling, reusing and providing regular and efficient waste and recycling services

Code	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		A consultant has been engaged to create a site development plan for Bundarra . Plan will be reviewed to assist in decisions regarding operating the Bundarra Landfill site when received.
		Develop a Waste Services Asset Management Plan	MWWSS	Complete	Plan		A Consultant has been engaged to conduct a review of waste management in the Uralla Shire. The output of this review will form the basis of a Waste Services Asset Management Plan.

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Undertake a review of Council's waste management operating and service delivery environment.	MWWSS	Complete	Review		Consultant engaged to conduct a review of waste management in the Uralla Shire. Council is awaiting the full document suite to undertake the review.

3.3.2: Providing education to the community on ways to minimise the waste produced by households

Code	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



3.3.3: Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

Code	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
		Review the NSW Illegal Dumping Strategy for participation and implementation opportunities.	MWWSS	Reviewed	Strategy		Pending

3.3.4: Identifying and implementing water conservation and sustainable water usage practices in Council operations





Code	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		Pending

3.3.5: Identifying technologies in Council facilities, infrastructure and service delivery to reduce our ecological footprint

Code	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		Updates have been ongoing as per statutory requirements





3.4: Secure sustainable and environmentally sound water-cycle infrastructure and services

3.4.1: Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies

Code	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		Emergency works currently underway to develop and install plant upgrades to ensure a return to ADWG compliance at the Uralla WTP.
		Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages.	MWWSS	Implemented	Improvement initiatives		Ongoing.
		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		Pending.
		Continue annual water main replacement program.	MWWSS	Continued	Program		Pending.
		Renew filter media at the Uralla water treatment plant.	MWWSS	Completed	Renewal		Pending. Media selection to be finalised.
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	MWWSS	Completed	Improvements		Scoping documents completed with recommendations currently being prioritised for completion.




Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		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.

3.4.2: Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

Code	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		Revised project cost submitted. Approval for additional funding to be requested.
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	MWWSS	Completed	Improvements		Action items identified and under review for prioritization and completion.

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	RMSO	Completed	Improvements		Vault software to be implemented to build framework for a safety management system. Improvements to be continually addressed and implemented.

3.4.3: Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed



Code	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 carried out. Replace damage drainage pipes.
		Develop a stormwater asset management plan for the urban stormwater network.	DID	Complete	Plan		Pending
		Undertake stormwater augmentation works to Rowan Avenue, near Plane Ave, Uralla.	MCI	Completed	Works		Commencement in April/May

4: Our Leadership



4.1: A strong, accountable and representative Council

4.1.1: Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan


Code	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:	DID	Resourcing strategy	Monitored and updated		Pending
		<ul style="list-style-type: none"> • Asset Management Strategy • Workforce Management Plan • Long Term Financial Plan 	CFO	Resourcing Strategy	Monitored and updated		Budget for 2020-21 about to commence which will involve development of LTFP based on updated information.
			MHR	Resourcing Strategy	Monitored and updated		The current Workforce management plan is to be reviewed by the General Manager and Executive in Q3.
		Develop and monitor the annual Operational Plan, including Budget.	EMCS	Plan adopted	30 June		Not Yet Due







Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and monitor the annual Operational Plan, including Budget.	EMCS	Progress reported	=>6 monthly		Second Quarter Progress Report presented to February 2020 Ordinary Meeting.
		Coordinate and produce the Annual Report.	EMCS	Report adopted and provided to the Office of Local Government	30 November		Completed and lodged with the Office of Local Government.

4.1.2: Engage with the community effectively and use community input to inform decision making

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Facilitate the delivery of community presentations to Council.	SEO	Eligible community presentations to Council	Facilitated		All community presentations to Council facilitated.
		Conduct Councillors community engagement events.	SEO	Number of councillor community engagement activities	=3		Council Community Gathering organised in November for the Visitor Information Centre.

4.1.3: Provide open, accountable and transparent decision making for the community



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.3.1	Implement and maintain a transparent and accountable	Review and update the agency information guide.	EMCS	Update	Completed		Draft presented to February 2020 Ordinary Meeting of Council for adoption.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	decision making framework	Coordinate the publication of identified open access information to the website.	CTI	Identified open access information published	=>50%		Open Access Information continues to be published regularly to website.
		Publish the formal Access to Information disclosure log to the new website.	CTI	Information disclosure log updated and published	every 45 days		Disclosure log has been established, to be published to website in Q3.
		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		Register and ongoing maintenance processes established in Q2. Register to be published to website in Q3.
		Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program.	EMCS	Implementation milestones	Progressing		Full review of policies and codes underway.
		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 and are advertised to the public prior to the meeting in order that they can attend if they wish.

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

Code	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		New England Joint Organisation meeting attended on 25 November 2019. Letters have been sent and discussions had with Adam Marshall MP, Barnaby Joyce MP and the Minister for Water regarding relevant local issues.



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


Code	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.
		Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures.	EMCS	Reporting	Compliant		On target

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		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		Not yet commenced

4.2: An effective and efficient organisation





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





Code	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		Pending
		Complete 2 Aged and Community Care 'service level' reviews.	GM	2 service level reviews	Completed		Discussions are ongoing regarding with managers and staff regarding the implementation of the Stewart Brown Report.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete 2 Corporate Services 'service level' reviews.	EMCS	2 service level reviews	Completed		On target. Stewart Brown reviews for McMaugh's and TCS/TCT prioritised and completed.





4.2.2: Operate in a financially responsible and sustainable manner







Code	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		With budgets about to commence for 2020-21, new Magiq software to be used to prepare and monitor budgets and LTFP.
		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		Subject to the information contained in the revised LTFP, Council will be able to consider an SRV.
		Complete and report quarterly budget review statements.	CFO	Budget review reported	Quarterly		Quarterly budget review statements continue to be completed in a timely manner.


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		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		Adequate and effective internal controls maintained or implemented as required. Recommendations from ARIC, Audit Office and internal audit relating to internal controls are implemented or reviewed 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		Council continues to maximise returns on investment through investing options available under the Investment Policy.
		Model and adopt rate structures to maximize equity across the Council area and between categories.	CFO	Rate structure review	Completed		New rate structures to be reviewed as part of budget setting process for 2020-21.
		Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts.	CFO	Outstanding debts	=<6.5%		Council continues to implement collection procedures consistently and fairly in accordance with payment requirements. Draft policies on Hardship and Debt Collection are to be reviewed at the next ARIC meeting.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop a Procurement Policy.	CFO	Policy	Developed		A revised draft Procurement Policy is being presented to the next ARIC meeting.
		Implement a procurement guideline and toolkit.	CFO	Guidelines and toolkit	Implemented		The procurement guidelines have been developed and upon adoption of the procurement policy, a toolkit will be implemented.
		Identify strategies to achieve annual expenditure reduction - (FFTF).	CFO	Expenditure reduction opportunities	Proposed		Council continually reviews options for achieving expenditure reduction wherever possible and this will again be reviewed as part of the annual budget setting process.
		Review all fees and charges for full cost recovery where appropriate - (FFTF).	CFO	Review	Completed		All fees and charges will be reviewed again as part of the annual budget setting process.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review asset valuations and depreciation methodology for all asset classes.	CFO	Roads	Completed		Asset valuations and depreciation rates are reviewed annually as part of the completion of financial statements. Council has commenced work on the road and bridge revaluation to be undertaken by March 2020.
		Update Council's borrowing policy and capital expenditure guidelines.	CFO	Review	Completed		A new capital expenditure procedure is being developed by the Finance team and is likely to be presented to ARIC in the near future. No work has yet commenced on developing a borrowing policy.
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	CFO	Asset maintenance backlog	Determined		Works undertaken as part of Drought Relief Funding has/will be used to update building AMP's. Council will attempt to integrate asset maintenance information from the roads revaluation into the Civica asset module in the coming months.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		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).	GM	Plan	Developed		Discussions are ongoing with staff regarding the implementation of the plan.
		Finalise a draft business plan for Tablelands Community Support.	GM	Plan	Developed		Discussions are ongoing with staff regarding the implementation of the plan.
		Finalise a draft business plan for Tablelands Community Transport.	GM	Plan	Developed		Discussions are ongoing with staff regarding the implementation of the plan.
		Finalise a draft waste management services business plan (FFTF).	MWWSS	Plan	Developed		Under development
		Finalise a draft water supply business plan (PBPR).	MWWSS	Plan	Developed		Under development
		Finalise a draft sewer business plan.	MWWSS	Plan	Developed		Under development
		Finalise a draft business plan for caravan parks.	DID	Plan	Developed		Pending




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
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		Ongoing
		Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	GM	Number of grant funding opportunities pursued	Maintained		Ongoing grant funding received. Commenced bathroom refurbishments.
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		Commenced, 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 preparing new draft Hardship and Debt Collection Policies which are to be presented to the next ARIC meeting.


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Undertake process reviews of identified Aged and Community Care priorities.	GM	Number of process reviews completed	=1		Not yet commenced during Q2.

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




Code	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		Roads revaluation underway.
		Deliver the asset revaluation program.	CFO	Roads	Completed		The roads and bridges revaluation for 2019-2020 has been commenced and will be integrated into the financial asset data base prior to the commencement of the interim audit.


4.2.4: Establish Uralla Shire Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce

Code	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		Continue work on the procedure in Q3
		Implement new staff performance review process.	MHR	New process	Implemented		Staff recruitment and training continues to be a key priority area for Council. Training budgeted is allocated and training needs are identified through Council's performance management and assessment processes each year.
		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.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Formalise and implement a staff training and health and wellbeing program.	MHR	Program	Operational		Staff training is an ongoing priority. Council offers an employee assistance program to all staff members and direct family members as well as an annual flu vax program for Council employees.

4.2.5: Provide customer service excellence






Code	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.	CCDE	Charter review	Draft		Not yet commenced due to limited resources.
		Implement Council's customer satisfaction and community wellbeing surveys.	CCDE	Survey development	Commenced		Not yet commenced due to limited resources.
		Improve customer service skills and knowledge, including responding to people with a disability – including those with a language or literacy difficulty (DIAP).	CCDE	Staff training	Commenced		Not yet commenced due to limited resources

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Manage customer complaints in accordance with the USC Complaints Management Policy 2019.	CCDE	Complaint management	Compliance with policy		Complaints addressed as received. Reporting complaints to Council yet to commence due to limited resources.

4.2.6: Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment

Code	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		Workplace safety system to be addressed by Vault software to be implemented.
		Finalise development of an enterprise wide risk management framework.	RMSO	Risk management framework	Progressing		Vault risk management software to be implemented to address framework. 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		Next meeting scheduled 25 February 2020.
		Facilitate an annual internal audit program.	RMSO	Audit program completed	=>1		Internal auditing for WHS will be done on a continual basis. Self audits are completed annually. Will comply with any action found by the Internal Auditor.


4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

Code	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.
		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 are being submitted as resources are available.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Organise and manage the external audit of Council and address any management letter recommendations.	CFO	External audit	Completed		The external final audit has been completed and the planning for the interim and final audits for 2019-20 have already commenced.
		Organise and manage the external audit of Council and address any management letter recommendations.	CFO				Management letter issues from the final audit have been addressed or have been allocated to appropriate staff as required.

4.3: Deliver the goals and strategies of the Community Strategic Plan

4.3.1: Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan

Code	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		Deferred to the new General Manager for review and implementation.



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 12 - Regulatory Statistics Ending 31 December 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

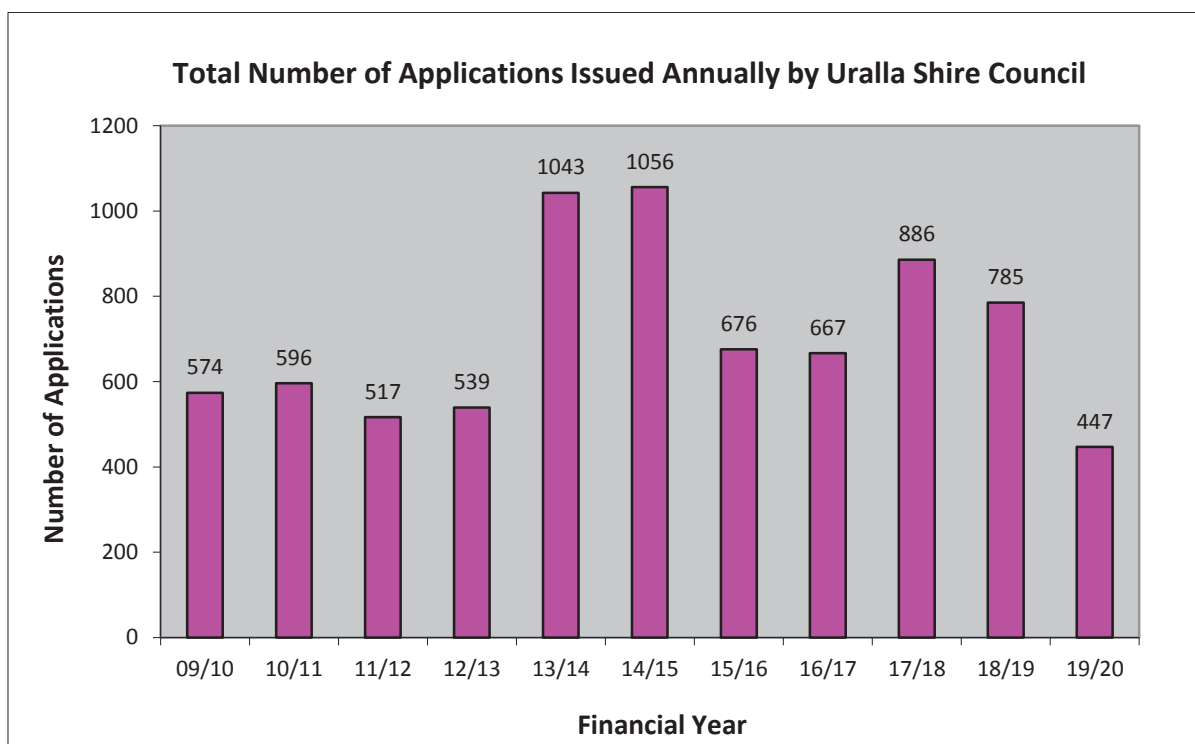
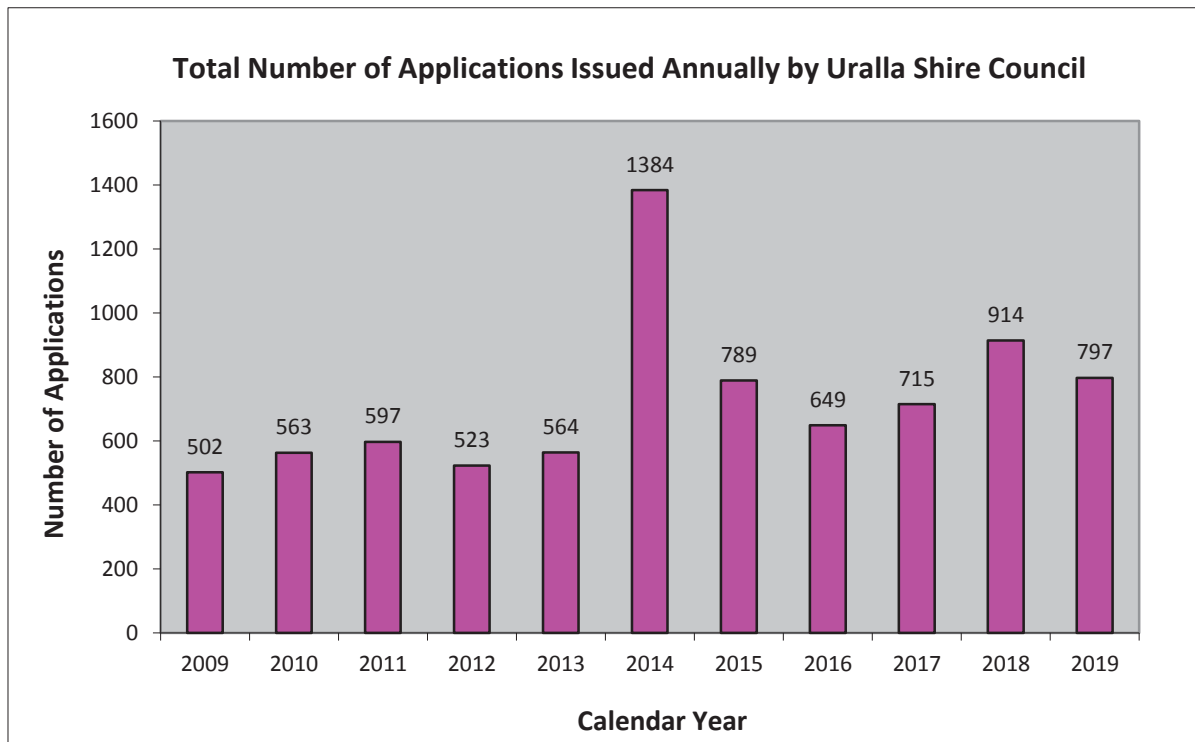
SUMMARY:

The following contains the Statistical Reporting on the Processed Regulatory Applications for Uralla Shire Council ending 31 December 2019. It also provides a six-monthly check on the financial year figures.

OFFICER'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2019 be received and noted.

REPORT:



Please note, the current financial year details only contain six months of records.

Uralla Shire Council
Council Business Paper – 25 February 2020

Comparison of Applications Issued by Calendar Year

	Development Applications	Development Complying Applications	Section 96 Applications	Construction Certificates	Occupation Certificates	Section 68 Applications	Subdivision Certificates	Section 10.7(2) & 10.7(5) Certificates	Drainage Diagrams	Bushfire Attack Level Certificates	OSSM Licences	Totals
2008	124	39	11	82	-	35	15	209	99	-	-	614
2009	69	59	5	33	10	34	8	210	74	-	-	502
2010	71	60	6	30	45	37	17	221	76	-	-	563
2011	75	52	0	40	39	42	13	244	92	-	-	597
2012	60	49	4	28	69	33	8	192	71	9	-	523
2013	70	51	9	50	82	26	11	180	69	4	12	564
2014	88	31	3	40	78	46	8	208	101	3	778	1384
2015	78	29	19	53	83	51	13	195	88	5	175	789
2016	66	29	11	43	42	31	13	213	109	2	90	649
2017	61	37	8	43	62	37	10	208	104	5	140	715
2018	60	32	7	36	59	49	7	202	107	9	346	914
2019	86	20	5	62	82	58	8	182	115	10	169	797

Uralla Shire Council
Council Business Paper – 25 February 2020

Uralla Shire Total Development Value

Note: Total Development Value includes Complying Development

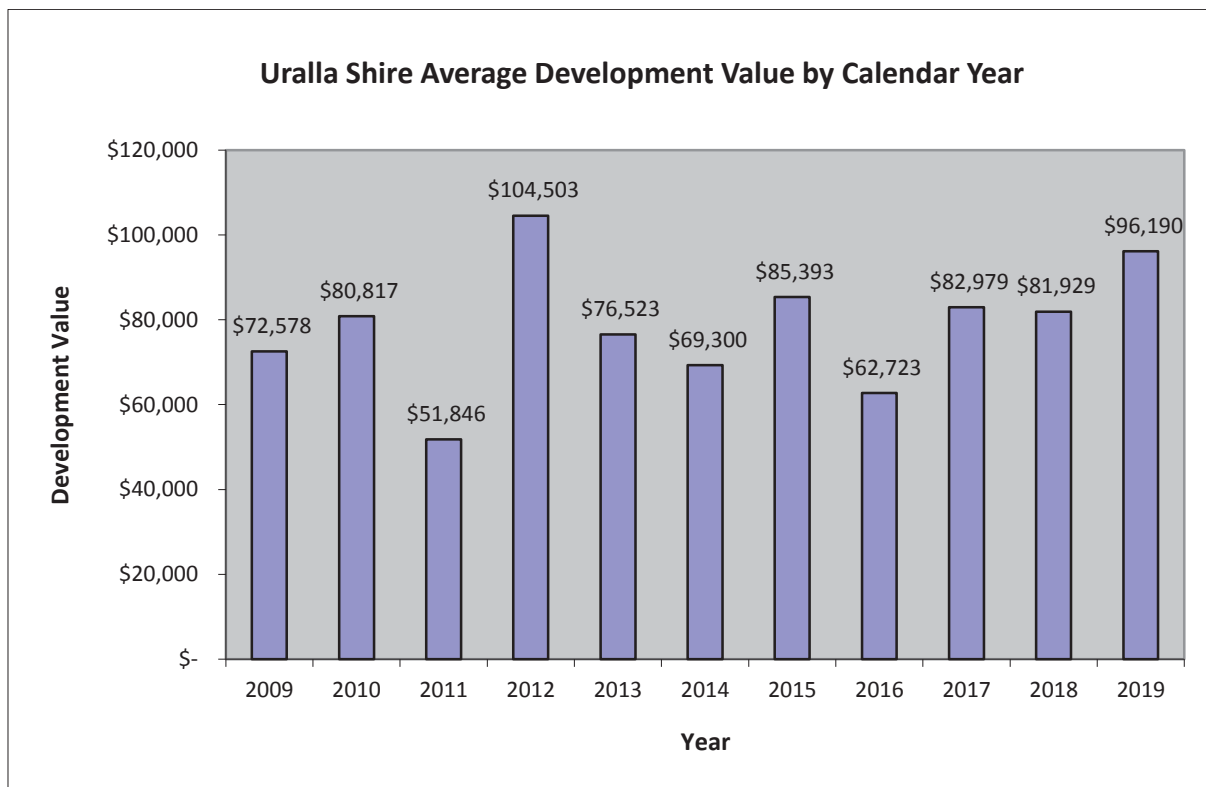
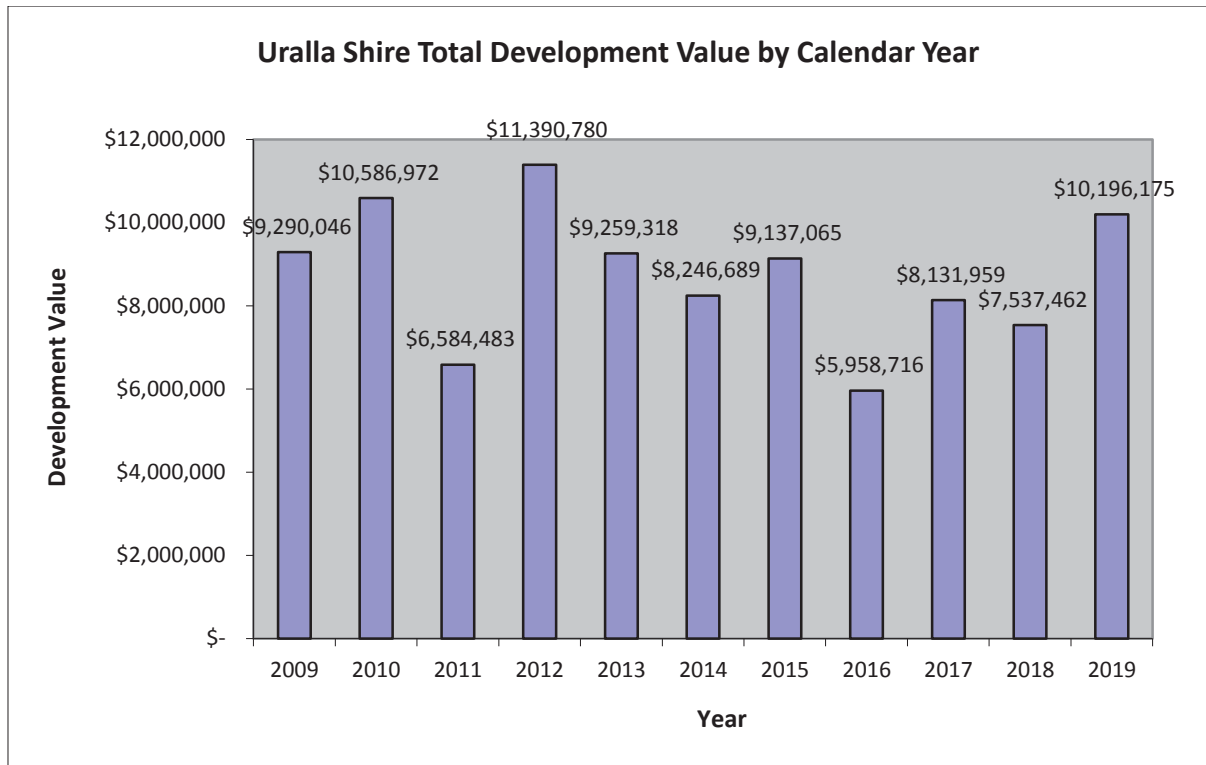
Calendar Year Totals

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
2009	\$ 9,290,046	\$ 72,578	\$ 5,749,162	\$ 3,540,884
2010	\$ 10,586,972	\$ 80,817	\$ 5,958,887	\$ 4,628,085
2011	\$ 6,584,483	\$ 51,846	\$ 3,449,607	\$ 3,134,876
2012	\$ 11,390,780	\$ 104,503	\$ 6,158,718	\$ 5,232,062
2013	\$ 9,259,318	\$ 76,523	\$ 4,678,720	\$ 4,580,598
2014	\$ 8,246,689	\$ 69,300	\$ 5,657,845	\$ 2,588,844
2015	\$ 9,137,065	\$ 85,393	\$ 6,980,198	\$ 2,156,867
2016	\$ 5,958,716	\$ 62,723	\$ 3,997,389	\$ 1,961,327
2017	\$ 8,131,959	\$ 82,979	\$ 5,953,666	\$ 2,178,293
2018	\$ 7,537,462	\$ 81,929	\$ 3,618,198	\$ 3,919,264
2019	\$ 10,196,175	\$ 96,190	\$ 8,074,527	\$ 2,121,648

Financial Year Totals

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
2009/2010	\$ 12,395,113	\$ 77,469	\$ 7,121,590	\$ 5,273,523
2010/2011	\$ 8,212,500	\$ 73,986	\$ 5,023,347	\$ 3,189,153
2011/2012	\$ 5,986,330	\$ 53,449	\$ 3,667,764	\$ 2,318,566
2012/2013	\$ 12,339,996	\$ 101,983	\$ 6,100,857	\$ 6,239,139
2013/2014	\$ 7,791,911	\$ 71,485	\$ 4,697,885	\$ 3,094,026
2014/2015	\$ 9,779,535	\$ 109,917	\$ 6,392,260	\$ 3,387,274
2015/2016	\$ 7,560,263	\$ 76,366	\$ 6,393,433	\$ 1,166,830
2016/2017	\$ 6,544,087	\$ 68,168	\$ 4,186,513	\$ 2,357,574
2017/2018	\$ 9,073,505	\$ 87,245	\$ 6,057,412	\$ 3,016,093
2018/2019	\$ 8,378,082	\$ 93,090	\$ 5,173,128	\$ 3,204,954
2019/2020	\$ 5,012,702	\$ 89,513	\$ 3,962,554	\$ 1,050,148

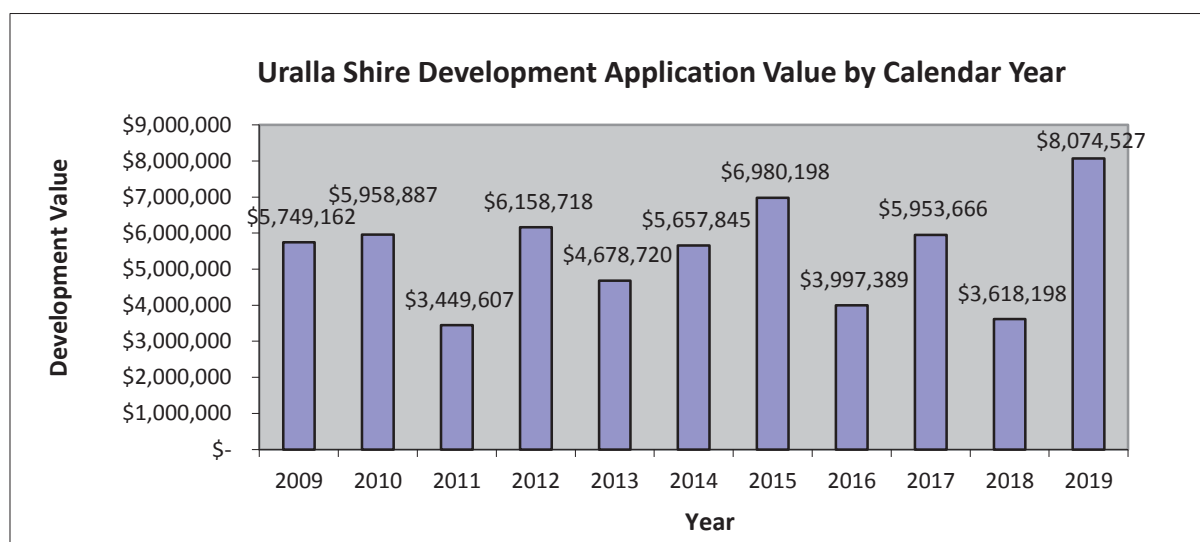
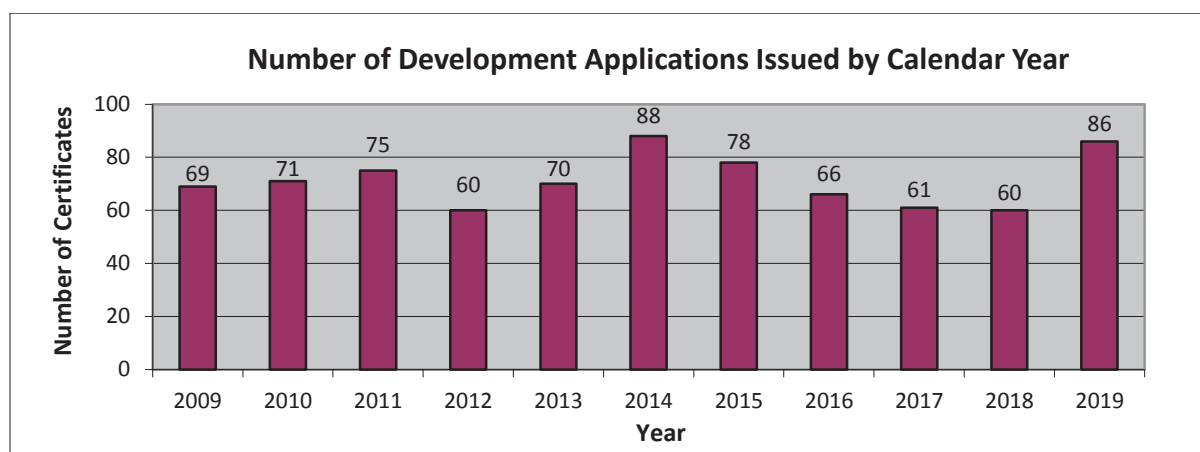
Please note, the current financial year details only contain six months of records.



Development Applications

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
2009	69	\$ 5,749,162	2009/2010	81	\$ 7,121,590
2010	71	\$ 5,958,887	2010/2011	67	\$ 5,023,347
2011	75	\$ 3,449,607	2011/2012	68	\$ 3,667,764
2012	60	\$ 6,158,718	2012/2013	67	\$ 6,100,857
2013	70	\$ 4,678,720	2013/2014	71	\$ 4,697,885
2014	88	\$ 5,657,845	2014/2015	89	\$ 6,392,260
2015	78	\$ 6,980,198	2015/2016	73	\$ 6,393,433
2016	66	\$ 3,997,389	2016/2017	61	\$ 4,186,513
2017	61	\$ 5,953,666	2017/2018	69	\$ 6,057,412
2018	60	\$ 3,618,198	2018/2019	70	\$ 5,173,128
2019	86	\$ 8,074,527	2019/2020	41	\$ 3,962,554

Please note, the current financial year details only contain six months of records.

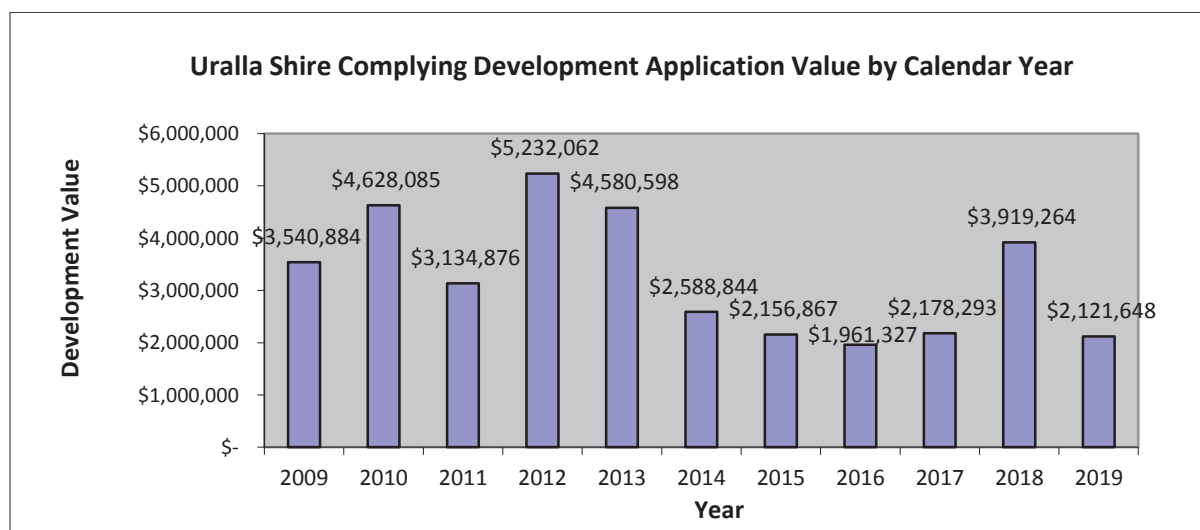
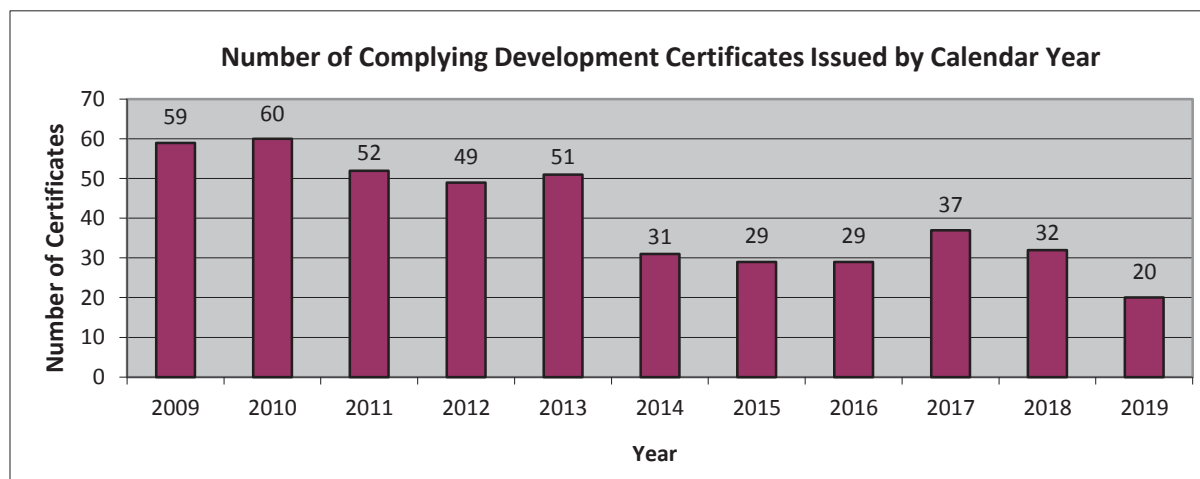


Uralla Shire Council
Council Business Paper – 25 February 2020

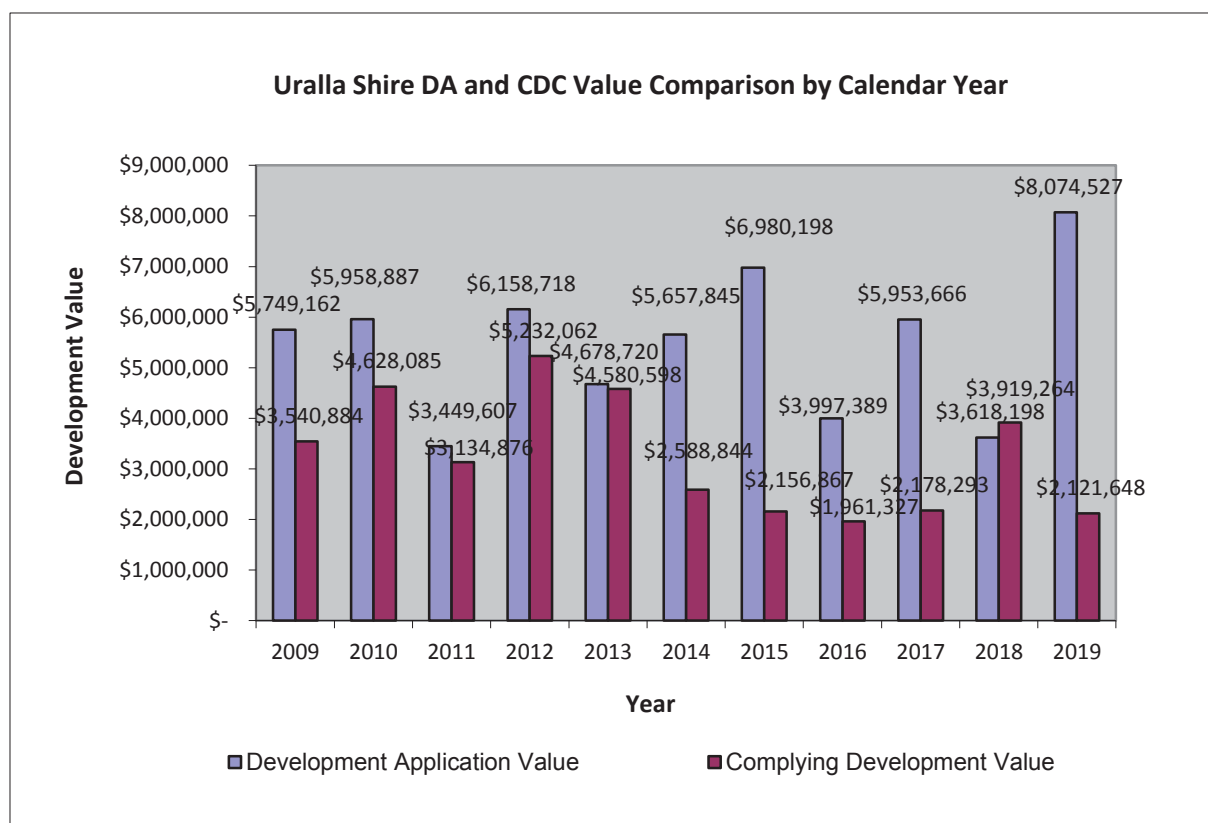
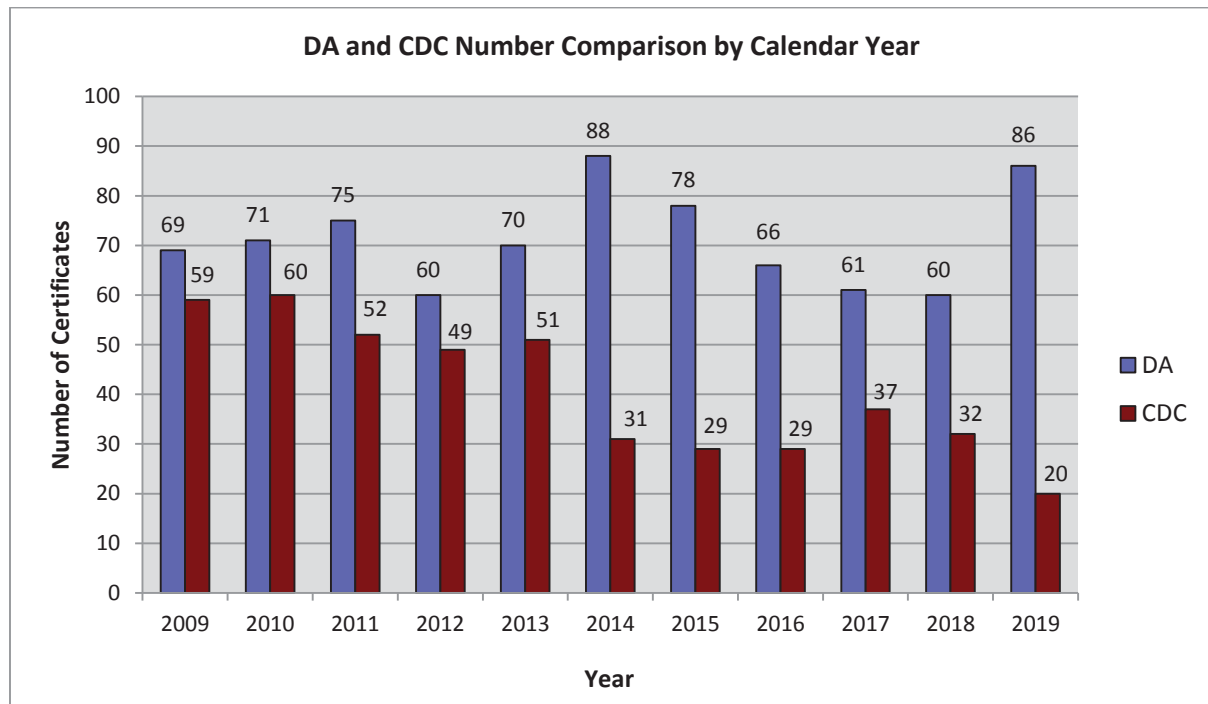
Complying Development Applications

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
2009	59	\$ 3,540,884	2009/2010	79	\$ 5,273,523
2010	60	\$ 4,628,085	2010/2011	44	\$ 3,189,153
2011	52	\$ 3,134,876	2011/2012	44	\$ 2,318,566
2012	49	\$ 5,232,062	2012/2013	54	\$ 6,239,139
2013	51	\$ 4,580,598	2013/2014	38	\$ 3,094,026
2014	31	\$ 2,588,844	2014/2015	35	\$ 3,387,274
2015	29	\$ 2,156,867	2015/2016	26	\$ 1,166,830
2016	29	\$ 1,961,327	2016/2017	35	\$ 2,357,574
2017	37	\$ 2,178,293	2017/2018	35	\$ 3,016,093
2018	32	\$ 3,919,264	2018/2019	20	\$ 3,204,954
2019	20	\$ 2,121,648	2019/2020	15	\$ 1,050,148

Please note, the current financial year details only contain six months of records.



Comparison of Development and Complying Development Applications



Section 96 Applications

Note: Being Development Application Amendments

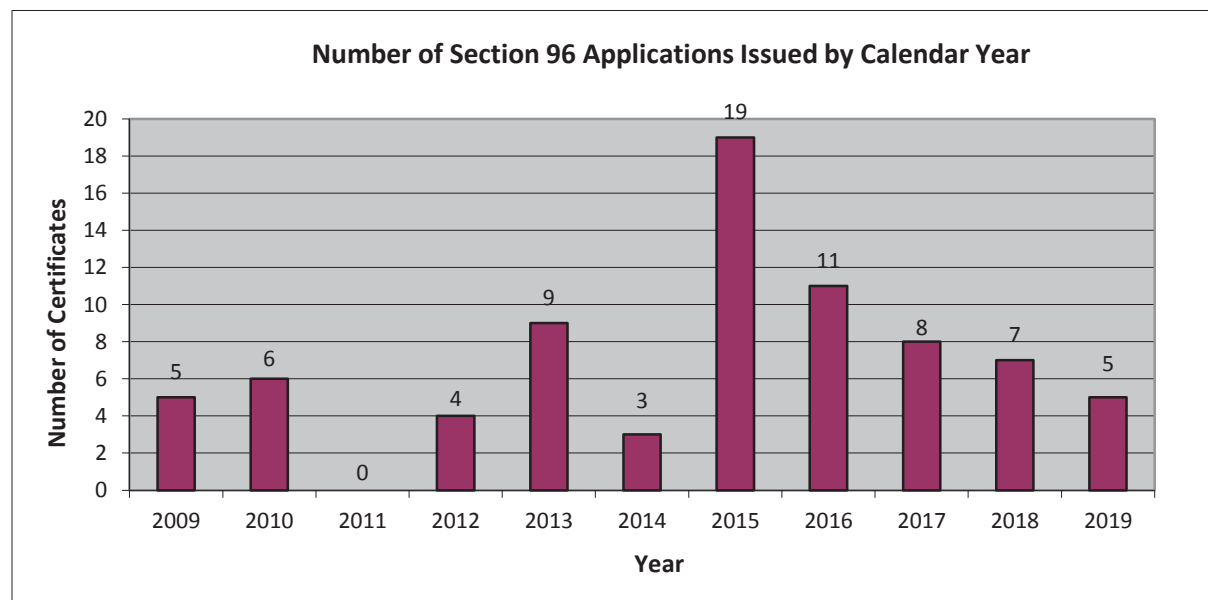
Financial Year Totals

	Number of Applications
2009/2010	4
2010/2011	4
2011/2012	0
2012/2013	8
2013/2014	7
2014/2015	4
2015/2016	21
2016/2017	13
2017/2018	7
2018/2019	2
2019/2020	4

Calendar Year Totals

	Number of Applications
2009	5
2010	6
2011	0
2012	4
2013	9
2014	3
2015	19
2016	11
2017	8
2018	7
2019	5

Please note, the current financial year details only contain six months of records.



Construction Certificates

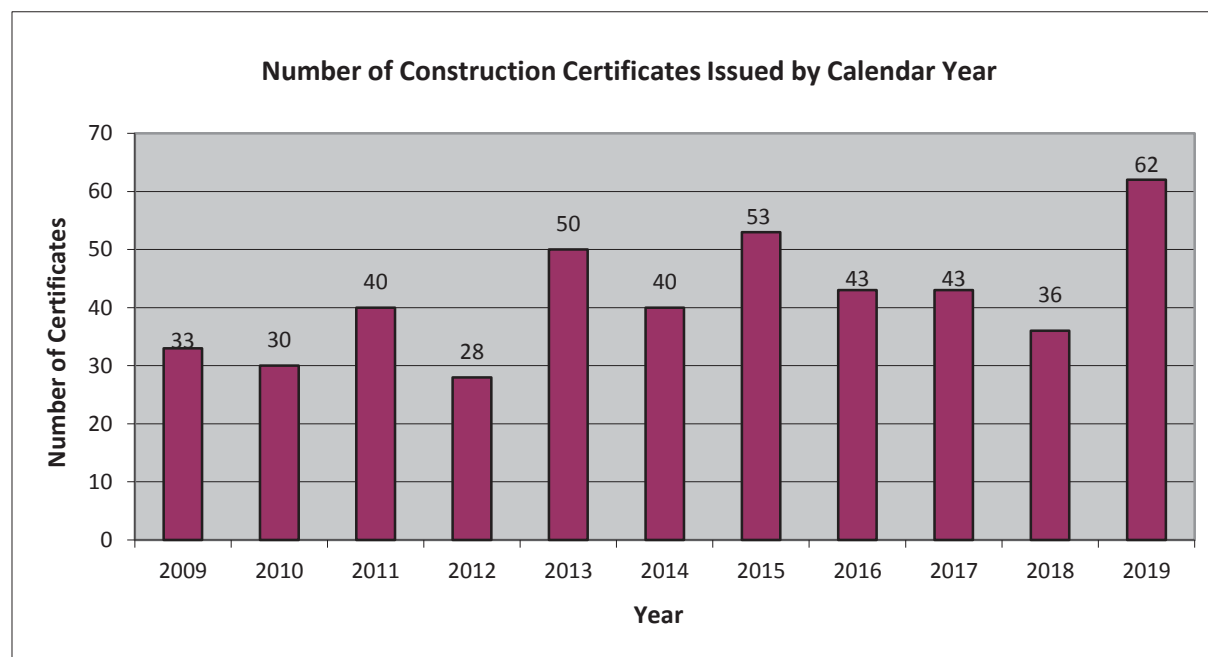
Financial Year Totals

	Number of Applications
2009/2010	38
2010/2011	41
2011/2012	27
2012/2013	38
2013/2014	42
2014/2015	44
2015/2016	53
2016/2017	49
2017/2018	38
2018/2019	47
2019/2020	29

Calender Year Totals

	Number of Applications
2009	33
2010	30
2011	40
2012	28
2013	50
2014	40
2015	53
2016	43
2017	43
2018	36
2019	62

Please note, the current financial year details only contain six months of records.



Occupation Certificates

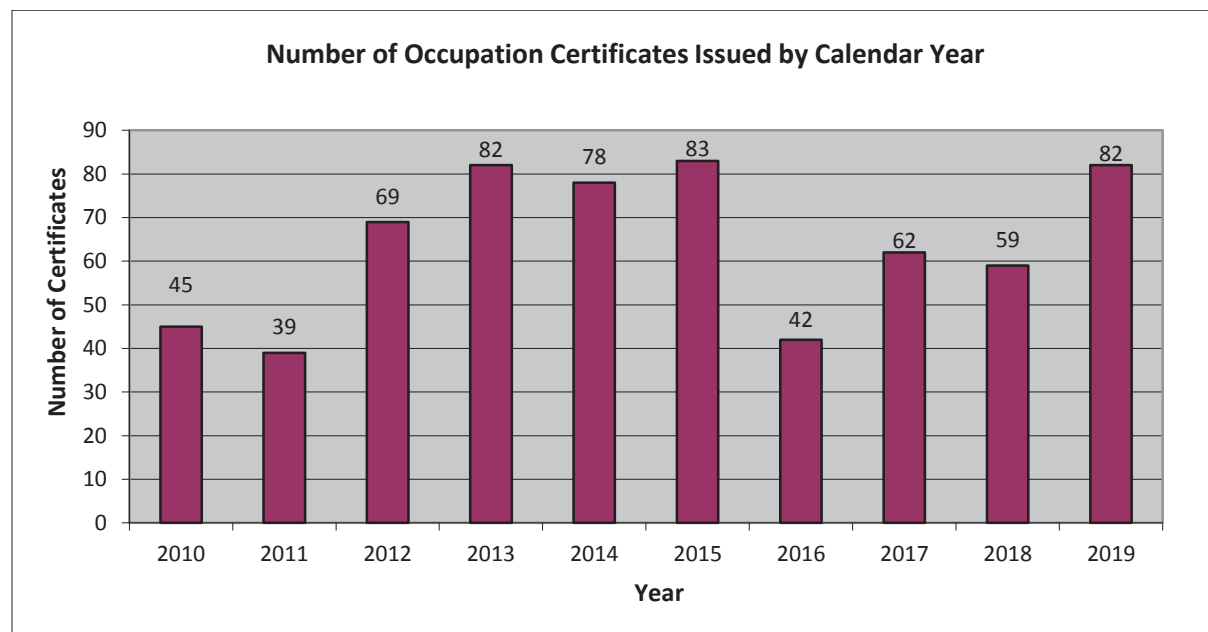
Financial Year Totals

	Number of Applications
2009/2010	27
2010/2011	48
2011/2012	57
2012/2013	63
2013/2014	86
2014/2015	96
2015/2016	50
2016/2017	47
2017/2018	65
2018/2019	71
2019/2020	41

Calendar Year Totals

	Number of Applications
2009	10
2010	45
2011	39
2012	69
2013	82
2014	78
2015	83
2016	42
2017	62
2018	59
2019	82

Please note, the current financial year details only contain six months of records.



Section 68 Certificates

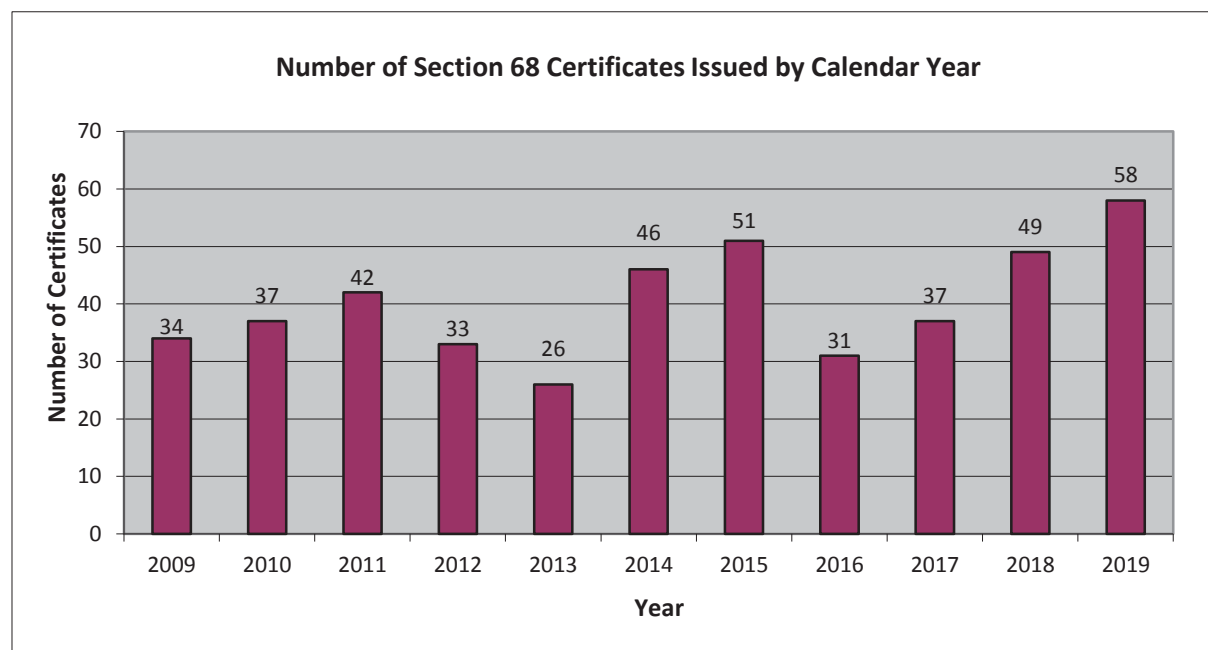
Financial Year Totals

	Number of Applications
2009/2010	45
2010/2011	42
2011/2012	25
2012/2013	39
2013/2014	29
2014/2015	51
2015/2016	43
2016/2017	33
2017/2018	44
2018/2019	60
2019/2020	25

Calendar Year Totals

	Number of Applications
2009	34
2010	37
2011	42
2012	33
2013	26
2014	46
2015	51
2016	31
2017	37
2018	49
2019	58

Please note, the current financial year details only contain six months of records.



Subdivision Certificates

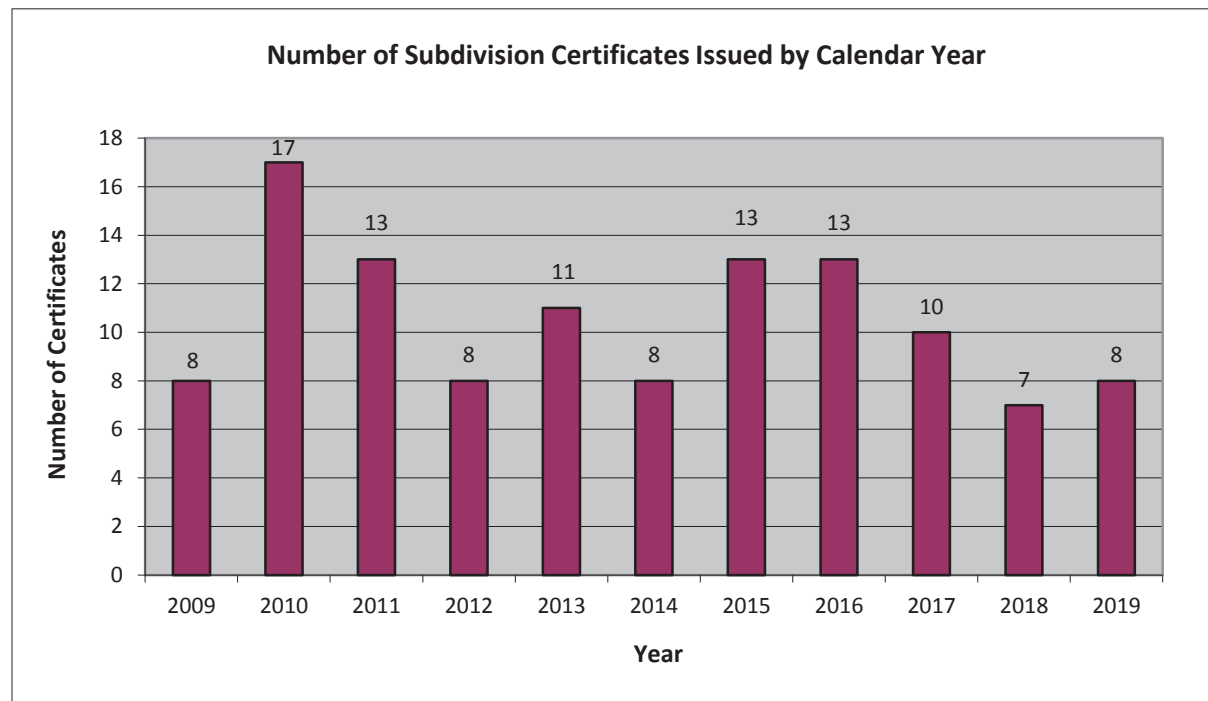
Financial Year Totals

	Number of Applications
2009/2010	11
2010/2011	18
2011/2012	10
2012/2013	8
2013/2014	9
2014/2015	10
2015/2016	14
2016/2017	12
2017/2018	9
2018/2019	5
2019/2020	6

Calendar Year Totals

	Number of Applications
2009	8
2010	17
2011	13
2012	8
2013	11
2014	8
2015	13
2016	13
2017	10
2018	7
2019	8

Please note, the current financial year details only contain six months of records.



Section 149 Certificates

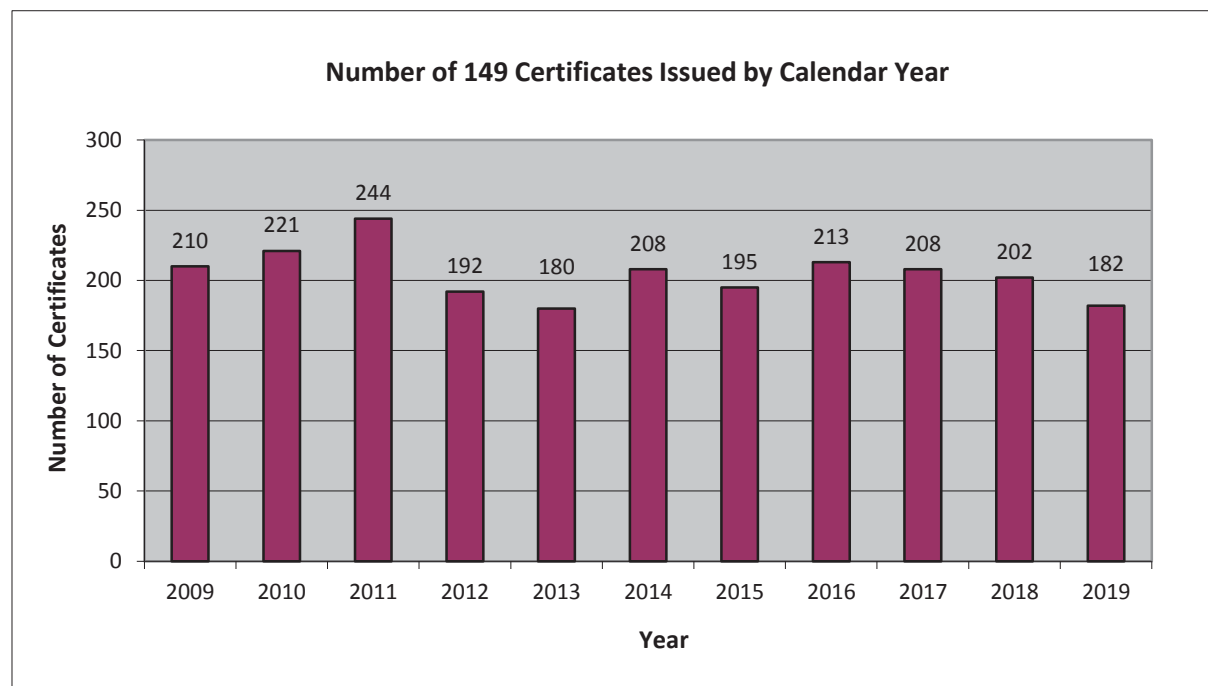
Financial Year Totals

	Number of Applications
2009/2010	219
2010/2011	244
2011/2012	204
2012/2013	192
2013/2014	208
2014/2015	189
2015/2016	207
2016/2017	206
2017/2018	215
2018/2019	184
2019/2020	97

Calendar Year Totals

	Number of Applications
2009	210
2010	221
2011	244
2012	192
2013	180
2014	208
2015	195
2016	213
2017	208
2018	202
2019	182

Please note, the current financial year details only contain six months of records.



Drainage Diagrams

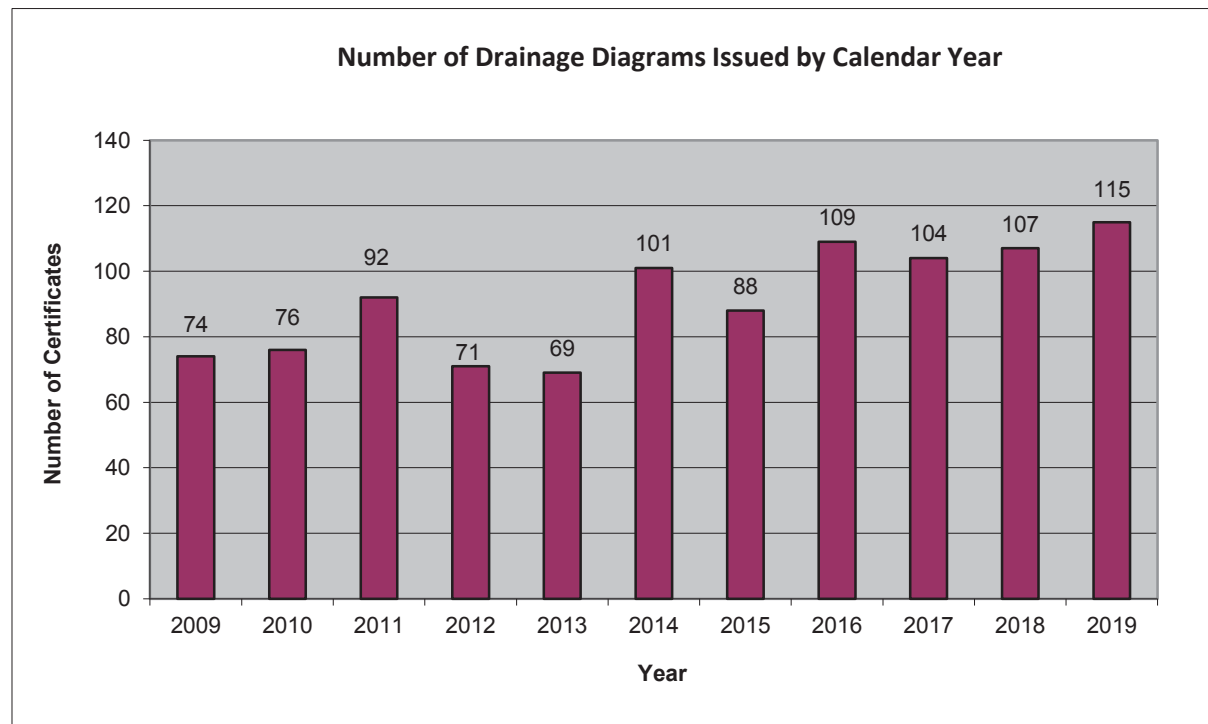
Financial Year Totals

	Number of Applications
2009/2010	70
2010/2011	88
2011/2012	82
2012/2013	70
2013/2014	94
2014/2015	90
2015/2016	96
2016/2017	98
2017/2018	120
2018/2019	103
2019/2020	60

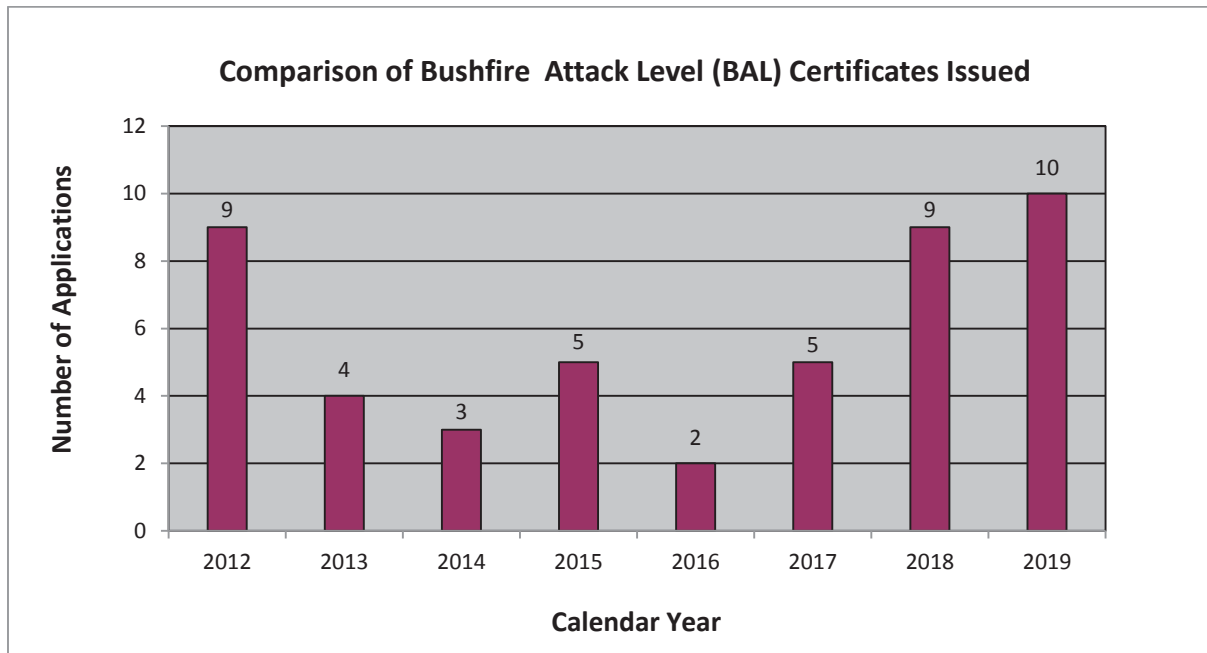
Calendar Year Totals

	Number of Applications
2009	74
2010	76
2011	92
2012	71
2013	69
2014	101
2015	88
2016	109
2017	104
2018	107
2019	115

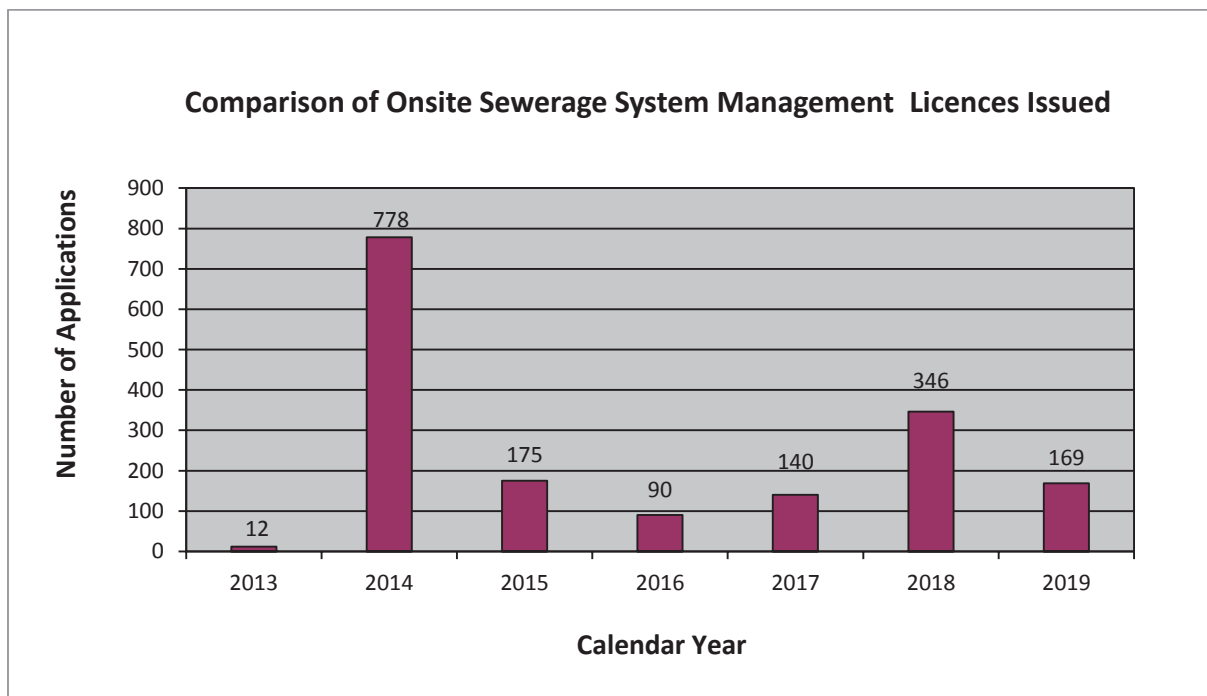
Please note, the current financial year details only contain six months of records.



Bushfire Attack Level (BAL) Certificates



Onsite Sewerage Management Licences Issued



Uralla Shire Council
Council Business Paper – 25 February 2020

KEY ISSUES:

Please note: These figures are calendar year 2019 only. Any increases or decreases relate to the 2018 year. The term processed means either approved or refused. Applications not determined have not been accounted for.

Item	2018	2019	% Increase/ Decrease
Total Number of Applications Issued	914	795	-13.02%
Total Development Value	\$7,537,462	\$10,196,175	35.27%
Average Total Development Value	\$81,929	\$96,190	17.41%
Number of Development Applications Processed	60	86	43.33%
Total Development Application Value	\$3,618,198	\$8,074,527	123.16%
Number of Complying Development Applications Processed	32	20	-37.50%
Total Complying Development Application Value	\$3,919,264	\$2,121,648	-45.87%
Number of Section 96 Applications Processed	7	5	-28.57%
Number of Construction Certificates Processed	36	62	72.22%
Number of Occupation Certificates Processed	59	82	38.98%
Number of Section 68 Certificates Processed	49	58	18.37%
Number of Subdivision Certificates Processed	7	8	14.29%
Number of 149 Certificates Processed	202	182	-9.90%
Number of Drainage Diagrams Processed	107	115	7.48%
Number of Bushfire Attack Level Certificates Processed	9	10	11.11%
Number of Onsite Sewerage Management System Licences Processed	346	169	-51.16%

Prepared by staff member:	Administration Officer
TRIM Reference Number:	UINT/20/507
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director of Infrastructure & Development
Reference/Subject::	Report 13 - Development Approvals and Refusals for December 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

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

OFFICER'S RECOMMENDATION:

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

Uralla Shire Council
Council Business Paper – 25 February 2020

REPORT:

Development Applications

Approved:

Development Application Number	Applicant	Property	Development
DA-74-2019	Mr C Clarey & Ms R Latimer	25 Hill Street, Uralla	Covered Deck, Studio & Toilet
DA-82-2019	Mr S Phelps & Ms S Croker	152 Mount Mitchell Road, Invergowrie	Dwelling Additions & Alterations
DA-83-2019	Mr A & Mrs H Jones-Harris	39 Lentara Road, Invergowrie	Dwelling
DA-84-2019	Mr S & Mrs J Field	25 Rowan Avenue, Uralla	Verandah Over Existing Deck
DA-86-2019	Mr M & Mrs B Baker	11 Marsh Street, Uralla	Earthworks
Monthly Estimated Value of Approvals: \$411,411.00			

Cancelled: Nil

Withdrawn: Nil

Refused: Nil

Comparison to December 2018:

December 2018:	\$0.00	December 2019:	\$411,411.00
Year to date:	\$3,618,198.00	Year to date:	\$8,074,527.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-40-2018	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-44-2018	Mr K Hartley – Starfish Enterprises Network Ltd	192 Dumaresq Road, Saumarez Ponds	Natural Burial Ground – Private Cemetery & Shed	Awaiting Applicant
DA-43-2019	Ms G Alexander	1425 Bundarra Road, Invergowrie	Change of Use (Conversion of Shed to Dwelling)	Awaiting Applicant
DA-66-2019	Mr D & Mrs T Williams	94 Quartz Gully Road, Uralla	Dual Occupancy & Garage	Under Assessment
DA-71-2019	Ms R England	22 Fitzroy Street, Uralla	Studio, Carport & Laundry/Store Area	Under Assessment
DA-79-2019	Uralla Bowling & Recreation Club	52 Hill Street, Uralla	Solar Installation	Awaiting Applicant
DA-80-2019	Mr C Hull	51 John Street, Uralla	Enclose Verandah, Ensuite Addition & Garage	Under Assessment
DA-81-2019	Mr D Brown	7 Plane Avenue, Uralla	8 Unit Development	Under Assessment

Uralla Shire Council
Council Business Paper – 25 February 2020

Development Applications Outstanding				
Application Number	Applicant	Property	Development	Status
DA-85-2019	Murall Pty Ltd	100 Bridge Street, Uralla	Additions & Alterations to Supermarket, New Carpark, Demolition of Existing Structures	Awaiting Applicant
DA-87-2019	Mr C Hull	51 John Street, Uralla	Dwelling & Garage and Strata Subdivision	Awaiting Applicant
DA-88-2019	Dr R & Mrs K Hughes	3 Fitzroy Street, Uralla	Water Tank	Under Assessment
				Total: 11

Construction Certificates			
Approved:			
Application Number	Applicant	Property	Construction
CC-24-2017-2	Mr J Thompson & Ms P McClements	5 Brentara Road, Invergowrie	Workshop with Attached Carport
CC-65-2019	Mr A & Mrs D Archer	1292 Enmore Road, Mihi	Alterations & Additions to Dwelling
CC-68-2019	Mr R & Mrs G Gallagher	33 McCrossin Street, Uralla	Glass Enclosure to Existing Patio
CC-69-2019	Mr R & Mrs D Nies	14 Souter Street, Bundarra	Verandah
CC-82-2019	Mr S Phelps & Ms S Croker	152 Mount Mitchell Road, Invergowrie	Dwelling Additions & Alterations

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-63-2019	Mr K & Mrs S Grant	296 Noalimba Avenue, Kentucky South	Warehouse
CC-74-2019	Mr C Clarey & Ms R Latimer	25 Hill Street, Uralla	Covered Deck, Studio & Toilet

Total Monthly Estimated Value of Construction Certificate Approvals: \$1,096,500.00

Complying Development Certificate Applications			
Approved: Nil			
Refused/Withdrawn: Nil			
Issued by Private Certifier:			
Application Number	Applicant	Property	Construction
CDC-18-2019	Mr S Johnson & Ms E Parnell	9 Tobruk Road, Invergowrie	Dwelling
Total Monthly Estimated Value of Complying Development Certificate Approvals: \$464,000.00			

Comparison to December 2018:

December 2018:	\$450,000.00	December 2019:	\$464,000.00
Year to date:	\$3,919,264.00	Year to date:	\$2,121,648.00
(Calendar Year)		(Calendar Year)	

Uralla Shire Council
Council Business Paper – 25 February 2020

Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	7,537,462	81,929	3,618,198	3,919,264
2019	10,196,175	96,190	8,074,527	2,121,648

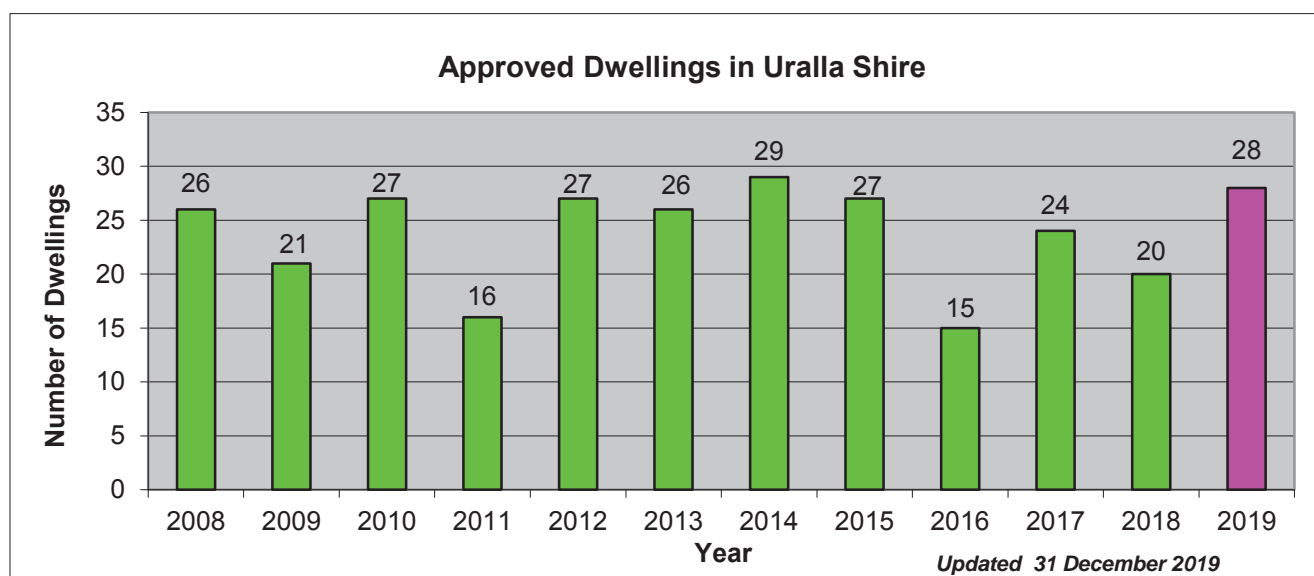
2019 to date

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093
2018-2019	8,378,082	93,090	5,173,128	3,204,954
2019-2020	5,012,702	89,513	3,962,554	1,050,148

2019-2020 to date

Approved Dwellings 2008-2019



KEY ISSUES:

- *Development Applications approved by Council for December 2019 – 5*
- *Development Applications refused by Council for December 2019 – 0*
- *Development Applications cancelled by Council for December 2019 – 0*
- *Development Applications withdrawn by Applicant for December 2019 – 0*
- *Outstanding Development Applications as at 31 December 2019 – 11*
- *Construction Certificates approved by Council for December 2019 – 7*
- *Construction Certificates refused by Council for December 2019 – 0*
- *Construction Certificates issued by private certification for December 2019 – 2*
- *Complying Development Applications approved by Council for December 2019 – 0*
- *Complying Development Applications refused by Council for December 2019 – 0*
- *Complying Development Applications withdrawn by Applicant for December 2019 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2019 as at 31 December 2019 – \$10,196,175*
- *Average Development Value for 2019 as at 31 December 2019 – \$96,190*
- *Development Application Value for 2019 as at 31 December 2019 – \$8,074,527*
- *Complying Development Application Value for 2019 as at 31 December 2019 – \$2,121,648*
- *Approved dwellings as at 31 December 2019 – 28*

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

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

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

UINT/20/425

Approved/Reviewed by Manager:

Manager Development & Planning

Department:

Infrastructure & Development

Attachments:

Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director of Infrastructure & Development
Reference/Subject::	Report 14 - Development Approvals and Refusals for January 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The following details the development approvals issued by Council and by private certification for January 2020 for the entire local government area. A listing of development applications outstanding with a status as at the end of January 2020 has also been provided.

For information purposes a summary of the development values is provided from January 2009 until the end of January 2020. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of January 2020 is provided.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for January 2020.

Uralla Shire Council
Council Business Paper – 25 February 2020

REPORT:

Development Applications

Approved:

Development Application Number	Applicant	Property	Development
DA-66-2019	Mr D & Mrs T Williams	94 Quartz Gully Road, Uralla	Dual Occupancy & Garage
DA-79-2019	Uralla Bowling & Recreation Club	52 Hill Street, Uralla	Solar Installation
DA-88-2019	Dr R & Mrs K Hughes	3 Fitzroy Street, Uralla	Water Tank
Monthly Estimated Value of Approvals: \$548,500.00			

Cancelled: DA-40-2018 – 22 Baker Road Invergowrie – 2 Lot Subdivision

Withdrawn: Nil

Refused: Nil

Comparison to January 2019:

January 2019:	\$292,500.00	January 2020:	\$548,500.00
Year to date:	\$292,500.00	Year to date:	\$548,500.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-44-2018	Mr K Hartley – Starfish Enterprises Network Ltd	192 Dumaresq Road, Saumarez Ponds	Natural Burial Ground – Private Cemetery & Shed	Awaiting Applicant
DA-43-2019	Ms G Alexander	1425 Bundarra Road, Invergowrie	Change of Use (Conversion of Shed to Dwelling)	Awaiting Applicant
DA-71-2019	Ms R England	22 Fitzroy Street, Uralla	Studio, Carport & Laundry/Store Area	Under Assessment
DA-80-2019	Mr C Hull	51 John Street, Uralla	Enclose Verandah, Ensuite Addition & Garage	Under Assessment
DA-81-2019	Mr D Brown	7 Plane Avenue, Uralla	8 Unit Development	Under Assessment
DA-85-2019	Murall Pty Ltd	100 Bridge Street, Uralla	Additions & Alterations to Supermarket, New Carpark, Demolition of Existing Structures	Awaiting Applicant
DA-87-2019	Mr C Hull	51 John Street, Uralla	Dwelling & Garage and Strata Subdivision	Under Assessment
DA-1-2020	Uniplan Group Pty Ltd	65 Rocklea Road, Invergowrie	Installation of Two Manufactured Dwellings	Under Notification
				Total: 8

Uralla Shire Council
Council Business Paper – 25 February 2020

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-73-2019	Mr S & Mrs L Byrnes	19 East Street, Uralla	Alterations to Bathroom, Relocate Laundry to Garage, Conversion of Garage to Family Room & Extension to Deck
CC-79-2019	Uralla Bowling & Recreation Club	52 Hill Street, Uralla	Roof Mounted Solar Panels

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-84-2019	Mr S & Mrs J Field	25 Rowan Avenue, Uralla	Verandah Roof Over Existing Deck

Total Monthly Estimated Value of Construction Certificate Approvals: \$127,950.00

Complying Development Certificate Applications

Approved: Nil

Refused/Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CDC-21-2017-2	Mr C & Mrs E Schaeffer	19 King Street, Uralla	Dwelling Alterations
CDC-1-2020	Mr L Lasker	25 Wattle Drive, Saumarez	Dwelling Additions
CDC-2-2020	Mr D & Mrs P Dempsey	151 Dumaresq Road, Saumarez Ponds	Pergola

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$88,800.00

Comparison to January 2019:

January 2019:	\$185,000.00	January 2020:	\$88,800.00
Year to date:	\$185,000.00	Year to date:	\$88,800.00
(Calendar Year)		(Calendar Year)	

Uralla Shire Council
Council Business Paper – 25 February 2020

Calendar Year Development Values

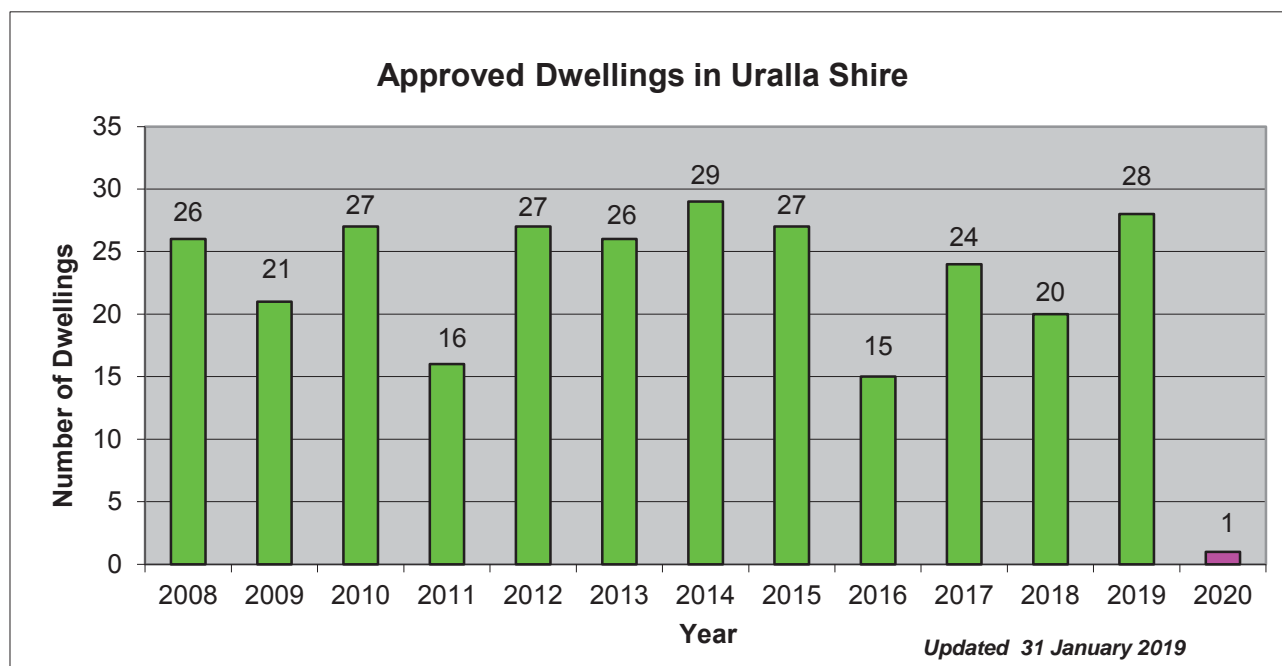
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	7,537,462	81,929	3,618,198	3,919,264
2019	10,196,175	96,190	8,074,527	2,121,648
2020	637,300	106,217	548,500	88,800

2020 to date

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093
2018-2019	8,378,082	93,090	5,173,128	3,204,954
2019-2020	5,650,002	91,129	4,511,054	1,138,948

2019-2020 to date



KEY ISSUES:

- Development Applications approved by Council for January 2020 – 3
- Development Applications refused by Council for January 2020 – 0
- Development Applications cancelled by Council for January 2020 – 1
- Development Applications withdrawn by Applicant for January 2020 – 0
- Outstanding Development Applications as at 31 January 2020 – 8
- Construction Certificates approved by Council for January 2020 – 2
- Construction Certificates refused by Council for January 2020 – 0
- Construction Certificates issued by private certification for January 2020 – 1
- Complying Development Applications approved by Council for January 2020 – 0
- Complying Development Applications refused by Council for January 2020 – 0
- Complying Development Applications withdrawn by Applicant for January 2020 – 0
- Complying Development Applications issued by private certification – 3
- Total Development Value for 2019 as at 31 January 2020 – \$637,300
- Average Development Value for 2019 as at 31 January 2020 – \$106,217
- Development Application Value for 2019 as at 31 January 2020 – \$548,500
- Complying Development Application Value for 2019 as at 31 January 2020 – \$88,800
- Approved dwellings as at 31 January 2020 – 1

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

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

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

UINT/20/859

Approved/Reviewed by Manager:

Manager Development & Planning

Department:

Infrastructure & Development

Attachments:

Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Manager of Development and Planning
Reference/Subject::	Report 15 - Amended Uralla Development Control Plan 2011 Amendment No 5

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

NOTE TO COUNCILLORS:

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That Council:

1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and
2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.

BACKGROUND:

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

Uralla Shire Council
Council Business Paper – 25 February 2020

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

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

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

The proposed fifth amendment which has been recently exhibited dealt with minor housekeeping matters, setbacks in rural areas, notification, and minimum lot sizes for manufactured homes, strata subdivisions, as well as multi dwelling housing. This amendment was exhibited for 28 days with 11 submissions received.

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

The amended DCP was then presented to the 26 November 2019 Council meeting for adoption. It was then deferred to the Strategic Planning Meeting on 10 December 2019. Following this it was amended to include conditions for commercial renewable energy projects along with sundry minor changes.

REPORT:

Submissions:

Submission maker	Issue	Comment
Colin Hull	Minimum area per dwelling and minimum lot size for strata subdivision.	Removed from draft.
Jo Hull	Consent requirements for sandwich boards.	Consent for exposing items within the road reserve is a statutory requirement.
Daniel Brown	Minimum area per dwelling and minimum lot size for strata subdivision.	Removed from draft.
Ross Burnet	Consent requirements for sandwich boards.	Consent for exposing items within the road reserve is a statutory requirement.
Myles Doran	Minimum area per dwelling and minimum lot size for strata subdivision.	Removed from draft.
Warren Sellings	Inconsistency with Complying Development Codes	Complying Development is a separate approval pathway to which the DCP doesn't apply.
Teresa French	Consent requirements for sandwich boards.	Consent for exposing items within the road reserve is a statutory requirement.
Dale Goodwin	Consent requirements for sandwich boards.	Consent for exposing items within the road reserve is a statutory requirement.
John Goode	Minimum area per dwelling and minimum lot size for strata subdivision.	Removed from draft.
Anna Sutherland	Consent requirements for sandwich boards.	Consent for exposing items within the road reserve is a statutory requirement.
Felicity Nivison	Consent requirements for sandwich boards.	Consent for exposing items within the road reserve is a statutory requirement.

Uralla Shire Council
Council Business Paper – 25 February 2020

Key issues:

Minimum area per dwelling and minimum lot size for strata subdivision – Based on the submissions and phone calls received during the exhibition period, it is reasonable to suggest that these changes are unpopular, particularly with people who have purchased vacant land in Uralla.

Consent requirements for sandwich boards – It is a statutory requirement to obtain consent prior to installation of a sandwich board within the road reserve, and Council cannot provide an exemption in the DCP. With regard to the fee for approval, Council can set a fee under the Local Government Act 1993 or the Roads Act 1993.

Inconsistency with Complying Development Codes - State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 provide a fast track approval for some development and does not require consideration of the DCP. For this reason there is no reason for the DCP to be consistent with these codes.

Notice of Motion regarding renewable power supply and telecommunications – These changes were discussed at the 22 October 2019 and have been included to reflect changes in legislation since the introduction of the DCP and changes in technology.

Commercial Renewable Energy Development – These amendments were workshopped at the Strategic Planning Meeting on 10 December 2019 and are intended to impose broad development standards for renewable energy projects, including State Significant Development.

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

Section	Current wording	Proposed wording
Chapter 2 - Subdivision	The maximum height of the access way fencing shall be 900mm between the front of the adjacent dwelling and the street, and 1800mm between the front of the adjacent dwelling and the rear of the lot.	Nil. This section has been deleted as fencing up to 1200mm is exempt from requiring approval in most applications.
	Nil	If wireless NBN connection is proposed, it must be demonstrated that a valid exemption exists under the provisions of Telecommunications (Fibre-ready Facilities – Exempt Real Estate Development Projects) Instrument 2016.
	Nil	If Council has agreed that provision of reticulated electricity to the subdivided lot(s) is not viable, provision of alternative methods of supply must: <ul style="list-style-type: none"> • Demonstrate compliance with Australian Standards; • Have certification from the manufacturer that they are fit for purpose, and • It must be noted on the property title that reticulated power is not provided to the lot.
Chapter 2 - Subdivision - Large Lot Residential Areas	Nil.	Access handles for battle-axe blocks are to be excluded from the lot area for the purposes of minimum lot size calculations if the average width is below 25 metres.

Uralla Shire Council
Council Business Paper – 25 February 2020

Section	Current wording	Proposed wording
Chapter 3 - Residential Development	Nil.	Driveways are to be concrete or bitumen sealed from the road to the property boundary.
	Nil.	Manufactured homes are not permitted below the corresponding LEP minimum lot size for a dwelling house.
	The maximum height of a side or front fence between the front of the dwelling and the street shall be 900mm. Side or rear fences behind the front building line may be built to a maximum height of 1,800mm.	The maximum height of a side or front fence between the front of the dwelling and the street shall be 1200mm, and be open –style with no solid panels. Side or rear fences behind the front building line may be built to a maximum height of 1,800mm. No barbed wire is permitted.
Chapter 4 - Rural Development	For RU1 and RU2 zones: The dwelling is not within 50m of any boundary of the holding.	For RU1 and RU2 zones: The dwelling may not be within 50m of any boundary of the holding. Where possible, ancillary structures such as sheds must be located so as to preserve the amenity of neighbouring properties, and are not to be within 25m of any boundary. In some circumstances these development standards may be varied due to the environmental or physical constraints of the site (such as when the lot size is well below the minimum lot size of the zone). If relaxation of this development standard is proposed, neighbour notification is required.
	For R5, E3 and E4 zones: The dwelling is not within 25m of any boundary of the holding.	For R5, E3 and E4 zones: The dwelling may not be within 25m of any boundary of the holding. Where possible, ancillary structures such as sheds must be located so as to preserve the amenity of neighbouring properties, and are not to be within 15m of any boundary. In some circumstances these development standards may be varied due to the environmental or physical constraints of the site (such as when the lot size is well below the minimum lot size of the zone). If relaxation of this development standard is proposed, neighbour notification is required.
Chapter 7 - Commercial Use of Public Footways	As a condition of any approval Council will request that at all times the applicant shall have in force a Public Liability Insurance policy in the sum of not less than \$10,000,000 or otherwise as specified by Council.	As a condition of any approval Council will request that at all times the applicant shall have in force a Public Liability Insurance policy in the sum of not less than \$20,000,000 or otherwise as specified by Council.
	No Council approval is required for the placement of a sandwich board sign within the road reserve (footpath) provided that it complies with the following requirements: <ul style="list-style-type: none"> One (1) sandwich board type sign will be permitted for each business house, with business houses having a street frontage of 10 metres or greater allowed to have one additional sign (total of 2 sandwich board signs); The sign(s), when located on the footpath must not obstruct pedestrian or vehicular traffic and shall be 	<ul style="list-style-type: none"> Sandwich boards are to be secured to ensure stability; and Sandwich boards shall not interfere with safe pedestrian use of the footpath, and Sandwich boards shall have a maximum area of 1m² for each face.

Uralla Shire Council
Council Business Paper – 25 February 2020

Section	Current wording	Proposed wording
	<p>located in front of the business premises to which they refer;</p> <ul style="list-style-type: none"> • A minimum 2 metre clear pedestrian pathway shall be maintained at all times along the footpath, and a clear space of 2m shall be maintained at all times between a sandwich board and any street furniture located wholly or partly within the clear pathway; • The sign should not exceed 1m x 1m in size; • Sandwich board signs must not be located at any time on roadside blisters; • The sign must be removed from the road reserve (footpath) at night; • The board is to be anchored to the satisfaction of the Council, e.g. suitably designed weight (minimum 5kg) or an approved recessed ring; and • Shopkeepers/proprietors are responsible for adequate Public Risk Insurance coverage (to a minimum of \$10m) is taken out to indemnify Council against any claims for damages that may arise from claims of damage from the signs. A copy of the current Policy is to be submitted to Council annually. 	
Chapter 18 - Commercial Renewable Energy Development	Nil	<ul style="list-style-type: none"> • The developer must assess the visual impact of the project including an assessment of the development on the scenic value and character of the locality. This assessment should consider how the proposal will maintain the unique local character of the area and all significant vistas; • Any infrastructure which forms part of the development must not occupy more than 30% of the viewshed from any highway; • No development is permitted within 500m of a dwelling or business premises not associated with the project; • Development must not be within 200m of the access to a dwelling or business premises not associated with the project; • No development is permitted forward of the average building line setback of the nearest adjacent properties; • All road accesses not within the development site are to be constructed current AustRoads standards; • All infrastructure, including cabling, must be fully dismantled and removed from the site within 24 months of decommissioning.

CONCLUSION:

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

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

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

2. Policy and Regulation

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

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

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Manager of Development and Planning

TRIM Reference Number:

UINT/20/897

Approved/Reviewed by Manager:

Director of Infrastructure and Development

Department:

Infrastructure and Development

Attachments:

Attachment 1 - Uralla Development Control Plan 2011 Amendment
No 5

Attachment 2 – Submissions (redacted)



Development Control Plan

Adopted xxx

As Amended

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

Acknowledgements

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

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

Disclaimer

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

For Further Information

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

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Prepared By: Uralla Shire Council

Version: v27082012

Version no.	Updated by:	Date:	Nature of changes
1	E Cumming & J Wolfenden	19.12.2011	Preparation due to the template Conversion LEP and review of existing DCP's.
2	E Cumming	27.8.2012	Housekeeping.
3	K Hunter, Consultant	23.3.2015	Bed & Breakfast, Shipping Containers, Flood Controls, Lane Widening, Review Code SEPP Compliance and Housekeeping.
4	K Hunter, Consultant	26.10.2015	Detached Dual Occupancy Dwelling.
5	K Hunter, Consultant	15.8.2016	Chapter 17 – Barleyfields.
6	M Clarkson	5.2.2020	Housekeeping and setbacks for rural ancillary development. Minimum lot size for strata subdivision and multi dwelling housing. Minimum lot size for manufactured homes. Development standards for renewable energy projects.

Contents (Abbreviated)

1.	List of Tables	9
2.	List of Figures	9
1.	INTRODUCTION AND GENERAL PROVISION	10
2.	SUBDIVISION	15
3.	RESIDENTIAL DEVELOPMENT	26
4.	RURAL DEVELOPMENT	43
5.	DEVELOPMENT IN COMMERCIAL AND INDUSTRIAL AREAS	49
6.	ACCESS AND PARKING	57
7.	COMMERCIAL USE OF PUBLIC FOOTWAYS.....	63
8.	SIGNAGE AND OUTDOOR ADVERTISING	69
9.	DEVELOPMENT AND HERITAGE CONSERVATION.....	77
10.	DEVELOPMENT IN GATEWAY AREAS	82
11.	FLOODPLAIN DEVELOPMENT AND MANAGEMENT	84
12.	REGULATION OF BROTHELS	95
13.	NOTIFICATION PROCEDURES	101
14.	CONTAMINATED LAND	106
15.	OTHER MATTERS	110
16.	KERBING AND GUTTERING	115
17.	BARLEYFIELDS	117

Table of Contents

Table of Contents 4

1.	List of Tables	9
2.	List of Figures	9
1.	INTRODUCTION AND GENERAL PROVISION	10
1.2	Amendment of the plan	10
1.3	Interpretation of Legislative References	10
1.4	Repeal of the plan	10
1.5	Relevant Local Environmental Plan.....	11
1.6	Planning Pathways.....	11
1.7	State Environmental Planning Policies (SEPPs).....	11
1.8	National Construction Code (NCC)	12
1.9	Contributions	12
1.10	Planting of Vegetation	12
1.11	Definitions.....	12
2.	SUBDIVISION	15
2.2	About this Chapter.....	15
2.3	Where this Chapter applies	15
2.4	General Advice to Applicants for Subdivision	15
2.5	Subdivision of Bushfire Prone Land	16
2.6	Subdivision in Residential Areas	17
2.7	Subdivision in Village Areas.....	19
2.8	Subdivision in Large Lot Residential Areas	21
2.9	Subdivision in Rural Areas.....	22
2.10	Subdivision in Commercial and Industrial Areas.....	24
3.	RESIDENTIAL DEVELOPMENT	26
3.2	About this Chapter.....	26
3.3	Where this Chapter applies	26
3.4	General Advice to Applicants for Residential Development.....	26
3.5	Site Design and Layout.....	26
3.6	Density.....	27
3.7	Setbacks and Building Envelopes	28
3.8	Open Space	30
3.9	Secluded private open space.....	31
3.10	Landscaping of Open Space Areas	32
3.11	Privacy	34
3.12	Fencing.....	35

3.13	Solar Access.....	36
3.14	Dual Occupancy	38
3.15	Secondary Dwellings.....	39
3.16	Multi Dwelling Housing.....	41
4.	RURAL DEVELOPMENT.....	43
4.2	About this Chapter.....	43
4.3	Where this Chapter applies	43
4.4	Biodiversity	43
4.5	Bushfire Management	44
4.6	Access to Rural Properties - General.....	45
4.7	Access to Rural Properties – Land subdivided for agricultural purposes	45
4.8	Rural Dwellings.....	46
5.	DEVELOPMENT IN COMMERCIAL AND INDUSTRIAL AREAS	49
5.2	About this Chapter.....	49
5.3	Where this Chapter applies	49
5.4	General Advice to Applicants	49
5.5	Aims and Objectives	50
5.6	Performance Outcomes	50
5.7	Acceptable Solutions	50
5.8	Zone B2 – Specific Considerations	52
5.9	Zone B4 – Specific Considerations	53
5.10	Zone B6 – Specific Considerations	54
5.11	Zone IN1 – Specific Considerations	55
5.12	Zone IN2 – Specific Considerations	55
6.	ACCESS AND PARKING	57
6.2	About this Chapter	57
6.3	Where this Chapter applies.....	57
6.4	Aims and Objectives	57
6.5	Access and Traffic Generation.....	57
6.6	Parking Requirements	58
6.7	Provision of Parking Spaces	58
7.	COMMERCIAL USE OF PUBLIC FOOTWAYS.....	63
7.2	About this Chapter	63
7.3	Where this Chapter applies.....	63
7.4	General Advice to Applicants for Commercial Use of Public Footways.....	63
7.5	Footpath Clearance and Building Access.....	64
7.6	Operation of Outdoor Dining Areas.....	67
7.7	Merchandise Displays on Public Footpath Areas.....	67

7.8	Sandwich Boards	68
8.	SIGNAGE AND OUTDOOR ADVERTISING	69
8.2	About this Chapter	69
8.3	Where this Chapter Applies	69
8.4	Aims and Objectives	69
8.5	Performance Outcomes	69
8.6	General advice to Applicants for Development.....	69
8.7	Acceptable Solutions	71
9.	DEVELOPMENT AND HERITAGE CONSERVATION.....	77
9.2	About this Chapter	77
9.3	Where this Chapter applies.....	77
9.4	General Advice to Applicants for Development	77
9.5	Performance Criteria	78
9.6	Acceptable Solutions – Uralla Town Centre	78
9.7	Acceptable Solutions – Bundarra Town Centre	80
9.8	Acceptable Solutions – Rocky River Gold Mining Precinct	80
9.9	Acceptable Solutions – Wollun Village Precinct	80
9.10	Alternative Solutions	80
10.	DEVELOPMENT IN GATEWAY AREAS	82
10.2	About this Chapter	82
10.3	Where this Chapter applies.....	82
10.4	Aims and Objectives	82
10.5	Performance Outcomes	82
10.6	General Advice to Applicants for Development	82
10.7	Acceptable Solutions	82
11.	FLOODPLAIN DEVELOPMENT AND MANAGEMENT	84
11.2	About this Chapter	84
11.3	Where this Chapter applies.....	84
11.4	Terms used in this Chapter	84
11.5	Relationship to Other Planning Instruments	85
11.6	General Advice to Applicants	85
11.7	Aims and Objectives	85
11.8	Performance Outcomes:	86
11.9	Acceptable Solutions:	86
11.10	Alternative Solutions and Design Suggestions:	91
11.11	Flood Proofing Guidelines	92
12.	REGULATION OF BROTHELS	95
12.2	About this Chapter	95

12.3	Where this Chapter applies.....	95
12.4	General Advice to Applicants for Brothels	95
12.5	Establishment of Brothels	97
12.6	Operation of Brothels	98
13.	NOTIFICATION PROCEDURES	101
13.2	About this Chapter of the DCP	101
13.3	Notification Procedures and Guidelines for Applications	102
14.	CONTAMINATED LAND	106
14.2	About this Chapter	106
14.3	Where this Chapter applies.....	106
14.4	General Advice to Applicants	106
14.5	Aims and Objectives	107
14.6	Performance Outcomes	107
14.7	Acceptable Solutions	107
14.8	Alternative Solutions	108
14.9	Former Pole Treatment Plant.....	108
15.	OTHER MATTERS	110
15.2	About this Chapter	110
15.3	Where this Chapter applies.....	110
15.4	Temporary Dwellings.....	110
15.5	Relocation of Buildings	110
15.6	Shipping Containers.....	111
16.	KERBING AND GUTTERING	115
16.2	About this Chapter	115
16.3	Where this Chapter Applies	115
16.4	Aims and Objectives	115
16.5	Performance Outcomes	115
16.6	Acceptable Solutions	115
16.7	Exemptions	116
16.8	Alternative Solutions	116
17.	BARLEYFIELDS	117
17.2	About this Chapter	117
17.3	Where this Chapter applies.....	117
17.4	Masterplan	118
17.5	Development Lots	118
17.6	Low Density Residential Lots.....	121
17.7	Staging	121
17.8	Servicing	123

17.9	Street Trees.....	123
17.10	Low Density Residential Development	128
17.11	Boundary Fencing.....	128
18.	COMMERCIAL RENEWABLE ENERGY DEVELOPMENT.....	131
18.2	About this Chapter	131
18.3	Where this Chapter Applies	131
18.4	Aims and Objectives	131
18.5	Acceptable Solutions	131
18.6	Exemptions	131
18.7	Alternative Solutions	131

1. List of Tables

Table 3.1	Density.....	27
Table 3.2	Setbacks.....	28
Table 3.3	Landscaping.....	31
Table 3.4	Secluded Private Open Space.....	32
Table 4.1	Rights of Carriageway.....	45
Table 6.1	Car Park Provision - Acceptable Solutions	59
Table 8.1	Signage	74
Table 9.1	Heritage significance categories.....	79
Table A.11.1	Flood Compatible Materials.....	92

2. List of Figures

Figure 3.1	Example of Concept Landscaping Plan.....	33
Figure 3.2	Avoid direct viewing of adjacent windows	34
Figure 3.3	Acceptable range for solar orientation	36
Figure 3.4	Placement on lots for best solar access	37
Figure 3.5	Windows and Eaves	38
Figure 7.1	Footpath lease area adjacent to the kerb	65
Figure 7.2	Alternative footpath lease area arrangements.....	66
Figure 7.3	Blister dining or displays.....	66
Figure 11.1	Flood Planning Area at Bundarra.	87
Figure 11.2	Flood Planning Area at Uralla.....	88
Figure 17.1	Land to which Chapter 17 applies	117
Figure 17.2	Masterplan Subdivision Layout	119
Figure 17.3	Masterplan Development Lots.....	120
Figure 17.4	Masterplan Staging	122
Figure 17.5	Water Servicing Plan	124
Figure 17.6	Sewer Servicing Plan	125
Figure 17.7A	Stormwater Servicing Plan.....	126
Figure 17.7B	Stormwater Servicing Plan.....	127

1. INTRODUCTION AND GENERAL PROVISION

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

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

This DCP repeals the following Development Control Plans:

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

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

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

1.2 Amendment of the plan

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

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

1.3 Interpretation of Legislative References

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

1.4 Repeal of the plan

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

1.5 Relevant Local Environmental Plan

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

1.6 Planning Pathways

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

Exempt Development

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

Complying Development

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

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

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

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

Full Development Application

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

1.7 State Environmental Planning Policies (SEPPs)

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

1.8 National Construction Code (NCC)

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

1.9 Contributions

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

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

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

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

1.10 Planting of Vegetation

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

1.11 Definitions

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

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

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

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

- (a) the person who caused the advertisement to be displayed or the advertising structure to be erected; or
- (b) the owner of the building or land, or the occupier of land, on which the advertisement is displayed or the advertising structure is erected;

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

AHD means Australian Height Datum;

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

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

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

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

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

building line see *front building line*;

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

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

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

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

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

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

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

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

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

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

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

owner means:

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

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

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

temporary sign means an advertisement of a temporary nature which:

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

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

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

Uralla LEP means the Uralla Local Environmental Plan 2012.

2. SUBDIVISION

2.2 About this Chapter

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

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

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

2.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

2.4 General Advice to Applicants for Subdivision

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

- Request a Section 149(2) Planning Certificate from Council to provide information about any restrictions on the land (such as bush fire hazard or flooding);
- Identify the land use zone in which it is planned to undertake the subdivision (this information is provided in the Planning Certificate), and then read the relevant section in this Chapter;
- Draw a rough sketch map of the proposed subdivision indicating approximate lot sizes and the location of any new roads;
- Make an appointment for a meeting with Council's Manager of Planning to discuss the proposed subdivision and to determine the particular requirements that will need to be addressed prior to lodgement of the Development Application;
- Arrange for any reports that may be required to be undertaken. The purposes of the reports are:
 - To determine the suitability of the land for the proposed subdivision,
 - To identify any potential adverse environmental impacts and to propose ways to ensure that any such impacts are avoided or mitigated to an acceptable level.

The reports could include some or all of the following depending on the size and location of the land and other circumstances:

- Flora and fauna report
- Archaeological report
- Flood investigation report
- Traffic report
- Bush fire hazard assessment report;

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

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

2.5 Subdivision of Bushfire Prone Land

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

- minimise perimeters of the subdivision exposed to the bush fire hazard. Hourglass shapes, which maximise perimeters and create bottlenecks, should be avoided;
- minimise bushland corridors that permit the passage of bush fire;
- provide for the siting of future dwellings away from ridge-tops and steep slopes – particularly up-slopes, within saddles and narrow ridge crests;

- ensure that separation distances (Asset Project Zones - APZ) between a bush fire hazard and future dwellings enable conformity with the deemed to-satisfy requirements of the NCA. In a staged development, the APZ may be absorbed by future stages;
- provide and locate, where the scale of development permits, open space and public recreation areas as accessible public refuge areas or buffers (APZs);
- ensure the ongoing maintenance of asset protection zones;
- provide clear and ready access from all properties to the public road system for residents and emergency services; and
- ensure the provision of and adequate supply of water and other services to facilitate effective firefighting.

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

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

2.6 Subdivision in Residential Areas

Where this Section Applies

The Section applies to the following land use zones:

- R1 General Residential
- R2 Low Density Residential

Aims and Objectives

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

Performance Outcomes

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

Acceptable Solutions

- In addition to minimum lot size requirements,
 - Lots shall have a **minimum frontage** of 16 metres,
 - **Lots fronting cul-de-sacs** shall have a minimum frontage of 16 metres at the line of the approved street setback,
 - **Corner lots** shall have a minimum frontage of 18 metres to each street and the minimum lot size shall be met after allowing for area lost at corners which are to be splayed to a minimum of 3 metres and dedicated as public road;
- If the land is **bushfire prone**, then the provisions of the NSW Rural Fire Service's publication *Planning for Bushfire Protection 2006* will need to be considered and implemented as appropriate;
- Where no other alternative is possible, (e.g. access or laneway), Council may **battle axe allotments**. The specifications for these allotments shall be:
 - The access handle is to be excluded from calculation of area of the lot for the purposes of minimum lot size calculations,
 - Minimum width of access handle - 3.65 metres,
 - The access handle is to be concreted or sealed,
 - The access handle shall have a setback of at least that specified for a side setback in the section Setbacks and Building Envelopes in the Residential Development chapter,
 - A maximum of one battle axe lot per existing lot to have access over the handle,
 - The prime objective in designing the access way is to provide for vehicles to be able to move in a forward direction when entering or leaving the site. However, this does not generally apply to the road frontage lot, unless there is a special problem concerning available sight distance,
 - Turning facilities are to be provided within the terms of the access/right-of-carriageway or within each lot, as determined by the Council. This is to be provided for in a Section 88B Instrument as required;
- In subdivisions involving ten or more lots the subdivider shall be required to provide a financial contribution in accordance with the relevant Section 94 plan with the funds to be applied by the Council in acquiring or improving recreation reserves;
- **New roads** created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a **traffic study** to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that **existing roads be upgraded** to a suitable standard to cater for any expected increase in traffic;
- The following **services** shall be provided to each lot at the subdivider's cost:
 - reticulated water,
 - a sewerage connection,
 - electricity,
 - the necessary underground conduits for the passage of future service lines and NBN cabling (where available),
 - any easements required to facilitate the provision of services and/or inter-allotment drainage;
- **Council will carry out all works associated with connection to the existing reticulated water and sewerage** network with full costs to be met by the developer;
- Proof of **satisfactory arrangements concerning the provision of electricity and telephone service** shall be provided prior to issue of the subdivision certificate;
- In general, for any new lot created by a subdivision, the applicant is to meet 100 percent of the **costs of constructing kerbing and guttering** and all necessary associated stormwater drainage infrastructure. A more detailed treatment of this is provided in Chapter 16 – Kerbing and Guttering;

- Lane Widening: Where land facing an existing lane is to be subdivided, Council requires the provision of a strip of land no more than 4.57m wide across the frontage to be dedicated as a public road at no cost to Council, for the purpose of **lane widening**. The width of this strip will depend upon:
 - the width of the pavement required;
 - the width required to locate services in the road reserve; and
 - the logical extension of footpaths on both sides of the road
- If wireless NBN connection is proposed, it must be demonstrated that a valid exemption exists under the provisions of Telecommunications (Fibre-ready Facilities –Exempt Real Estate Development Projects) Instrument 2016.

Note: Council requires the minimum road reserve width of 13.7 metres to provide services to new lots and to provide a road carriageway and pedestrian footpaths. The consistent application of this development control will enable Council to continue its policy of upgrading lanes. Road reserve width refers to the width of the whole road area from fence to fence.

Alternative Solutions

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

2.7 Subdivision in Village Areas

Where this Section Applies

The Section applies to the following land use zones:

- RU5 Village

Aims and Objectives

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

Performance Outcomes

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

Acceptable Solutions

- In addition to minimum lot size requirements,
 - Lots shall have a **minimum frontage** of 16 metres,

- **Lots fronting cul-de-sacs** shall have a minimum frontage of 16 metres at the line of the approved street setback,
- **Corner lots** shall have a minimum frontage of 18 metres to each street and the minimum lot size shall be met after allowing for area lost at corners which are to be splayed to a minimum of 3 metres and dedicated as public road,
- Lots shall provide a dedicated area for the installation of effluent disposal facilities which will ideally be installed above the flood planning level. If this cannot be achieved, the effluent disposal system will need to an aerated system. This will be determined on a case-by-case basis, and could have the effect of significantly increasing the minimum lot size that will be required for the subdivision to be approved (also see Council's On-Site Waste Water Management Strategy);
- If the land is **bushfire prone**, then the provisions of the NSW Rural Fire Service's publication *Planning for Bushfire Protection 2006* will need to be considered and implemented as appropriate;
- Where no other alternative is possible, (e.g. access or laneway), Council may consider **battle axe allotments**. The specifications for these allotments shall be:
 - The access handle is to be excluded from calculation of area of the lot for the purposes of minimum lot size calculations,
 - Minimum width of access handle - 3.65 metres,
 - The access handle shall have a setback of at least that specified for a side setback in the section Setbacks and Building Envelopes in the Residential Development chapter,
 - A maximum of one battle axe lot per existing lot to have access over the handle,
 - The prime objective in designing the access way is to provide for vehicles to be able to move in a forward direction when entering or leaving the site, However, this does not generally apply to the road frontage lot, unless there is a special problem concerning available sight distance,
 - Turning facilities are to be provided within the terms of the access/right-of-carriageway or within each lot, as determined by the Council. This is to be provided for in a Section 88B Instrument as required;
- In subdivisions involving ten or more lots the subdivider shall be required to provide a financial contribution in accordance with the relevant Section 94 plan with the funds to be applied by the Council in acquiring or improving recreation reserves;
- **New roads** created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a **traffic study** to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that **existing roads be upgraded** to a suitable standard to cater for any expected increase in traffic;
- The following **services** shall be provided to each lot at the subdivider's cost:
 - reticulated water (if a Town Water Supply system is provided by Council),
 - electricity,
 - the necessary underground conduits for the passage of future service lines and NBN cabling (where available),
 - any easements required to facilitate the provision of services and/or inter-allotment drainage;
- **Council will carry out all works associated with connection to the existing reticulated water and sewerage network** with full costs to be met by the developer;
- Proof of satisfactory arrangements concerning the provision of electricity and telephone service shall be provided prior to issue of the subdivision certificate;
- The provision of kerbing and guttering is not required.

Alternative Solutions

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

2.8 Subdivision in Large Lot Residential Areas

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

Where this Section Applies

The Section applies to the following land use zone:

- R5 Large Lot Residential

Aims and Objectives

- To ensure that subdivision in Rural Residential Areas is appropriate within the landscape;
- To ensure that subdivision will not result in increased risk from bushfire or other environmental hazards;
- To ensure that the intensification of land use does not result in undesirable environmental consequences; and
- To implement the 'user pays' principle for the provision of services to the subdivision.

Performance Outcomes

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

Acceptable Solutions

- In addition to meeting the lot size requirements of the Uralla LEP, any new lots created in a subdivision must provide at least one building envelope with the following attributes:
 - If bushfire prone land, there must be an existing cleared area or one which can be cleared (subject to restrictions in the *Native Vegetation Act 2003* and the *Threatened Species Conservation Act 1995*) that is suitable to provide an asset protection zone that meets the requirements of the NSW Rural Fire Services as articulated in *Planning for Bushfire Protection 2006*,
 - Should minimize the clearing of existing vegetation,
 - An existing all weather access or a feasible route for one to be constructed,
 - If bushfire prone land, the site may require a second alternative access route in accordance with *Planning for Bushfire Protection 2006*,
 - Not within a known or potential flood planning area (see 11 - FLOODPLAIN DEVELOPMENT AND MANAGEMENT),
 - Not contaminated land,
 - Must not be on a ridgeline visible from adjacent roads, and
 - Should have suitable locations for the disposal of septic tank overflow (or an alternative aerobic disposal system) (see Council's On-Site Waste Water Management Strategy);
- New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;

- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;
- Property accesses must **not** be constructed at points which present traffic difficulties in terms of sight distance, or construction difficulties in terms of stable earthwork slopes in cut or fill batters. They must be in accordance with Council's technical specifications and may require concurrence of the RMS in some circumstances;
- All prominent hilltops and ridges are to be preserved. Subdivisions should be designed so as to:
 - Exclude roads, powerlines and other services and amenities from hilltops,
 - Exclude dams and other earthworks from hilltops,
 - Any tanks and similar structures which are dependent upon gravity for their operation should be designed and located so as to blend in with the natural environment, and
 - Any clearing of vegetation for fence lines, building site, access tracks and asset protection zones shall be undertaken to comply with the provisions of the *Local Land Services Act 2013* and the *Biodiversity Conservation Act 2016*;
- If bushfire prone land, the relevant provisions of *Planning for Bushfire Protection 2006* will need to be addressed, and particular attention is drawn to the following:
 - Rural-residential developments include blocks often associated with lifestyle choices rather than focusing on some form of primary production. Where agricultural pursuits are undertaken they are considered secondary to the residential component of the use of the land. Consideration should be given, where practical, to grouping of rural-residential buildings into clusters which allow for the establishment of APZs (asset protection zones) around a group of dwellings rather than having to ensure individual protection for a large number of scattered dwellings. The clustering of dwellings provides for better protection with reduced vegetation clearance and hence less environmental impact.

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

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

Alternative Solutions

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

2.9 Subdivision in Rural Areas

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

Where this Section Applies

The Section applies to the following land use zones:

- RU1 Primary Production
- RU2 Rural Landscape

Aims and Objectives

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

Performance Outcomes

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

Acceptable Solutions

- In addition to meeting the requirements of the Uralla LEP, any new lots created in a subdivision where a dwelling would be permissible must provide at least one building envelope with the following attributes:
 - If bushfire prone land, there must be an existing cleared area or one which can be cleared (subject to restrictions in the *Native Vegetation Act 2003* and the *Threatened Species Conservation Act 1995*) that is suitable to provide an asset protection zone (including inner & outer protection areas) that meets the requirements of the NSW Rural Fire Services as articulated in *Planning for Bushfire Protection 2006*,
 - An existing all weather access or a feasible route for one to be constructed,
 - If bushfire prone land, the site may require a second alternative access route in accordance with *Planning for Bushfire Protection 2006*,
 - Not within a known or potential flood planning area,
 - Not contaminated land,
 - Must not be on a ridgeline visible from adjacent roads,
 - Should have suitable locations for the disposal of tank effluent (or an alternative aerobic disposal system) (see Council's On-Site Waste Water Management Strategy), and
 - Should minimize the clearing of existing vegetation;
- Property accesses must **not** be constructed at points which present traffic difficulties in terms of sight distance, or construction difficulties in terms of stable earthwork slopes in cut or fill batters. They must be in accordance with Council's technical specifications and may require concurrence of the RMS in some circumstances;
- New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;

- All prominent hilltops and ridges are to be preserved. Subdivisions should be designed so as to:
 - Exclude roads, powerlines and other services and amenities from hilltops,
 - Exclude dams and other earthworks from hilltops,
 - Any tanks and similar structures which are dependent upon gravity for their operation should be designed and located so as to blend in with the natural environment, and
 - Any clearing of vegetation for fence lines, building site, access tracks and asset protection zones shall be undertaken to comply with the provisions of the *Native Vegetation Act 1997*;
- If bushfire prone land, other requirements in *Planning for Bushfire Protection 2006* may need to be implemented, or advice in the form a Bush Fire Hazard Assessment Report by a suitably qualified accredited person; and
- The provisions of *State and Environmental Planning Policy 44 Koala Habitat Protection* apply to development of rural land. Among other things, this means that:
 - Council must satisfy itself that the land is not potential or actual koala habitat before giving consent to a development application;
 - Council may only satisfy itself based on information obtained from a person who is qualified and experienced in tree identification;
 - If the land proves to be core koala habitat, then a formal plan of management will need to be prepared by the application prior to development consent being granted.
- If Council has agreed that provision of reticulated electricity to the subdivided lot(s) is not viable, provision of alternative methods of supply must:
 - Demonstrate compliance with Australian Standards;
 - Have certification from the manufacturer that they are fit for purpose, and
 - It must be noted on the property title that reticulated power is not provided to the lot.
- If wireless NBN connection is proposed, it must be demonstrated that a valid exemption exists under the provisions of (Fibre-ready Facilities –Exempt Real Estate Development Projects) Instrument 2016.

Alternative Solutions

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

2.10 Subdivision in Commercial and Industrial Areas

Where this Section Applies

The Section applies to the following land use zones:

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

Aims and Objectives

- To provide safe, convenient and attractive employment land neighbourhoods that meet the diverse and changing needs of the community by:
 - Offering a wide choice in land for commercial and industrial purposes,

- Facilitating development that is consistent with the objectives for the Commercial and Industrial zones in the LEP;
- To ensure that the intensification of land use does not result in undesirable environmental consequences; and
- To implement the 'user pays' principle for the provision of services to the subdivision.

Performance Outcomes

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

Acceptable Solutions

- **Minimum dimensions** for the size and shape of proposed allotments do not apply. However, a development application for subdivision must be able to demonstrate that the size and shape of the allotments are appropriate for their proposed use and are able to accommodate business premises, car parking, landscaping and other requirements of the proposed development;
- **New roads** created by the subdivision shall be constructed and sealed according to Council's technical specifications;
- Council may require that a **traffic study** to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;
- A **single shared access** for newly created lots fronting the New England Highway should be considered to limit the number of access points onto the highway. The need for a shared access will depend on factors such as the length of the frontages of the proposed lots and the location of the subdivision development. Access to the New England Highway will require the concurrence of the RMS;
- Council may require that **existing roads be upgraded** to a suitable standard to cater for any expected increase in traffic;
- The following **services** shall be provided to each lot at the subdivider's cost:
 - reticulated water,
 - a sewerage connection,
 - electricity,
 - the necessary underground conduits for the passage of future service lines and NBN cabling (where available),
 - any easements required to facilitate the provision of services and/or inter-allotment drainage.
- **Council will carry out all works associated with connection to the existing reticulated water and sewerage network** with full costs to be met by the developer;
- Proof of satisfactory arrangements concerning the provision of electricity and telephone service shall be provided prior to issue of the subdivision certificate;
- In general, for any new lot created by a subdivision, the applicant is to meet 100 percent of the **costs of constructing kerbing and guttering** and all necessary associated stormwater drainage infrastructure. A more detailed treatment of this is provided in *Chapter 16 – Kerbing and Guttering*; and
- For subdivision for the purposes of residential development in zone B4, the provisions about lot frontage, corner lots and battle axe shaped allotments of the section Subdivision in Residential Areas shall also apply.

Alternative Solutions

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

3. RESIDENTIAL DEVELOPMENT

3.2 About this Chapter

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

3.3 Where this Chapter applies

This Chapter applies to the following zones under Uralla LEP:

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

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

3.4 General Advice to Applicants for Residential Development

Aim

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

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

Vehicular access and parking requirements are outlined in Chapter 6.

Application of Controls

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

3.5 Site Design and Layout

Aims

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

Performance Outcomes

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

Acceptable Solutions

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

Alternative approaches and design suggestions

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

3.6 Density

Introduction and General Provisions

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

Aims

- To ensure that development respects the density characteristics of the zone; and
- To protect neighbourhood character.

Performance Outcomes

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

Acceptable Solutions

- Density of dwellings is in accordance with **Table 3.1**.

Table 3.1 Density

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

Alternative approaches and design suggestions

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

3.7 Setbacks and Building Envelopes

Introduction and General Provisions

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

Aims

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

Performance outcomes

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

Acceptable solutions

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

Table 3.2 Setbacks

Zone R1 – General Residential

Zone RU5 – Village

Standard	Conditions
Street setback (from primary street frontage) – at least the average distance of the setback of the two adjoining dwelling houses located within 40m of the lot on which the dwelling house is to be erected; or, where there are not two dwelling houses located within 40m of the lot, the front setback shall be a minimum of 6m.	Nil
Street setback (from secondary street frontage if applicable) – as per the Codes SEPP.	Nil
Side and rear setback – Build to boundary	Walls less than 3.5m in height; Fire rated (e.g. brick or masonry); No windows; Not more than 10m along the boundary;

Standard	Conditions
	Not more than 50% of the boundary length or the total length of adjoining wall built to boundary, whichever is the greater; Complies with overshadowing requirements of this DCP.
Side setback – 900mm	Walls less than 3.5 m in height
Side setback – as per the Codes SEPP	Walls equal to or greater than 3.5 m in height
Rear setback – 2.4m	Walls less than 3.5 m in height
Rear setback – 2.4m + 0.5m for each metre wall is over 3.5 m	Walls equal to or greater than 3.5 m in height
Projection into setbacks – 450mm	Projection is one of the following: fascias, gutters, downpipes, rainwater tanks, chimneys, flues, domestic fuel tanks, cooling or heating appliances, light fittings, electricity and gas meters, aerials, antennae, pergolas, sun blinds, unroofed terraces, landings, steps and certain ramps. (As per Cl. 3.7.1.7 of the National Building Code Vol. 2)

Zone R2 – Low Density Residential

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

Standard	Conditions
	unroofed terraces, landings, steps and certain ramps. (As per Cl. 3.7.1.7 of the National Building Code Vol. 2)

Alternative approaches and design suggestions

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

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

3.8 Open Space

Introduction and General Provisions

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

Aims

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

Performance Outcomes

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

Acceptable Solutions

- Landscaped areas are provided in accordance with **Table 3.3**.

Table 3.3 Landscaping

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

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

Alternative approaches and design suggestions

Landscaped areas for upper floor dwellings may be varied where the development complies with all other standards in this DCP and where the performance objectives of this chapter are achieved. For example this could include a common area of private open space available for the use of residents, or usable balconies (at least 10m² wide and 2.4m deep) that do not overlook adjoining secluded private open space, or affect the privacy of other dwellings.

3.9 Secluded private open space

Introduction and General Provisions

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

Aims

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

Performance Outcomes

Ground floor dwellings

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

Upper floor dwellings

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

Acceptable Solutions

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

Table 3.4 Secluded Private Open Space

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

Alternative approaches and design suggestions

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

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

3.10 Landscaping of Open Space Areas

Introduction and General Provisions

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

Aims

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

Performance Outcomes

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

Acceptable Solutions

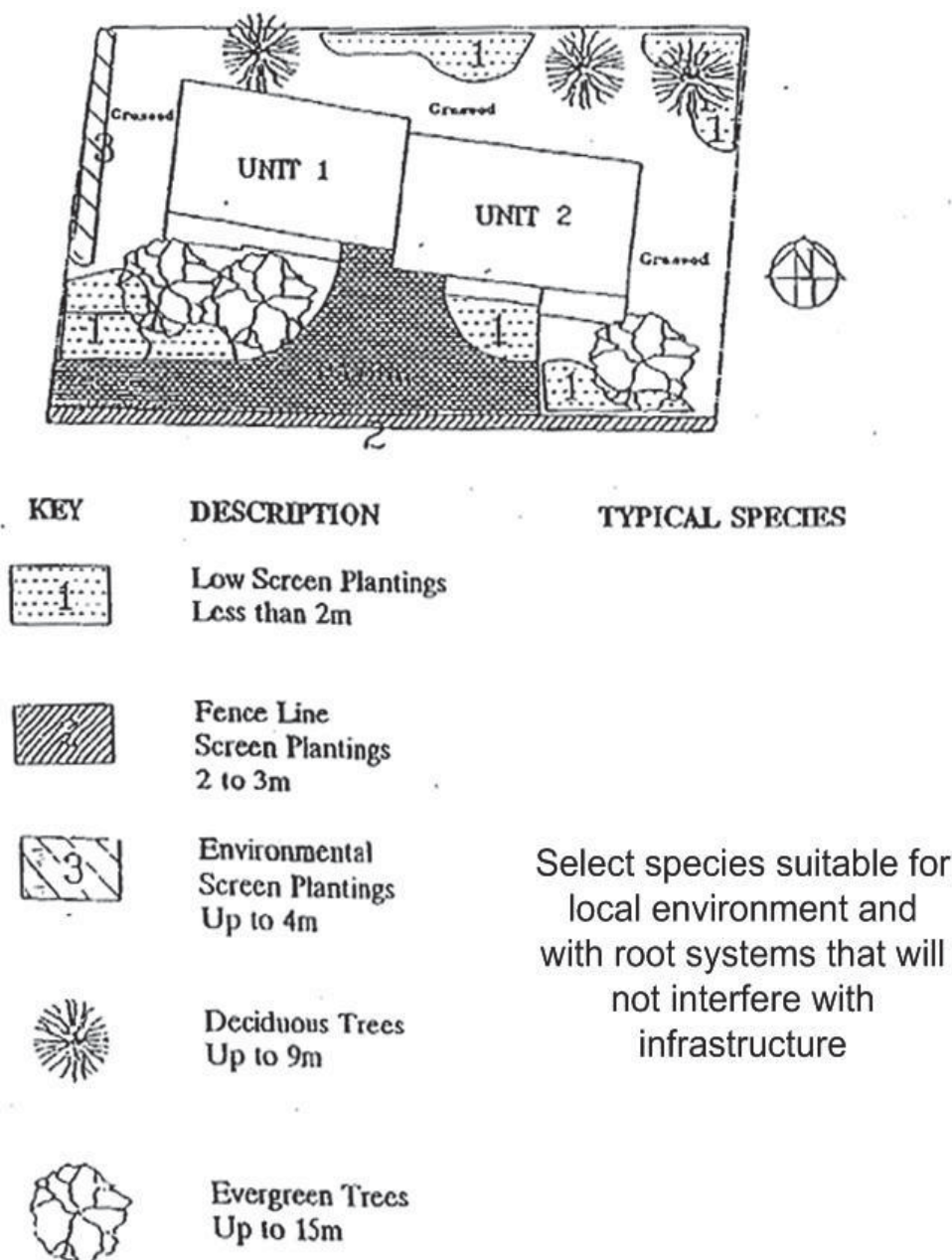
A landscape concept plan (similar to the example given in **Figure 3.1**) is provided with the development application. A mix of exotic and native vegetation may be used noting that:

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

Advisory Note

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

Figure 3.1 Example of Concept Landscaping Plan



Alternative approaches and design suggestions

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

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

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

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

3.11 Privacy

Introduction and General Principles

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

Aims

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

Performance Outcomes

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

Acceptable Solutions

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

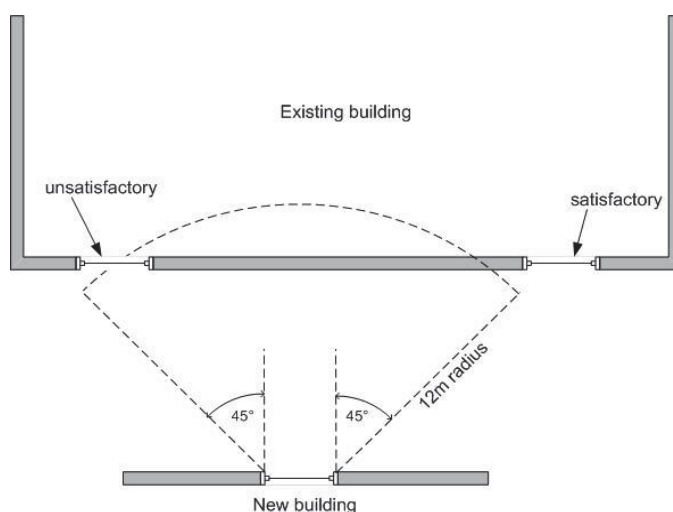


Figure 3.2 Avoid direct viewing of adjacent windows

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

Alternative Approaches and Design Suggestions

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

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

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

3.12 Fencing

Introduction and General Principles

Fencing of land provides the following benefits:

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

Aims

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

Performance Outcomes

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

Zone R1 – General Residential & Zone RU5 – Village

Acceptable Solutions

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

Alternative Approaches and Design Suggestions

Nil.

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

Acceptable Solutions

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

3.13 Solar Access

Introduction and General Principles

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

Aims

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

Performance Outcomes

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

Acceptable Solutions

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

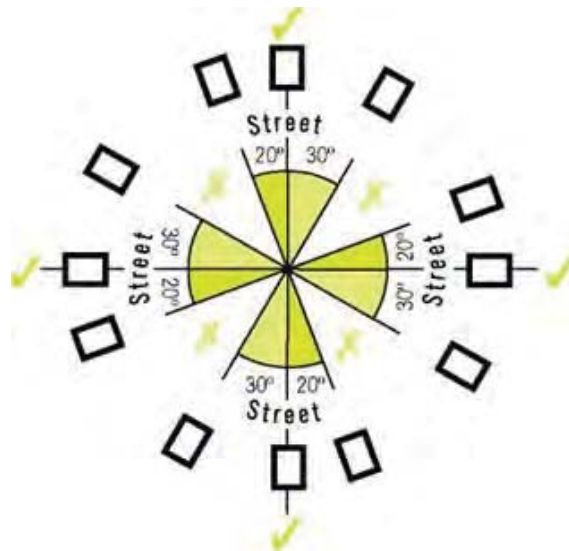
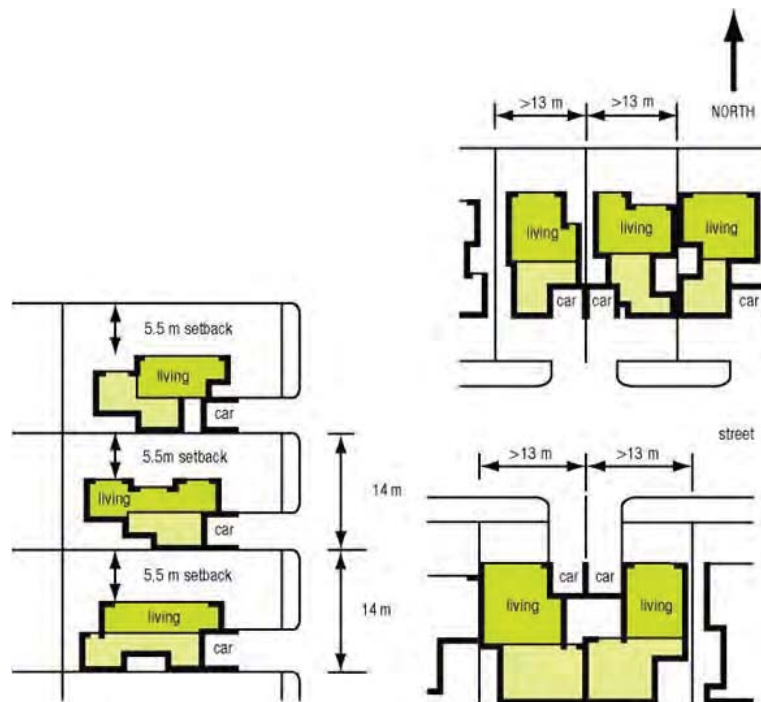
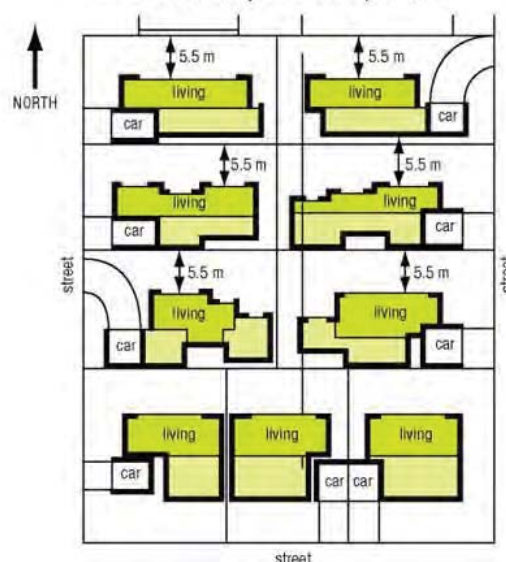


Figure 3.3 Acceptable range for solar orientation

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



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



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

Figure 3.4 Placement on lots for best solar access

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

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

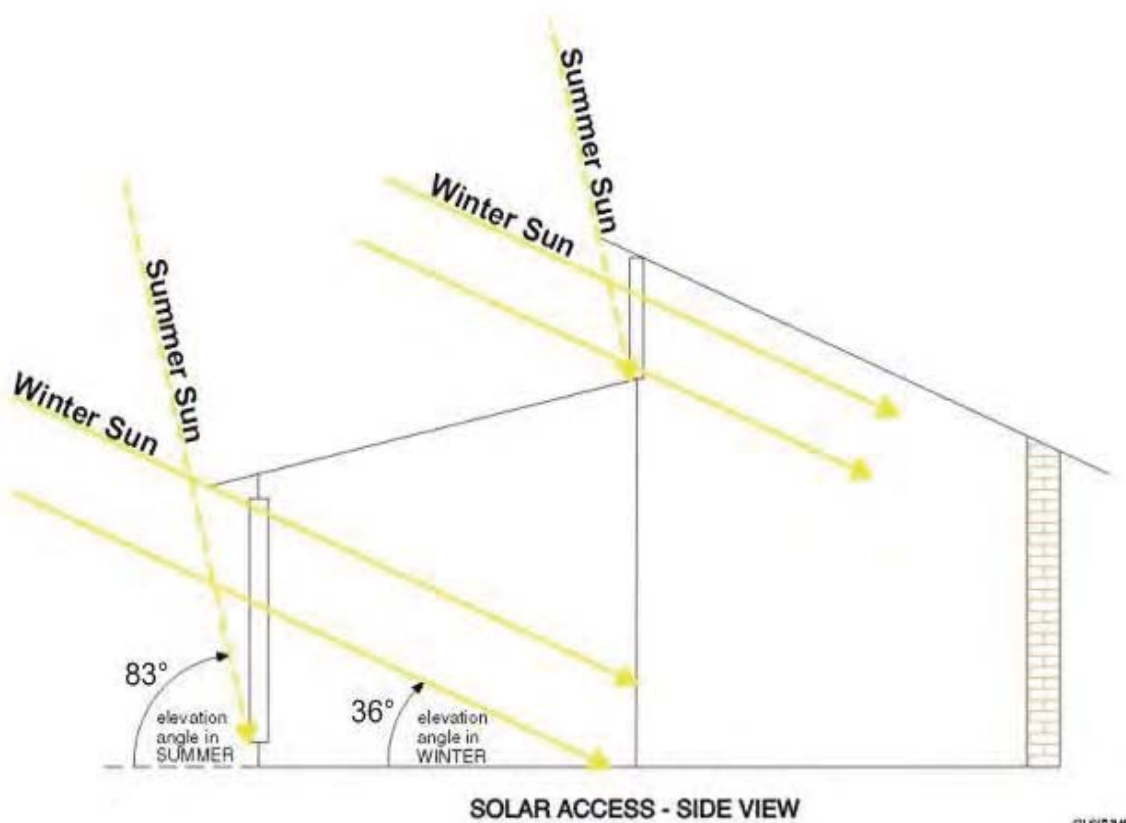


Figure 3.5 Windows and Eaves

(source http://www.bom.gov.au/climate/enviro/housedesign/solar_access.shtml)

Alternative Approaches and Design Suggestions

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

3.14 Dual Occupancy

Introduction and General Principles

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

Aims

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

Performance Outcomes

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

Acceptable Solutions

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

Alternative Approaches and Design Suggestions

Nil.

3.15 Secondary Dwellings

Introduction and General Principles

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

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

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

Secondary dwellings are permitted in the following zones:

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

Complying Development

If the proposed secondary dwelling meets the general and land based requirements of the Codes SEPP (refer Clauses 1.17A, 1.18(1) and (2) and Clauses 1.19(1),(3) and (6)) and complies with the development standards of the Affordable Housing SEPP (Schedule 1), then a Complying Development application may be lodged.

Secondary dwellings that do not meet the development standards of the Codes SEPP or the Affordable Rental Housing SEPP (AHSEPP) require a Development Application.

Aims

The aims of the AHSEPP are:

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

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

Objectives

Lot requirements

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

Site Coverage

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

Design

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

Private Open Space

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

Acceptable Solutions

- The site area of the land in which the principal and the secondary dwelling are located must be at least 450 m².
- Secondary dwellings must have only one bedroom.
- Secondary dwellings must be constructed to be adaptable for people with a disability. *(Adaptable housing is designed so that if and when accessible features are required the superstructure is in place to provide them without major work. It will suit future occupants with varying levels of disability. AS 4299 Adaptable Housing provides relevant construction standards.)*
- A lot on which a secondary dwelling is erected must have lawful access to a public road.
- The lot on which a secondary dwelling is located cannot be subdivided.
- A secondary dwelling cannot be located on a single lot of land that is twice the size (200%) of the minimum lot size for that land. The ULEP 2011 specifies the minimum lot size for land.
- The floor area of a secondary dwelling must not be greater than 60 m² or 30% of the total floor area of the principal dwelling.

- The maximum site coverage of the principal dwelling, secondary dwelling and driveways and the like, on a lot must be less than:
 - 50% for lots of at least 450 m² and not more than 900 m² in area;
 - 40% for lots of at least 900 m² and not more than 1,500 m² in area; or
 - 30% for lots more than 1,500m² in area.
- Secondary dwellings must meet the requirements of the National Building Code.
- Secondary dwellings must meet the requirements of SEPP (BASIX) 2004.
- Secondary dwellings attached to or within the principal dwelling must include at least one direct external access.
- External building materials, finishes and colours on the secondary dwelling must complement and be consistent with the principal dwelling.
- Secondary dwellings must have separate private open space (POS), preferably north facing, that is directly accessible from the living area. The minimum area for POS is 24 m² with a minimum dimension of 4 m and is not steeper than a 1:50 gradient.
- Details of garbage bin storage areas must be provided with the Development Application.

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

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

- **site area** if:
 - the secondary dwelling is located within, or is attached to, the principal dwelling, or
 - the site area is at least 450 m²; and
- **parking**; if no additional parking is to be provided on the site.

3.16 Multi Dwelling Housing

Introduction and General Principles

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

Aims

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

Performance Outcomes

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

Acceptable Solutions

- May be attached or detached;
- Must comply with all other requirements for dwellings within this Chapter of the DCP;
- Must be connected to a reticulated water supply and Council's sewerage system;

- Car parking facilities shall be provided behind the front building line for the allotment at a minimum rate of 1 space per dwelling, and served by a driveway having a minimum width of 3 metres. Also refer to Chapter 6 Access and Parking. Other specific engineering requirements may also apply (including the provision of parking for visitors);
- A minimum of 30% of the total site shall be landscaped area;
- In areas where kerb and gutter is proposed in the future, applicants will be required to provide concrete kerb and gutter to Council's specifications for the full frontage of the lot;
- The development shall blend and enhance the streetscape of the area;
- Multi dwelling housing development may not be located on 'battle-axe' allotments;
- The development must comply with the National Building Code, EP&A Act and the Uralla LEP;

Alternative Approaches and Design Suggestions

Nil.

4. RURAL DEVELOPMENT

4.2 About this Chapter

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

4.3 Where this Chapter applies

This Chapter applies to land zoned in the Uralla LEP as

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

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

4.4 Biodiversity

Aims

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

Performance outcomes

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

Acceptable solutions

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

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

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

Alternative approaches and design suggestions

None specified.

4.5 Bushfire Management

Aims

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

Performance outcomes

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

Acceptable solutions

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

Alternative approaches and design suggestions

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

4.6 Access to Rural Properties - General

Performance outcomes

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

Acceptable solutions

- Access to rural properties is from a dedicated public road; and
- An access point is constructed at the time of creation of an allotment with such access consisting of a gate recessed 20m from the property boundary, together with a table drain crossing in accordance with Council's engineering standards.

Alternative approaches and design suggestions

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

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

Table 4.1 Rights of Carriageway

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

4.7 Access to Rural Properties – Land subdivided for agricultural purposes

General

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

Performance Outcomes

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

Acceptable Solutions

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

4.8 Rural Dwellings

General

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

Note regarding permissibility

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

Note regarding consultation

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

Basic information to be provided – all applications

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

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

Additional information

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

- Submission of a BASIX assessment.

Performance Outcomes

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

Acceptable Solutions

- For RU1 and RU2 zones: The dwelling may not be within 50m of any boundary of the holding. Where possible, ancillary structures such as sheds must be located so as to preserve the amenity of neighbouring properties, and are not to be within 25m of any boundary. In some circumstances these development standards may be varied due to the environmental or physical constraints of the site (such as when the lot size is well below the minimum lot size of the zone). If relaxation of this development standard is proposed, neighbour notification is required;
- For R5, E3 and E4 zones: The dwelling may not be within 25m of any boundary of the holding. Where possible, ancillary structures such as sheds must be located so as to preserve the amenity of neighbouring properties, and are not to be within 15m of any boundary. . In some circumstances these development standards may be varied due to the environmental or physical constraints of the site (such as when the lot size is well below the minimum lot size of the zone). If relaxation of this development standard is proposed, neighbour notification is required;
- The dwelling complies with the bushfire standards indicated elsewhere in this DCP;
- The dwelling complies with the flood provisions of this DCP;
- Access to the dwelling from the public road network complies with the provisions of this DCP relating to access to rural properties;
- The dwelling is located so that effluent disposal can be managed in accordance with Council's On-Site Waste Water Management Strategy (Note: This is to ensure that on-site disposal of waste water – e.g. septic – is not located where there is a risk of contamination of waterways);
- The dwelling is not located adjacent to or within close proximity of:
 - Old sheep and cattle yard sites,
 - Old livestock dip sites,
 - Orchard areas,
 - Disused mining areas;
- The dwelling is not located adjacent to or within close proximity of an approved feedlot or other similar operation.

Alternative approaches and design suggestions

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

Dual occupancies in Rural Areas

Additional considerations for dual occupancies:

- *Attached* and *detached* dual occupancies are permitted in the RU1, RU2, R5 and E4 zones;
- Dual occupancies are *not* permitted in the E3 zone;
- No additional vehicular access point to the property is permitted;
- Consolidation of separate land parcels so that the primary dwelling and the detached dual occupancy dwelling are located within a single lot.

- A Site Plan is to be submitted to Council clearly show the location of proposed dual occupancy dwellings and the proximity of proposed dwellings to nearby land uses and buildings, including neighbouring dwellings.
- Provision is made on-site for all weather driveway and parking spaces to serve both dwellings;
- The development is adequately landscaped to protect the scenic amenity of the area;
- Any extensions to an original dwelling (to permit dual occupancy) shall have a design relationship with the existing dwelling house;
- Building materials and colours shall blend with any existing buildings and the natural features of the area and landscape;
- Details of water supply including source of supply, and, where that is from a tank, details of calculations so as to ensure that water supply will be adequate to serve both dwellings. Water supply and storage information also needs to address Planning for Bushfire Protection 2006;
- The proposed treatment of waste water must be in accordance with Council's On-Site Waste Water Management Strategy;
- The development must comply with the provisions of the National Building Code.

5. DEVELOPMENT IN COMMERCIAL AND INDUSTRIAL AREAS

5.2 About this Chapter

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

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

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

5.3 Where this Chapter applies

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

5.4 General Advice to Applicants

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

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

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

- **Building alterations (internal)** – internal building alterations for all uses (excluding residential accommodation, heavy industry, sex services or restricted premises) including uses such as clubs, hotels, service stations, schools, private hospitals, doctor's offices, medical centres amongst others.
- **Change of use of premises** – change of use of a premises including landscape materials supplies, hardware and building supplies, vehicles sales or hire premises, garden centres, timber yards, packaging industry, medical centre, amusement centre, function centres etc. These uses can only be changed to uses of a similar type which are set out in tables in the SEPP.
- **First use of premises** – approval of a first use and first fitout of a building or tenancy within an approved building will be allowed as complying development. For example, a new commercial office building approved under a development application (DA) may seek to use a part of the building for offices or retail tenancies, as complying development.
- Installation of **mechanical ventilation systems, shop fronts and awnings, skylights and roof windows**.
- Installation of **projecting wall signs, free standing pylon and directory board signs**.
- **Ancillary development** including earthworks and retaining walls, driveways, hardstands, paving, fences and garbage bin enclosures and sheds.

- **Industrial Buildings** – new buildings up to 20,000m² or additions to buildings up to 5,000m². Development that requires clearing of more than 1,000m² of native vegetation cannot be complying development under the code.
- **Commercial buildings** – additions to the rear of existing commercial premises up to 50% of the existing floor area, but not more than 1,000m² for retail and 2,500m² for commercial offices and businesses.

5.5 Aims and Objectives

This chapter is intended to achieve the following:

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

5.6 Performance Outcomes

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

5.7 Acceptable Solutions

Change of Use

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

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

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

Provision of Services

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

Access for Persons with Disabilities

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

Height

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

Access and car parking

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

On-site facilities

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

Development on land adjoining land zoned R1 General Residential

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

- Noise associated with the amount of traffic generated by the development;
- The type of traffic generated by the development (cars, delivery vehicles etc);
- Location of car parking and loading/unloading areas;
- Hours of operation;
- Headlight glare from vehicles within the site;
- Odour;
- Nuisance caused by illumination of the development for advertising and/or security reasons; and
- Visual impact associated with the setback of the development from the common property boundary and the design and scale of the development.

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

Energy efficiency

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

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

5.8 Zone B2 – Specific Considerations

B2 Local Centre

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

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

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

Heritage Considerations

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

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

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

Building lines and setbacks

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

Front Building line

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

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

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

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

Side and rear setbacks

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

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

5.9 Zone B4 – Specific Considerations

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

- To provide a mixture of compatible land uses;

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

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

Building lines and setbacks

Front setbacks

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

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

Side and rear setbacks

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

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

5.10 Zone B6 – Specific Considerations

B6 Enterprise Corridor. This zone is located along the New England Highway to the south of East Street. The objectives of the zone are:

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

Building lines and setbacks

All street frontages in the zone

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

Side and rear setbacks

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

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

Development in Gateway Areas

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

5.11 Zone IN1 – Specific Considerations

The objectives of this zone are:

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

Building lines and setbacks

All street frontages in the zone

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

Side and rear setbacks

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

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

5.12 Zone IN2 – Specific Considerations

The objectives of this zone are:

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

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

Building lines and setbacks

All street frontages in the zone

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

Side and rear setbacks

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

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

6. ACCESS AND PARKING

6.2 About this Chapter

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

6.3 Where this Chapter applies

This Chapter applies to all zones under the Uralla LEP.

6.4 Aims and Objectives

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

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

6.5 Access and Traffic Generation

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

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

- The rate of traffic generation associated with the proposed development;
- The impact(s) the traffic generated by the development will have on traffic efficiency, amenity, safety, and road pavement life;
- The cost impacts of traffic generated by the development and how those costs are to be met; and

In addition, consideration must be given as to whether the development constitutes 'traffic generating development' (as per Schedule 3 of the State Environmental Planning Policy (Infrastructure) 2007), and thus whether it must be referred to the Roads and Traffic Authority for comment.

6.6 Parking Requirements

General

- The provisions of this chapter will be applied to new development. The provisions of this chapter will also be applied to the extension of an existing building or works as if it were an independent development;
- Off-street car parking provision now provided to existing developments shall be retained. Additional parking spaces required for any new development or redevelopment shall comply with the provisions of this chapter;
- In the case of a change in the use of an existing building, Council will apply the provisions of this DCP if it considers that the proposed new use will produce a substantially different parking requirement than those attributable to the existing use;
- The total number of on-site parking spaces provided in association with new development shall be in accordance with the recommended ratios set out in this Chapter as appropriate, subject to any qualifications or exceptions which may be applicable in the circumstances of the case. In this regard parking proposals that provide less parking than required by this Chapter shall be supported by a parking study. *(Note the specific definition of Gross Leasable Floor Area in the notes to the Standard of Provision Table below.); and*
- In the event of a conflict between this chapter and an Australian Standard, the Australian Standard (AS 2890) shall prevail.

6.7 Provision of Parking Spaces

Aims

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

Performance Outcomes

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

Acceptable Solutions

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

- Table 6.3 for any particular type or category of development;
- Car parking is provided on the site of the development;
- The layout and dimensions of car parking areas is in accordance with the design standards and principles as set out in Appendix B;
- Provision of car parks for people with disabilities shall be in accordance with AS 2890.6 (2009);
- All required car parking areas, driveways, turning areas and loading areas are paved in either a bitumen seal coat, asphaltic or bituminous concrete, cement concrete, concrete paving blocks, or brick paving blocks. *Note: The standard of paving required will be dependent upon the type of development proposed, with regard to traffic loadings including turning movements of heavy vehicles;*

- In villages and rural areas paving to driveways, turning areas, loading areas and car parking areas shall be all-weather. *Note: surface materials to be at the discretion of Council's Director of Infrastructure & Regulations;*
- All parking spaces shall be suitably marked by lines, or indicated by other approved means; and
- Free and uninterrupted access to car parking areas shall be maintained at all times.

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

Alternative approaches and design suggestions

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

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

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

Table 6.1 Car Park Provision - Acceptable Solutions

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

Land and building use	Rate of Provision
All educational establishments	Council will require the provision of on-site set-down and pick-up areas for buses and cars taking students to or from the school or colleges. Specific requirements depending on the educational use must also be met. Consultation with Council is strongly suggested as part of the site design process.
Boarding houses, hostels, unlicensed hotels, guests houses and similar uses	1 space per 3 guest rooms, plus 1 space for a manager, plus 1 space per 3 employees or part thereof.
Bowling clubs	30 spaces per green.
Brothels	2 spaces per room used for prostitution plus one 1 space for each employee.
Catering and reception premises	1 space per 3 guests.
Detached dwellings (single units)	2 spaces (stack parking permitted) per dwelling.

Land and building use	Rate of Provision
Dual occupancy/duplex residential buildings ie, a building containing two but no more than two flats such as duplex, maisonettes or semi-detached dwellings.	One or two bedroom* unit: 1 on-site car parking space per unit. Three bedroom unit: 2 on-site car parking spaces per unit.
Home for aged persons	1 space per 5 units plus 1 space for resident manager or as per requirements under SEPP (Housing for People with a Disability), whichever is the lesser.
Hospitals, nursing homes and similar institutions	1 space per 3 beds, plus 1 space for each resident or staff doctor, plus 1 space for each three employees or part thereof.
Industrial warehouses	1 space per 100 square metres.
Industries (other than motor vehicle repair workshops)	1 space per 2 staff employed, or 1 space per 100 square metres of gross leasable floor area (whichever is the greater).
Licensed hotels, clubs and restaurants	1 space per guest room or unit, plus 1 space for manager, plus 1 space per 7.5 square metres of bar, lounge, restaurant service areas.
Motels	1 space per unit, plus 1 space for manager, plus 1 space per 7.5 square metres of bar, lounge, restaurant service areas.
Motor vehicle repair workshops (includes panel beating and spray painting workshops, general repair or servicing of motor cars and light commercial vehicles and trucks)	1 space per 60 square metres of gross leasable floor area.
Motor vehicle showrooms and display areas	1 space per 100 square metres of gross leasable floor area of the building plus 1 space per 320 square metres of open display area – <i>Note: this assumes one space is required per 16 cars displayed. One car display – equals 20 square metres.</i>
Offices, including banks, professional offices and other similar uses	1 space per 50 square metres of gross leasable floor area.
Places of worship, mortuary, chapels, church halls and similar uses	1 space per 5 seats, or, if no seats, 1 space per 10 square metres of gross leasable floor area likely to be used for seating.

Land and building use	Rate of Provision
Pre-school, infants and primary schools	1 space per staff employed.
Residential flat buildings i.e. more than two dwellings	One bedroom unit: 1 space per unit Two bedroom unit: 1.2 space per unit Three bedroom unit: 1.5 spaces per unit; Visitors parking: 1 space for every 3 units or part thereof.
Restaurants, refreshments rooms and cafes (where no liquor license is required)	1 space per 10 square metres of service area.
Secondary schools	1 space per staff employed, plus 1 space per 10 senior students (Years 11 and 12).
Service stations	3 spaces for service station use, with additional spaces to be provided for other on-site uses in accordance with Table 3.1.
Shops, (not including supermarkets), department stores and the like.	1 space per 35 square metres of gross leasable floor area.
Sports stadium	1 space per 10 seats.
Squash courts, tennis courts and bowling alleys	3 spaces per court or alley.
Supermarkets	1 space per 20 square metres of gross leasable floor area.
Tertiary schools and colleges	1 space per staff employed, plus 1 space per 5 students, plus 1 space per live-in student where residential accommodation is provided.
Theatres, concert halls, cinemas and similar uses	1 space per 10 seats.

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

Explanatory Notes

1. In this Chapter Gross Leasable Floor Area means the overall usable area of the building excluding amenities, stairways, lift wells and plant rooms.
2. Ancillary or incidental uses will be assessed as part of the main user of the building i.e. the office of a supermarket will be included in the area of the supermarket and will not be treated as a separate office use.

3. *A use comprising a combination of two or more uses such as combined motor sales and repairs will be assessed as if the two uses existed independently and the required on-site parking provisions will be the aggregation of the independently derived requirements.*
4. *For the purpose of*
5. *Table 6.1, "bedroom" is taken to be any room which would be available for use as a bedroom without structural alteration to the dwelling.*
6. *The parking provision for restaurants and function rooms may be reduced where it is demonstrated that the time of peak demand for parking associated with each facility does not coincide or where common usage reduces total demand. Each case will be considered on its individual merits.*
7. *If the calculation of required car spaces results in a non-integer value such as 3.6, then this should be rounded up or down according to the following rule:*
 - a. *Partial values less than 0.5 can be rounded down (e.g. 2.4 can be rounded down to 2)*
 - b. *Partial values of 0.5 or more should be rounded up (e.g. 2.5 and 2.7 would both be rounded up to 3)*

7. COMMERCIAL USE OF PUBLIC FOOTWAYS

7.2 About this Chapter

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

7.3 Where this Chapter applies

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

7.4 General Advice to Applicants for Commercial Use of Public Footways

Aims

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

Objectives

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

Gaining Approval

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

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

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

Lease Agreement

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

Public Liability Insurance

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

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

Hours of Operation

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

7.5 Footpath Clearance and Building Access

Introduction and General Provisions:

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

Aims

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

Gaining Approval

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

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

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

Performance outcomes

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

Acceptable solutions

- Except for blisters (see **Figure 7.3**), commercial uses of footpaths must be located outside the associated premises. In this regard commercial uses of footpaths shall be set back 1 metre from the associated premise's projected side boundaries and 600mm from the kerb;
- A clear pedestrian pathway of at least 2 metres wide must be maintained along the footpath. This clear pathway must be kept clear of obstacles (including sandwich boards) at all times;
- Doorways and crossovers must be maintained clear at all times for a width at least equal to that of the doorway or crossover;
- Outdoor furniture/stands/umbrellas must be stable with no sharp corners, edges or projections;
- Outdoor furniture/stands/umbrellas must not be fixed to the pavement but care must be taken to ensure stability in windy conditions;
- In the Uralla Heritage Conservation Area, outdoor furniture comprising seats and table shall be constructed as per the standard design already in use including the forged end pieces marked 'Uralla 2002'; and
- Freestanding umbrellas may be used in areas without shade only and they must not overhang any pedestrian corridor and must have a minimum clearance of 2.1 metres.

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

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

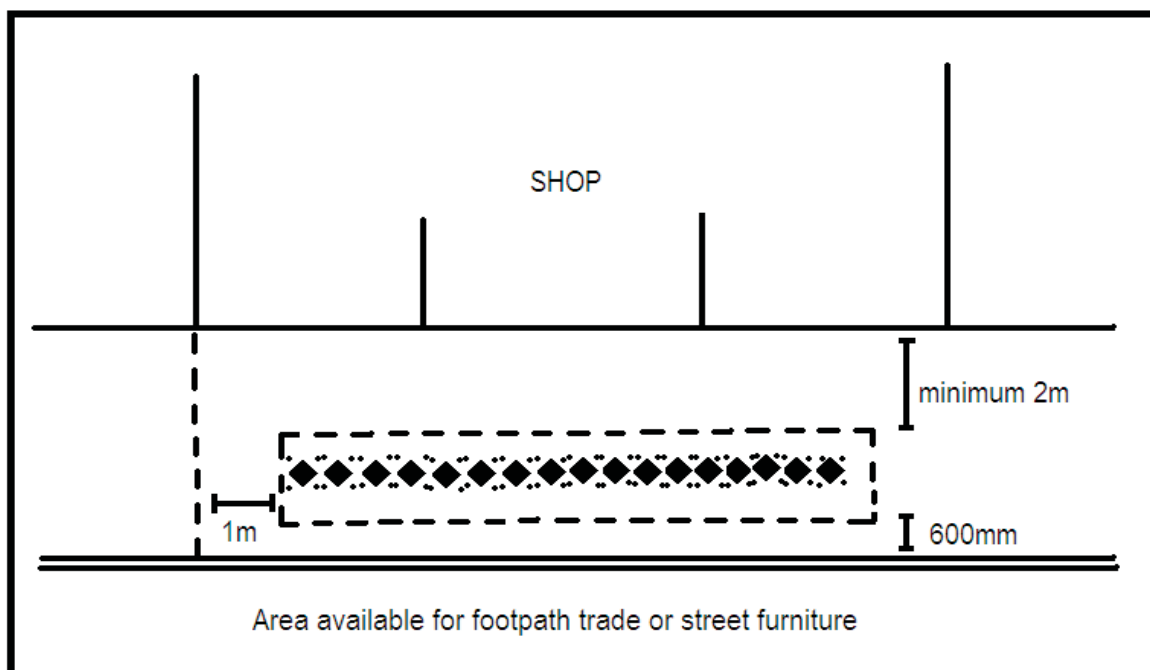


Figure 7.1 Footpath lease area adjacent to the kerb

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

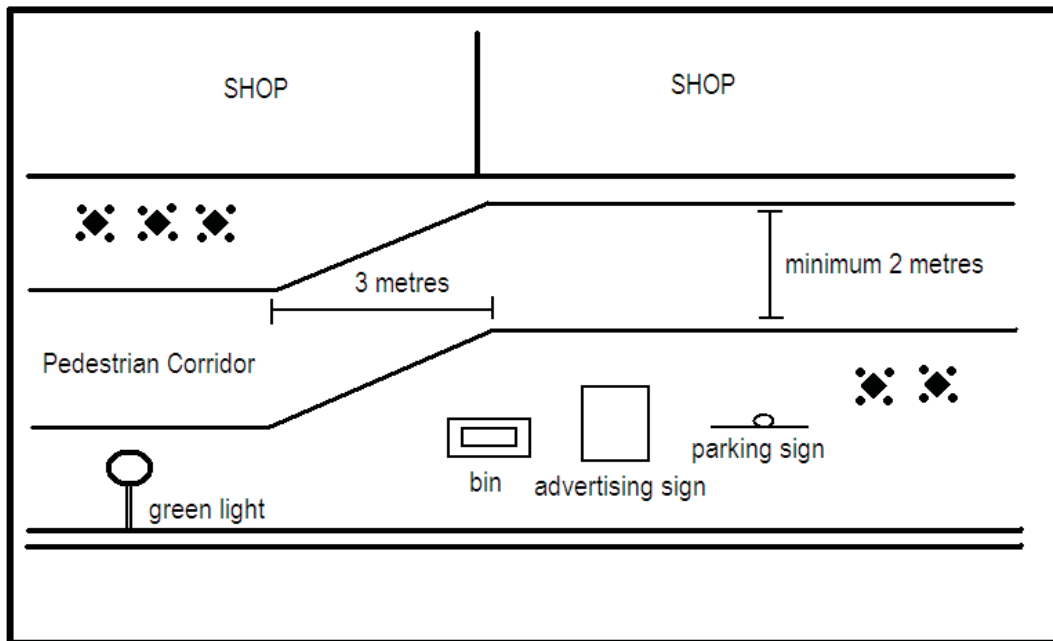


Figure 7.2 Alternative footpath lease area arrangements

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

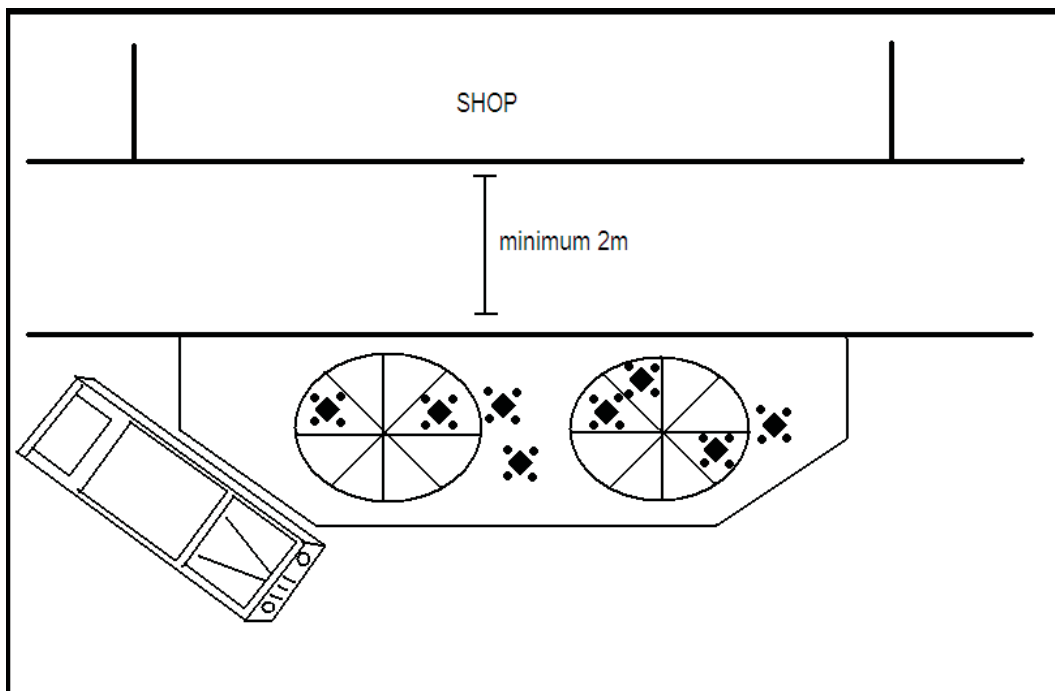


Figure 7.3 Blister dining or displays

7.6 Operation of Outdoor Dining Areas

Aims

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

Performance Outcomes

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

Acceptable Solutions

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

Alternative approaches and design suggestions

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

7.7 Merchandise Displays on Public Footpath Areas

Aims

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

Gaining Approval

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

Performance Outcomes

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

7.8 Sandwich Boards

Aims

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

Gaining Approval

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

Performance Outcomes

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

8. SIGNAGE AND OUTDOOR ADVERTISING

8.2 About this Chapter

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

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

8.3 Where this Chapter Applies

This Chapter applies to all zones under the Uralla LEP.

8.4 Aims and Objectives

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

8.5 Performance Outcomes

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

8.6 General advice to Applicants for Development

Development applications

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

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

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

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

Maintenance

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

Signs that are not acceptable

The following types of signs are not considered acceptable:

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

Illegal signs

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

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

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

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

8.7 Acceptable Solutions

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

Signs in Heritage Areas or on or near Heritage Buildings

The only permissible signs for heritage areas are the following:

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

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

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

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

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

Street seat and bus shelter advertising

- A seat and bus shelter including advertising sign when located within the road reserve (on footpath) must not obstruct pedestrian or vehicular traffic unnecessarily;
- The area of any sign will not exceed 1.4m²;
- The advertisement will apply to local business houses only;
- Council will control the location and wording of each sign; and
- The sign is to be of heritage colours and lettering in the Uralla Commercial Precinct Heritage Conservation Area.

Sandwich boards

See Chapter 7 Commercial Use of Public Footways.

Tourist information/directional signs

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

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

Signs in Residential Zones (R1, R2 & R5)

The only permissible signs for residential zones are the following:

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

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

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

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

Area and height of signs

- No signage or advertising structures will have a surface area greater than 10m² except where such signs are replacement signs. In this case, if the sign is larger than that allowed and was erected prior to the introduction of this policy, Council may approve it provided that the new sign is not larger than the sign it replaces;
- The height of any free-standing sign will not exceed 8m from the ground except where it replaces an existing sign, in which case Council may approve such sign provided that it does not exceed the height of the original sign;
- The height of signs erected on roof lines shall not exceed 1m between the roof line and the bottom of the advertising sign; and
- All advertising signs approved by Council are to comply with State and regional electricity regulations in respect to safety distances from electrical power lines and installations.

Location

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

Number of signs

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

Signs in Rural Zones (RU1 and RU2)

The only permissible signs for rural zones are the following:

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

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

Location

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

Controls for signs greater than 20m² in area.

Clauses 17, 18 and 19 of SEPP 64 contain specific provisions for signs with an area in excess of 20m². Applications for such signage will need to comply with these provisions.

Table 8.1 Signage

SIGN TYPE	DEFINITION	REQUIREMENTS
Advertising Panel	Any advertising structure, other than those described below, which is unilluminated, including a hoarding or bulletin board	<ol style="list-style-type: none"> 1. not to extend laterally beyond the wall/boundary 2. projection above the top of the wall not to exceed 2.m
Awning Sign: under-awning	Sign attached to the underside of an awning (other than the fascia or return end)	<ol style="list-style-type: none"> 1. Shall not exceed 2.5 metres in length 2. Shall not exceed 0.5m in depth 3. Shall be erected horizontal to the ground at right angles to the building and no closer than 2.6 metres from the ground 3. Shall not project beyond the awning 4. Shall be securely fixed by metal support 5. Maximum of 1 sign per 6 metres of street frontage with a maximum of 2 signs per business. Signs shall be spaced at least 6 metres apart from other under-awning signs on the same or adjoining properties
Awning Sign: above-awning	Sign attached to the upper side of an awning (other than the fascia or return end)	<ol style="list-style-type: none"> 1. This form of sign is considered unacceptable in all areas.
Fascia Sign	Sign attached to the fascia or return of an awning	<ol style="list-style-type: none"> 1. Shall not project vertically or horizontally beyond the fascia or return end of the awning to which it is attached 2. Shall not extend more than 300mm from the fascia or return end of the awning
Floodlit Sign	Illuminated (as to any part of the advertising area) by an external light source and whether or not included in any other class of advertising structure	<ol style="list-style-type: none"> 1. Maximum size to be determined by signage type 2. Lighting medium must be at least 2.6 metres above the ground if the sign projects over a footpath 3. Lighting must not create glare to vehicles or pedestrians. 4. Lighting must be located to avoid light spill into residential properties

Flush Wall Sign	Attached to the wall of a building (other than the transom of a doorway or display window)	<ol style="list-style-type: none"> 1. Shall not project more than 300mm from the face of the wall 2. Shall not project beyond the corner of the building or above the parapet or eaves 3. Shall be located to complement the architecture of the building 4. Shall not cover any window or architectural projections 5. Shall not have an advertising area greater than 4.5m² 6. Where the sign projects more than 50mm from the face of the wall, the sign shall have a minimum clearance of 2.6 metres from ground level to the underside of the sign 7. Shall not be illuminated internally
Illuminated Sign	Illuminated (as to any part of the advertising area) by an internal source of artificial light and whether or not included in any other class of advertising structure	<ol style="list-style-type: none"> 1. Maximum size to be determined by signage type 2. Lighting must not create glare to vehicles or pedestrians. 3. Lighting must be located to avoid light spill into residential properties 4. Must not be a flashing sign
Moving Sign	Attached to a building and capable of movement by any source of power (whether or not included in any other class of advertising structure)	<ol style="list-style-type: none"> 1. This form of sign is considered unacceptable in all areas.
Painted Wall Sign	Painted on to a wall of a building	<ol style="list-style-type: none"> 1. Shall not have an advertising area greater than 4.5m².
Painted Blind Sign	A sign painted on a blind attached to the fascia or front underside of an awning	<ol style="list-style-type: none"> 1. Shall not have an advertising area greater than 2.0m² 2. The blind must run parallel with the street frontage
Projecting Wall Sign	Attached to the wall of a building (other than the transom of a doorway or display window) and projecting horizontally more than 300mm	<ol style="list-style-type: none"> 1. Will not generally be permitted unless they can be demonstrated to be of an architectural style which is particularly suited to that building and to the design of that and adjoining buildings 2. Shall not be located above the awning of a building 3. Shall be erected horizontal to the ground at right angles to the building and no closer than 2.6 metres from the ground 4. Shall have a maximum width of 1.2 metres 5. Shall have a maximum depth of 0.5 metres

		6. Shall not be within 0.6 metres of the vertical projection of the kerb 7. Maximum of 1 sign per 6 metres of street frontage with a maximum of 2 signs per business. Signs shall be spaced at least 6 metres apart from other under-awning signs on the same or adjoining properties
Roof Sign	Erected above the roof or parapet of a building	1. This form of sign is considered unacceptable in all areas.
Top Hammer Sign	Attached to the transom of a doorway or display window of a building	1. Shall not extend below the level of the head of the doorway or window it is attached to 2. Shall be located on the ground floor and shall not project above the ceiling level 3. Shall not be more than 3 m ² in area 4. Shall be painted or fixed flat to and not project more than 50mm from the surface of the wall 5. Shall not be internally illuminated

Reference

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

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

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

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

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

9. DEVELOPMENT AND HERITAGE CONSERVATION

9.2 About this Chapter

The intent of this chapter is to provide guidance about development within Heritage Conservation Areas or on Heritage Items. Heritage Conservation Areas and Heritage Items are listed in the Uralla LEP and their locations are recorded on the associated Heritage Maps. The Uralla LEP also states objectives for heritage conservation and explicitly addresses requirements for development in heritage areas or on heritage items.

This Chapter provides additional information about development and heritage conservation.

9.3 Where this Chapter applies

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

9.4 General Advice to Applicants for Development

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

Exempt Development

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

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

Complying Development

- Complying development cannot be carried out on an item listed on the State Heritage Register (SHR) or that is subject to an interim heritage order under the *Heritage Act 1977*; however
- Complying development may be carried out on such land if the development is located outside of the area of the item as defined on the SHR or if the work is subject to a specific exemption under s57 of the *Heritage Act 1977*;
- Where heritage items are clearly mapped and described, complying development can take place on parts of the lot that are not the heritage item. Additionally, development that is enabled by the Codes SEPP and also identified in specific exemptions under the *Heritage Act 1977* is enabled on heritage items;
- Complying development generally cannot take place on heritage items and draft heritage items locally listed on Schedule 5 of the LEP; but if the item is clearly mapped or described, the development can still take place on the land outside the mapped area;
- May be permissible within a Heritage Conservation Area, although not for development under the General Housing Code or the Rural Housing Code unless the development is for a (residential) detached outbuilding or a swimming pool; and
- Certain complying development types are permissible under the General Commercial and Industrial Code in the Codes SEPP (see chapter 5 Development in Commercial and Industrial Areas).

9.5 Performance Criteria

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

9.6 Acceptable Solutions – Uralla Town Centre

Aims and Objectives

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

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

Significant features

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

Material and external appearance

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

Streetscape

Colour schemes

Only buildings with high heritage significance should be painted in their original colour schemes. Otherwise a traditional colour scheme which fits in with the street as a whole should be considered, especially for that part of the building from the awning soffit upwards. For different styles and periods of building there are alternative colour schemes available. Refer to two books by Evans, Lucas and Stapleton on Colour Schemes for Old Australian Houses.

Parapets, awning soffits, and fascias that are continuous across more than one occupancy should be painted with the same colour(s) irrespective of the different signage.

Infill development

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

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



Verandahs and awnings

If a canopy is proposed or is to be altered to a building which originally had post supported verandahs or awnings it should aim to replicate the original style and details. Replacement of suspended awnings with original post supported awnings is encouraged. However, replacement of original suspended awnings with post supported verandahs is inappropriate.

New infill development and most new awnings may be built in the modern style of suspended steel. However, the dimensions and siting of the new awning should consider the pitch, height and depth of verandahs and awnings on neighbouring buildings.

Roofs

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

Contributory buildings (includes Heritage items)

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

Table 9.1 Heritage significance categories

Category	Description	Acceptable Solutions
Category 1: Heritage Items & Landmark Buildings	These buildings generally have a high degree of intactness and are significant both as an individual heritage item in their own right and for their high level of contribution to the character of the area. These buildings are often landmarks within the conservation area. The significance of these buildings should not be compromised.	Maintain heritage characteristics and all significant fabric and streetscape intactness. <i>Note: These buildings are listed in the Uralla LEP.</i>
Category 2: Significant Contribution	Buildings of form and character with a high degree of intactness which contribute significantly to the character of the area.	Maintain and where appropriate, restore heritage characteristics and streetscape intactness.
Category 3: Contribution Compromised	Buildings which contribute to the character of the area but whose significance has been reduced by loss of original materials/details (e.g. roofs, fences, verandahs and unsympathetic changes) or inappropriate decorative treatment.	Reconstruct original features/ remove unsympathetic additions.

Category	Description	Acceptable Solutions
Category 4: Complementary In-fill or Neutral Impact Buildings	In-fill buildings which complement heritage characteristics and streetscape qualities. Buildings whose impact on the heritage character of the area is neutral.	Ensure buildings and/ or the site continues to complement its surrounding development with no adverse impact on the heritage significance of the area. Maintain the neutral impact of such buildings and improve as and when appropriate, by reconstruction of original features or removal of unsympathetic additions.
Category 5: Adverse Impact	Buildings which have an adverse impact on the precinct because of their scale, design, assertiveness, materials, or because their original qualities have been altered, removed or destroyed	Encourage the ultimate replacement of the building with one less assertive, or ameliorate their adverse impact by more appropriate colour scheme, etc.

9.7 Acceptable Solutions – Bundarra Town Centre

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

9.8 Acceptable Solutions – Rocky River Gold Mining Precinct

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

9.9 Acceptable Solutions – Wollun Village Precinct

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

9.10 Alternative Solutions

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

Reference

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



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

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

10. DEVELOPMENT IN GATEWAY AREAS

10.2 About this Chapter

The southern approaches (gateways) to Uralla along the New England Highway and Thunderbolt's Way each have areas of industrial and/or commercial land. It is important that as these sites are developed, an aesthetically pleasing town entrance vista is maintained and where possible enhanced. This chapter provides guidance to help ensure that this is achieved.

10.3 Where this Chapter applies

This chapter applies to land zoned B6 Enterprise Corridor and IN2 Light Industrial adjoining the New England Highway and Thunderbolt's Way to the south of Uralla.

10.4 Aims and Objectives

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

10.5 Performance Outcomes

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

10.6 General Advice to Applicants for Development

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

10.7 Acceptable Solutions

Development within the southern gateway areas should contribute towards an attractive streetscape and a significant aspect of this is the provision of landscaped areas along site frontages. Given the diversity of developments permitted within the zones, landscaping is one of the few elements which can provide a unifying theme towards creating an established streetscape. A landscaping plan is to be submitted with any development application.

The landscaping requirements and guidelines for development are:

- The area between the front site boundary and the building line is to be landscaped;
- Car parking areas are permitted between the front site boundary and the building line but only if the car park is suitably screened from public view with landscaping;
- High fences or walls along site boundaries adjacent to public roads are not considered desirable. However, where they are required for noise attenuation or security purposes and the like, the fence or wall is to be set back at least 1 metre from the front boundary and the area between the fence or wall and the front boundary is to be landscaped to reduce its visual impact;
- Unutilised parts of the site should be landscaped;
- Existing trees should be retained where possible;
- Since landscaped areas are to be properly established and maintained, particular attention should be given to the types of landscaping materials (including plants, fencing and paving) to be used so as to achieve a durable and low maintenance landscaped area;

- Large car parking areas should use landscaping to break up the visual impact of the expanse of sealed surface and to provide shade; and
- Trees may be planted to shade buildings, especially deciduous trees planted to control north sun entry to windows.

11. FLOODPLAIN DEVELOPMENT AND MANAGEMENT

11.2 About this Chapter

The purpose of this Chapter is to supplement flood planning provisions of the Uralla LEP. Council's flood studies have been developed in accordance with the NSW Government's Floodplain Development Manual 2005 which provides recommended approaches to the various planning controls that ought to be applied to land within a Flood Planning Area.

Flood studies have been completed for the Bundarra Village and land adjacent to the Rocky and Uralla Creek within the Uralla town area. The remainder of flood susceptible land adjacent to waterways within the LGA have not been studied and are subject to the standard provisions of Clause 6.2(3) of the LEP.

The manual categorises floodplain risk into three hydraulic classifications; "floodways", "flood storage" and "flood fringe", with each category broken down into "high hazard" and "low hazard" flood risk.

Under the standard clauses within the Uralla LEP, Council is required to apply planning controls to the following land:

- land that is shown as "Flood Planning Area" on the Flood Planning Map; and
- other land at or below the Flood Planning Level.

The LEP Flood Planning Map Sheet FLD_001A identifies the Flood Planning Area at Bundarra. Planning controls that apply to this area are indicated in the section in this chapter headed "Flood Planning Controls – Bundarra". Area specific flood planning controls for Uralla are provided in this chapter headed "Flood Planning Controls – Uralla".

Council is also required to apply planning controls to other land in the Shire even if it is not formally identified or mapped through a flood study. This applies to land near waterways within the Shire. Planning controls that apply to these areas are indicated in the section headed "Flood Planning Controls – Unmapped Areas".

11.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

11.4 Terms used in this Chapter

Technical terms used in this Chapter are defined below.

Annual exceedance

probability (AEP) the chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage.

Extreme flood

has been adopted as the design 1% AEP flood factored by three (3) for emergency management purposes.

Floodway areas:

those areas of the floodplain where a significant discharge of water occurs during floods. They are often aligned with naturally defined channels. Floodways are areas that, even if only partially blocked, would cause a significant redistribution of flood flow, or a significant increase in flood levels.



Flood storage areas: those parts of the floodplain that are important for the temporary storage of floodwaters during the passage of a flood. The extent and behaviour of flood storage areas may change with flood severity, and loss of flood storage can increase the severity of flood impacts by reducing natural flood attenuation. Hence, it is necessary to investigate a range of flood sizes before defining flood storage areas.

Flood fringe areas the remaining area of flood liable land after floodway and flood storage areas have been defined.

Flood planning level the level of a 1% AEP flood event plus 0.5 metres freeboard.

Flood Planning Map 1. Uralla Local Environment Plan 2012 Flood Planning Map;
2. Figure 11.2 Flood Planning Area at Uralla.

11.5 Relationship to Other Planning Instruments

This Chapter has been prepared to be consistent with the aims, objectives and provisions of all relevant State Environmental Planning Policies (SEPP's), the Uralla LEP and the NSW Floodplain Development Manual.

Minor development may be carried out in accordance with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP). Clauses 3A.38 and 3.36C *Development standards for flood control lots* of the Codes SEPP provides controls for complying development carried out in a flood storage area, a floodway and high hazard area.

11.6 General Advice to Applicants

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

11.7 Aims and Objectives

- To provide detailed controls for the assessment of applications lodged in accordance with the EP&A Act for development on flood liable land;
- To facilitate appropriate development for flood liable land;
- To ensure consistency when dealing with applications relating to flood liable land;
- To manage the risk to life, property and minimise the cost to the community as a result of flood events;
- To permit minor extensions to existing development at floor levels consistent with that existing development, where appropriate;
- To provide guidelines for determination of merit of proposed development on flood liable land; and
- To inform the community of Council's policies for the use and development of flood liable land.

11.8 Performance Outcomes:

- Development is consistent with the principles of the NSW Floodplain Development Manual and the Uralla LEP;
- Development does not materially increase the risk to life; and
- New development occurs at or above the relevant flood planning level for area.

11.9 Acceptable Solutions:

Flood Planning Controls – Bundarra

Flood planning controls are based upon a flood plain management study completed in 1982 by consultants Cameron McNamara. In this study, the consultants identified two distinct flood control areas within the flood planning area at Bundarra – Area A which can be characterised as a *floodway*, and Area B which can be characterised as a *flood storage area*.²

The Flood Planning Area is as mapped in Flood Planning Map Sheet FLD_001A in the LEP, and reflects a level at the Bundarra gauge of 13.2m plus a freeboard of 0.5m (AHD 653.54). This height (AHD 653.54) is the *Flood Planning Level* for Bundarra.

Land in the floodway would be subject to relatively deep inundation and access problems in the 1% AEP flood event, and as such further development within this zone should be limited. The flood storage area can support further development provided that various precautions are implemented. The areas hatched in light blue in Figure 11.1 are the flood storage areas, while the rest of the flood planning area enclosed by the dark blue line is expected to behave as a floodway in a 1% AEP flood event.

Before determining an application for development on land within the Flood Planning Area in Bundarra, Council must take into account the general considerations applying to all applications as well as those additional matters which are relevant to the type of development that is proposed.

² While not formally identified as either 'floodway' or 'flood storage area' in the Cameron McNamara study, the areas can be reasonably characterized in this way given the general comments about flood behavior and flow provided in that study.

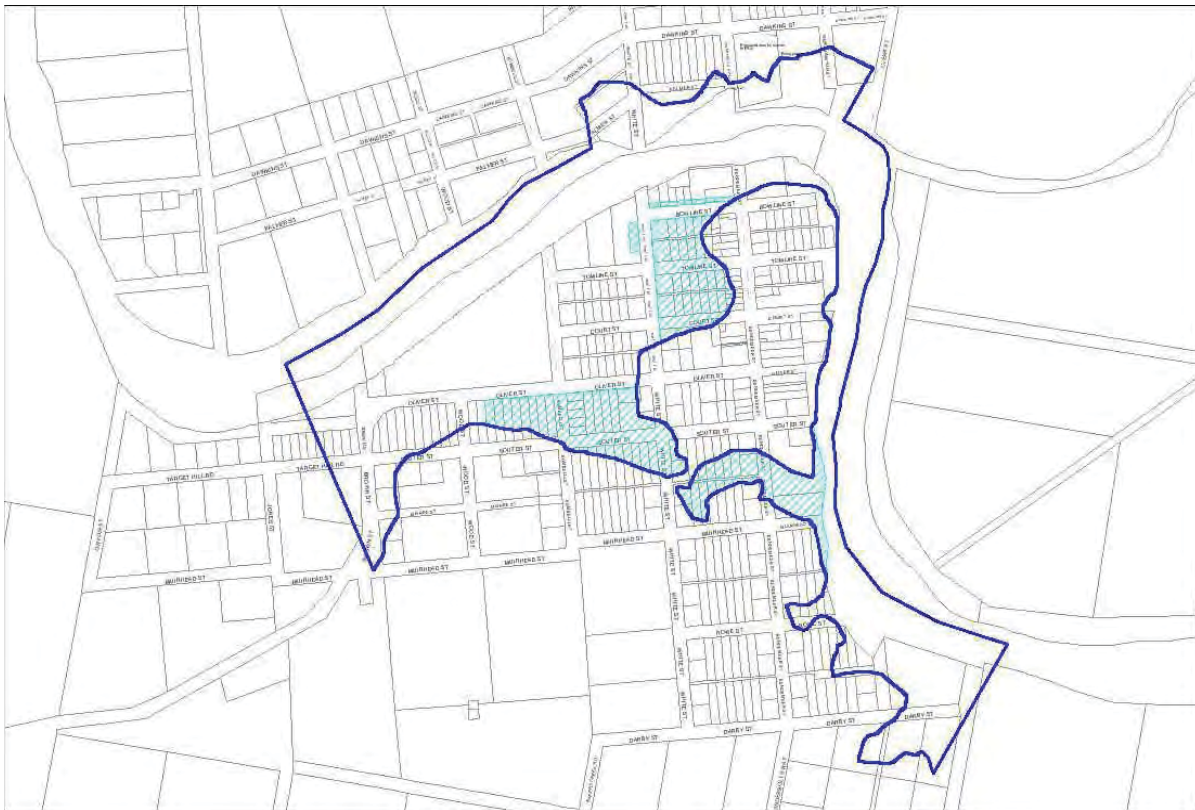


Figure 11.1 Flood Planning Area at Bundarra. Flood storage areas are hatched in light blue.
Unhatched area is floodway in a 1% AEP event.

Flood Planning Controls - Uralla

Flood planning controls are derived from the *Rocky and Uralla Creeks Flood Study* completed in June 2014 by Paterson Consultants Pty Ltd and are summarised as follows:

- There are virtually no areas that would be considered as “flood storage” as separate from “floodway”.
- “Flood fringe” can be defined as where flood depths are less than 0.3 metres. Plotting of the areas of “flood fringe” shows such areas are not more than 4 metres from the design 1% AEP flood extent.
- The flood extent of the design 1% AEP event should be defined as “floodway”.
- Distances between low and high hazard areas are very small, therefore, the flood extent of the design 1% AEP flood is defined as “High Hazard Floodway”.

Figure 11.2 identifies the design 1% AEP flood extents as “High Hazard Floodway” (shown dark blue) with the extent of the “Extreme Flood” for emergency management purposes (shown light blue). Flood planning levels for Uralla are found at Figure 18 of the *Rocky & Uralla Creeks Flood Study* available from Council or on the Council website at <http://www.uralla.nsw.gov.au>.

Before determining an application for development on land within the Flood Planning Area in Uralla, Council must take into account the matters listed in Flood Planning Clause 6.2(3) of the LEP.

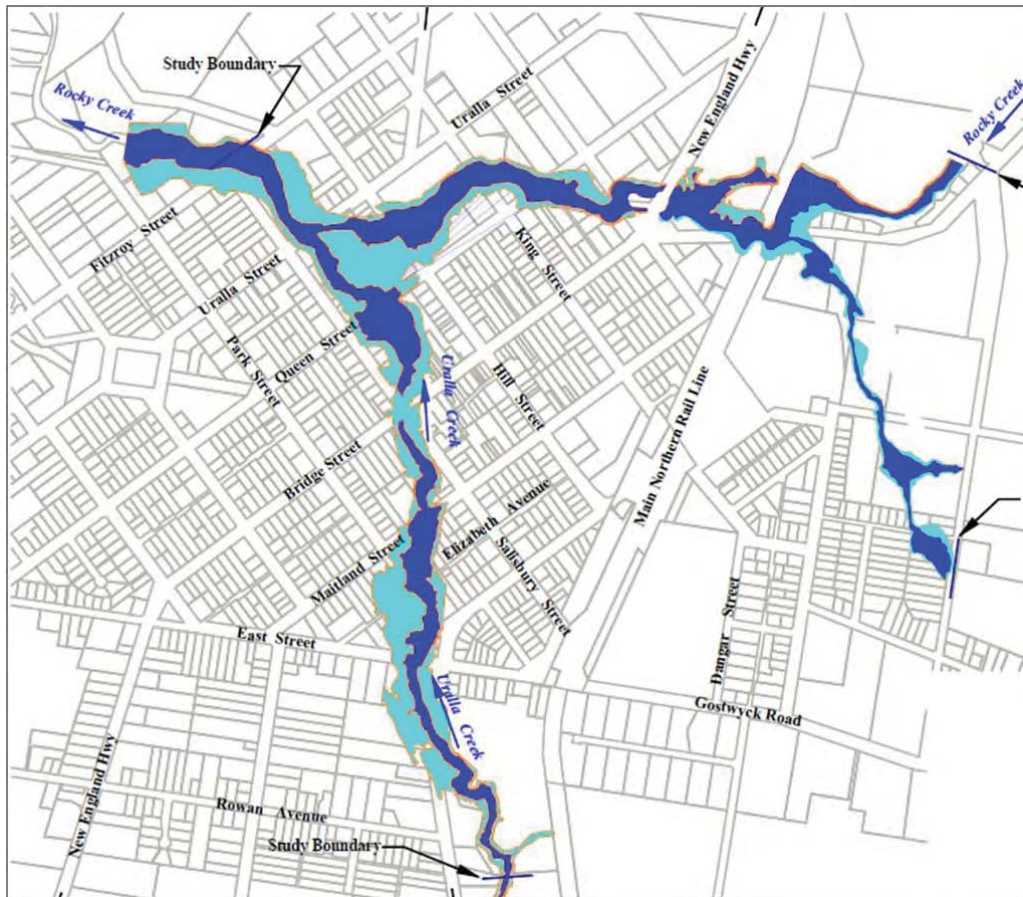


Figure 11.2 Flood Planning Area at Uralla



Development in Floodways

Development in floodways may adversely affect flood levels and velocities due to the potential to block or divert flow. There is also the potential for structures to be damaged or undermined due to the flow of water. In general, it is preferable that structures not be located in a floodway.

Development Generally

- Building floor levels, including non-habitable rooms, shall be at or above the Flood Planning Level;
- Filling of land shall ensure flood flow velocities shall not be increased by more than 10 %;
- Community infrastructure is not to be located in the floodway; and
- Any dangerous goods or chemicals must have adequate and proper storage above the Flood Planning Level.

New Development

- No new buildings are to be constructed in the floodway unless the site has been filled to above the 1% AEP flood level (refer separate controls for filling of land in the floodway) or the development is certified ³ by a qualified engineer that it will not alter flood behaviour to the detriment of other property;
- Filling of land or enclosed building foundations will only be permitted where it can be demonstrated there will be no change to flood behaviour beyond the property boundary;
- Where filling or enclosed building foundations are involved, the proposal shall be accompanied by a certified flood study report (refer footnote #3) which demonstrates that there will be no measurable adverse effect on flood behaviour, over the full range of floods, beyond the property boundary or adverse effects to drainage or surface runoff of adjoining properties;
- Buildings will not be enclosed below the Flood Planning Level, except for the purposes of a garage and laundry facilities and the entry to a maximum enclosed area of 40 square metres;
- Any on-site sewerage management system must be constructed above the Flood Planning Level or must be sealed against flood waters; and
- Development shall be sited to provide safe access (vehicular and pedestrian) to a location above the 1% AEP flood level.

Redevelopment

- Redevelopment and extensions to existing buildings will only be permitted for legal/ authorised structures.
- Consideration will be given to redevelopment and extensions to existing buildings where it can be demonstrated that there is a net public benefit or improvement in the flood impact of the existing structure.
- Floor levels of new work, including non-habitable rooms, shall be equal to or above the Flood Planning Level.
- Consent will not be granted to convert existing sheds, garages or the like that are sited below the Flood Planning Level for habitable purposes.
- Flood proofing shall be provided to all parts of the structure up to the Flood Planning Level by the provision of approved flood proofing measures⁴.
- Extensions to existing buildings:
 - May result in an additional area floor area less than 75% of the existing floor area of the building.
 - Building extensions are not to be sited to cause further intrusion into the floodway.
 - The floor level of attached extensions will match or be no lower than the existing building floor level.
 - The floor level of detached extensions shall be at or above the Flood Planning Level.
 - Building material requirements for extensions shall be consistent with the material listed in Table A.11.1 (Appendix).
 - Building extensions will require structural engineer's certification (refer footnote #3) that the structure can withstand the force of floodwater, debris and buoyancy in a PMF flood and that cladding and other non-structural components are designed to cater for the force of floodwater, debris and buoyancy up to the FPL.

3 Unless instructed otherwise by Council, flood certification and flood studies shall be prepared under the guidelines of the NSW Government's Floodplain Development Manual 2005 and shall be undertaken and certified by a professional Civil / Hydraulic Engineer with qualifications suitable for admission as a corporate Member of Engineers Australia.

4 Refer Appendix 11.1 Flood Proofing Guidelines

Fencing

- Fencing in floodways shall be permeable to the flow of flood water and designed to minimise the accumulation of debris.
- Post and wire or collapsible fencing is preferred. Alternatively, fencing shall have a maximum obstruction up to 900mm to the flow of 15%, openings of no less than 125mm and a maximum height of 1.2m (the use of open mesh with 100mm minimum openings is permitted for swimming pool fences).

Development in Flood Storage Areas and Extreme Flood Extent

Prior to giving consent to any development with these areas, Council shall take into consideration the following:

- Any adverse influence on the passage of flood waters;
- Depths of inundation and possible duration;
- Access during a major flood event;
- The structural adequacy of any structure which is the subject of the application and the structure's ability to withstand flooding (refer footnote #3);
- A mound consisting of suitable consolidated fill at least of a height equivalent to the Flood Planning Level and with top dimensions at least three metres larger in all directions than the dwelling. The fill shall have batters of 3:1 or flatter, adequately protected by pitching or grass to prevent erosion and be contained within the allotment, or other approved method of construction;
- Any on-site sewerage management system must be constructed above the Flood Planning Level or must be sealed against flood waters; and
- Community infrastructure for the purpose of emergency services is not to be located in these areas.

Additional Matters for Consideration – Commercial and Industrial Development

When considering an application to carry out development for commercial or industrial purposes within flood liable land (floodway, flood storage or extreme flood extent), Council shall consider the following additional matters:

- The floor level of any structure or building shall be at or above the Flood Planning Level;
- The likely depth of water and the proposed floor level;
- Measures to store or remove goods and plant above the Flood Planning Level;
- Whether any development below natural ground level is capable of being adequately drained;
- Whether satisfactory egress is provided from the building during times of a major flood event; and
- Any dangerous goods or chemicals must have adequate and proper storage above the Flood Planning Level.

Flood Planning Controls – Unmapped Areas

As noted above, land outside of the Uralla and Bundarra flood planning areas in the proximity of waterways are also subject to inundation during flood events. However, in the absence of a flood study it is not possible to accurately identify the location of a Flood Planning Level for the various waterways involved. The only recourse is to base analysis on historical data and qualitative assessment. Unfortunately, historical flood information gives an incomplete picture of flood risk. The scant information often available does not provide an understanding of the range of potential flood risk, their likely frequency, nor a good understanding of the variation in hazard across the floodplain. Hence exposure to hazard and the cumulative impacts of development decisions would not be fully understood.

The Floodplain Management Manual provides the following advice:

Until a flood study is completed (providing a better understanding of flood behaviour and hazard) it is important that consideration and implementation of appropriate limits and controls for different scales of development are set. These could include:

- Small scale and infill development outside known significant flow areas. These may require minimum fill and floor levels based upon known historical flood levels and a freeboard allowance, typically 0.5m for residential development though a higher freeboard may be considered appropriate due to the degree of uncertainty. For infill development minimum fill levels may not be feasible and it may be more appropriate to require minimum floor level and structural certification of below floor components;
- Larger scale developments or developments in areas known or expected to have significant flood flows. The proponent may be required to submit a flood assessment to determine potential impacts on flood behaviour, set appropriate minimum floor and fill levels. No significant impacts on flood behaviour on other properties should be acceptable. Emergency management should be considered in relation to the local flood plan, with self-sufficient evacuation a requirement; and
- Additions and extensions to existing development should be considered in light of the philosophy of merit based decision making and the information available on flood risk.

Additional Information Required for Development Applications in Unmapped Areas where there is Potentially Flood Liable Land

Depending on the circumstances, Council may require an applicant to provide a Flood Investigation Report by a suitably qualified and experienced professional to determine whether the proposed site for a development would be within the FPL in a 1% AEP flood event. If it would be, then the appropriate controls would be applied.

The appropriate controls for this section are the same as the general controls for the Bundarra Flood Planning Area, and the specific controls for Flood Control Area A at Bundarra.

11.10 Alternative Solutions and Design Suggestions:

Other forms of development

Any forms of development not covered by the acceptable solutions need to demonstrate consistency with the principles of the NSW Floodplain Development Manual 2005 and the Aims, Objectives and Performance Outcomes of this Chapter.

Note: An applicant may determine the category of hazard pertaining to a particular site by applying the methodology detailed in the NSW Government Floodplain Development Manual, 2005. Any such application and calculations shall be accompanied by certification from an appropriately qualified practising engineer that the principles of the Floodplain Development Manual, and this Chapter of the DCP have been adopted.

Variations to the DCP requirements

Council may give consideration to varying the requirements of this plan where these are considered unreasonable or unnecessary in the circumstances of the case (such as where infill development or replacement of existing buildings is proposed) and where the Aims, Objectives and Performance Outcomes of this Chapter will not be compromised.

Any request for variation must be accompanied by sufficient calculations and documentation to allow Council's Director of Infrastructure & Regulations to give the proposed variation full consideration in deciding to recommend to Council approval or refusal of the variation.

Decision criteria for variations to the DCP

In assessing all such applications Council will have regard to:

- The relevant provisions of the *EP&A Act 1979* as applicable in the circumstances;
- The likely effect of the development on the depth, velocity and distribution of flood waters and flood behaviour;
- The potential for damage to the development and the likely damage to stock, machinery and equipment to be located in the development;
- The number of persons expected to be housed or employed in the development and the measures to be established for their evacuation and the social disruption and financial loss arising from such evacuation;
- The availability of alternative flood free sites and reasonable alternative uses for the land;
- The potential for cumulative adverse impact if the proposed variation sets, or is likely to set a precedent; and
- The relationship to adjoining development.

11.11 Flood Proofing Guidelines

Flood proofing refers to any combination of measures incorporated in the design, construction and alteration of individual buildings or structures subject to flooding, to reduce or eliminate flood damages.

Flood proofing by filling of the site is generally preferable where:

- practical;
- if below the GFPL, compensatory works are provided to ensure there is no net loss in flood storage at any flood level;
- if in a floodway, compensatory works are provided to ensure there is no increase in adjacent flood levels nor redistribution of flow; and
- otherwise permitted.

Retrofitting removable shutters and the like to doors and windows may be a viable option for existing development however this form of flood proofing is generally not viable for new development or extensions to development as it relies on ongoing maintenance of the equipment and timely intervention by the building occupiers. Notwithstanding, removable shutters and the like would be a valuable adjunct to the measures described below.

Therefore, when flood proofing is specified in this Plan and flood proofing by filling is not suitable, the following basic guidelines shall be complied with.

The guidelines in Table A.11.1 provide an outline of basic construction materials for development below the applicable Flood Planning Level. It should be noted that compliance with these guidelines does not guarantee the performance of a structure under flood conditions. Further structural details and certification may be required by Council for specific proposals.

Table A.11.1 Flood Compatible Materials

Component	Flood Compatible Material
Flooring and Sub-floor	Concrete slab-on-ground monolith construction Suspended reinforced concrete slab
Wall Structure	Solid brickwork, blockwork, reinforced, concrete or mass concrete

Component	Flood Compatible Material
Wall and Ceiling Linings	Fibro-cement Brick, face or glazed Clay tile glazed in waterproof mortar Concrete Concrete block Steel with waterproof applications Stone, natural solid or veneer, waterproof grout Glass blocks Glass Plastic sheeting or wall with waterproof adhesive
Roof Structure	Reinforced concrete construction Galvanised metal construction
Doors	Solid panel with water proof adhesives Flush door with marine ply filled with closed cell foam Painted metal construction Aluminium or galvanised steel frame
Insulation	Closed cell solid insulation Plastic/polystyrene boards
Windows	Aluminium frame with stainless steel rollers or similar corrosion and water resistant material.
Nails, Bolts, Hinges and Fittings	Brass, nylon or stainless steel Removable pin hinges Hot dipped galvanised steel wire nails or similar
Main Power Supply	Subject to the approval of the relevant authority the incoming main commercial power service equipment, including all metering equipment, shall be located above the designated flood level. Means shall be available to easily disconnect the dwelling from the main power supply.
Wiring	All wiring, power outlets, switches, etc., should be located above the designated flood level. All electrical wiring installed below this level should be suitable for continuous underwater immersion and should contain no fibrous components. Earth leakage circuit-breakers (core balance relays) or Residual Current Devices (RCD) must be installed. Only submersible type splices should be used below maximum flood level. All conduits located below the relevant designated flood level should be so installed that they will be self-draining if subjected to flooding.
Electrical Equipment	All equipment installed below or partially below the designated flood level should be capable of disconnection by a single plug and socket assembly.
Heating and Air Conditioning Systems	Heating and air conditioning systems should be installed in areas and spaces of the house above the designated flood level.

Component	Flood Compatible Material
Fuel storage for heating purposes	<p>Heating systems using gas or oil as a fuel should have a manually operated valve located in the fuel supply line to enable fuel cut-off.</p> <p>The heating equipment and related fuel storage tanks should be mounted on and securely anchored to a foundation pad of sufficient mass to overcome buoyancy and prevent movement that could damage the fuel supply line. The tanks should be vented to an elevation of 600 millimetres above the designated flood level.</p>
Ducting for heating/cooling purposes	<p>All ductwork located below the relevant flood level should be provided with openings for drainage and cleaning. Self-draining may be achieved by constructing the ductwork on a suitable grade. Where ductwork must pass through a water-tight wall or floor below the relevant flood level, a closure assembly operated from above relevant flood level should protect the ductwork.</p>

12. REGULATION OF BROTHELS

12.2 About this Chapter

Brothels require development consent from Council before they can operate and must also comply with Council's planning controls. These controls are contained within the Uralla LEP and this chapter of the Development Control Plan.

The planning controls are designed to ensure that brothels operate in appropriate locations and in an appropriate manner so that their effects on the community are minimised and do not result in the loss of any community amenity.

12.3 Where this Chapter applies

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

12.4 General Advice to Applicants for Brothels

Purpose

The purpose of this chapter is to provide detailed planning controls and guidance for the operation of brothels.

Aims

This aims of this chapter are to:

- Provide guidelines and planning controls for the determination of development applications for brothels in the Uralla Shire; and
- Ensure that the operation of brothels meets community standards and does not adversely affect the amenity of land used for educational, recreational, residential, cultural, religious /community purposes, or neighbourhood businesses.

Objectives

The objectives of this chapter of the DCP are:

- To ensure that brothels are appropriately located to minimise offence to the community and mitigate any adverse social impacts;
- To ensure that the access to brothels is safe for patrons and staff;
- To ensure that brothels are designed to minimise the impact and presence of the development in the locality;
- To ensure that there is adequate provision for off street car parking;
- To ensure the safe and healthy operation of brothels;
- To ensure that brothels operate at times where they will have least impact on the community and surrounding neighbourhood; and
- To allow Council to monitor the operation of approved brothels in terms of compliance with conditions of consent and complaints from the general public.

Application of the Chapter

Council shall take the provisions of this chapter into consideration in determining applications for the operation of brothels. Compliance with the provisions of this Chapter does not necessarily mean that Council will consent to an application. Council must consider the full range of matters listed under Chapter 79C(1) of the EP&A Act. Each application will be considered on its merits.



Note that Council may give consideration to a time-limited consent, in particular where Council is of the opinion that a limited period of operation is necessary to fully assess whether a brothel could operate in a compliant manner. Within this period the applicant shall be entitled to seek an amendment under Section 96(2) of the EP&A Act to allow an extension to the operation of the brothel. Council may then decide to either allow the brothel to operate for a further period or decline to amend the period of operation, in which case the brothel shall cease operation on the expiration of the consent.

Information to be supplied

The following information as a minimum must accompany any development application for a brothel:

- Plan Information:
 - I. A fully dimensioned location plan, drawn to scale, showing proximity and location to nearby churches, schools, community facilities, hospitals, bus stops, parks and recreation facilities used by children, such as amusement arcades, sporting fields etc and distance from any residential zone or from properties used or partly used or capable of being lawfully used for residential purposes (other than ancillary dwellings); and
 - Type of land uses carried out on adjacent and nearby properties; and
 - The location of any other brothel in the vicinity;
 - II. A fully dimensioned site plan drawn to scale which locates the proposed brothel accurately in relation to the boundaries of the subject land;
 - III. A floor plan and elevation plans of the building drawn to scale which indicates the proposed use of each room and shows compliance with the National Building Code and the *Disability Discrimination Act 1992*; and
 - Entrances to and exits from the site; and
 - Location, number and layout of off-street car parking; and
 - The exterior colour scheme of the proposed brothel; and
 - Details of the existing and proposed external lighting.
- Written Information:

The application shall include a Statement of Environmental Effects detailing the proposed use and indicating the following:

- Name of occupier of the premises or contact person;
- Number of employees, including the number of sex workers;
- Proposed hours of operation;
- Number of rooms in the premises proposed to be used for prostitution;
- Car parking facilities;
- Method of laundering linen/towels;
- Sanitary facilities to be provided;
- Health and hygiene control;
- Ventilation and lighting; and
- Security provisions.

The Statement of Environmental Effects submitted with the application shall also demonstrate how the proposal complies with Council's planning requirements and the matters to be assessed under Section 79C(1) of the EP&A Act.

- (b) A Waste Management Plan is to be prepared in accordance with the NSW Health Department's guidelines.

Note: Failure to comply with this Plan or submit the information detailed above will usually mean that the application will be delayed or refused.

12.5 Establishment of Brothels

Introduction and General Provisions

Brothels are only to be located within the industrial zones (IN1 and IN2) as identified in the Uralla LEP.

Aims:

- To ensure brothels and associated activities remain discreet and dispersed; and
- To prevent safety problems for staff and patrons.

Performance outcomes

- Brothels are not located in such concentration (either alone or in combination with other sex-related businesses) as to result in the creation of a "red light" district;
- Access to or from a brothel is not near or within view from a church, hospital, bus stop, school or any place frequented by children for recreational or cultural activities;
- Patrons of brothels do not loiter outside the premises;
- Access to the premises is clearly illuminated in order to discourage loitering and to ensure the safety of patrons and staff;
- Brothel premises are designed to be compatible with the built form of adjacent premises; and
- Disabled persons are able to access the development (as per requirements of the National Building Code).

Acceptable solutions

- The brothel is not located within 100 metres (by pedestrian travel paths) of any other brothel;
- The brothel is not in a "shop front" premises;
- The brothel is not located within 150 metres (by pedestrian travel paths) of existing dwellings and hospitals;
- The brothel is not located within 200 metres (by pedestrian travel paths) from churches, schools, recreation areas and childcare centres;
- The brothel does not adjoin a residential flat, a residential flat building, an activity operated by a religious institution, a restaurant, a supermarket, a video shop, or amusement parlours and/or arcades;
- The brothel is not be located in or adjoining licensed premises, motels, boarding or guest houses;
- The brothel does not contain more than 4 separate rooms for the purposes of sex services;
- The brothel is provided with a waiting room of at least 20 square metres in size;
- The brothel is fitted with the necessary facilities and services for Class 6 buildings under the National Building Code;
- All windows are covered with blinds or curtains at all times;
- Outdoor lighting complies with Council's requirements; and
- Access for disabled persons is provided to the development in accordance with the *Disability Discrimination Act, 1992* and the National Building Code.

Alternative approaches and design suggestions

N/A.

12.6 Operation of Brothels

Introduction and general provisions

The premises must be kept in a clean condition at all times. Cleaning is to be carried out by staff as required. Particular attention must be paid to showers, baths and toilets (which may harbour and spread fungi if inadequately disinfected and ventilated), linen, and swimming and spa pools.

Other general provisions:

- Hours of operation are to avoid times of peak community activity in the locality;
- Signs indicating that any premises are used for, are available for use, or that a person is available, for the purposes of sex services are not to be erected;
- No food or alcohol shall be served or consumed by clients on the premises; and
- In addition to emergency service providers, the brothel must allow entry to Police and authorised persons from Uralla Shire Council (planning, health and building sections) or the NSW Department of Health immediately upon request.

Aims

- To ensure the health and safety of patrons and staff; and
- To ensure the brothel and associated activities remain discreet.

Performance outcomes

- Adequate sanitary facilities are provided for staff and patrons;
- Showers, baths and toilets are kept clean and free of mould and fungus;
- Linen provided to patrons and staff is clean;
- Contaminated waste is appropriately managed and disposed of;
- Good levels of hygiene are maintained for swimming and spa pools;
- The use of the premises does not give rise to transmission of noise to any place of different occupancy or an offensive noise as defined in the *Protection of the Environment Operations Act 1997*; and
- The brothel maintains a discreet profile.

Acceptable solutions

Sanitary facilities:

- Sanitary facilities are provided in accordance with the requirements of the National Building Code Part F. Separate toilet facilities are provided for staff;
- Each room contains its own sanitary facilities comprising shower, toilet and hand basin for the use of both sex workers and their clients. All required hand basins shall be provided with an adequate supply of potable water, at a temperature of at least 40°C, delivered through an approved mixing device which can be adjusted to enable hands to be washed under hot running water;
- The proprietor ensures that baths, toilets, and showers are cleaned and disinfected after each use with a hypochlorite based disinfectant; and
- Soap and single use towels are provided at all hand basins required in the premises.

Linen:

- The proprietor provides clean linen or clean cover; and clean towels for the use of individual clients and sex workers;
- All linen, including towelling, which comes into contact with sex workers or clients, is changed immediately after use;
- Two receptacles are provided for the separate storage of clean and used linen;



- Linen is washed by category in a hot water wash (water temperature a minimum of 70 degrees Celsius) using laundry detergent; and
- All linen items are thoroughly dried after washing.

Note: *It is recommended that proprietors use private contractors to launder towels, sheets etc. When laundering is carried out on the premises, commercial/industrial equipment must be used.*

Contaminated waste:

- Contaminated waste is disposed of by Environment Protection Authority licensed waste collectors. Used condoms must be double bagged in plastic and placed in a suitable waste receptacle on the premises.

Spa and swimming pools:

- Spa baths are drained after each use so they can be cleaned and refilled with fresh water. *Note: Officers of Council and the NSW Health Department may carry out periodic tests to ensure the pool water is suitable for bathing purposes;*
- The proprietor keeps on the premises an accurate kit used for the testing of pool water. The kit is able to determine the concentration of:
 - free chlorine, total chlorine, and combined chlorine; or
 - total bromine; or
 - baquacil;
 - pH; and
 - reserved alkalinity.
- Swimming and spa pools comply with the NSW Health Department Guidelines for Disinfecting Public Swimming Pools and Spa Pools; and
- All swimming or spa pools are disinfected by a method approved by the NSW Health Department.

Note: *Approved methods include:*

- chlorine, or
- bromine, or
- salt water chlorination, or
- ozone.
- Spa pools are drained each day so they can be cleaned and refilled with fresh water;
- Swimming or Spa pools are provided with a system of automatic analysis and dosage control equipment that will maintain the level of disinfectant;
- Tests are conducted on every swimming pool or spa pool before the pool or spa is opened each day, and every four (4) hours thereafter when the pool or spa is in use; and
- A log book of the pool or spa water quality is kept by the proprietor and is available for inspection by Council's officers.

Note: *The temperature of the water in the bathing area of a spa pool should not be allowed to exceed 40°C. The guidelines for disinfecting public swimming and spa pools can be obtained from Council's Infrastructure & Regulations Department.*

Ventilation and Lighting:

- The premises are ventilated in accordance with the requirements of the National Building Code; and
- The premises are provided with adequate lighting in accordance with Australian Standard AS 1680.

Noise:

- The use of the premises does not give rise to sound levels at any point on the boundary of a site greater than 5dBA above the background levels specified in Australian Standard 1055, Acoustic Description and Measurement of Environment Noise.

Alternative approaches and design suggestions

N/A.

13. NOTIFICATION PROCEDURES

13.2 About this Chapter of the DCP

Outline

This Chapter of the DCP:

- Supplements the provisions of the Uralla LEP; and
- Provides policies and guidelines on the notification of Development Applications.

Purpose

This Chapter of the DCP outlines Council's policy for community notification in the assessment of development applications and the formulation of development guidelines and policies. The Chapter also outlines the necessary procedures involved in carrying out such notification.

Aims and Objectives

- Set out Council's requirements for the notification of development applications and formulation of guidelines and policy;
- Provide for public participation in the consideration of applications that may detrimentally affect the enjoyment of property or the public interest;
- Ensure the community is consulted during the formulation of guidelines and policies;
- Ensure that policy formulation is undertaken in a wider and more informed context;
- Allow for a reasonable time for inspection and making submissions on applications while recognising the obligations of the Council to determine applications within prescribed periods;
- Provide a direct avenue of access to the application process by affected residents and owners who wish to express their concerns about proposals to Council staff, Councillors or the relevant Council Committee;
- Set out matters for which the Council will have regard when forming its opinion as to whether or not the enjoyment of adjoining land may be detrimentally affected by a proposed development;
- Specify the circumstances when notification is not required; and
- Detail the form that notification will take and an applicant's responsibility to provide a notification plan.

Structure of this Chapter

This Chapter is divided into the following parts:

- About this Chapter - Outlines the purpose, principal aims and contents of this Section;
- Notification and Advertising Procedures and Guidelines - This sets out the level of public consultation required for various development applications. Detailed guidelines regarding public notification and advertising procedures are also provided;
- Integrated, Designated and other categories of Development - This deals specifically with the notification and advertising requirements of the above categories of development; and
- Policy Formulation - Outlines the community consultation guidelines that must be followed when formulating a range of planning policies. These guidelines have been set to ensure that policy formulation is undertaken in a wider and more informed context.

13.3 Notification Procedures and Guidelines for Applications

This section provides detailed guidelines on procedural processes that must be followed when notifying the community of applications. This plan provides for two levels of public consultation that an application may be subject to, these are notification and advertising.

Notification of Applications

Adjoining landowners will be given notice of an application if, in the opinion of Council, the enjoyment of land adjoining the development may be detrimentally affected by the proposed development.

The following issues will be considered in forming an opinion as to whether or not the enjoyment of land may be detrimentally affected by a proposed development:

- The views to and the views from the land;
- Overshadowing of the land;
- The privacy of the land;
- The likelihood of the land being detrimentally affected by the proposed use, such as noise, odour or other polluting emissions;
- Proposed hours of use for the development;
- The scale or bulk of the proposed development; and
- The siting of the development in relation to site boundaries.

Upon the lodgement of an Application, the Planning Manager will determine who may be detrimentally affected in terms of the matters to be considered.

Note: Council may also broaden the extent of notification following any inspection of the development site, or increase the length of notification.

Applications which will not be notified

The following Applications will not be notified as per the provisions of this document:

Exempt and Complying Development:

- Exempt or complying development as set out in [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) (the Codes SEPP).

Subdivisions:

- Minor boundary adjustments, which do not require physical works; and
- Strata subdivision proposals.

Commercial or Industrial Uses:

- The change of use of buildings (in a commercial and industrial zone), except at Council's discretion.

Houses and Extensions:

- Detached single-storey dwellings in a Residential Zone (other than second-hand dwellings);
- Ancillary structures associated with residential developments, including carports, pergolas, garden sheds and the like, which are sited 1m from any boundary, sited behind or in-line with the existing building line and comply with Council's building setbacks;
- Alterations to an existing residential building where the works will not result in any change to the height, external configuration or external façade of the existing building;

- Single rural dwellings on properties of greater than 10 hectares, where the proposed dwelling is located a minimum of 20m from the boundaries of the property;
- Alterations and extensions to rural dwellings on properties of greater than 10 hectares, where the proposed dwelling is located a minimum of 20m from the boundaries of the property; and
- Rural workers accommodation on properties greater than 100 hectares where the proposed accommodation is located a minimum of 20 m from the boundaries of the site.

Swimming Pools:

- Private swimming pools.

Persons to be Notified

Written notice of a Development Application will be sent to those persons who appear to the Council to own or occupy adjoining land and neighbouring land if, in the Council's opinion, the enjoyment of the land may be detrimentally affected by the development proposal. This could include land opposite or otherwise distanced from the application site.

Other Referrals

Certain Development Applications will attract a need for notification of other government authorities and the seeking of their comments.

Notice will also be given to relevant Councils listed below, if the proposed development is located in proximity to the Local Government Area boundaries of:

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

In the case of an Integrated Development Application, the application is to be referred to the relevant authority in accordance with Clause 52A of the Environmental Planning and Assessment Regulation 2000.

Notification of Amendments prior to determination & Modification Applications under S96

Amendments prior to Determination

An applicant may make amendments to an application at any time ***before its determination***, subject to Council's acceptance of those amendments. In these circumstances, Council will re-notify:

- Those persons who made submissions on the original application; and
- Any persons who own adjoining or neighbouring land (including those persons who were previously notified of the application) who may in Council's opinion potentially be detrimentally affected by the proposal as amended.

NOTE: If re-notification is required, further sets of plans for this purpose must be provided by the applicant.

Modification of an Approval (after Determination) under Section 96

An applicant may lodge an application to modify an approval (under Section 96 of the EP&A Act) if Council is satisfied that the development, as proposed to be modified, remains substantially the same development as that originally approved. Council will re-notify persons who made submission on the original application and any persons who own adjoining or neighbouring land only where in Council's opinion those persons could be detrimentally affected by the proposal as amended.



Submissions received in relation to the modified proposal will be considered in Council's assessment of the application.

Notification Period

A person may inspect a plan and make a submission within the notification period which will be a minimum of 14 days.

NOTE: For "advertised" and "designated development" the length of the notification period varies and will be in accordance with the advertising requirements of the Environmental Planning and Assessment Regulations (2000), unless a longer period is determined by Council.

Form of Submissions from Persons Notified & the General Public

Submissions made in respect of applications must be in writing and addressed to the General Manager. Submissions must clearly indicate the name and address of the person making the submission and details of the proposal to which the submission relates. Should an objection be part of the submission, the reasons for the objection are to be provided. All submissions are to be accompanied by a form declaring any donations or gifts to an elected member of Council or a Council staff member (as set out in the form available for such declarations available from Council or Council's website).

Note: Information regarding the making of a submission shall be provided with the notification letter.

Consideration of Submissions

Council will consider all submissions received within the specified time period before determining a Development Application. In making a determination the content of a submission must be balanced with the Council's statutory obligations. Submissions form a part of the assessment of an application and each application will be assessed on its merits.

When determining a development application, Council will take into consideration any submissions it has received during the notification period. Delegated authority will not be used to determine a development application that has received a written objection to the proposal. Development applications that have had a written objection submitted will be referred to the relevant standing Council Committee for comment prior to being referred to Council for determination discussion.

Applicant to be advised of Objections

Written submissions cannot remain confidential as they may be used to assist in negotiations with the owner/applicant of the proposal or be included in Council business papers. The applicant, on request, will be advised of the terms of any objection and is entitled to read all submissions received. Where applications are amended in response to objections received, comments may be sought from previous objector/s.

Notification of Determination

Following determination of an application each person who made a submission will be advised in writing of Council's decision in determining an application as soon as practical.

Advertising of Applications

Where Council considers a given development may have the potential to have a much wider impact than just on nearby property owners or have a community interest, Council may decide that the development application should be advertised in the local print media (i.e. newspapers). A person may inspect a plan and make a submission within the advertising period which will be a minimum of 14 days.

Advertising & Notification Costs

The applicant shall pay the Council a fee in accordance with Council's adopted Schedule of Fees and Charges to cover the cost of advertising and notification of the application and any amendment or modification of it.

Integrated, Designated Development and other Categories of Development

Statutory notification requirements exist under the EP&A Act for certain categories of development such as:

- Integrated Development;
- Designated development; and
- Other types of Approvals, including assessment of "activities" under Part 5 of the EP&A Act.

These must be advertised and exhibited in line with the requirements as outlined in the EP&A Act and the Regulations.

NOTE: The requirements of the EP&A Act and Regulations are mandatory

Integrated Development

This is defined as a category of development (not being Exempt or Complying) that, in order for it to be carried out, requires development consent and one of more approvals set out in Clause 91 of the EP&A Act 1979.

Public Notification and Exhibition

The advertising and exhibition period is a minimum of 21 days. Written notice is to be provided to neighbouring owners surrounding the application site. The written notice shall contain all information as outlined in the Regulations to the Act. The relevant government authority is to be forwarded a written notice of application and notification plan within 2 days of receiving the application. The notice shall also clearly state that the application is an Integrated Development.

Designated Development

Designated Developments are developments, which have major impacts on the environment. Schedule 3 of the EP&A Regulations outlines what types of Development are classified as Designated Development.

Public Notification and Exhibition

The advertising and exhibition period is a minimum of 30 days. Written notice is to be given to neighbouring owners surrounding the application site. The written notice shall contain all information as outlined in the Regulations to the EP & A Act. The relevant government authority is to be forwarded a written notice and notification plan. The notice shall also clearly state that the application is a Designated Development. Notice must include:

- A minimum of 2 public notices in local newspaper circulated in the area; and
- A notification sign placed on the property (application site).

Other types of Approval

"Activities" under Part 5 of the EP&A Act must be notified and exhibited in accordance with the requirements of Section 113(1) of that act.

Public Notification and Exhibition

The advertising and exhibition period is a minimum of 30 days and advertising must include:

- A minimum of 2 public notices in a local newspaper circulated in the area.

14. CONTAMINATED LAND

14.2 About this Chapter

Development on land that is contaminated is a significant planning issue. At its worst, contamination can be a risk to the health of users of land and/or the environment, and this risk can be exacerbated when a change of land use occurs. All development is subject to controls contained in the following documents:

- *Contaminated Land Management Act 1997*;
- State Environmental Planning Policy No 55 – Remediation of Land; and
- Managing Land Contamination – Planning Guidelines, SEPP 55-Remediation of Land.

This Chapter provides a summary of the planning controls relating to development activity.

14.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

14.4 General Advice to Applicants

There is a requirement that prior to issuing development consent for any development (including both Complying Development and Development Applications), Council is required to consider whether the land is (or might be) contaminated, and if it is to ensure that appropriate investigatory and/or remedial action is undertaken prior to consent being issued.

The onus is on the developer of the land to take the necessary steps to determine whether the land is actually or potentially contaminated prior to lodgement of an application. Among other things, this will entail consideration of whether any of the land uses identified in **Table 14.11** have ever been undertaken on the subject land.

Table 14.1 Potential land contaminating activities

- acid/alkali plant and formulation
- agricultural/horticultural activities
- airports
- asbestos production and disposal
- chemicals manufacture and formulation
- defence works
- drum re-conditioning works
- dry cleaning establishments
- electrical manufacturing (transformers)
- electroplating and heat treatment premises
- engine works
- explosives industry
- gas works
- iron and steel works
- landfill sites
- metal treatment
- mining and extractive industries
- oil production and storage
- paint formulation and manufacture
- pesticide manufacture and formulation
- power stations



- railway yards
- scrap yards
- service stations
- sheep and cattle dips
- smelting and refining
- tanning and associated trades
- waste storage and treatment
- wood preservation

The above uses are those referred to in Table 1 of Managing Land Contamination-Planning Guidelines. The Guidelines make the following important note about this list:

It is not sufficient to rely solely on the contents of this Table to determine whether a site is likely to be contaminated or not. The Table is a guide only. A conclusive status can only be determined after a review of the site history and, if necessary, sampling and analysis.

14.5 Aims and Objectives

- To provide a consistent basis for Council in dealing with land use planning and development matters, as well as requests for information from the public, where land is, or may potentially be, contaminated as a result of existing or previous land use activities;
- To ensure that land use changes will not increase the risk to human health or to the environment;
- To minimise the potential for adverse social and economic consequences which may arise from a failure to identify and respond to issues of potential or actual contamination as part of the land use planning and development process;
- To avoid inappropriate restrictions on land use as a consequence of existing or previous land use activities;
- To ensure that Council fulfils its legal obligation of duty of care in relation to land contamination issues; and
- To provide effective risk management for Council and community by reference to the law, industry best practice literature and protocols, having regard in particular to the EP&A Act.

14.6 Performance Outcomes

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

14.7 Acceptable Solutions

As noted above, Council is required to ensure that any contamination on land is appropriately addressed as part of any development process.

SEPP 55 Requirements for Development

The following is drawn directly from the relevant section of State Environmental Planning Policy No 55 – Remediation of Land:

1. Council will not consent to the carrying out of any development on land unless:
 - a. it has considered whether the land is contaminated, and
 - b. if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and

- c. if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.
2. Before determining an application for consent to carry out development that would involve a change of use on any of the land specified in subclause (4), Council will consider a report specifying the findings of a preliminary investigation of the land concerned carried out in accordance with the contaminated land planning guidelines.
3. The applicant for development consent must carry out the investigation required by subclause (2) and must provide a report on it to Council. Council may require the applicant to carry out, and provide a report on, a detailed investigation (as referred to in the contaminated land planning guidelines) if it considers that the findings of the preliminary investigation warrant such an investigation.
4. The land concerned is:
 - a. land that is within an investigation area,
 - b. land on which development for a purpose referred to in **Table 14.1** is being, or is known to have been, carried out,
 - c. to the extent to which it is proposed to carry out development on it for residential, educational, recreational or child care purposes, or for the purposes of a hospital—land:
 - i. in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in **Table 14.1** has been carried out, and
 - ii. on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).

Other Planning Considerations for Contaminated Land

In addition to the specific requirements for a development, Council is also required to consider contaminated lands issues in a number of other situations including:

- Making of a Local Environmental Plan;
- Spot rezoning; and
- Making a Development Control Plan.

14.8 Alternative Solutions

Any alternative solutions must comply with the provision of:

- *Contaminated Land Management Act 1997*;
- State Environmental Planning Policy No 55 – Remediation of Land; and
- Managing Land Contamination – Planning Guidelines, SEPP 55-Remediation of Land.

14.9 Former Pole Treatment Plant

The Environment Protection Authority (EPA) have given specific regulatory advice to Council regarding this land known as the former Koppers Timber Treatment Site Lot 385 DP 755846.

While the EPA considers that regulatory intervention on this former timber site is not warranted and that the site is suitable for industrial use in principle, this site is nevertheless a contaminated land. Council, as a development consent authority, is advised to observe State Environmental Planning Policy No.55 (SEPP 55) – Remediation of land. In this regard, the EPA offers the following specific advice:

1. *Should any part of the land be redeveloped for a use more sensitive than commercial/industrial use, that specific area must be subject to a formal contaminated site assessment to confirm its suitability of the intended use.*

2. *There has been no groundwater assessment carried out on the site in the past. The EPA believes that the risk that the site will be subject to extensive groundwater contamination is relatively low. This potential risk should not predicate the in-principle suitability of the site for industrial use. However, we recommend that Council requires a preliminary groundwater assessment on the areas where the timber treatment facilities were located and were subsequently remediated to a soil standard suitable for industrial use. The general location of these areas can be found in the EES 1994 Validation Report. The findings may assist Council in determining whether an environmental management plan (EMP) is required in managing any residual contamination left on the site, for example, whether onsite extraction of groundwater for a particular use is permitted. The EPA should be provided with a copy of the findings.*

Letter to Council from the NSW Environment Protection Authority dated 14 February 2012.

15. OTHER MATTERS

15.2 About this Chapter

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

15.3 Where this Chapter applies

This Chapter applies to all land within the Uralla Shire.

15.4 Temporary Dwellings

The following applies to the use of a building as a temporary dwelling while a permanent dwelling is being erected and where both dwellings are located on the same parcel of land.

Where it is proposed to reside in a moveable dwelling, such as a caravan, Council approval is required.

Occupation of a temporary dwelling cannot commence until:

- Development consent for the erection of the permanent dwelling and the use of a temporary dwelling has been granted;
- A construction certificate for the erection of the permanent dwelling has been issued, footing/slabs poured and inspected by Certifier; and
- A compliance certificate has been issued to confirm that washing, bathing, cooking and toilet facilities have been provided for the temporary dwelling.

If the temporary occupancy is undertaken without Council's approval, the dwelling must be vacated prior to consideration of the application.

The following criteria will be taken into account when Council's delegated officer determines whether to approve an application for temporary occupation:

- The circumstances of the case;
- The standard and type of temporary dwelling proposed and its location; and
- Matters relating to health and convenience.

The initial period of occupation of the temporary dwelling is to be no longer than twelve (12) months. Council will extend the period if:

- Satisfactory progress is being made in the construction of the permanent dwelling within the twelve (12) month period; and
- The circumstances of the case justify an extension to the period.

Upon completion and occupation of the permanent dwelling, the use of the temporary dwelling for residential purposes must cease.

15.5 Relocation of Buildings

The following provisions apply to the relocation of a building to land within Uralla Shire. A proposal to relocate a building requires development consent from Council and a construction certificate.

The development application is to be supported by a detailed report of an inspection of the dwelling to be relocated, including photographs. The inspection is to be carried out by a suitably qualified person such as an architect, building surveyor, building consultant or engineer.

In determining whether to grant development consent Council must take into consideration:

- The condition and acceptability of the building;
- The purpose for which the building is to be used;
- Compliance with the National Building Code; and
- The suitability of the building for the proposed site and to adjacent development.

Within 12 months of the building being sited on the land, a compliance certificate must be applied for which confirms that the development has been completed and all conditions of the development consent have been satisfied. Where the development will not be completed within twelve (12) months, the applicant may apply, at least one month prior to the expiration of the 12 month period, for an extension of time to complete the development. The request is to be made in writing and give reasons for seeking the extension. Council will take these reasons into consideration in determining whether to extend the period for completion of the project.

Prior to the structure being relocated on the site a bond is to be lodged with Council. Lodgement of the bond is to ensure satisfactory completion of all external works within twelve (12) months, or later period if council has granted an extension, of the building being sited on the land. The bond can be a Deed, bank guarantee or joint account. The amount of the bond shall be determined as per Council's management plan.

A refund of the bond and occupation of the building cannot occur until a compliance certificate has been issued confirming that the development has been completed and all conditions of consent of the development have been satisfied.

15.6 Shipping Containers

Shipping containers are considered a 'building' under the EP&A Act and as such may require development consent unless the development is Exempt Development.

Exempt Development

The [*State Environmental Planning Policy \(Exempt and Complying Development\) 2008*](#) (the Code SEPP) has some exemptions from the requirement to obtain development consent for the placement of shipping containers. These exemptions relate to:

- Some farm buildings (see Subdivision 16 of the Code SEPP)
- Building site shed, office or associated structure (temporary).

If the proposed shipping container development meets the development standards of the SEPP then development consent is not required.

Shipping containers are not permitted on land zoned E1 National Parks and Nature Reserves or E2 Environmental Conservation.

If the proposal is not exempt development then development consent is required prior to the installation of any shipping and/or storage container on any land. In assessing a Development Application, the following controls are applicable.

General Standards (All zones)

- Containers must comply with the criteria specific to the zone of the property (below);
- Containers must not be located over water, wastewater or stormwater mains or dedicated drainage easements;
- Containers must not be located over effluent treatment disposal areas/systems;
- Containers must not be located over gas lines or underground power lines;



- Setbacks to overhead powerlines must comply with the requirements of the relevant electricity authority;
- Containers must be screened from the streetscape by suitable vegetation or other appropriate screening;
- Containers will not be permitted in flood liable areas;
- Containers must be painted a neutral colour to blend with the surrounding natural environment and built structures, with the proposed colour to be approved by Council;
- Containers must not be stacked;
- Containers will not be permitted in Heritage Conservation Areas or on lots containing a Heritage Item unless they are approved on a short-term basis (less than 2 years) in conjunction with an approved Development Application and Construction Certificate for specific works;
- Containers must not contain sanitary facilities or be used for the collection of rainwater;
- Containers must be placed on flat, solid ground. Any associated earthworks (cut and fill) must be in accordance with the [*State Environmental Planning Policy \(Exempt and Complying Development\) 2008*](#) (Subdivision 15 – Earthworks and retaining walls); and
- Containers must not be used to store contaminated or hazardous materials.

Residential, Village or Rural Residential zones:

(R1 General Residential Zone, R2 Low Density Residential, RU5 Village Zone, R5 Large Lot Residential Zone)

- A maximum of one (1) container with a maximum size of 12.2m x 2.2m (40 x 7 feet) per property;
- Containers must not be located within the front building setback (6m from the boundary facing a road).
Note: This applies to both frontages for corner allotments;
- Containers must not be located forward of the building line on any parcel of land within the zone (building line being the setback associated with an existing dwelling erected on the property);
- Containers must not be located any closer than one (1) m from side and/or rear boundaries;
- Containers must be located within any building envelope associated with the lot; and
- Containers must be used for domestic storage purposes only.

Rural and Environmental zones:

(RU1 Primary Production Zone, RU2 Rural Landscape, E3 Environmental Management Zone, E4 Environmental Living)

- A maximum of one (1) container per allotment is permissible if it is in accordance with Subdivision 16 of the Code SEPP. Additional containers require Development Consent;
- Containers must not be located within 50 m of the front, side or rear boundaries of a property and must comply with setback standards that apply to the particular parcel of land and be within any specified building envelope for that parcel; and
- Containers must be used for domestic or agricultural storage purposes only.

Industrial zones:

(IN1 and IN2 Industrial Zone)

- Containers being stored on industrial land for the purpose of re-sale or hire will not be required to meet all setback requirements provided they are not being used for storage or other purposes. If used for storage or other purposes, approval is required and the requirements of the National Building Code (NBC) and Council will apply; and
- The placement and use of shipping containers in Industrial zones shall be assessed on a case-by-case merit basis following submission of a Development Application.

Business zones:

(B2 Local Centre Zone, B4 Mixed Use Zone, B6 Enterprise Corridor Zone)

- Containers will only be approved on a temporary basis, for a maximum of 12 months;
- Containers must not encroach upon any existing car-parking spaces; and
- Containers will be assessed as a NBC Class 7 building and as such will be assessed for fire rating and essential services.

Modification of shipping container:

- Any shipping container modified for residential purposes, ie, dwelling, dual occupancy, secondary dwelling and granny flat must be compliant with the provisions of the National Construction Code and BASIX.

Bed and Breakfast Accommodation

Bed and breakfast accommodation means an existing dwelling in which temporary or short-term accommodation is provided on a commercial basis by the permanent residents of the dwelling and where:

- meals are provided for guests only, and
- cooking facilities for the preparation of meals are not provided within guests' rooms, and
- dormitory-style accommodation is not provided.

The Codes SEPP provides that certain Bed and Breakfast Accommodation may be carried out as Complying Development, however, land based exclusions including bush fire prone land, critical habitat and certain heritage listings means that some development for Bed and Breakfast Accommodation will require a Development Application.

This section of the DCP provides controls for Bed and Breakfast Accommodation that requires a Development Application.

Bed and Breakfast Accommodation is permissible with consent in the following zones:

- RU1 Primary Production
- RU2 Rural Landscape
- RU5 Village
- R1 General Residential
- R2 Low Density Residential
- R5 Large Lot Residential
- B2 Local Centre
- B4 Mixed Use
- SP3 Tourist
- E3 Environmental Management
- E4 Environmental Living

Clause 5.4 of the ULEP limits guest accommodation to no more than four (4) bedrooms.

Objectives

- To promote the use of dwellings for the purposes of providing small scale tourist accommodation;
- To ensure that Bed and Breakfast Accommodation does not adversely affect the character of the surrounding neighbourhood or rural area;
- To ensure that potential impacts to the amenity of neighbours is minimized; and
- To ensure that Bed and Breakfast Accommodation provides an acceptable level of amenity to guests, and maintains adequate health and safety standards.

Controls

- Bed and Breakfast accommodation must:
 - Be operated by the permanent residents of the dwelling house,
 - Be used for short term guests only,
 - Have at least one (1) guest bathroom (separate to the bathroom serving the permanent occupants of the dwelling),
 - Have a fire extinguisher and fire blanket in the kitchen,
 - Have at least one (1) off-road car parking space per guest bedroom, and
 - Not be carried out on Strata or Community Title dwelling houses without the prior approval of the owner's corporation or the neighbourhood association;
- Comply with the relevant provisions of the National Building Code, including fire safety, the provision of sanitary facilities and safety of swimming pools;
- Signage must not exceed a single sign with a maximum area of 1.2 m²;
- Signage must not be illuminated and the style and materials of the sign must be compatible with the character of the area;
- No stacked car parking will be permitted;
- Parking spaces must be provided to an all-weather, dust free standard and suitably drained to prevent drainage nuisance to an adjoining property;
- Parking spaces must be suitably screened and planting is to be provided between the car parking area/s and adjoining properties;
- In the case of proposals in rural areas, access must be provided to 2-wheel drive all weather standard; and
- Where reticulated sewerage is not available, the existing or proposed onsite sewerage disposal system is to be designed (or upgraded) to ensure that all effluent can be disposed of onsite having regards to any increase in expected effluent loadings and capacity of soils to accept wastewater.

16. KERBING AND GUTTERING

16.2 About this Chapter

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

16.3 Where this Chapter Applies

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

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

16.4 Aims and Objectives

- To ensure that the 'user pays' principle is implemented in an appropriate manner; and
- To ensure that kerb and gutter infrastructure is provided for new developments.

16.5 Performance Outcomes

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

16.6 Acceptable Solutions

The following are particular provisions in relation to the costs of kerbing and guttering:

- Where subdivision is not involved, owners are to contribute 50 percent of the total cost of the kerb and gutter when it is constructed as part of Council's Works Programme;
- Where a subdivision creates any new allotment, the applicant is to meet 100 percent of the costs of construction of all kerbing and guttering and all necessary associated stormwater drainage;
- Where a subdivision creates a drainage problem, the applicant is to pay 100 percent of the costs involved in rectifying that problem;
- Where Council requires as a condition of approval to a subdivision that kerb and gutter must be constructed in order to achieve any of the following:
 - overcome a drainage problem,
 - connect to existing nearby kerb and gutter,
 - prevent a drainage problem,
 - overcome or prevent a traffic problem,
 - improve the amenity of the allotments created,

the applicant is to pay 100 percent of the cost of the kerbing and guttering involved;

- **The subdivision of corner blocks can create confusion and the method of dealing with them needs to be clear. In such cases the need to construct kerb and gutter will be considered by Council for each of the road frontages as follows:**
 - If the conditions in 4 above occur in either or both road frontages and Council consequently requires that kerb and gutter must be constructed, as a condition of approval to the subdivision, then the

applicant is to contribute 100 percent of the cost of kerb and gutter in either or both frontages in which the need for the kerb and gutter is identified.

- If the conditions in 4 above do not apply to both road frontages or only apply to one road frontage and Council does not require kerb and gutter to be constructed in one or both frontages, the applicant will contribute 50 percent to the cost of kerb and gutter when the work is included in Council's Works Programme, as per item 1 above.
- Alternatively, if the applicant wishes kerb and gutter to be constructed in any case, then the conditions as per item 6 below apply;
- Where a subdivision is involved and Council does not require kerbing and guttering to be constructed but the applicant wishes kerbing and guttering to be constructed, then the applicant shall make a 100 percent contribution to the costs of doing so;
- Where a subdivision creates a situation which can best be solved by extending kerbing and guttering beyond the boundaries of the land to be subdivided, Council will consider meeting the cost of that extension in its works programme. If associated funds are not available to Council to solve the problem, the costs will need to be fully met by the applicant or the application may be refused;
- In the above clauses a reference to the cost of kerbing and guttering refers also to the cost of associated road pavement, shoulder and sealing works and footpath construction works required to be undertaken as part of the kerbing and guttering works; and
- Where an applicant is required to dedicate land to Council for public road or open space purposes, no special consideration is to be given in the matter of kerbing and guttering costs.

16.7 Exemptions

An applicant may be exempt from the requirement to construct kerbing and guttering if such construction is impractical because of site conditions. Any such exemption would be subject to Council approval.

16.8 Alternative Solutions

Nil.

17. BARLEYFIELDS

17.2 About this Chapter

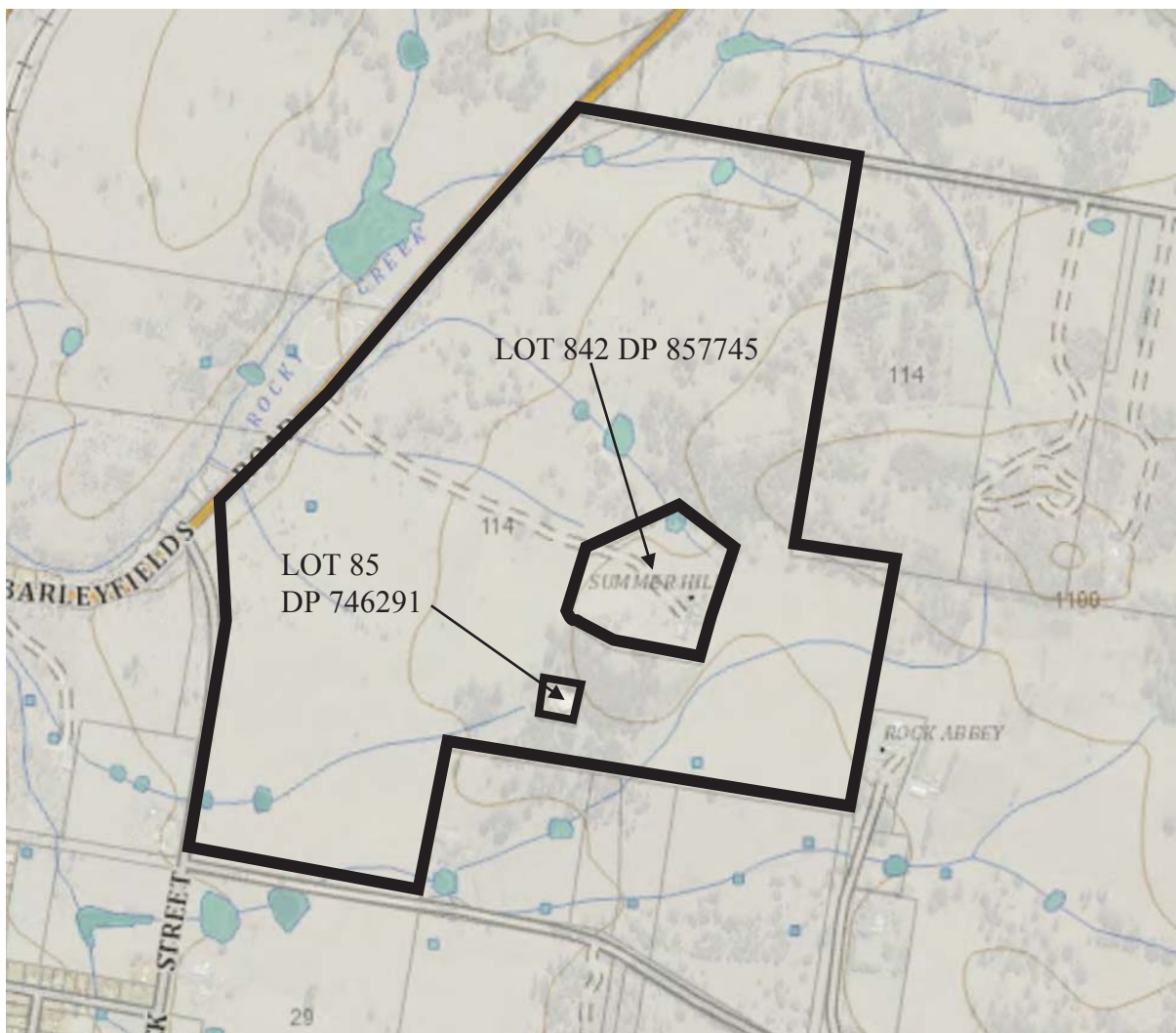
This chapter provides the development Masterplan, principles and site controls for development within the land known as 'Barleyfields'.

The purpose of this chapter is to provide a logical, master planned framework for the efficient staged release of low density residential land in a socially, economically and environmentally sustainable manner.

17.3 Where this Chapter applies

This Chapter applies to the land within the heavy black edging shown in **Figure 17.1**.

Figure 17.1 Land to which Chapter 17 applies



Lot 842 DP 857745 and Lot 85 DP 746291 are excluded from the land to which this Chapter applies.

17.4 Masterplan

A Masterplan has been prepared for Barleyfields that sets out a logical subdivision layout in consideration of the following key elements:

- Efficient staging of the subdivision
- Road network
- Stormwater and servicing strategy
- Urban design controls

The preferred subdivision layout Masterplan is shown in **Figure 17.2 - Barleyfields Masterplan**.

17.5 Development Lots

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

Lot 1	4.04 ha
Lot 2	4.28 ha
Lot 3	4.42 ha
Lot 4	4.13 ha
Lot 5	4.21 ha
Lot 6	5.07 ha
Lot 7	5.35 ha

These lots are shown on **Figure 17.3 - Development Lots**.

Objectives

- To maintain the semi-rural residential character of the area;
- To enable low density residential development;
- To maintain the integrity of the Barleyfields Masterplan low density subdivision layout; and
- To ensure that development does not compromise future development for low density residential purposes in accordance with the Barleyfields Masterplan.

Controls

- Future dwellings and buildings within the development lots:
 - Must be located within the lot boundaries of the Barleyfields Masterplan low density subdivision layout.
 - Be set out by a surveyor.
 - Serviced by an aerated rather than a transpiration wastewater system.
- Metal (colourbond) or paling fencing is not permitted as lot boundary fencing.
- Access driveways are to be constructed to a rural residential standard.
- All mature native canopy trees with a diameter at breast height (dbh) greater than 200 mm are to be retained.

Figure 17.2 Masterplan Subdivision Layout



Figure 17.3 Masterplan Development Lots



17.6 Low Density Residential Lots

The Barleyfields Masterplan provides for the creation of 41 low density residential lots over eight (8) stages. Development proposals are to be consistent with the Barleyfields Masterplan and the staging strategy shown in **Figure 17.4**.

Objectives

- Barleyfields will provide a variety of low density lot sizes to facilitate housing diversity and to meet the housing needs and choice for rural character living within a low density residential environment.
- Residential development is to be of a scale and character consistent with a low density residential environment.

Principles

- to create a road and lot layout suitable for low density detached residential housing;
- to retain and enhance existing stands of trees as remnant native vegetation;
- to integrate stormwater management into landscape approaches for the site;
- to create a landscape of a high visual amenity with a distinct landscape character;
- to consider the interface between future residential lots and the adjacent rural land; and
- to utilise plant species with a low water requirement and longevity.

17.7 Staging

Objectives

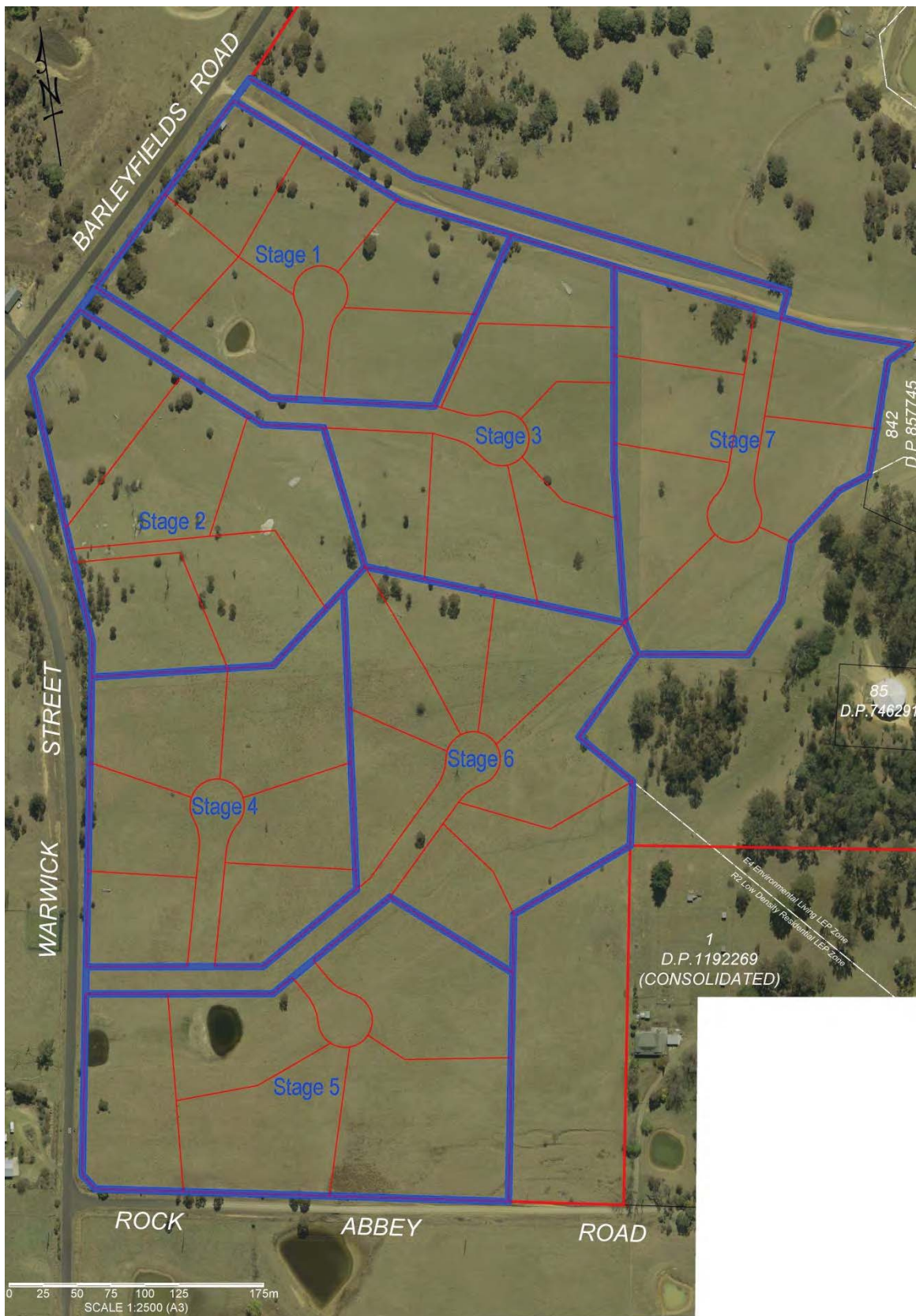
Development staging aims to:

1. Enable the gradual release of land to meet the low density housing needs of the Uralla area.
2. Enable the progressive provision of internal road, sewer and water reticulation connections.
3. Enable the progressive provision of stormwater detention measures.

Controls

1. Development is to occur in logical stages, generally as shown in **Figure 17.4**.

Figure 17.4 Masterplan Staging



17.8 Servicing

Objectives

- To incorporate best practice urban water management techniques relating to stormwater quality and quantity.
- Ensure that the provision and management of servicing is in accordance with “best practice” standards.

Controls

- Developers will be required to extend water and sewer infrastructure as identified in **Figures 17.5** and **17.6**.
- Stormwater infrastructure will be provided as shown in **Figures 17.7A** and **17.7B**.
- Where services identified in **Figures 17.5, 17.6** and **17.7(A & B)** are not in place, it will be the developer’s responsibility to forward fund these services.
- Existing dams are to be retained for stormwater detention and water quality purposes.

17.9 Street Trees

Objective

- Street tree planting will comprise “New England” species and will provide Autumn colour and reflect the character of Uralla streetscapes.

Controls

- One (1) street tree will be planted every 20 metres of road frontage.
- Street trees will be selected from the following species:
 - *Acer x freemanii* ‘Celzam’ Celebration (Red Maple).
 - *Fagus sylvatica* f. *purpurea* (Copper Beech).
 - *Quercus palustris* (Pin Oak).
 - *Fraxinus* ‘pennsylvanica’ Wasky’ Skyward (Green Ash).
 - *Pyrus calleryana* Chanticleer (Ornamental Pear)
 - *Pistacia chinensis* (Pistacio)
 - *Prunus cerasifera* ‘Nigra’ (Flowering Plum)
 - *Acer negundo* ‘Sensation’ (Box Elder)

Figure 17.5 Water Servicing Plan



Figure 17.6 Sewer Servicing Plan



Figure 17.7A Stormwater Servicing Plan



Figure 17.7B Stormwater Servicing Plan



17.10 Low Density Residential Development

'Dwellings' and 'dual occupancies' (attached and detached) are permissible with consent in the R2 Low Density Residential zone.

Objective

Residential development is to be of a scale and character consistent with a low density residential environment.

Controls

1. Density

Minimum site area per:	
Dwelling	2,500 m ²
Dual Occupancy – Detached	2,500 m ²
Dual Occupancy - Attached	2,500 m ²

2. Building Setbacks

STREET	SIDE/REAR
10 m to main frontage –if corner allotment 6 m to secondary frontage.	3 m

3. Height of buildings - must not exceed two storeys (8.5 m).

17.11 Boundary Fencing

Objectives

- To maintain the semi-rural character of the neighbourhood.
- To encourage permeable fencing to maintain view lines within the Barleyfields DCP area.

Controls

- These controls apply equally to the development lots and the low density residential lots.
 - Metal or paling fencing is not permitted within the Barleyfields DCP area.

Acceptable Solutions

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



Street front fencing



rear fencing

Side and

18. COMMERCIAL RENEWABLE ENERGY DEVELOPMENT

18.2 About this Chapter

This chapter provides details about development standards for commercial renewable energy developments.

18.3 Where this Chapter Applies

This chapter applies throughout the Shire.

18.4 Aims and Objectives

- To minimise potential land use conflicts;
- To ensure that there is no unreasonable impacts on the amenity of adjoining land users, the broader community or the travelling public.

18.5 Acceptable Solutions

The following are particular provisions in relation to the development of renewable energy projects:

- The developer must assess the visual impact of the project including an assessment of the development on the scenic value and character of the locality. This assessment should consider how the proposal will maintain the unique local character of the area and all significant vistas;
- Any infrastructure which forms part of the development must not occupy more than 30% of the viewshed from any highway;
- No development is permitted within 500m of a dwelling or business premises not associated with the project;
- Development must not be within 200m of the access to a dwelling or business premises not associated with the project;
- No development is permitted forward of the average building line setback of the nearest adjacent properties;
- All road accesses not within the development site are to be constructed current AustRoads standards;
- All infrastructure, including cabling, must be fully dismantled and removed from the site within 24 months of decommissioning.

18.6 Exemptions

Nil.

18.7 Alternative Solutions

Nil.

Uralla Shire Council Development Control Plan

Adopted: 19 December 2011

Amended: 5 February 2020

Version: v05022020

For further information:

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

Uralla Shire Council
Council Chambers and Administration Centre
32 Salisbury Street
Uralla NSW 2358

T (02) 6778 6300
F (02) 6778 5073
council@uralla.nsw.gov.au
www.uralla.nsw.gov.au



To The General Manager, Uralla Shire Council

I Submit the following objections to the draft Amendment No 5 Uralla Development Control Plan 2011.

Proposed Change

1. Strata title subdivision below LEP minimum lot size is not permitted (560m²).

Currently no lot size minimums in strata title subdivision.

2. 2 or more dwelling minimum area per dwelling is 450m² in general residential.

Currently (and still in the proposed DCP!)

3-6 Density Table 3.1

Dwelling size	Minimum site area per dwelling
Small <55m ²	130m ²
Medium 55-84m ²	200m ²
Large 85-125m ²	290m ²
Extra Large >125m ²	<50% site coverage

Property Rights and Values

The proposed changes remove peoples existing property rights. They have invested in properties knowing they can do certain things then suddenly they can't. Many will be unaware it has changed until they apply.

By removing this potential from properties, you immediately devalue them. Less potential, less prospective buyers equals less value.

To remove property rights and devalue peoples' property you need to have a very good reason.

What is your reason?

Diversity = Affordability and lifestyle choice

Uralla DCP 2.6 aims and objectives.

To provide safe, convenient and attractive neighborhoods that meet the diverse and changing needs of the community by

- Offering a wide choice of good quality housing
- Encourage walking and cycling
- Minimize energy consumption

Dept Planning and Environment

New England North west Region plan 2036.

Goal 4 – Attractive and thriving communities

‘Greater housing diversity will support the increasing number of single person and couple only households. Healthy safe and inclusive places will enhance active and inclusive lifestyles.’

‘Focusing growth in existing urban centers will foster livability, encourage a sense of community, support existing commercial areas and reduce infrastructure costs.’

Government Architect for NSW.

Urban Design for regional NSW.

‘6. Increasing options for diverse and healthy living.

Changing populations and demographics in regional NSW require predominant housing forms and densities to be rethought and supplemented by other options.

- Create built environments that are more diverse, varied and vibrant.
- Attracts new residents through increasing housing choice and types which respond to varying needs and reinforce community stability.
- Retains local populations by allowing households to evolve and adapt overtime in the same town.’

So, the aims of the uralla DCP, the Department Planning and Environment regional development plan and guidelines from the government architect are all heading in the same sensible sustainable direction. More density, more diversity, more affordability and more livability.

These proposed changes will lead Uralla in exactly the opposite direction. If every new dwelling to gain a title has to meet the same minimum lot size, there is no diversity.

The death of growth for Uralla

70% of new housing in NSW is to come from infill development over the next 20years.

Proposed new developments on the town fringe have been refused by Dept Planning and Environment because the potential for development in the existing town envelope has not been used up. These proposed changes will mean much of that potential cannot possibly be developed.

No new development outside town – State Government.

No new development inside town – Council.

Equals No Growth.

If a town is not growing its dying.

Affordability = sustainability long term

Affordability is not just the purchase price or the rental price of a property. It goes to the cost of maintenance, heating/cooling, watering, the provision of council services (roads, water, sewer, garbage) and essential services (power, phone, internet, fire control, police and health).

- At a time when every second town in NSW is running out of water this council will force everyone to have a big lawn and big garden.
- At a time of shrinking household incomes this council will dramatically increase the minimum price to purchase or rent newly developed housing.
- At a time of escalating heating and cooling costs this council will force people into a larger dwelling.
- At a time when councils are struggling to meet budgets this council will increase serviceability costs by increasing the area of settlement yet decreasing the population.
- At a time when the fastest growing group of homeless people in Australia is older, single women, this council will stop development of the very housing this group can afford to live in.

For what reason?

Financing Development

To gain finance for a development you have to create new value or banks won't lend the money.

For example:

You have an existing property value - \$300,000

You build a second dwelling for \$200,000

You now have 2 dwellings on one title – value \$400,000

You have spent more than you have gained, the bank will not lend you the money

If you can create a new title (strata subdivision) you now have 2 properties worth \$290,000 each. You have created new value so the bank will lend money and the development can proceed.

If you build 5 dwellings on one title and you need \$1,000,000 to recover costs, it is almost impossible to find one buyer to spend \$1,000,000 on a property in Uralla.
Strata subdivision into 5 titles and suddenly you can find five buyers with \$200,000 each to purchase the properties so the development can proceed.

Who buys property in Uralla?

Analysis of sales over the last 3 years in Uralla township reveals:

Age

20-30	10%
30-40	18.5%
40-50	17%
50-60	17%
60-70	14.5%
70-80	17.5%
80+	5.5%

20-50	45%
50+	55%

20-60 couples	44%
20-60 singles	18%
60+ couples	15%
60+ singles	<u>23%</u>

These are all owner-occupied sales. In line with regional Australian population trends, 55% of people moving to Uralla are over 50 years old.

41% of people are single

23% 60+ people are single

These figures reveal why we need to plan for an increasingly aging and single population and have housing that meets their needs and lifestyle choices.

What people are looking for when buying properties in Uralla. As revealed through analysis of enquiry through Properties Uralla over the last 3 years.

General Attributes:

1. Walking distance to main street
2. Low maintenance, low cost heating/cooling
3. Little or no renovation
4. Manageable yard size not too big and low maintenance
5. Car accommodation
6. Quiet location

Most required price range \$250,000 - \$350,000.

2-3 Bedrooms with car accommodation.

Development of housing that reflects these requirements and lifestyle choices should be encouraged, not stopped.

Conclusion

In considering the proposed changes I would ask the councilors to think not just tomorrow or next year but 5, 10, 15, 20 years in the future. Ask yourselves why are we making these changes? What good will this bring?

The world is a rapidly changing place and we need the flexibility to change with it.

Colin Hull

Friday 18th October 2019

To the General Manager, Uralla Shire Council,

Re: Draft Amendment N° 5
Uralla Development Control Plan

I wish to lodge an objection to the proposed changes to the rules concerning sandwich boards for businesses. Currently the plans are very workable, free and every business has the right to at least one sandwich board. Problems regarding stability and pedestrian traffic are identified and the solution is given.

These suggested changes take away the right to have a sandwich board and replace it with council approval under section 68, subject to the applicant coming up with solutions for sign stability and pedestrian traffic and paying some \$100s of dollars in application fees.

If council approves this, every sandwich board will become illegal costing businesses money and time just to get back to where we are now and taking who knows how long.

Why change good workable rules to ones that cost a lot of time and money and will only cause trouble.

Jo Huin

To the General Manager Uralla Shire Council

USC

22 OCT 19

Received

I submit the following objection to the draft amendment no 5 Uralla development control plan

a Proposed changes of most concern is minimum allotment size of $450m^2$ for strata title, $560m^2$ for freehold title

Implementing minimum allotment sizes to these particular developments only takes opportunities away from the town. Uralla has so much potential and these proposed changes I believe will severely inhibit that potential and the long term sustainability of Uralla.

Daniel Brown

From:
Sent: Monday, 21 October 2019 4:24 PM
To: Council
Subject: TRIM: Objection to Draft Amendment No 5 UDCP 2011

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3796

The General Manager
Uralla Shire Council

I wish to register my objection to Council's proposed amendment (Draft Amendment No. 5 Uralla Development Control Plan).

I believe Council intends to require a Development Application and impose a fee for the use of a sandwich board. My understanding is that we had (and probably still have) a regulation limiting each business to one sandwich board which is not to obstruct pedestrian traffic or be a danger to anyone. This is a perfectly satisfactory arrangement. Requiring a DA seems like bureaucracy gone mad. Please do not adopt the proposed amendment.

Ross Burnet

22nd October 2019

The General Manager
Uralla Shire Council
Salisbury Street
Uralla NSW 2358.

It has come to my attention the Uralla Council wishes to increase the size of a strata title to 450m². I believe their reason for this is to prevent over development. If this is the case I would like council to provide me an example of where this over development is currently taking place and why it needs to be prevented.

I am aware of only three developments in Uralla where there has been a dual occupancy development or greater in the last twenty years and the most recent of these is at 7 Salisbury Street. One of those properties has sold and the front dwelling has been for sale for at least a year for \$349 000.00. Average blocks of land in Uralla are now selling for \$120 000.00 each if you can find one to buy. Two years ago you could probably buy a block of land for \$80 000.00 each so I think prices will keep rising due to a shortage of supply making the value of the land cost in the following examples even more expensive than demonstrated.

Wherever I read in USC reports their aim is to promote development. I fail to see how this proposal achieves that. On an average 1000 - 1200m² block priced at \$120 000.00 per block in Uralla I may currently be able to build 5 units equating the land price to \$24 000.00 per unit. If this new proposal is approved I can only build 2 units on this same lot of land. This would equate to a land cost of \$60 000.00 per unit. How can a 150% increase in the cost of the land promote development?

There is also an existing example of 8 flats at 20 Queen Street, Uralla currently for sale at a price of \$1 170 000.00 under one title. I do not know how many years these flats have been for sale for but it is quite some time. If you could divide these flats into 8 separate titles you could then sell each of these flats for \$146 250.00 each to receive the current sale price. This lower price is more affordable for individual buyers which I am sure would have resulted in complete sale of this property by now. It is easier to find 8 buyers in Uralla with \$146 250.00 than one buyer with \$1 170 000.00. This is another example of how smaller strata area's aid development not larger ones.

The higher density on 20 Queen St compared to 7 Salisbury highlights how much more affordable this higher density development is for both buyer and seller i.e. \$146 250.00 per unit against \$349 000.00 per unit.

Who wants this proposal? Where is it coming from and why? Who does this help? What happens to people who have made large investments on the basis of the current DCP and LEP. Why are we making housing in our town unnecessarily expensive when development in Uralla is not exactly running rampant? Has any other council in Australia adopted this policy?

It seems to me the council is actually trying to stifle development not promote it but why?

Regards,

Myles Doran.

From:
Sent: Tuesday, 22 October 2019 2:46 PM
To: Council
Subject: TRIM: SubmissionDraft Amendment 5 - Uralla development Control Plan 2011. Report 13 Council Meeting 24 September 2019

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3798

With regards to the above proposed amendments to the Uralla DCP please consider the following,

- **Chapter 4 – Rural Development.**

The proposed requirement for dwellings located in an RU1 / RU2 zone to be 50m from any boundary is in conflict with the **NSW Exempt and Complying Development Code – 2008** known as the “Code SEPP”.

Part 3A (Rural Housing) of the Code SEPP only requires a dwelling to be located a minimum of 50m from the front boundary, 10m from the side boundary and 15m from the rear boundary. Outbuildings can be 5m from side / rear boundaries.

The proposed requirement for a dwelling in an R5 zone to be a minimum of 25m from any boundary is also in conflict with the NSW Code SEPP.

Part 3A (Rural Housing) of the Code SEPP only requires a 15m setback from the front boundary and 10m from the side or rear boundaries. Outbuildings can be located up to 5m from side / rear boundaries.

Kind regards, Warren.

Warren Sellings

From:
Sent: Tuesday, 22 October 2019 2:54 PM
To: Council
Subject: TRIM: Draft amendment No 5 of the Uralla Development Control Plan 2011

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3799

To whom it may concern

I would like to put forward an objection to the subject amendment, in that where it says:
Chapter 7 Commercial Use of Public Footways. The proposed wording does not retain the phrase in the current wording of:
"No Council approval is required for the placement of a sandwich board sign within the road reserve (footpath) provided that it complies with the following requirements:"
I ask that this wording be retained.

Thank you

regards,
Teresa French

Dear Sir/Madam.

I am writing this letter as a formal submission to voice my opinion in relation to the proposed changes to the minimum lot size per dwelling as mentioned in the Draft Amendment No 5 - Uralla Development Control Plan.

As I am currently in the process with council of building a duplex with the current minimum lot size of 560 square metres. I know how much this proposed minimum lot size change would affect my future building and development plans in the town of Uralla. To change from the current minimum lot size & street frontage limits would be a negative step for the town. Council I feel should be showing to developers a message of being pro-development not anti-development.

I have contacted some of the people involved with my development, all of these were of the opinion it was a backward step for the town.

To try and minimise urban sprawl, I feel council should maintain or even lower the current lot minimum size requirement.

People now realise the many advantages of living close to shops, amenities and parks. If people can walk or ride a bike to where they are going, it is good for the people, great for the environment and have less

congestion on the roads and car parking demand.

I believe council should be looking at positive not negative ways and ideas to encourage inner town residential development.

This would bring more people, more rate payers to Urala and help grow our dynamic, beautiful and charismatic town.

Regards

John Goode.

From:
Sent: Tuesday, 22 October 2019 6:33 AM
To: Council
Subject: TRIM: Objection to draft amendment no.5 Uralla development control plan

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3800

To The General Manager
Uralla shire Council

I right to you in regards to the councils proposed plan to alter/take away our rights to Advertise our businesses on our existing A frame boards.

I do not understand the need for any change in the A Frames out on our already amazing street

As I sit and write to you I look up and down the street to see a very clean and tidy placement of the frames None of which are obstructing or out of place in any way.

To be made change or apply for application to have the very important advertising frames will not only be a massive burden on our businesses but money that is just not there to be spent in these extremely hard times.

So please take this into consideration in the decision to fix something that's not broken

Thank you
Dale Goodwin

From:
Sent: Wednesday, 23 October 2019 3:57 PM
To: Council
Subject: TRIM: Objection to proposed changes to sandwich board signs.

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3811

Good Afternoon,

I would like to put in an objection to the proposed changes regarding the sandwich board signs in Bridge Street, Uralla's shopping CBD.

Why propose to change something when there doesn't appear to be anything wrong with the current system?

It seems completely unnecessary to make shop owners apply and pay to have a sandwich board sign. The majority of shops keep their boards up against their windows out of the way of pedestrians. There have been times where sale products and folding tables have been noticed on the sidewalk and I do believe this is inappropriate. The sandwich boards are easily visible to passing traffic and basically lets travellers know that shops are open and ready for business. If these changes pass I will not be using a sandwich board.

It is also unfair to inflict charges on the street stall for the use of their table and signs as they are fundraising for the local charities, schools and fundraising groups.

If anything, rules could be put in place regarding where boards are to be placed e.g. against shop front so pedestrians have space to walk past, especially where there are picnic tables.

Kind Regards,
Anna Sutherland

From:
Sent: Wednesday, 23 October 2019 9:31 PM
To: Council
Subject: TRIM: Sandwich board objection

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3814

Dear Council Members,

I would like to lodge my objection to the recent notice regarding upcoming fees for sandwich boards.

Thanks,
Felicity



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Manager of Development and Planning
Reference/Subject::	Report 16 - Draft Uralla Local Strategic Planning Statement 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

NOTE TO COUNCILLORS:

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

SUMMARY:

This report is to present to Council the draft Local Strategic Planning Statement (LSPS) for public exhibition.

OFFICER'S RECOMMENDATION:

That Council:

3. Places the draft Uralla Local Strategic Planning Statement 2020 on public exhibition for a period of not less than 28 days; and
4. Give the General Manager delegated authority to adopt and make the Uralla Local Strategic Planning Statement 2020 if no submissions are received from the public or the Department of Planning, Industry and Environment.

BACKGROUND:

In March 2018, amendments to the Environmental Planning and Assessment Act 1979 (EP&A Act) introduced new requirements for councils to prepare and make local strategic planning statements.

The LSPS is to have final approval by the Department of Planning Industry and Environment by July 2020.

REPORT:

In March 2018, changes were made to the Environmental Planning and Assessment Act which gave greater prominence to the role of strategic land use planning. Councils are now to focus more strongly on strategic planning with their community so that communities are part of the discussion and understand how local areas will accommodate change over time.

Part of the change introduced in 2018 was a requirement for all councils to have a LSPS. The Uralla LSPS is a strategic land use planning policy document which provides the link between local priorities set in the Community Strategic Plan and the priorities set out in the New England North West Regional Plan 2036 (NENWRP). Council has a statutory responsibility to give effect to the NENWRP – meaning that our planning framework must support its initiatives.

Local strategic planning statements must set out:

- the 20-year vision for land use in the local area;
- the special characteristics which contribute to local identity;
- shared community values to be maintained and enhanced, and
- how growth and change will be managed into the future.

Councils are required to show how their vision gives effect to the regional or district plan, based on local characteristics and opportunities, and the council's own priorities in the community strategic plan it prepares under local government legislation.

The legislation does not prescribe a set method for councils to prepare and make their LSPS, and the process is intentionally flexible to allow councils to develop their own process based on their needs, the currency and availability of source material and the resources they have.

In general, the LSPS process comprises four stages:

- Scoping – This was undertaken by an external consultant utilising source data and existing plans which were informed through extensive community consultation;
- Testing – This forms the public exhibition component of the process which may guide the next stage, depending on submissions;
- Finalisation – This is where the document is 'made' or content of submissions informs changes in the LSPS, and
- Implementation – This is where priorities and actions are undertaken, including monitoring and review.

CONCLUSION:

It is appropriate to publicly exhibit the draft Uralla Local Strategic Planning Statement 2020 for a period of not less than 28 days and consider any submissions made.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The draft LSPS will be placed on public exhibition for a minimum of 28 days. The contents of the LSPS incorporate information from existing plans which were informed through extensive community consultation.

The draft LSPS has been reviewed by the Department of Planning, Industry and Environment with comments incorporated as appropriate.

2. Policy and Regulation

Environmental Planning & Assessment Act 1979

New England North West Regional Plan 2036

Uralla Community Strategic Plan 2017-2027

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

The LSPS must be publicly exhibited to ensure compliance with current state legislative standards.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Manager of Development and Planning

UINT/20/1202

Director of Infrastructure and Development

Infrastructure and Development

Attachment 1 – Draft Uralla Local Strategic Planning Statement
2020



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Planning and Development
Reference/Subject:	Report 17 - DIVISION DECISION – Development Application 71/2019 – Studio, Carport & Laundry/Store Area – 22 Fitzroy 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:	Studio, Carport & Laundry/Store Area
Property description:	Lot 29 DP 258313 Assessment 9527
Applicants:	Rochelle England
Owner:	Rochelle England
Zoning:	R1 General Residential
Date received:	29 October 2019
Public notification or exhibition:	Yes
Exhibition period:	31 October 2019 – 15 November 2019
Submissions:	One
Other approvals:	Nil

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 71/2019 for a Studio, Carport & Laundry/Store Area at 22 Fitzroy Street, Uralla (Lot 29 DP 258313) subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Nil

GENERAL CONDITIONS

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

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

2. 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.

3. The studio is not to be used as a domicile without prior written consent from Council..

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

4. 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.

5. 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.

6. 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.

BACKGROUND:

Development Application 71/2019 for a Studio, Carport & Laundry/Store Area at 22 Fitzroy Street, Uralla was received on 29 October 2019. The studio was constructed by the current owner in early 2019 without consent. The carport and laundry / storage area was constructed without consent by the previous owner.

REPORT:

A satisfactory post construction compliance assessment compliance assessment was completed by New England Building Consultants, dated 28.10.2019. Structural certification was completed by Tierney Consulting Engineers, dated 4.10.2019.

One submission was received during the exhibition period. The substance of the submission related location of the studio, stormwater drainage, fencing, clearing of vegetation.

KEY ISSUES:

Matters raised in the one submission received:

Location: Structures are non-habitable for the purposes of privacy considerations, and setbacks are compliant with the National Construction Code.

Stormwater drainage: As the stormwater from both new structures is piped to the street, the development will reduce natural overland flow, and therefore lessen stormwater impacts on neighbouring properties.

Fencing and clearing of vegetation: These are civil issues and not matters for consideration in development assessment.

CONCLUSION:

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: UI/20/1060
Approved/Reviewed by Manager: Director Infrastructure and Development
Department: Infrastructure and Development
Attachments: 1 - Development Application Assessment Report 71/2019
2 - Submission by Catherine Matheson

Development Assessment Report

DA Number: DA-71-2019

Council: Uralla Shire Council

Location: 22 Fitzroy Street URALLA

Development Description: Studio, Carport & Laundry/Store Area

Title Details: Lot: 29 DP: 258313

Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application?

No

Is it a BASIX affected development?

No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral?

No

Is there any other issue that requires notation?

No

Does this application require referral for decision by Council?

Yes

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned:

R1 General Residential

List the relevant clause/clauses applicable under the LEP

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

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal?

Yes

Chapter	Compliance	Comment
3	Yes	

Regional Environmental Plan

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

State Environmental Planning Policy

Is this proposal affected by a SEPP? No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? No

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

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

Construction Assessment

Is a construction assessment required? Yes

Has a construction assessment been completed? Yes

Comment: Post construction compliance assessment completed by New England Building Consultants dated 28.10.2019. Certification by Tierney structural engineers dated 4.10.2019.

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? 1

Submission Maker	Issue	Comment
Catherine Matheson	Stormwater, privacy, fencing, clearing of vegetation.	Stormwater impacts will be reduced. Fencing and vegetation clearing are civil issues. Structures are non-habitable for the purposes of privacy considerations.

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal? Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

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

Conclusion

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

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

Additional Notes Attached:

No

Signed: 

Matt Clarkson, Manager of Development and Planning

Date: 6.2.2020

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Nil

GENERAL CONDITIONS

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

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
2. 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.
3. The studio is not to be used as a domicile without prior written consent from Council..

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
4. 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.
5. 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.
6. 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.

ADVISORY NOTES – GENERAL

7. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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

From:
Sent: Friday, 15 November 2019 11:08 AM
To: Council
Cc: Matt Clarkson; David Aber
Subject: TRIM: Re application no. DA.71.2019, 22 Fitzroy st, Uralla

HP TRIM Record Number: UI/19/4045

I object to the position of the cabin.

Please note the building development is now complete, council was made aware there was no DA in May 2019, I received notice 7.11.19.

The DA is not dated, the submitting application page was unseen, not attached. I am thus unaware if all tradespersons were legally licensed at the time of construction, if the cladding is fireproof and the treatment of wood non toxic.

I oppose the location for environmentally potential drainage damage to my property, with existing drainage issues, and the potential of run off issues to

As a result of the erection of the fence, also not discussed, all of my rear garden, trees, shrubs, were levelled to the ground resulting in loss of shade, but more importantly, there are no shrubs holding the soil any more, thus erosion is highly likely, and a major increase in water flow towards which has an unretained soil wall.

The cabin overlooks my back yard, the tank and building are within a metre of the fence, not sure this is code?

My concern is run off and drainage causing further damage to my land and house, potential of mould and termites when damp. Loss of soil in heavy rain. The studio is 4x5 metres of excess runoff potential with the walls, not including roof and guttering as it goes to tank.

The statement of environmental effects is to identify steps to be taken to protect the environment or lessen the expected harm. Thus my opposition to the position of the studio. Had I been consulted as the neighbour notification plan states, I would have requested the studio be placed in the SE corner of 22 Fitzroy st land, purely to prevent further drainage issues to my property and prevent total loss of vegetation along my old fence line, and erosion of topsoil.

Geographically, geologically, the school animal yard has very little soil above rock. Guttering was requested years ago for the run off issues along Munro ave, which council agreed to and eventually installed. My land apparently has an old creek running under it, and a gold sluice. Thus my concerns for extra run off potentially harming my building and soil, also effecting low slab foundations and drainage.

This whole lack of process, and following procedures, and damage caused, has caused major unnecessary stress, I have not been considered in any of the processes, yet I have been helpful without thanks.

Sincerely,
Catherine Matheson

Section F on the DA application does not appear to be complete, regarding water, stormwater work in residential.



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Planning and Development
Reference/Subject:	Report 18 - DIVISION DECISION – DA-80-2019 Verandah Enclosure, Ensuite and Garage – 51 John 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:	Verandah enclosure, ensuite and garage
Property description:	Lot 12 - DP 1198902 - Assessment 53285
Applicants:	Colin Hull
Owner:	Colin Hull
Zoning:	R1 General Residential
Date received:	18 November 2019
Public notification or exhibition:	Yes
Exhibition period:	19 November 2019 – 3 December 2019
Submissions:	One
Other approvals:	Nil

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 80/2019 for a verandah enclosure, ensuite and garage at 51 John Street, Uralla (Lot 12 DP 1198902) subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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.

7. The work must be carried out in accordance with the requirements of the *National Construction Code*.
8. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
9. 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

10. 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.
11. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Notification of Home Building Act 1989 requirements

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

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

GENERAL CONDITIONS

14. The development shall be implemented in accordance with:

- (c) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
- (d) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

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

15. The owner of the property is to ensure that any structure is installed:

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

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

16. The structures are 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.

17. 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.

18. Occupancy of the buildings 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.

19. 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 existing stormwater channel in John Street.
- (b) By piping to a rainwater tank and then via the overflow to the existing stormwater channel in John Street.

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

20. 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.

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

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

Reason: Statutory requirement

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

Reason: Statutory requirement

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

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

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

Reason: Statutory requirement

24. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

25. The driveway must be concrete or bitumen sealed from John Street to the garage.

Reason: To prevent dust from detrimentally affecting the amenity of neighbouring properties..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

26. 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

27. 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.

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

Monday to Saturday 7.00 AM to 5.00 PM

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

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

29. 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.

30. 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.

31. 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.

32. 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.

33. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

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

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

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

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

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

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

Reason: To ensure that public infrastructure is maintained.

37. 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.

BACKGROUND:

Development Application 80/2019 for a verandah enclosure, ensuite and garage at 51 John Street, Uralla (Lot 12 DP 1198902) was received on 18 November 2019.

REPORT:

One submission was received during the exhibition period. The substance of the submission related to stormwater drainage and dust suppression.

KEY ISSUES:

Matters raised in the one submission received:

Stormwater: There is anticipated to be some minor drainage impacts from the increase in non-permeable surface area due to the sealed driveway. These impacts will be partially offset by stormwater from new structures being piped to the existing open stormwater channel in John St rather than flowing overland directly towards the submission maker's property. No significant impact expected.

Dust suppression: The submission maker has requested that the driveway be sealed. This has been incorporated into the conditions of consent

CONCLUSION:

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/20/1149
Approved/Reviewed by Manager:	Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	1. Development Application Assessment Report 80/2019 2. Submission by Sally-Anne Prado

Development Assessment Report

DA Number: DA-80-2019

Council: Uralla Shire Council

Location: 51 John Street URALLA

Development Description: Enclose Verandah, Ensuite Addition & Garage

Title Details: Lot: 12 DP: 1198902

Property Details/History

	Checked	Comments
File History	Yes	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No

Is it a BASIX affected development? No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral? No

Is there any other issue that requires notation? No

Does this application require referral for decision by Council? Yes

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R1 General Residential

List the relevant clause/clauses applicable under the LEP

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

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

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

Chapter	Compliance	Comment
3	Yes	Setbacks are compliant.

Regional Environmental Plan

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

State Environmental Planning Policy

Is this proposal affected by a SEPP? No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? No

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

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

Contaminated Land

Section 4.15(1)(b) – EP & A Act

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

Infrastructure

Does this proposal have any potential infrastructure impacts?

	Impact	Comment
Drainage	Yes	Minor impacts from the increase in non-permeable surface area due to the driveway. Partially offset by stormwater from new structures being piped to the existing open stormwater channel in John St.

Construction Assessment

Is a construction assessment required? No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? Yes

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

Signage

Does this proposal require signage? No

Notification

Section 4.15(1)(d) – EP & A Act

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

Submission Maker	Issue	Comment
Sally-Anne Prado	Stormwater and dust suppression	Addressed through conditions of consent

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

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

Conclusion

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

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

Additional Notes Attached: No

Signed: 

Matt Clarkson, Manager of Development and Planning

Date: 11.2.2020

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

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

Notification of Home Building Act 1989 requirements

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

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

GENERAL CONDITIONS

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

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

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

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

10. The structures are 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.

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

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

12. Occupancy of the buildings 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.

13. 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 existing stormwater channel in John Street.
 - (b) By piping to a rainwater tank and then via the overflow to the existing stormwater channel in John Street.

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

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

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

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

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

Reason: Statutory requirement

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

Reason: Statutory requirement

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

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

Reason: Statutory requirement

18. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

19. The driveway must be concrete or bitumen sealed from John Street to the garage.

Reason: To prevent dust from detrimentally affecting the amenity of neighbouring properties..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

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

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

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

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

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

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

Monday to Saturday 7.00 AM to 5.00 PM

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

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

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

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

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

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

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

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

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

Reason: To ensure compliance with approved plans.

27. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

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

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

28. 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.

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

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

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

Reason: To ensure that public infrastructure is maintained.

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

Reason: To provide appropriate access to the site.

ADVISORY NOTES – GENERAL

32. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
33. 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.
34. 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.
35. 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.

36. 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.
37. 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.
38. 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

From:
Sent: Sunday, 1 December 2019 6:26 PM
To: Council
Subject: TRIM: DA-80-2019 51 John St Uralla

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/4254

Dear Sir/Madam,

In relation to the proposed development, I have two concerns, i.e.

- (1) that any storm water generated by the additional roof area be dealt with correctly and not allowed to flow into my property, and
- (2) that the proposed driveway be sealed to prevent raised dust blowing into the atmosphere and onto my property and house.

Otherwise, I have no objection to the proposed additions subject to my two concerns being satisfied by council in their determination of the development application.

In my view these conditions are minor and reasonable and in all circumstances are necessary in order to maintain the amenity of the use and occupation of my property.

Yours faithfully

Sally-Anne Prado



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director of Infrastructure & Development
Reference/Subject::	Report 19 - Operational Classification of Land for the Bundarra Sewage Treatment Plant

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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
Activity:	3.4.2.1	Provide sewerage services
Action:	3.4.2.1.2	Maintain and renew the sewer infrastructure network in-line with established programs

SUMMARY:

This report is to progress operational classification of the recently purchased land for the Bundarra Sewage Treatment Plant.

OFFICER'S RECOMMENDATION:

That Council resolve to classify the recently purchased land for the Bundarra Sewage Treatment Plant, being Lot 1 DP 1259420, as operational.

BACKGROUND:

Council purchased Lot 1 DP 1259420 at Bundarra for the purposes of a sewage treatment plant with settlement occurring on 7 February 2020.

REPORT:

In accordance with Section 31 (2) and (2A) of the Local Government Act 1993, within 3 months after it acquires land, Council must classify land as operational otherwise it is taken to have been classified under a local environmental plan as community land.

Lot 1 DP1259420 was created as part of the subdivision of Lot 38 DP 753656 (see plan attached).

CONCLUSION:

It is appropriate to classify the land acquired for the Bundarra Sewage Treatment Plant as operational as this reflects its planned use.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Local Government Act 1993

3. Financial (LTFP)

New asset

4. Asset Management (AMS)

To be included in sewer asset management plans

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

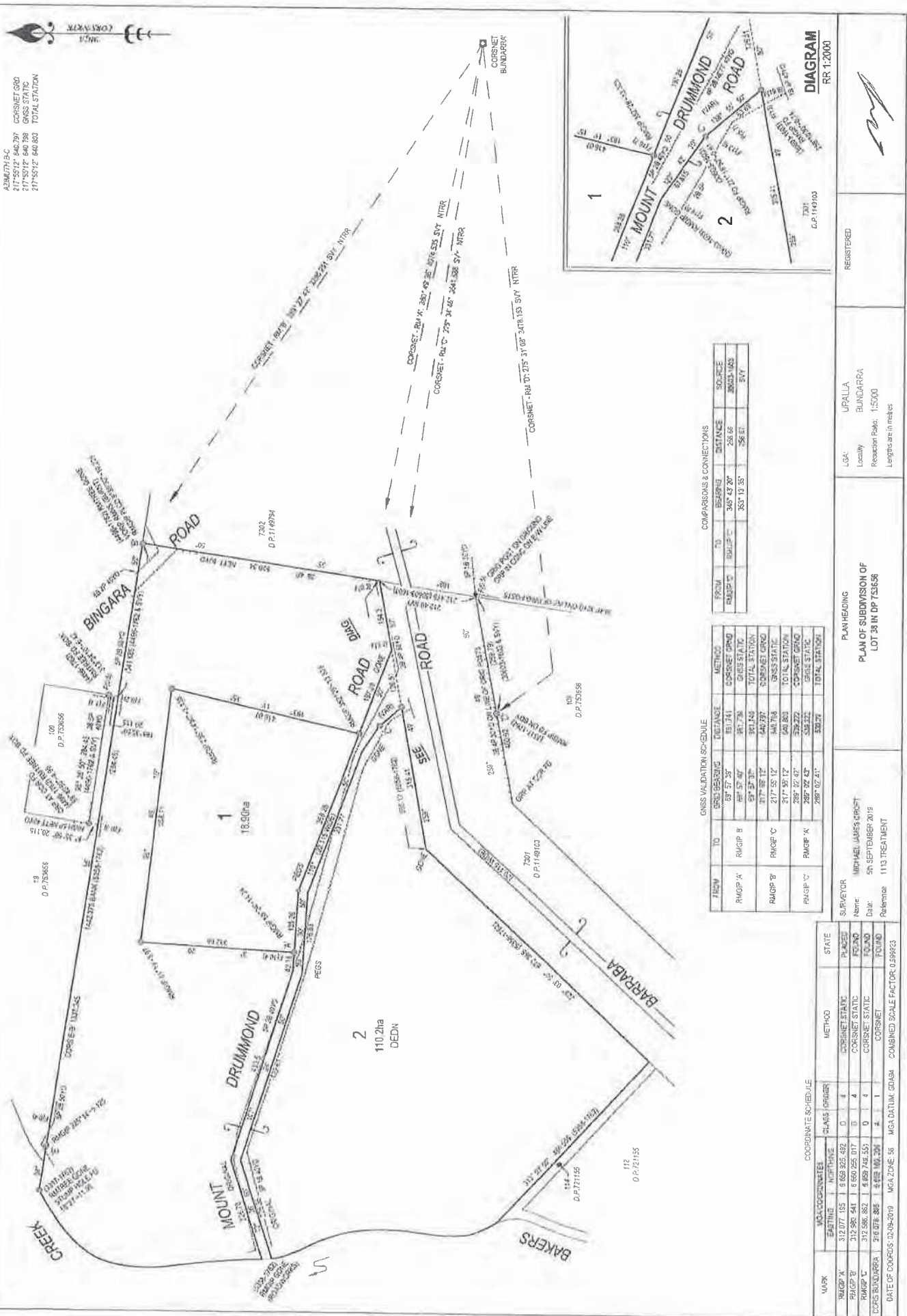
Nil

8. Project Management

Nil

Prepared by staff member:	Manager Development and Planning
TRIM Reference Number:	UINT/20/1215
Approved/Reviewed by Manager:	Director of Infrastructure and Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 – Plan of subdivision - Lot 38 DP 753656

ASUM/JH/3C
217°55'12" 640.797
217°55'12" 640.798
217°55'12" 640.799
217°55'12" 640.800
TOTAL STATION



COMPARISONS & CONNECTIONS

FROM	TO	BEARING	DISTANCE	SOURCE
RMGP 'C'	RMGP 'C'	345° 43' 20"	256.66	2004-1403
RMGP 'C'	RMGP 'C'	353° 13' 35"	256.67	SVT

GNSS VALIDATION SCHEDULE

TRIP	TO	GNSS BEARING	DISTANCE	METHOD
RMGP 'A'	RMGP 'B'	89° 57' 38"	151.741	CORSNET GRID
RMGP 'A'	RMGP 'B'	89° 57' 40"	151.738	GNSS STATIC
RMGP 'A'	RMGP 'B'	89° 57' 38"	151.740	TOTAL STATION
RMGP 'B'	RMGP 'C'	217° 55' 12"	640.797	CORSNET GRID
RMGP 'B'	RMGP 'C'	217° 55' 12"	640.798	GNSS STATIC
RMGP 'B'	RMGP 'C'	217° 55' 12"	640.800	TOTAL STATION
RMGP 'C'	RMGP 'A'	289° 02' 42"	529.272	CORSNET GRID
RMGP 'C'	RMGP 'A'	289° 02' 42"	529.272	GNSS STATIC
RMGP 'C'	RMGP 'A'	289° 02' 41"	529.271	TOTAL STATION

COORDINATE SCHEDULE

WORK	MGDA COORDINATES	CLASS	ORDER	METHOD	STATE
RMGP 'A'	312 077 051 6 659 025 489	0	1	CORSNET STATIC	PLACED
RMGP 'B'	212 580 841 6 650 565 017	0	4	CORSNET STATIC	PLACED
RMGP 'C'	212 588 822 6 659 746 551	0	4	CORSNET STATIC	PLACED
CORS BUNDARRA	212 078 806 6 659 746 551	1	1	CORSNET	FOUND

DATE OF CORROS: 02-09-2019 MGA ZONE: 56 MGA DATUM: GD84 COMBINED SCALE FACTOR: 0.99923

PLAN HEADING
PLAN OF SUBDIVISION OF
LOT 38 IN DP 753558

SURVEYOR
Name: MICHAEL JAMES DUFF
Date: 5th SEPTEMBER 2019
Reference: 1113 TREATMENT

USA: UPALLA
Locality: BUNDARRA
Reaction Factor: 1:5000
Lengths are in metres

REGISTERED
DIAGRAM
RR 1:2000
C.P. 140103



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Environmental Management Co-ordinator
Reference/Subject:	Report 20 - Bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire.

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3.3.1	Deliver roads, lighting, guard rail and posts maintenance and renewal program
Strategy:	2.3.3.1.2	Renew and maintain lighting, signs, posts, and guard rail assets as necessary.

SUMMARY:

This report recommends that Council proceed with a bulk replacement program to convert current streetlights to LED lamps in Uralla Shire.

OFFICER'S RECOMMENDATION:

That Council resolve to fund capital expenditure of \$74,994.21 for the bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire from the Council Reserves or grant funding if available.

BACKGROUND:

Essential Energy are the owner and service provider for the majority of street lighting infrastructure in Uralla Shire. Essential Energy propose to undertake the bulk replacement of existing street-light lamps with LED lamps in Uralla Shire, commencing in March 2020.

The bulk upgrade program is a condition of Essential Energy's Distributor Licence to provide a higher level of public lighting services for its public lighting customers.

At present, street lighting in Uralla Shire predominantly consists of older Mercury Vapour, High Pressure Sodium and Compact Fluorescent lamps.

When compared with existing streetlights, LED lamps have less maintenance costs, lower operating costs and are more reliable. Essential Energy have advised Council that LED lamps have a service life of up to 20 years.

REPORT:

Essential Energy has requested Council consider three options to for the bulk streetlight replacement program.

- Option 1 - Council can provide the capital expenditure directly;
- Option 2 - Council can opt for Essential Energy to provide the capital which will then be recovered through Street Light Use Of System (SLUOS) charges over a ten year period;
- Option 3 -In the event that Council do not wish to undertake the bulk replacement program, Essential Energy will replace the existing lamps with LEDs under the existing 4 year replacement schedule.

The table below shows the projected costs and savings for the bulk replacement options, based on costings provided by Essential Energy.

Table 1 – Capital Expenditure and Savings data – Options 1 and 2

Cost to Council		Annual Essential Energy charges saving (SLUOS)	Estimated annual energy savings	Estimated total annual savings	Net Present Value calculation by Council @ 1.3% /3.7%
Option 1 – Council funded	\$74,994	\$7887	\$14,674	\$22,541	\$135,100/\$110,592
Option 2 – Essential Energy funded	\$0	\$0	\$14,674	\$10,768	\$100,327/\$88,955

**NB – Net Present Value is used in capital budgeting and investment planning to analyse the profitability of a project. A positive net present value indicates that the projected earnings generated by a project exceeds the anticipated costs.*

At 1.3% the NPV with Council funding the replacement is \$135,100 compared with \$100,327 for no capital contribution.

At 3.7% the NPV with Council funding the replacement is \$110,327 compared with \$88,955 for no capital contribution.

KEY ISSUES:

Option 1 is being recommended as:

- The capital cost should be recouped by Council in less than 3.5 years,
- The savings in SLUOS charges and energy bills of an estimated \$22,541 per year should continue well beyond this period, and
- It provides for the best Net Present Value.

CONCLUSION:

It is most advantageous for Council to proceed with the Option 1 funding arrangement for the bulk replacement of streetlight lamps with LED lamps in Uralla Shire as this provides the best Net Present Value.

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

Consultation with Uralla Police and staff.

2. Policy and Regulation

Nil

3. Financial (LTFP)

The program offers a positive benefit to the Long Term Financial Plan.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Environmental Management Co-ordinator

TRIM Reference Number:

UINT/20/850

Approved/Reviewed by Manager:

Manager Development and Planning

Department:

Infrastructure & Development

Attachments:

Attachment 1 - Option 1: Cost Benefit Analysis Summary

Attachment 2 - Option 2: Cost Benefit Analysis Summary

Option 1 - Council Funded (28 Decorative lights excluded)

Benefit Cost Analysis													
Name of Project :		LED Replacement of Street Lighting											
Costs & Benefits	Initial Year	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30		
	0	1	2	3	4	5	6	7	8	9	10		
Total Capital Costs	74,994	0											
Total Recurrent Costs	0	(7,867)	(7,867)	(7,867)	(7,867)	(7,867)	(7,867)	(7,867)	(7,867)	(7,867)	(7,867)		
Total Benefits	0	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674		
Net Benefits (costs)	(74,994)	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674		
Discounted net Cashflow at 7%	0	148	148	148	148	148	148	148	148	148	148		
PV COST @1.3%	\$74,994												
PV Recurrent Cost @ 1.3%	(\$73,324)												
PV BENEFIT @1.3%	\$136,770												
Net Present Value	\$135,100												
BCR @1.3%	2.80												
PV COST @3.7%	\$74,994												
PV Recurrent Cost @ 3.7%	(\$64,771)												
PV BENEFIT @3.7%	\$120,816												
Net Present Value	\$110,592												
BCR @3.7%	2.47												

Option 2 – Essential Energy Funded (28 Decorative lights excluded)

Benefit Cost Analysis													
Name of Project :		LED Replacement of Street Lighting											
Costs & Benefits	Initial Year	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30		
	0	1	2	3	4	5	6	7	8	9	10		
Total Capital Costs	(14,446)	0											
Total Recurrent Costs	0	3,906	3,906	3,906	3,906	3,906	3,906	3,906	3,906	3,906	3,906		
Total Benefits	0	0	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674		
Net Benefits (costs)	14,446	0	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674	14,674		
Discounted net Cashflow at 7%	0	0	148	148	148	148	148	148	148	148	148		
PV COST @1.3%	(\$14,446)												
PV Recurrent Cost @ 1.3%	\$36,404												
PV BENEFIT @1.3%	\$122,285												
Net Present Value	\$100,327												
BCR @1.3%	5.94												
PV COST @3.7%	(\$14,446)												
PV Recurrent Cost @ 3.7%	\$32,157												
PV BENEFIT @3.7%	\$106,665												
Net Present Value	\$88,955												
BCR @3.7%	5.16												



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 21 - Works Progress Report as at 31 January 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 for the previous month, and works being undertaken in the current month.

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

REPORT:

A. Works Undertaken in December 2019 and January 2020

- | | |
|--|-------------------------------|
| 1. Main Road Maintenance | |
| MR73 Thunderbolts Way | General maintenance, Patching |
| MR124 Bundarra Road | General maintenance, Patching |
| 2. Sealed Roads Maintenance | |
| Uralla Streets | Patching, mowing |
| Bundarra Town Area | Patching |
| Arding Area | Patching |
| 3. Unsealed Roads Maintenance Grading | |
| Allinghams Road | Graded |
| Barraba Road | Graded |

- | | |
|--|--|
| <p>4. Construction
 Drainage pipes</p> <p>Mount Mitchell Road
 Haynes Lane
 Martins Lane
 John Street asphalt overlay
 Retreat Road, Pinegrove Road
 Taylors Ponds
 Bundarra Water Supply
 Brechts Road
 Noalimba Avenue</p> <p>5. Bridge / Signages
 Maitland Streets shared path</p> <p>Bridges
 Town and rural streets
 Invergowrie and businesses in town
 Myall Swamp Bridge</p> <p>6. Town Area
 Uralla</p> | <p>Assist asset management – conduct pipe measurement
 Commence road upgrade construction
 Graded
 Graded
 Completed (undertaken by contractor)
 Tree clearing
 Water carting from Laura Creek
 Clean ponds
 Graded
 Construction and sealing completed</p> <p>Completed construction between John Street and East Street
 Clean debris from storms
 Continue signs replacement
 Deliver water
 Complete concrete base slab</p> <p>Recreational area maintenance, cemetery maintenance, clean gutters, mowing, sporting field maintenance, tree pruning. Reseals</p> |
|--|--|

B. Works to be continued/undertaken in February 2020

- | | |
|---|---|
| <p>1. Main Road Maintenance
 Bitumen patching
 Guide posting
 Sign maintenance</p> <p>2. Sealed Roads Maintenance
 Bitumen patching
 Guide posting
 Resealing of regional and rural roads</p> <p>3. Unsealed Roads Maintenance
 Kingstown Road, Bendemeer Road, Enmore area, Bingara Road</p> <p>4. Bridge/Sign
 Bingara Road
 Rural Roads</p> <p>5. Construction
 Mount Mitchell Road upgrade
 Resealing</p> <p>Northeys Road (Roads to Recovery)</p> <p>6. Town Area
 Routine maintenance</p> | <p>Grading (subject to availability of water)</p> <p>Myall Swamp Box Culvert works
 General maintenance and pipe replacement</p> <p>Continue construction, gravel carting and overlay
 Thunderbolts Way (South), Traceys Road, Terrible Vale Road and Bundarra Road (West)
 Reconstruction of 1.0km, improve drainage and sealed to 6 metres wide</p> <p>General maintenance, linemarking</p> |
|---|---|

C. Roads To Recovery

The following projects have been identified, submitted and approved by Department of Infrastructure:

- 1. Project 1: Noalimba Avenue (chainage 4.0km to 5.0km, between Eastern Avenue and Burton Lane) from Kentucky intersection.**
Scope of works: Reconstruction of existing single lane formation and pavement widening to 6 metres with additional base course.
Estimate: \$345,000.

Commencement: November 2019. Completed.

2. Project 2: Leece Road (chainage 0.0km 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.

Estimate: \$120,000

Commencement: March/April 2020. To Be Confirmed.

3. Project 3: John Street (Bridge Street to Uralla Square)

Scope of works: Asphalt overlaying

Estimate: \$200,000

Commencement: January 2020. Completed.

4. Project 4: Northeys Road (chainage 0.1km to 1.1km, from T-intersection of Hawthorne Drive)

Scope of works: Reconstruction of existing single lane formation and pavement widening to 6 metres with additional base course.

Estimate: \$229,000

Commencement: February/March 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/20/1105

Attachments:

1. Works Program to 31 January 2020

Capital Works Program at 31 January 2020

ID	Task Name	Comments	Estimates	Actual Costs to date	June	July	August	September	October	November	December	January	February	March	April	May	June	July
					M	E	B	M	E	B	M	E	B	M	E	B	M	E
1	Upgrades		\$3,256,000.00	\$1,803,253.51														
2	Bingara Road upgrade, ch 6680 to 15000.	Sealing 19/20 completed. Wyalal Swamp Box Culvert in-progress	\$2,856,000.00	\$1,803,253.51														
3	Mount Mitchell Road (Sealed & install guardrails)	In-progress	\$400,000.00															
4	Renewals		\$480,000.00	\$49,739.35														
5	Regional Roads		\$480,000.00															
6	Thunderbolts Way (MR73), reconstruction ch 22000 to 23650 (start from Gwydir River bridge)		\$400,000.00															
7	Thunderbolts Way (MR73) Final Seal - Drought Relief Project	Final seal completed	\$40,000.00	\$27,216.95														
8	Bundarra Rd (MR124) Final Seal - Invergowrie Rd		\$40,000.00	\$22,522.40														
9	Local Roads (Rural) - Construction - R2R		\$665,000.00	\$262,866.38														
14	Leece Road (ch. 350m from Wilkens St)		\$120,000.00															
15	Noalimba Avenue (ch. 4.0 to 5.0km from Kentucky Road)		\$345,000.00	\$262,866.38														
16	Local Roads - Urban - R2R		\$190,000.00															
17	John St - Bridge St to Uralla St (K&G, asphalt overlay)	Completed	\$190,000.00															
18	Construction Projects		\$260,544.00	\$144,869.71														
19	Cyclepath - Maitland St	Completed	\$86,000.00	\$101,157.04														
20	Footpath - (Bundarra CBD - Court St)	Completed	\$59,544.00	\$43,712.67														
21	Kerb and Gutter (King St & Everett St)		\$70,000.00															
22	Stormwater - Iowan Ave Box Culvert		\$45,000.00	\$5,200.00														
23	Heavy Patching Prior to Reseals		\$420,000.00	\$406,331.12														
24	Thunderbolts Way South	Completed	\$260,000.00	\$239,135.38														
25	Bundarra Road	Completed	\$160,000.00	\$167,195.74														
26	Reseals		\$614,000.00	\$346,717.58														
27	Regional Roads	In-progress	\$248,500.00	\$10,006.48														
28	Urban Streets	Completed	\$63,997.00	\$60,268.09														
29	Rural Roads	In-progress	\$335,733.00	\$276,443.01														
30	Resheeting		\$96,388.00	\$10,076.14														
31	Barraba Road (subject to availability of water)		\$20,000.00															
32	Dorley Road	Completed	\$26,144.00	\$6,814.13														
33	Bakers Lane	Completed	\$50,224.00	\$3,262.01														

Project: February 2020 - Attachment2

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 22 - Funding Approval - Mt Mitchell Road Upgrade Funding

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 formalise the funding of the proposed sealing of Mount Mitchell Road including the installation of safety barriers.

OFFICER'S RECOMMENDATION:

That Council;

Approve the estimated expenditure for the sprayed seal and safety barriers at \$108,000 for the upgrade works at Mt Mitchell Road from the Roads and Traffic Facilities Section 94 Contributions (Invergowrie)

BACKGROUND:

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. The road has historically provided for a high level of maintenance due to topography and traffic providing for washouts and poor levels of service. This road is the subject of the most, "genuine" road condition complaints of unsealed roads within the Council area.

To protect the unsealed road works it is proposed to seal the pavement. Safety barriers have also been identified as appropriate for installation in sections with a high adjacent drop off.

The project corridor commences at the southern end of Mount Mitchell Road, approximately 500m north of the Pinegrove Road intersection. The 1.8km unsealed section forms a continuous corridor heading north, providing connection with Amaroo Road and numerous private residences. Mount Mitchell Road terminates at a turning circle constructed at the northern end.

The road provides for a garbage collection service. The school bus is understood to collect residents at the Pinegrove Road intersection and has not travelled along Mount Mitchell Road due to the generally poor condition of the road.

The renewal component of the project involves some road widening, drainage improvements and granite overlay. An upgrade element through applying sprayed seal to a 1.7 km corridor of Mount Mitchell Road, Invergowrie, including installation of safety barriers at some steep slopes on western side of the hill is proposed.

Resurfacing and sealing Mount Mitchell is expected to minimise annual maintenance and renewal costs by eliminating the need for grading and gravel re-sheeting.

In the 2017 Transport – AMP, 1.8 km Mount Mitchell Road \$540,000 was identified as an unfunded and unscheduled road sealing project. With the gravel resheeting and drainage works funded out of the unsealed roads program, it is timely to provide for the necessary sealing and safety upgrade works with funding to be sourced from the Invergowrie Section 94 restrictions.

The Invergowrie Section 94 restrictions have accumulated the following revenues;

CONTRIBUTION PLAN - RURAL INVERGOWRIE	Balance at 30 June 2019
Roads	\$90,019
Community Facilities	\$78,256
Other	\$ 6,951
Fire Fighting	\$42,460
Traffic Facilities	\$18,983
Total	\$236,670

It is proposed to fund the sealing and safety barrier from the Roads and Traffic Facilities contributions.

KEY ISSUES:

- Funding from the Invergowrie Section 94 revenues for the sprayed sealing and safety barriers installation works requires a Council resolution.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

Upgrade will impact the asset value and LTFP. Reduced maintenance costs associated with grading.

4. Asset Management (AMS)

Will impact the Transport AMP forward program.

5. Workforce (WMS)

Council staff and contractors

6. Legal and Risk Management

Risks reduced through improving safety

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/20/1449

Attachments:

Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Manager Waste, Water and Sewer Services
Reference/Subject:	Report 23 - Water Update - Arsenic Treatment Progress

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council.
Strategy:	4.1.3	Provide open, accountable and transparent decision making for the community.
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework.
Action:	4.1.3.1.3	Business papers are distributed to Councillors and published to the community within agreed service levels.

SUMMARY:

At the Extraordinary meeting on 11 February 2020, at OM X05.02/20

Council resolved that:-

1. *at the February Ordinary Council Meeting, Council be provided with a brief report on actions taken to address the elevated levels of arsenic, along with the short and long term supply issues, including budget implications to date impacting on Uralla's water supply.*
2. *the report include a schedule of testing for the arsenic in 2019 and 2020 and the test results for each occasion as well as an explanation of why Council tested ahead of schedule in November, 2019.*

The purpose of this report is to satisfy the resolution.

OFFICER'S RECOMMENDATION:

That Council;

Receive and note the report regarding the actions and implications of the elevated levels of arsenic in the Kentucky Creek Dam and the summary of tests from 2019 and 2020 for arsenic.

BACKGROUND:

At the instruction of NSW Health, Council raised a 'Do not Drink' alert on 18 December 2019 for the Uralla town water supply due to the elevated level of arsenic in the Uralla treated drinking water.

The comprehensive sampling analysis provided for 0.042mg/L of Arsenic in the treated water for a sample collected on 26 November 2019. The Australian Drinking Water Guidelines (ADWG) provide for an upper limit of 0.01 mg/L. The detection of elevated arsenic levels also prompted the urgent need for design and installation of an appropriate arsenic removal system at the Uralla Water Treatment Plant (WTP).

REPORT:

Actions taken to address elevated levels of arsenic

Following the detection of an elevated level of arsenic in the potable water supply, Council has continued working closely with NSW Health and the Department of Primary Industries (DPIE) Water, to develop a verified treatment method to remove the arsenic in the town drinking water to ADWG levels.

The verified treatment method is currently under development with input from DPIE Water to focus on the removal of the organic and inorganic forms of arsenic present in the final treated water. Testing is ongoing to determine the effectiveness of the identified potential treatment options.

The treatment of the organic form of the arsenic has proved to be problematic and the preferred process is still being finalised at the time of writing this report. The current processes at the water treatment plant are unable to remove arsenic present in the raw water to below ADWG limits.

Short and long term supply issues

On 18 February, the Kentucky storage had risen to 100%. The short term supply security concerns have therefore been alleviated due to the recent rains.

For the long term security it is recommended that Council continue to pursue funding to investigate potential alternative water supply sources. Council should also consider amendments to the drought management plan activation points for the various water level restrictions.

Depending on the selected treatment option for the arsenic removal, demand may need to be controlled if the emergency treatment solution process cannot meet the peak demand.

Council has been advised that the emergency funding will provide for treatment to meet the typical demand at level 4 restrictions. This may mean that Council will have to apply under the Safe and Secure program for a contribution to the capital costs needed to produce water at levels when no restrictions apply.

Budget implications

The State Government has repeatedly stated that the cost of the bottled water product delivered to Uralla will be met 100% by the State Government. We have also been advised by a State Government Department that up to 90% of the cost of works on the WTP necessary to remove the arsenic to ADWG levels will be provided to Uralla Shire Council. However, the Department has advised that only one application should be lodged for both the cost of the drinking water product and the works on the WTP, once all costs are known to Council. As Council and DPIE are still trying to determine the verified treatment method to remove the arsenic to ADWG levels, it cannot determine the cost of the process and therefore is not able to lodge an application for funding at this time.

Costs to date

The invoices for Council's purchase of bottled drinking water up to 17 February are \$243,251. As noted above, these costs will be funded 100% by the State Government.

Council's captured labour and plant costs for the distribution of the bottled drinking water up to 2 February is \$49,070. Council has not received any indication that these costs will be reimbursed by the State Government. Other invoiced costs total \$4,345.

Council has been advised that the emergency funding will provide for treatment to meet the typical demand at level 4 restrictions.

The funding from State Government for the verified treatment method to remove the arsenic to ADWG levels is estimated to be between 90% and 100% of the capital cost. The capital cost will be in the order of \$1 million, with additional annual costs excluding depreciation in the order of \$80,000 including \$60,000 for GAC replenishment and \$20,000 for other items.

Test results for arsenic.

A summary of the arsenic test results are attached. This information has also been posted on Council's website.

The November testing was undertaken as scheduled.

KEY ISSUES:

- The final treatment solution required for the removal of arsenic to ADWG levels must be determined, verified and approved by DPIE Water.
- Final costs to implement the solution still preliminary and can only be determined following the verification and approval of a suitable treatment option.
- State Government funding support of between 90% and 100% is available for the purchase of the bottled drinking water and capital costs of works on the WTP necessary to remove the arsenic to ADWG levels.
- Recent rains have increased the stored volume of the Kentucky Creek Dam to 100% (18 February 2020). This is compared with the stored volume of 29% reported on 6 February 2020.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Updates provided regularly to the community.
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
Arsenic removal system capital and operational costs are not currently known.
- 4. Asset Management (AMS)**
Additional modifications and new assets may be required at the Uralla WTP.
- 5. Workforce (WMS)**
The quantum of work required is not currently known.
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Treated town water to ADWG Guideline values.
- 8. Project Management**
Manager Waste, Water and Sewer Services, USC Project Manager

Prepared by staff member:	Manager Waste, Water and Sewer Services.
TRIM Reference Number:	UINT/20/1234
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	1. February - Attachment 1 - Arsenic test results and location maps

Arsenic Test Data

Testing Agency	Sample ID	Sample Area	Sample Date	Parameter	Result mg/L	Test date
NSW Health Pathology (FASS)	2019003241	TP01	18/12/2019	Arsenic	0.086	19/12/2019
NSW Health Pathology (FASS)	2019003304	TP01	27/12/2019	Arsenic	0.004	30/12/2019
NSW Health Pathology (FASS)	2020000028	TP01	2/01/2020	Arsenic	0.095	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP01	23/01/2020	Arsenic	0.082	24/01/2020
NSW Health Pathology (FASS)	2020000389	TP01	28/01/2020	Arsenic	0.08	29/01/2020
NSW Health Pathology (FASS)	2020000469	TP01	4/02/2020	Arsenic	0.082	5/02/2020
NSW Health Pathology (FASS)	2019003242	TP02	18/12/2019	Arsenic	0.089	19/12/2019
NSW Health Pathology (FASS)	2019003305	TP02	27/12/2019	Arsenic	0.108	30/12/2019
NSW Health Pathology (FASS)	2020000029	TP02	2/01/2020	Arsenic	0.098	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP02	23/01/2020	Arsenic	0.081	24/01/2020
NSW Health Pathology (FASS)	2020000390	TP02	28/01/2020	Arsenic	0.081	29/01/2020
NSW Health Pathology (FASS)	2020000470	TP02	4/02/2020	Arsenic	0.08	5/02/2020
NSW Health Pathology (FASS)	2019003243	TP03	18/12/2019	Arsenic	0.07	19/12/2019
NSW Health Pathology (FASS)	2019003306	TP03	27/12/2019	Arsenic	0.101	30/12/2019
NSW Health Pathology (FASS)	2020000030	TP03	2/01/2020	Arsenic	0.096	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP03	23/01/2020	Arsenic	0.06	24/01/2020
NSW Health Pathology (FASS)	2020000391	TP03	28/01/2020	Arsenic	0.078	29/01/2020
NSW Health Pathology (FASS)	2020000471	TP03	4/02/2020	Arsenic	0.07	5/02/2020
NSW Health Pathology (FASS)	2019003244	TP04	18/12/2019	Arsenic	0.122	19/12/2019
NSW Health Pathology (FASS)	2019003307	TP04	27/12/2019	Arsenic	0.066	30/12/2019
NSW Health Pathology (FASS)	2020000031	TP04	2/01/2020	Arsenic	0.071	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP04	23/01/2020	Arsenic	0.013	24/01/2020
NSW Health Pathology (FASS)	2020000392	TP04	28/01/2020	Arsenic	0.04	29/01/2020
NSW Health Pathology (FASS)	2020000472	TP04	4/02/2020	Arsenic	0.033	5/02/2020
NSW Health Pathology (FASS)	2019003240	TP05	18/12/2019	Arsenic	0.001	19/12/2019
NSW Health Pathology (FASS)	2019003308	TP05	27/12/2019	Arsenic	0.032	30/12/2019
NSW Health Pathology (FASS)	2020000032	TP05	2/01/2020	Arsenic	0.022	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP05	23/01/2020	Arsenic	0.042	24/01/2020
NSW Health Pathology (FASS)	2020000393	TP05	28/01/2020	Arsenic	0.062	29/01/2020
NSW Health Pathology (FASS)	2020000473	TP05	4/02/2020	Arsenic	0.046	5/02/2020
NSW Health Pathology (FASS)	2019003245	TP06	18/12/2019	Arsenic	0.085	19/12/2019
NSW Health Pathology (FASS)	2019003309	TP06	27/12/2019	Arsenic	0.114	30/12/2019
NSW Health Pathology (FASS)	2020000033	TP06	2/01/2020	Arsenic	0.096	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP06	23/01/2020	Arsenic	0.086	24/01/2020
NSW Health Pathology (FASS)	2020000394	TP06	28/01/2020	Arsenic	0.082	29/01/2020
NSW Health Pathology (FASS)	2020000474	TP06	4/02/2020	Arsenic	0.081	5/02/2020
NSW Health Pathology (FASS)	2019003246	TP07	18/12/2019	Arsenic	0.1	19/12/2019
NSW Health Pathology (FASS)	2019003310	TP07	27/12/2019	Arsenic	0.101	30/12/2019
NSW Health Pathology (FASS)	2020000034	TP07	2/01/2020	Arsenic	0.12	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP07	23/01/2020	Arsenic	0.043	24/01/2020
NSW Health Pathology (FASS)	2020000395	TP07	28/01/2020	Arsenic	0.068	29/01/2020
NSW Health Pathology (FASS)	2020000475	TP07	4/02/2020	Arsenic	0.099	5/02/2020
NSW Health Pathology (FASS)	2019003247	TP08	18/12/2019	Arsenic	0.1	19/12/2019
NSW Health Pathology (FASS)	2019003311	TP08	27/12/2019	Arsenic	0.099	30/12/2019
NSW Health Pathology (FASS)	2020000349	TP08	23/01/2020	Arsenic	0.099	24/01/2020
NSW Health Pathology (FASS)	2020000396	TP08	28/01/2020	Arsenic	0.097	29/01/2020
NSW Health Pathology (FASS)	2020000476	TP08	4/02/2020	Arsenic	0.102	5/02/2020
NSW Health Pathology (FASS)	2019003248	TP09	18/12/2019	Arsenic	0.009	19/12/2019
NSW Health Pathology (FASS)	2019003312	TP09	27/12/2019	Arsenic	0.015	30/12/2019
NSW Health Pathology (FASS)	2020000035	TP09	2/01/2020	Arsenic	0.012	3/01/2020
NSW Health Pathology (FASS)	2020000349	TP09	23/01/2020	Arsenic	0.014	24/01/2020
NSW Health Pathology (FASS)	2020000397	TP09	28/01/2020	Arsenic	0.015	29/01/2020
NSW Health Pathology (FASS)	2020000477	TP09	4/02/2020	Arsenic	0.013	5/02/2020
NSW Health Pathology (FASS)	2019003260	Weir	19/12/2019	Arsenic	0.071	20/12/2019
NSW Health Pathology (FASS)	2019003185	WTP01 - Raw	11/12/2019	Arsenic	0.051	13/12/2019
NSW Health Pathology (FASS)	2019003181	WTP01 - Raw	12/12/2019	Arsenic	0.072	13/12/2019
NSW Health Pathology (FASS)	2019003211	WTP01 - Raw	16/12/2019	Arsenic	0.081	17/12/2019
NSW Health Pathology (FASS)	2019003261	WTP01 - Raw	19/12/2019	Arsenic	0.087	20/12/2019
NSW Health Pathology (FASS)	2019003265	WTP01 - Raw	20/12/2019	Arsenic	0.085	23/12/2019
NSW Health Pathology (FASS)	2019003275	WTP01 - Raw	21/12/2019	Arsenic	0.09	24/12/2019
NSW Health Pathology (FASS)	2019003276	WTP01 - Raw	22/12/2019	Arsenic	0.095	24/12/2019
NSW Health Pathology (FASS)	2019003277	WTP01 - Raw	23/12/2019	Arsenic	0.101	24/12/2019
NSW Health Pathology (FASS)	2019003293	WTP01 - Raw	25/12/2019	Arsenic	0.092	30/12/2019

Arsenic Test Data

Testing Agency	Sample ID	Sample Area	Sample Date	Parameter	Result mg/L	Test date
NSW Health Pathology (FASS)	2019003302	WTP01 - Raw	26/12/2019	Arsenic	0.098	30/12/2019
NSW Health Pathology (FASS)	2019003297	WTP01 - Raw	27/12/2019	Arsenic	0.096	30/12/2019
NSW Health Pathology (FASS)	2020000005	WTP01 - Raw	28/12/2019	Arsenic	0.091	2/01/2020
NSW Health Pathology (FASS)	2020000010	WTP01 - Raw	29/12/2019	Arsenic	0.064	2/01/2020
NSW Health Pathology (FASS)	2020000017	WTP01 - Raw	30/12/2019	Arsenic	0.095	2/01/2020
NSW Health Pathology (FASS)	2020000015	WTP01 - Raw	30/12/2019	Arsenic	0.09	2/01/2020
NSW Health Pathology (FASS)	2020000022	WTP01 - Raw	31/12/2019	Arsenic	0.08	3/01/2020
NSW Health Pathology (FASS)	2020000027	WTP01 - Raw	2/01/2020	Arsenic	0.081	3/01/2020
NSW Health Pathology (FASS)	2020000049	WTP01 - Raw	3/01/2020	Arsenic	0.09	6/01/2020
NSW Health Pathology (FASS)	2020000050	WTP01 - Raw	3/01/2020	Arsenic	0.089	6/01/2020
NSW Health Pathology (FASS)	2020000079	WTP01 - Raw	5/01/2020	Arsenic	0.1	7/01/2020
NSW Health Pathology (FASS)	2020000084	WTP01 - Raw	6/01/2020	Arsenic	0.105	7/01/2020
NSW Health Pathology (FASS)	2020000093	WTP01 - Raw	7/01/2020	Arsenic	0.097	8/01/2020
NSW Health Pathology (FASS)	2020000220	WTP01 - Raw	10/01/2020	Arsenic	0.089	13/01/2020
NSW Health Pathology (FASS)	2020000227	WTP01 - Raw	12/01/2020	Arsenic	0.090	14/01/2020
NSW Health Pathology (FASS)	2020000232	WTP01 - Raw	13/01/2020	Arsenic	0.084	14/01/2020
NSW Health Pathology (FASS)	2020000252	WTP01 - Raw	14/01/2020	Arsenic	0.080	15/01/2020
NSW Health Pathology (FASS)	2020000272	WTP01 - Raw	15/01/2020	Arsenic	0.084	16/01/2020
NSW Health Pathology (FASS)	2020000294	WTP01 - Raw	16/01/2020	Arsenic	0.086	17/01/2020
NSW Health Pathology (FASS)	2020000299	WTP01 - Raw	17/01/2020	Arsenic	0.086	20/01/2020
NSW Health Pathology (FASS)	2020000339	WTP01 - Raw	21/01/2020	Arsenic	0.085	22/01/2020
NSW Health Pathology (FASS)	2020000358	WTP01 - Raw	23/01/2020	Arsenic	0.084	24/01/2020
NSW Health Pathology (FASS)	2020000398	WTP01 - Raw	28/01/2020	Arsenic	0.083	29/01/2020
NSW Health Pathology (FASS)	2020000478	WTP01 - Raw	4/02/2020	Arsenic	0.083	5/02/2020
NSW Health Pathology (FASS)	2019003267	WTP02 - Settled	20/12/2019	Arsenic	0.076	23/12/2019
NSW Health Pathology (FASS)	2019003281	WTP02 - Settled	21/12/2019	Arsenic	0.085	24/12/2019
NSW Health Pathology (FASS)	2019003282	WTP02 - Settled	22/12/2019	Arsenic	0.081	24/12/2019
NSW Health Pathology (FASS)	2019003283	WTP02 - Settled	23/12/2019	Arsenic	0.071	24/12/2019
NSW Health Pathology (FASS)	2019003290	WTP02 - Settled	25/12/2019	Arsenic	0.071	30/12/2019
NSW Health Pathology (FASS)	2019003303	WTP02 - Settled	26/12/2019	Arsenic	0.073	30/12/2019
NSW Health Pathology (FASS)	2019003295	WTP02 - Settled	27/12/2019	Arsenic	0.075	30/12/2019
NSW Health Pathology (FASS)	2020000003	WTP02 - Settled	28/12/2019	Arsenic	0.068	2/01/2020
NSW Health Pathology (FASS)	2020000008	WTP02 - Settled	29/12/2019	Arsenic	0.069	2/01/2020
NSW Health Pathology (FASS)	2020000013	WTP02 - Settled	30/12/2019	Arsenic	0.068	2/01/2020
NSW Health Pathology (FASS)	2020000020	WTP02 - Settled	31/12/2019	Arsenic	0.074	3/01/2020
NSW Health Pathology (FASS)	2020000025	WTP02 - Settled	2/01/2020	Arsenic	0.073	3/01/2020
NSW Health Pathology (FASS)	2020000077	WTP02 - Settled	5/01/2020	Arsenic	0.046	7/01/2020
NSW Health Pathology (FASS)	2020000082	WTP02 - Settled	6/01/2020	Arsenic	0.05	7/01/2020
NSW Health Pathology (FASS)	2020000090	WTP02 - Settled	7/01/2020	Arsenic	0.057	8/01/2020
NSW Health Pathology (FASS)	2020000221	WTP02 - Settled	10/01/2020	Arsenic	0.063	13/01/2020
NSW Health Pathology (FASS)	2020000230	WTP02 - Settled	12/01/2020	Arsenic	0.059	14/01/2020
NSW Health Pathology (FASS)	2020000235	WTP02 - Settled	13/01/2020	Arsenic	0.058	14/01/2020
NSW Health Pathology (FASS)	2020000249	WTP02 - Settled	14/01/2020	Arsenic	0.057	15/01/2020
NSW Health Pathology (FASS)	2020000269	WTP02 - Settled	15/01/2020	Arsenic	0.048	16/01/2020
NSW Health Pathology (FASS)	2020000291	WTP02 - Settled	16/01/2020	Arsenic	0.052	17/01/2020
NSW Health Pathology (FASS)	2020000296	WTP02 - Settled	17/01/2020	Arsenic	0.052	20/01/2020
NSW Health Pathology (FASS)	2020000337	WTP02 - Settled	21/01/2020	Arsenic	0.055	22/01/2020
NSW Health Pathology (FASS)	2020000359	WTP02 - Settled	23/01/2020	Arsenic	0.063	24/01/2020
NSW Health Pathology (FASS)	2020000399	WTP02 - Settled	28/01/2020	Arsenic	0.048	29/01/2020
NSW Health Pathology (FASS)	2020000479	WTP02 - Settled	4/02/2020	Arsenic	0.043	5/02/2020
NSW Health Pathology (FASS)	2019001931	WTP03 - Final	13/08/2019	Arsenic	<0.001	14/08/2019
NSW Health Pathology (FASS)	2019002987	WTP03 - Final	26/11/2019	Arsenic	0.042	4/12/2019
NSW Health Pathology (FASS)	2019003186	WTP03 - Final	11/12/2019	Arsenic	0.052	13/12/2019
NSW Health Pathology (FASS)	2019003183	WTP03 - Final	12/12/2019	Arsenic	0.050	13/12/2019
NSW Health Pathology (FASS)	2019003210	WTP03 - Final	16/12/2019	Arsenic	0.057	17/12/2019
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NSW Health Pathology (FASS)	2019003266	WTP03 - Final	20/12/2019	Arsenic	0.073	23/12/2019
NSW Health Pathology (FASS)	2019003278	WTP03 - Final	21/12/2019	Arsenic	0.079	24/12/2019
NSW Health Pathology (FASS)	2019003279	WTP03 - Final	22/12/2019	Arsenic	0.082	24/12/2019
NSW Health Pathology (FASS)	2019003280	WTP03 - Final	23/12/2019	Arsenic	0.072	24/12/2019
NSW Health Pathology (FASS)	2019003292	WTP03 - Final	25/12/2019	Arsenic	0.074	30/12/2019
NSW Health Pathology (FASS)	2019003301	WTP03 - Final	26/12/2019	Arsenic	0.071	30/12/2019
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Arsenic Test Data

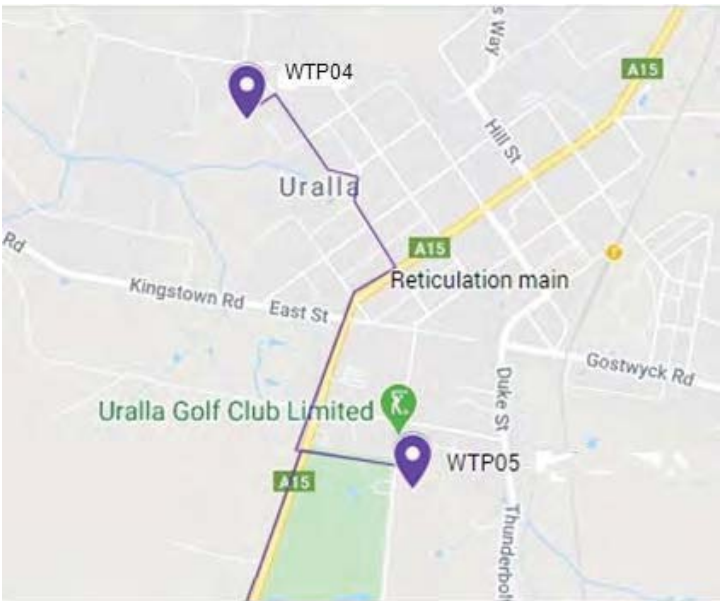
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NSW Health Pathology (FASS)	2020000021	WTP03 - Final	31/12/2019	Arsenic	0.067	3/01/2020
NSW Health Pathology (FASS)	2020000026	WTP03 - Final	2/01/2020	Arsenic	0.076	3/01/2020
NSW Health Pathology (FASS)	2020000078	WTP03 - Final	5/01/2020	Arsenic	0.086	7/01/2020
NSW Health Pathology (FASS)	2020000083	WTP03 - Final	6/01/2020	Arsenic	0.062	7/01/2020
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NSW Health Pathology (FASS)	2020000222	WTP03 - Final	10/01/2020	Arsenic	0.070	13/01/2020
NSW Health Pathology (FASS)	2020000231	WTP03 - Final	12/01/2020	Arsenic	0.087	14/01/2020
NSW Health Pathology (FASS)	2020000236	WTP03 - Final	13/01/2020	Arsenic	0.026	14/01/2020
NSW Health Pathology (FASS)	2020000251	WTP03 - Final	14/01/2020	Arsenic	0.052	15/01/2020
NSW Health Pathology (FASS)	2020000271	WTP03 - Final	15/01/2020	Arsenic	0.038	16/01/2020
NSW Health Pathology (FASS)	2020000293	WTP03 - Final	16/01/2020	Arsenic	0.043	17/01/2020
NSW Health Pathology (FASS)	2020000298	WTP03 - Final	17/01/2020	Arsenic	0.037	20/01/2020
NSW Health Pathology (FASS)	2020000338	WTP03 - Final	21/01/2020	Arsenic	0.043	22/01/2020
NSW Health Pathology (FASS)	2020000360	WTP03 - Final	23/01/2020	Arsenic	0.053	24/01/2020
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NSW Health Pathology (FASS)	2019003209	WTP04 - Retic - Depot	16/12/2019	Arsenic	0.047	17/12/2019
NSW Health Pathology (FASS)	2019003257	WTP04 - Retic - Depot	19/12/2019	Arsenic	0.047	20/12/2019
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NSW Health Pathology (FASS)	2019003271	WTP04 - Retic - Depot	23/12/2019	Arsenic	0.063	24/12/2019
NSW Health Pathology (FASS)	2019003291	WTP04 - Retic - Depot	25/12/2019	Arsenic	0.055	30/12/2019
NSW Health Pathology (FASS)	2019003299	WTP04 - Retic - Depot	26/12/2019	Arsenic	0.055	30/12/2019
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NSW Health Pathology (FASS)	2020000006	WTP04 - Retic - Depot	29/12/2019	Arsenic	0.001	2/01/2020
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NSW Health Pathology (FASS)	2019003300	WTP05 - Retic - Sport Complex	26/12/2019	Arsenic	0.071	30/12/2019
NSW Health Pathology (FASS)	2019003298	WTP05 - Retic - Sport Complex	27/12/2019	Arsenic	0.064	30/12/2019
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Arsenic Test Data

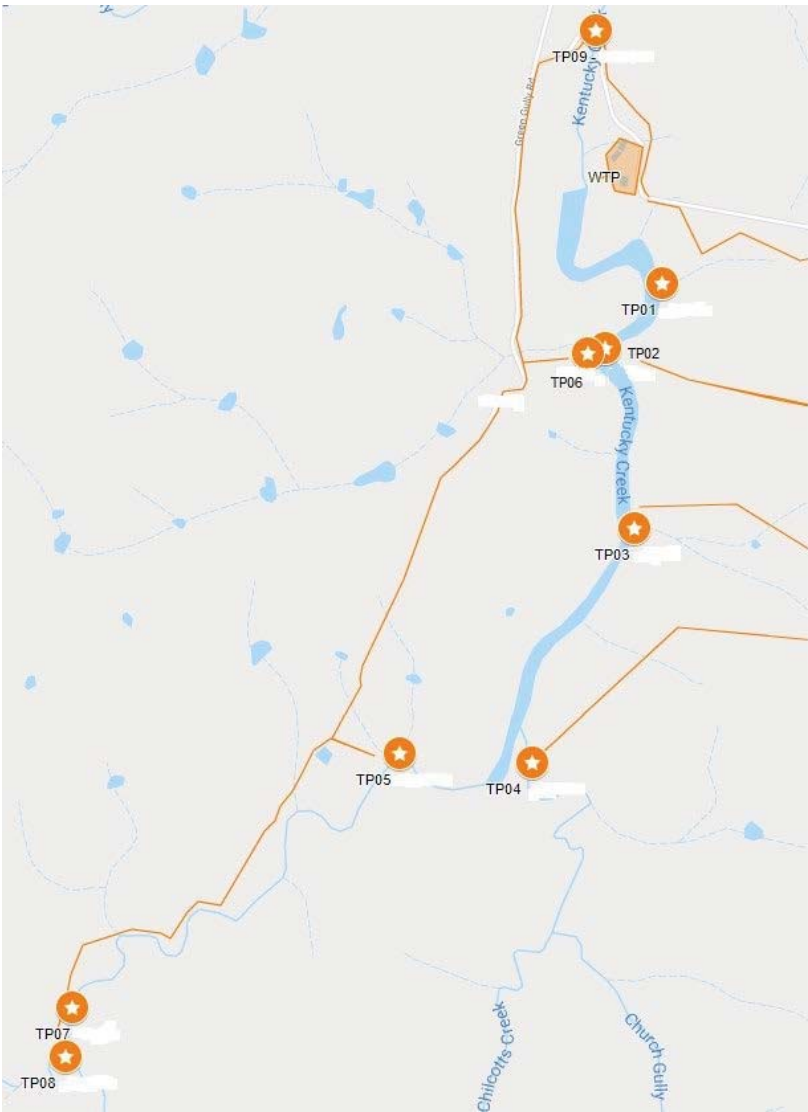
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NSW Health Pathology (FASS)	2020000229	WTP05 - Retic - Sport Complex	12/01/2020	Arsenic	0.020	14/01/2020
NSW Health Pathology (FASS)	2020000234	WTP05 - Retic - Sport Complex	13/01/2020	Arsenic	0.052	14/01/2020
NSW Health Pathology (FASS)	2020000250	WTP05 - Retic - Sport Complex	14/01/2020	Arsenic	0.057	15/01/2020
NSW Health Pathology (FASS)	2020000270	WTP05 - Retic - Sport Complex	15/01/2020	Arsenic	0.053	16/01/2020
NSW Health Pathology (FASS)	2020000290	WTP05 - Retic - Sport Complex	16/01/2020	Arsenic	0.050	17/01/2020
NSW Health Pathology (FASS)	2020000295	WTP05 - Retic - Sport Complex	17/01/2020	Arsenic	0.057	20/01/2020
NSW Health Pathology (FASS)	2020000363	WTP05 - Retic - Sport Complex	23/01/2020	Arsenic	0.047	24/01/2020
NSW Health Pathology (FASS)	2020000401	WTP05 - Retic - Sport Complex	28/01/2020	Arsenic	0.031	29/01/2020
NSW Health Pathology (FASS)	2020000482	WTP05 - Retic - Sport Complex	4/02/2020	Arsenic	0.045	5/02/2020
NSW Health Pathology (FASS)	2020000047	WTP06 - Filtered	2/01/2020	Arsenic	0.101	6/01/2020
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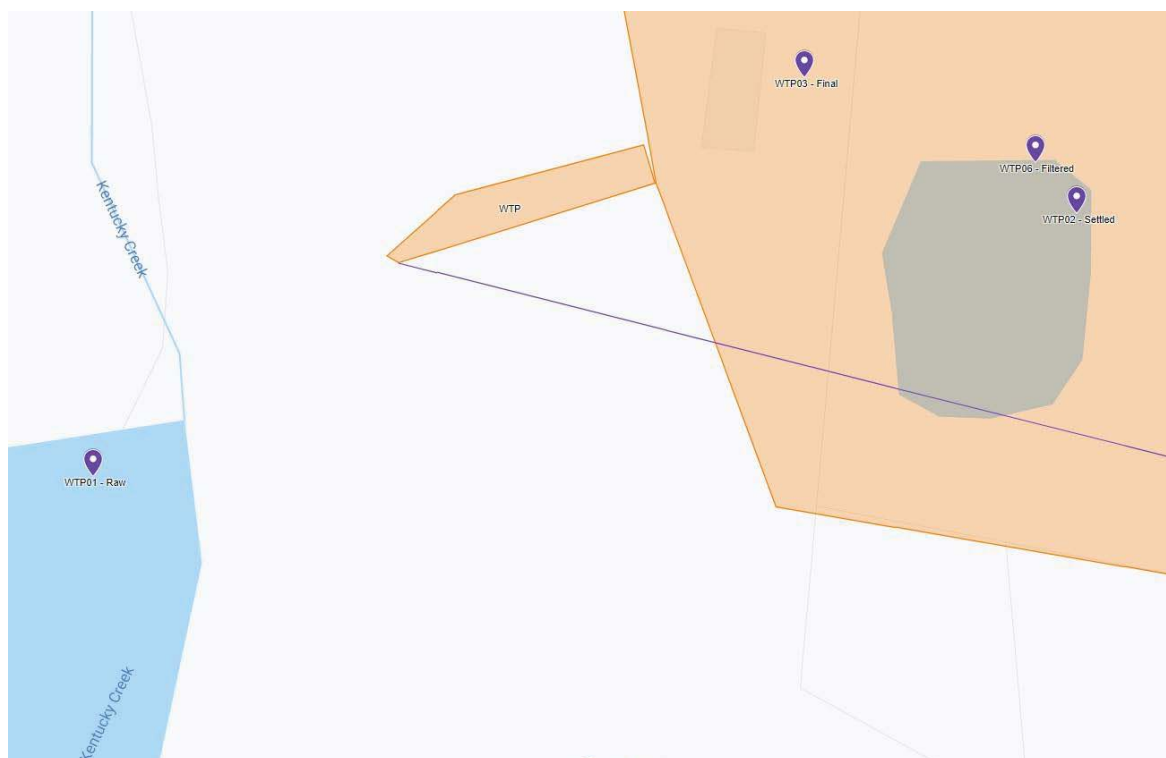
Arsenic Testing Location Maps

Test Locations
WTP04 and WTP05



Test Locations
TP01 - TP09





Test Locations
WTP01, WTP02, WTP03, WTP06



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 24 - Bundarra Sewer Scheme Request for Tender

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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
Activity:	3.4.2.1	Provide sewerage services
Action:	3.4.2.1.2	Maintain and renew the sewer infrastructure network in-line with established programs

SUMMARY:

This report is being submitted to Council to recommend that Council progress the project to the construction phase and resolve to call for tenders for the construction of the Bundarra Sewerage project.

At its ordinary December 2019 meeting it was resolved at **OM 48.12/19**

That Council

- 1. Receive and note the Bundarra Sewer Scheme Update Report September – October 2019 be received and noted by Council;*
- 2. Request additional funding of \$483,630 from the Safe and Secure Water Program by writing to The Minister for Water;*
- 3. Review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project.*

OFFICER'S RECOMMENDATION:

That Council

- 1. Increase the upper limit of its funding commitment to the project from to \$1,772,000 to \$2,255,630, and**
- 2. Advertise the tender for the construction of the Bundarra Sewerage Scheme upon the finalisation of the Request for Tender documentation and completion of the new funding deed for funding through the Safe and Secure Water Program.**

BACKGROUND:

The Bundarra Sewer Scheme will provide reticulated sewerage to 165 - 171 existing dwellings and businesses within the Bundarra urban area. This will be a change from on-site treatment and disposal of wastewater within the property to a reticulated system with a single remote treatment plant outside the urban area. The new system is proposed to be a low pressure sewage system discharging to a pump well with rising main to an oxidation lagoon treatment system. Disposal, when needed, will be via irrigation at the treatment plant site. Each developed property will have its own pump and pod, and will be connected to a low pressure mains line outside the dwelling.

The pre-tender estimate provided by the project management consultant provides for a revised cost of \$8,812,630 compared with the available funding of \$8.329m. The State Government has offered an increase in funding to \$6,557,000 of the scheme cost.

The recent additional funding means that the program funding will transition from Restart NSW Fund to the Safe and Secure Water Program. Council has previously committed to contributing funding of up to \$1,772,000 to the scheme.

The project Management Consultant has provided advice that the scheme costs have increased to \$8,812,630 excluding GST. Current funding provides for \$8,329,000 (including \$6,557,000 from the State Government) leaving a \$483,630 funding shortfall.

The Request for Tender documentation has been provided by PWA to Council and is currently under review.

REPORT:

The recent additional funding from the Safe and Secure Water Program means that the program funding will transition from Restart NSW Fund to the Safe and Secure Water Program. Council has previously committed to contributing funding of up to \$1,772,000 to the scheme.

The project management consultant has provided advice that the scheme costs have increased to \$8,812,630 excluding GST. Current funding provides for \$8,329,000 (including \$6,557,000 from the State Government) leaving a \$483,630 funding shortfall.

The following charges have been or may be raised for the supply of sewerage services to Bundarra residents:

- Year ended 30 June 2018 \$112,359
- Year ended 30 June 2019 \$108,680
- Year ended 30 June 2020 Nil
- Year ended 30 June 2021 \$115,348 estimate and net of pensioner discount and subsidy
- Year ended 30 June 2022 \$118,809 estimate and net of pensioner discount and subsidy

This provides for an additional \$455,196 of revenue that could be applied to the project and it is recommended that provision of the additional \$28,434 from the Sewerage Reserve be applied to the project if required. This would address the funding shortfall of \$483,630 against the consultants estimate for the cost of the project.

The land acquisition for the STP site is now complete with settlement occurring on 7 February, 2020.

KEY ISSUES:

- The project management consultant has provided advice that the scheme costs have increased to \$8,812,630 excluding GST. Current funding provides for \$8,329,000 (including \$6,557,000 from the State Government and \$1,772,000 from Council) resulting in a \$483,630 funding shortfall.
- Council will not be able to call tenders for the project without having voted the necessary budget funds.
- A further request for the additional funding of \$483,630 has been made to The Minister for Water, the Honourable Melinda Pavey, from the Safe and Secure Water Program funded through the NSW State Government. No response to this additional application has been received from The Minister for Water.
- The funding shortfall of \$483,630 could be provided from the charges that have been, or may be, raised for the supply of sewerage services to Bundarra residents up to the year ending 30 June 2022.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

As above

2. Policy and Regulation

Nil

3. Financial (LTFP)

The project Management Consultant has provided advice that the scheme costs have increased to \$8,812,630 excluding GST. This provides for a funding shortfall of \$483,630. Charges for sewerage to Bundarra residents for the years ending 30 June 2018 to 30 June 2022 could provide for the majority of this shortfall.

4. Asset Management (AMS)

Future asset management implications as the scheme will see the development of new reticulation network, pump station and sewerage treatment plant.

5. Workforce (WMS)

Involves Council staff, consultants and contractors

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

PWA, Director Infrastructure and Development, Manager Waste, Water and Sewer Services

Prepared by staff member:	Director Infrastructure and Development
TRIM Reference Number:	UINT/20/1631
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Development and Planning
Reference/Subject:	Report 25 - Recommendations of Uralla Township and Environs Committee October and December 2019 meetings

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.1	A proud, unique and inviting community
Strategy:	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting places
Activity:	1.1.2.1	Prepare open space strategy
Action:	1.1.2.1.1	Engage with the community and key stakeholders in developing the Open Spaces Strategy

OFFICER'S RECOMMENDATION:

That Council resolve to:

- 1. Receive and note the minutes of 8 October 2019 and 10 December 2019 meetings of the Uralla Township and Environs Committee, and**
- 2. Endorse the officer's recommendations that:**
 - a) Council not pursue investigations into providing further short term stay parking through use of the vacant block on Queen St behind the CBD, and the railway station precinct in Uralla;**
 - b) The recommendations for the Bridge Street Blister Gardens should be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan;**
 - c) Council staff request UTEC confirm the details of the proposal "That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park."**
 - d) Council undertake refurbishment of the "Arnold Goode" rotunda in Alma Park under Round 2 of the Stronger Country Communities Programme".**

BACKGROUND:

Uralla Township and Environs Committee (UTEC) have provided Council with recommendations for tourism and recreation areas from their October and December 2019 meetings minutes.

REPORT:

- UTEC met on the 8 October 2019. A copy of the minutes is attached.
- UTEC met on the 10 December 2019. A copy of the minutes is attached.

KEY ISSUES:

RECOMMENDATIONS ANALYSIS:

Meeting of 8 October 2019

- Free Camping UTEC Recommendation: *That Council continue to investigate Primitive Camping Sites and Funding Options.*

Officer's analysis: Uralla has one free Primitive Camping Ground at the golf course, free camping at Wooldridge Fossicking Reserve, and two caravan parks which provide sites for a fee. Analysis of a similar recommendation in the June 2019 UTEC council report noted "Investigation of Council owned sites to be considered for use as Primitive Camping Grounds is not considered warranted as:

- Uralla Township is relatively well serviced with accommodation options without establishing a Council owned Primitive Camping Ground in competition to existing establishments, and
- One Primitive Camping Ground may reasonably be considered sufficient for a township the size of Uralla".

Officer's recommendation: No additional resolution is required as this matter has been addressed previously. Council resolution OM 08.06/19 (extract) "Consideration of primitive camping needs be undertaken as part of the open spaces strategy development".

- Short Term Stay – UTEC Recommendation: *That Council investigate the use of the vacant block on Queen St behind the CBD, and the railway station precinct.*

Officer's analysis: The existing car park behind the CBD to the south is underutilised, indicating sufficient parking of this type is available. The "railway station precinct" land belongs to the railway, and Council cannot promote such a use on land not under its control.

Officer's recommendation: Council not pursue investigations into providing further short term stay parking through use of the vacant block on Queen St behind the CBD, and the railway station precinct in Uralla.

- Bridge Street Blister Gardens – UTEC Recommendations:
 - *A tree of the same species as in the other blisters (Linden, Tilia Cordaga) be planted in the eight "empty" blisters;*
 - *A 300mm wide concrete strip be added to the traffic side edges of the blisters;*
 - *Lower the soil level in the blisters;*
 - *Install more granite boulders;*
 - *Plant more rosemary bushes etc and plant nandina on perimeters;*
 - *That Council regularly maintain the blisters;*
 - *That the Council liaise with Uralla Garden Club regarding the plantings.*

Officer's analysis: It is appropriate that the recommendations be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan, noting that several of these recommendations were addressed in the June 2019 UTEC report to Council wherein Council resolved at OM 08.06/19 (extract) "UTEC recommendations regarding the Bridge Street High Pedestrian Activity Concept Plan be considered at the time of the development of the Detailed Design". Council currently undertakes maintenance of the blisters in conjunction with shop owners and residents in Bridge Street.

Officer's recommendation: The recommendations for the Bridge Street Blister Gardens should be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan in accordance with OM 08.06/19.

- Walkways – UTEC Recommendation: *That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park.*

Officer's analysis: The UTEC recommendation is unclear as there is no path from Maitland Street to Alma Park.

Officer's recommendation: That Council request UTEC confirm the details of the proposal "That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park."

Meeting of 10 December 2019

- Rotunda in Alma Park – UTEC Recommendation: *UTEC fully endorses the Proposal to name the Rotunda in honour of Arnold Goode and suggests that Council, with advice from the Heritage Advisor, refurbishes the structure to replicate the original, during 2020.*

Officer's analysis: A plaque has been installed on the rotunda dedicating it to Arnold Goode. Refurbishment of the rotunda is being considered under Round 2 of the Stronger Country Communities Programme. The Uralla Historical Society has provided a similar recommendation for the heritage works proposed for Alma Park:

"We strongly recommend that this be the restoration of the Arnold Goode Memorial Rotunda following advice from Uralla's Heritage Adviser, Mitch McKay.

If there are any funds remaining from the \$35,000, we suggest this be directed, after professional advice, to the enhancement of the War Memorial Gates corner of Alma Park."

Officer's recommendation: Council undertakes refurbishment of the Arnold Goode rotunda in Alma Park under Round 2 of the Stronger Country Communities Programme.

- Louis' List – UTEC recommendations:
 1. *That the word 'Project' be replaced with 'Recommendation';*
 2. *That the List then be resubmitted to Council with changes.*

Officer's analysis: No action by Council required.

- Gold Rush Information Boards – UTEC Recommendation: *Council endorse UTEC's involvement in the development of the Gold Rush Boards.*

Officer's analysis: The content on the information boards were developed in consultation with Uralla's local historian and Council's Heritage advisor. The information boards have been reviewed in terms of content and layout, finalised, printed and installation is imminent. No further input from any external parties is required to conclude this initiative.

- Uralla Logo – UTEC recommendation: *UTEC recommends that Uralla Shire Council re-adopts the theme of “Find Yourself in Uralla” and its many potential variations.*

Officer’s analysis: This was addressed in the September 2018 UTEC report to Council. Council resolved at OM 30.09/18 (extract) to:

1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan;
2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan.

Officer’s recommendation: No additional resolution is required as these matters have been addressed previously.

CONCLUSION:

It is appropriate that Council consider the recommendations of the Uralla Township and Environs Committee in the development of the Open Spaces Strategy and the management of open spaces generally.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Nil
7. **Performance Measures**
Nil
8. **Project Management**
Nil

Prepared by staff member:	Manager Development and Planning
TRIM Reference Number:	UINT/20/1106
Approved/Reviewed by Manager:	Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	1 - UTEC minutes – 8 October 2019 2 - UTEC minutes – 10 December 2019

UTEC minutes

Meeting Title – UTEC COMMITTEE		
Date –8 October 2019	Meeting Time – 6pm	Meeting Location – Council Meeting Room
Type of meeting	Monthly	
Chairperson	Kent Mayo	
Secretary	Kath Corcoran	
Attendees	Kent Mayo, Annie Mayo, Kath Corcoran, Carol Higginbottom, Noelene Porter; Phil Smith; James Sinclair, Sonia Repin Council Representatives: Cr Isobel Strutt, Cr Levi Sampson; Observers: Cr Bob Crouch; Cr Tara Toomey; Cr Natasha Ledger	
Apologies	Bob Anderson and Louis van Ekert. Col Hull made contact the following day and apologised for missing the meeting. Moved – Annie M Seconded – Carol H Carried unanimously	
Minutes of Previous Meeting	It was moved by Kath C and seconded by Carol H that the Minutes of the previous meeting be accepted as a true record of the proceedings Carried unanimously <u>Business arising</u> – it was pointed out that the Minutes of the previous UTEC meeting had not been included in the Council Business papers. A request was made to Cr Strutt that there be a question to the General Manager. It was decided to resubmit the Minutes to the A/General Manager, the following day 11/10/19	
Correspondence	1. Letter from Council confirming the appointment of Cr Isabel Strutt and Cr Levi Sampson as Councillor delegates until Council's next review Moved: Annie Mayo Seconded: Carol Higginbottom Carried unanimously	
Visitor	Councillor Natasha Ledger introduced Deb Behrens who spoke about her interest in having a Labyrinth/Spiral included in the area of The Glen. Deb also spoke about other possible sites.	

UTEC minutes

	<p>Councillor Strutt asked Deb Behrens to provide a summary of the information, including her recommendation to be included in the Minutes and for consideration by the UTEC Members.</p> <p><u>Recommendation:</u></p> <p>That a summary be provided and that it be included in the next Minutes to Council.</p> <p>Moved – Kent M Seconded – Kath C</p> <p>Carried unanimously</p> <p>Deb was thanked for her attendance and input, by Chairperson Kent Mayo</p>

Agenda Topic 1 – Free Camping

Discussion	<p>Mr Phil Smith presented his proposal to increase the free camping for short-term visitors in the Uralla area. The specific sites mentioned for Council to consider are The Glen (area near viaduct), and the old BMX Track.</p> <p><u>Recommendation:</u></p> <p>That Council continue to investigate Primitive Camping Sites and Funding Options</p> <p>Moved – Phil Smith</p> <p>Seconded – Sonia R</p>
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Agenda Topic 2 – Short Term Stay

Discussion	<p>Noelene Porter presented her ideas for a Short Term Stay to use the vacant block in Queen St., behind the CBD, and the railway station precinct. The discussion centered on the issue of long caravans, mobile homes, trailers and trucks taking up valuable car parking in busy streets (see document included)</p> <p><u>Recommendation:</u></p> <p>That Council investigate the use of the vacant block on Queen St behind the CBD, and the railway station precinct..</p>
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UTEC minutes

	<p>Moved- Noelene P Carried unanimously</p> <p>Seconded - Phil Smith</p>
Agenda Topic 3 – Bridge Street Blister Gardens	
Discussion	<p>Following the visit from the Garden Club and their documentation of advice for the maintenance of the Blisters, the following recommendations were put and accepted</p> <p><u>Recommendation 1:</u> A tree of the same species as in the other blisters (Linden, Tilia Cordaga) be planted in the eight “empty” blisters.</p> <p>Moved – Noelene P Seconded – Carol H Carried unanimously</p> <p><u>Recommendation 2:</u> A 300mm wide concrete strip be added to the traffic side edges of the blisters</p> <p>Moved – Carol H Seconded – Jim Sinclair Carried unanimously</p> <p><u>Recommendation 3:</u> Lower the soil level in the blisters</p> <p>Moved: Sonia R Seconded: Annie M Carried unanimously</p> <p><u>Recommendation 4:</u> Install more granite boulders</p> <p>Moved: Annie M Seconded: Jim S Carried unanimously</p> <p><u>Recommendation 5:</u> Plant more rosemary bushes etc and plant nandina on perimeters</p> <p>Moved – Carol H Seconded: Sonia R Carried unanimously</p> <p><u>Recommendation 6:</u> That Council regularly maintain the blisters</p> <p>Moved – Jim S Seconded – Carol H Carried unanimously</p>

UTEC minutes

	<p><u>Recommendation 7:</u> That the Council liaise with Uralla Garden Club regarding the plantings</p> <p>Moved – Carol H Seconded – Sonia R</p> <p>Carried unanimously</p>	
Agenda Topic 4	Other Business	
Discussion	<p>1. Noelene Porter raised the issue of the maintenance of the walking paths, for discussion</p> <p><u>Recommendation:</u> That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park...</p> <p>Moved – Noelene P Seconded – Jim S</p> <p>1. Kath Corcoran spoke about the proposed planning workshop for UTEC Members</p> <p><u>Recommendation:</u> That the next UTEC Meeting date be set aside for the Workshop and that the time be extended to 2 hours – from 5-7pm on Monday 11 November</p> <p>Moved – Kath C Seconded – Phil S</p> <p>Carried unanimously</p>	
	<p>The meeting closed at 7.15pm</p> <p>Next ordinary Meeting to be held on Tuesday 10 December at the Council Meeting Room at 6pm</p> <p>Please note the November meeting will be the Planning Workshop</p>	

UTEC minutes

Meeting Title – UTEC COMMITTEE		
Date –10 December 2019	Meeting Time – 6pm	Meeting Location – Council Meeting Room
Type of meeting	Monthly	
Chairperson	Kent Mayo	
Secretary	Kath Corcoran	
Attendees	Kent Mayo, Annie Mayo, Kath Corcoran, Noelene Porter; Phil Smith; James Sinclair, Bob Anderson; Louis van Ekert; Council Representatives: Cr Isobel Strutt, Cr Levi Sampson; Observers: Cr Bob Crouch; A/GM David Aber; Cr Natasha Ledger	
Apologies	Bob Anderson; Col Hull; Carol Higginbottom; Sonia Repin Moved – Annie M Seconded – Noelene P Carried unanimously	
Minutes of Previous Meeting	It was moved by Kent M and seconded by Annie M that the Minutes of the previous meeting be accepted as a true record of the proceedings Carried unanimously	
Correspondence	<ul style="list-style-type: none"> Letter from Council requesting feedback on Proposal to name the Rotunda in Alma Park in honour of Arnold Goode 	
Business Arising: & Agenda Topic 1	<p><u>Recommendations:</u></p> <ol style="list-style-type: none"> UTEC fully endorses the Proposal to name the Rotunda in honour of Arnold Goode <p>Moved: Phil Smith Seconded: Annie Mayo Carried unanimously</p> <ol style="list-style-type: none"> UTEC suggests that Council, with advice from the Heritage Advisor, refurbishes the structure to replicate the original, during 2020. <p>Moved: Louis van Ekert Seconded: Jim Sinclair</p>	

UTEC minutes

Agenda Topic 2 – Louis’ List	
Discussion	<p>The use of the word ‘Project’ and input from the community</p> <p><u>Recommendation:</u></p> <ol style="list-style-type: none"> 1. That the word ‘Project’ be replaced with ‘Recommendation’ 2. That the List then be resubmitted to Council with changes <p>Moved – Kath Corcoran Seconded –</p>

Agenda Topic 3 – War Memorials	
Discussion	<p>Chairperson expressed his disappointment with sites of Vietnam and Korean memorials, not complying with the consensus of the public meeting in 2018</p>

Agenda Topic 4 – BMX Track Refurbishment (Gostwyck St), Swimming Pool Mural, Basketball Half-Court at Hampden Park, Visitor Information Centre

Discussion	<p>Information shared about each of the above issues.</p> <p>Cr Strutt stated that the refurbishment of the BMX Track was identified from feedback to a Community Survey</p> <p>A/GM explained that the Basketball Half-court could not be placed higher in the Park due to that area being owned by NSW Rail</p> <p>The proposed Tower at the VIC is now not included and the Public Meeting requested ‘Green’ features e.g. solar energy and water catchment</p>	
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Agenda Topic 5 – Gold Rush Information Boards

Discussion	<p>Regarding the proposed production of the Boards, the wording, photographs and location.</p> <p><u>Recommendations:</u></p> <ol style="list-style-type: none"> 1. Council endorse UTEC’s involvement in the development of the Gold Rush Boards <p>Moved: Jim Sinclair Seconded: Louis van Ekert</p>	
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Agenda Topic 6 – Amendments to UTEC Constitution

UTEC minutes

	<p>Suggested Recommendations:</p> <ol style="list-style-type: none"> 1. UTEC elects its own Chairperson 2. A casual vacancy be filled by nomination from a retained "waiting list" <p>After a short discussion it was decided to hold these amendments over to a Workshop to be held in 2020</p>	
Agenda Topic 7	<p>UTEC congratulates the Uralla Shire Council on the new Playground in Alma Park</p> <p>Moved: Louis van Ekert Seconded: Phil Smith</p>	
Agenda Topic 8	<p>Workshop Re-schedule in 2020</p> <p>The ordinary February meeting will be adjusted to incorporate a Workshop regarding UTEC future business</p>	
Agenda Topic 9	<p>Shire Branding</p>	
	<p><u>Recommendation:</u></p> <p>UTEC recommends that Uralla Shire Council re-adopts the theme of "Find Yourself in Uralla" and its many potential variations</p> <p>Moved: Jim Sinclair Seconded: Annie Mayo</p>	
	<p>The meeting closed at 7pm</p> <p>Next ordinary Meeting to be held on Tuesday 11 February 2020 at the Council Meeting Room at 6pm</p> <p>This will be the first meeting for 2020</p>	



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 26 - Heritage Advisory Services Summary for February 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for February 2019. His next visit will be Tuesday, 3 March 2019.

OFFICER'S RECOMMENDATION:

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

BACKGROUND:

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

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy):**
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**
Privacy and Personal Information Protection Act 1998
OLG Model Policy – Private and Confidential Information
- 3. Financial (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:	Manager Development and Planning
TRIM Reference Number:	UINT/20/1104
Approved/Reviewed by Manager:	Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	Attachment 1 - Edited Heritage Advisor Summary Attachment 2 - Confidential Heritage Advisor Summary



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HERITAGE ADVISORY MEMO

No. 76

date: 4 February 2020

ITEM 1: DRAFT Heritage Development Control Plan

Prepared a DRAFT Heritage Development Control Plan (DCP) as part of a Council review of Uralla DCP 2011.

The DRAFT was forwarded to Council under separate cover.



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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.



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HERITAGE ADVISORY MEMO

No. 76

date: 4 February 2020

ITEM 3: Doll collection

Met with the owner of a doll collection - the largest intact collection of Australian made commercial dolls.

The collection of more than 3,000 dolls and their accessories dates from 1919-2008 with most being from within the 1930s-1970s period.

The owner was enquiring about a building for sale, and its possible use as a doll museum to house her collection.

I explained her that from a heritage perspective a doll museum would be seen as an adaptive reuse of the building and compatible.

She then enquired as to whether Council could purchase the building for her collection.

I stated that any proposals she has in mind that involve Council input need to be put in a letter to the General Manager as my job deals with heritage issues only.



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HERITAGE ADVISORY MEMO

No. 76

date: 4 February 2018

ITEM 4: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 3 March, 2020.

12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

There are no Motions on Notice or Questions with Notice.

13. CONFIDENTIAL MATTERS

14. COMMUNICATION OF COUNCIL DECISIONS

15. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER