



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
19 December 2017

ROLL CALL

Councillors:

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

Staff:

Mr A Hopkins, General Manager
Mr T Seymour, Director Infrastructure & Regulation
Ms T Kirkland, Director Community & Governance
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 19 December 2017

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The Meeting Commenced at: 12:30pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, B Crouch, M Dusting, N Ledger, L Sampson, R Bell, K Ward, General Manager (Mr A Hopkins), Director Infrastructure and Regulation (Mr T Seymour), Director Community and Governance (Ms P Kirkland), Chief Finance Officer (Mr S Paul), Community Development and Tourism Coordinator (Ms K Hastings), Minute Clerk.

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

That an apology be received from Cr Strutt that she will leave the meeting at 1:15pm and a leave of absence granted.

5. REQUESTS FOR LEAVE OF ABSENCE

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

6. DISCLOSURES & DECLARATION OF INTERESTS

There were no disclosures or declarations made.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 19 December 2017 Meeting:

- Minutes of Ordinary Meeting held 28 November 2017 (to be confirmed)

AMENDMENTS

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

Cr Bell made reference to assessment numbers being added to the resolutions in closed session.

PROCEDURAL MOTION (Crs T Toomey /K Ward)

To move to Committee of the Whole

1.12/17 CARRIED

Councillors held a detailed discussion in committee regarding the swimming pool fees. Cr Toomey expressed her concerns about the wording of Part 2 of resolution 48.11/17

PROCEDURAL MOTION (Crs M Dusting /L Sampson)

To resume Standing Orders

2.12/17 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs T Toomey / I Strutt)

That;

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Ordinary Meeting held 28 November 2017.

Amendments:

Include the assessment numbers relevant to resolutions 53.11/17 & 54.11/17 of the confidential session.

3.12/17 CARRIED

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8. ANNOUNCEMENTS

The Chair advised there were no announcements.

9. TABLING OF REPORTS & PETITIONS

The Chair advised there were no reports or petitions tabled.

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION

The Chair referred Councillors to the items of business which contain components recommended for consideration in the confidential section of the meeting.

11. 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:

- Uralla Local Traffic Committee
- Response to ARC Letter - Cooperation
- Expression of Interest – Panel of Conduct Reviewers

PROCEDURAL MOTION (Crs K Ward /N Ledger)

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

That;

The late items of business be heard following Report 9 in the Meeting Agenda as;

- Late Report 1 – Uralla Local Traffic Committee
- Late Report 2 – Response to ARC Letter - Cooperation
- Late Report 3 – Expression of Interest – Panel of Conduct Reviewers

4.12/17 CARRIED

12. PRESENTATIONS

Speaker 1:	Mr Adam Blakester & Mr Kevin Hartley
Subject:	Earth Funerals

The Chair introduced the Speaker, Mr Adam Blakester and Mr Kevin Hartley.

The Speaker made a presentation to Council in relation to Earth Funerals.

The Chair invited questions from Councillors.

The Chair thanked the Speakers for their presentation to Council.

Cr I Strutt, having previously declared a need to leave early, left the meeting at 01:15pm, during the presentation.

13. DEPUTATIONS

There were no deputations registered for the 19 December 2017 Meeting.

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14. 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:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
	Weeds Council	
	19 th Weeds Conference	

COUNCILLOR NAME:		Bob Crouch
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/11/17	Primary Producers Engagement event	Uralla
7/12/17	Bundarra School presentation	Bundarra
13/12/17	Grace Munro Christmas Party	Bundarra
12/12/17	Council Workshop	Uralla
14/12/17	Sewerage Workshops	Bundarra
19/12/17	Council Meeting	Uralla

COUNCILLOR NAME:		Levi Sampson
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
12/12/17	Strategic Workshop	Uralla
13/12/17	Rocky River School Presentation	Uralla
19/12/17	Council Meeting	Uralla

COUNCILLOR NAME:		Natasha Ledger
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
23/11/17	Wind Turbine meeting	Kentucky
28/11/17	Council meeting DA Visit	Uralla
29/11/17	Why worry wines	Uralla
30/11/17	Kingstown School Presentation night	Kingstown
7/12/17	Council Staff Christmas Party	Depot
14/12/17	Bundarra Sewerage Worskhops	Bundarra
19/12/17	Council Meeting	Uralla

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
12/12/17	Council Workshop	Chambers
12/12/17	Kentucky School Presentation Night	Kentucky
19/12/17	Council Meeting	Chambers

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COUNCILLOR NAME:		Robert Bell
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
5/12/17	Uralla Local Traffic Committee	Uralla
12/12/17	Strategic Workshop	Uralla
14/12/17	Bundarra Sewer Meeting	Bundarra
19/12/17	Council December Meeting	Uralla

COUNCILLOR NAME:		Kevin Ward
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/11/17	Primary Producers Engagement	Why Worry
12/12/17	St Josephs School Presentations	Uralla
12/12/17	Council Workshop	Council
14/12/17	Bundarra Sewerage – Public Meeting	Bundarra
19/12/17	Council Meeting	Uralla

COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/11/17	Consultation Engagement with primary producers	WhyWorry - Uralla
6/12/17	Community Carols	Uralla
12/12/17	Strategic Planning Meeting	Uralla
13/12/17	Grace Munro Christmas Party	Bundarra
14/12/17	Public Meetings re Sewerage System	Bundarra
19/12/17	Council Meeting	Uralla

COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		19 December 2017
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/11/17	Mayor's Office – Admin Primary Producers Engagement	Uralla
30/11/17	Northern Inland Regional Waste (NIRW) AGM and Meeting	Moree
1/12/17	HMAS Armidale memorial Service – Central Park, Armidale	Armidale
4/12/17 – 6/12/17	Local Government NSW Annual Conference	Sydney
11/12/17	Mayor's Office – Admin Official Opening Armidale Airport interior extensions	Uralla
12/12/17	Mayor's Office – Admin Councillor Workshop	Uralla Armidale
13/12/17	Grace Munro Aged Care Centre Christmas Party	Bundarra
14/12/17	NAMOI JO Board meeting Community Consultation regarding Bundarra Sewage Scheme	Bingara Bundarra
18/12/17	Mayor's Office – Admin	Uralla
19/12/17	Mayor's Office – Admin December Council Meeting	Uralla

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*Cr N Ledger, left the meeting at 1:35pm.
Cr N Ledger returned to the meeting at 1:37pm.*

15. MAYORAL MINUTE

Submitted by: Mayor, Cr M Pearce
Reference/Subject: Local Government NSW Annual Conference held in Sydney

MAYOR'S RECOMMENDATION:

That;
The report on the LGNSW Conference be noted and accepted.

MOTION (Crs M Dusting /B Crouch)

That;
The report on the LGNSW Conference be noted and accepted.

5.12/17 CARRIED

16. 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;
Council note the cash position as at 30 November, 2017 consisting of cash and overnight funds of \$2,320,022, term deposits of \$12,450,000 totalling \$14,770,022 of readily convertible funds.

MOTION (Crs L Sampson / N Ledger)

That;
Council note the cash position as at 30 November, 2017 consisting of cash and overnight funds of \$2,320,022, term deposits of \$12,450,000 totalling \$14,770,022 of readily convertible funds.

6.12/17 CARRIED

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 2 - Works Progress Report as at 30 November 2017

OFFICER'S RECOMMENDATION:

That;
The report be received and noted for the works completed or progressed during November 2017, and works programmed for December 2017.

MOTION (Crs R Bell / N Ledger)

That;
The report be received and noted for the works completed or progressed during November 2017, and works programmed for December 2017.

7.12/17 CARRIED

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Department: Infrastructure & Regulation
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: Report 3 - Development Approvals and Refusals for November 2017

OFFICER'S RECOMMENDATION:

That;
Council receive and note the development approvals and refusals for November 2017.

MOTION (Crs K Ward / B Crouch)

That;
Council receive and note the development approvals and refusals for November 2017.

8.12/17 CARRIED

Department: Infrastructure & Regulation
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 4 - Heritage Advisory Services Summary for December 2017

OFFICER'S RECOMMENDATION:

That;
The Heritage Advisory Services Summary for December 2017 be received and noted by Council.

MOTION (Crs R Bell / K Ward)

That;
The Heritage Advisory Services Summary for December 2017 be received and noted by Council.
With Item 1 to remain confidential and Item 2 to become a public document and appended to the minutes of this meeting.

9.12/17 CARRIED

Department: Corporate Services
Submitted by: Payroll-Revenue Coordinator
Reference/Subject: Report 5 – Uralla Historical Society Rates – Addendum to Report 19

GM Andrew Hopkins, having declared a conflict of interest, left the meeting at this time 1:50pm.

OFFICER'S RECOMMENDATION:

That Council;
1. Take Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November from the table.
2. That Council consider the original report in light of the information provided here

PROCEDURAL MOTION (Crs R Bell /K Ward)

To move to Committee of the Whole

10.12/17 CARRIED

Councillors held a detailed discussion in committee regarding rates

PROCEDURAL MOTION (Crs R Bell / K Ward)

To resume Standing Orders

11.12/17 CARRIED

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As the Deputy Mayor was absent from the meeting and the Mayor having declared a conflict of interest and his intention to leave the meeting, Council voted on who would assume the Chair during the debate of Report 5 – Uralla Historical Society Rates – Addendum to Report 19.

The MOTION was put and CARRIED

That Cr Dusting assume the Chair during the debate of Report 5 – Uralla Historical Society Rates – Addendum to Report 19.

Mayor Cr M Pearce, having declared a conflict of interest, left the meeting at this time 2:10pm.

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs R Bell / K Ward)

That;

Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November continue to lay on the table until further information is received.

FORESHADOWED MOTION (Crs N Ledger /):

That;

Council resolves that both premises are recognised as separate entities and appropriate rates applied

In the absence of a SECONDER, the Chair declared the FORESHADOWED MOTION as LAPSED.

12.12/17 The MOTION was PUT and CARRIED without further debate.

Cr N Ledger requested that her vote against the motion be recorded.

Mayor Cr M Pearce returned to the meeting at 2:20pm.

General Manager Andrew Hopkins returned to the meeting at 2:20pm.

Simon Paul left the meeting at 2.20pm

Department: General Manager's Office
Submitted by: General Manager
Reference/Subject: Report 6 - Joint Organisations

OFFICER'S RECOMMENDATION:

That;

Council resolve to hold an extraordinary meeting on Tuesday 13th February 2018 at 12:00 noon to:

- a) determine whether it will nominate to be a member of a Joint Organisation; and
- b) dependent upon a), determine which other councils Uralla Shire Council wishes to form a Joint Organisation with.

MOTION (Crs K Ward / N Ledger)

That;

Council resolve to hold an extraordinary meeting on Tuesday 13th February 2018 at 12:00 noon to:

- a) determine whether it will nominate to be a member of a Joint Organisation; and
- b) dependent upon a), determine which other councils Uralla Shire Council wishes to form a Joint Organisation with.

13.12/17 CARRIED

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Department: Community and Governance
Submitted by: Coordinator Tourism & Community Development
Reference/Subject: Report 7 - Monthly Report Visitor Information Centre and Library

OFFICER'S RECOMMENDATION:

That;
The report be received and noted.

MOTION (Crs T Toomey /L Sampson)

That;
The report be received and noted.

14.12/17 CARRIED

Department: Community & Governance
Submitted by: Director Community & Governance
Reference/Subject: Report 8 - Report of the Audit and Risk Committee Meeting held on 21

OFFICER'S RECOMMENDATION:

That;
1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017
2. Council adopt the following Committee Recommendation:
Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1
Council:

- a) Set the meeting schedule for 2018 as follow:
 - 9am Tuesday, 10 April 2018
 - 9am Tuesday, 10 July 2018
 - 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements
 - 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)
- b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.
- c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.
- d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.

Report No. 6.4 Procurement Policy Final Draft
Committee Recommendation 6.4.1:

That:

- a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and
 - b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.
3. Council:
- a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.
 - b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.

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MOTION (Crs B Crouch / N Ledger)

That;

1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017
2. Council adopt the following Committee Recommendation:

Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1

Council:

- a) Set the meeting schedule for 2018 as follow:
 - 9am Tuesday, 10 April 2018
 - 9am Tuesday, 10 July 2018
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 - 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)
- b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.
- c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.
- d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.

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Committee Recommendation 6.4.1:

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 - b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.
3. Council:
 - a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.
 - b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.

15.12/17 CARRIED

Department: General Manager's Office
Submitted by: General Manager
Reference/Subject: Report 9 - International Women's Day Event

OFFICER'S RECOMMENDATION:

That Council;

Amend resolution 10.01/17 "That Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council" by inserting 'annual' after 'continued' and before 'support' so that the resolution becomes "That Council note and approve the continued annual support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council".

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MOTION (Crs T Toomey / N Ledger)

That Council;

Amend resolution 10.01/17 "That Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council" by inserting 'annual' after 'continued' and before 'support' so that the resolution becomes "That Council note and approve the continued annual support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council".

16.12/17 CARRIED

16. LATE REPORTS TO COUNCIL

Department: **Infrastructure and Regulation**
Submitted by: Director Infrastructure and Regulation
Reference/Subject: Report 1 LATE REPORT
Late Report 1 - Uralla Local Traffic Committee

OFFICER'S RECOMMENDATION:

That;

That Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017.

PROCEDURAL MOTION (Crs N Ledger / B Crouch)

To move to Committee of the Whole

17.12/17 CARRIED

Councillors held a detailed discussion in committee regarding the Traffic Committee minutes.

PROCEDURAL MOTION (Crs B Crouch / M Dusting)

To resume Standing Orders

18.12/17 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs R Bell/ L Sampson)

That;

1. Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017.
2. The King Street / Maitland Street intersection treatment option (2), attached, be implemented subject to funding approval by Council.
3. Disabled parking requirements for Uralla be accommodated subject to the approval, by Roads & Maritime Services, of funding for the PAMP study 2018/19.
4. The pedestrian crossing requirements in King Street for McMaugh Gardens be considered as part of the 40Km/hr pedestrian activity area concept plan.

19.12/17 CARRIED

Department: **General Manager's Office**
Submitted by: General Manager
Reference/Subject: Report 2 LATE REPORT
Late Report 2 - Response to ARC Letter - Cooperation

OFFICER'S RECOMMENDATION:

That;

The Mayor responds to Armidale Regional Council's correspondence dated 14th December 2017, reference ARC16/0607, noting as follows:

- a) Council acknowledges the positive and cooperative sentiment contained within the letter; and
- b) Council reciprocates such sentiment and looks forward to working collaboratively with Armidale Regional Council for the benefit of the residents of our respective communities.

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MOTION (Crs M Dusting /K Ward)

That;

The Mayor responds to Armidale Regional Council's correspondence dated 14th December 2017, reference ARC16/0607, noting as follows:

- a) Council acknowledges the positive and cooperative sentiment contained within the letter; and
- b) Council reciprocates such sentiment and looks forward to working collaboratively with Armidale Regional Council for the benefit of the residents of our respective communities.

20.12/17 CARRIED

**PROCEDURAL MOTION (Crs M Pearce / M Dusting)
Meeting Adjournment (3:16pm to 3:25pm).**

21.12/17 CARRIED

Department: **Community and Governance**
Submitted by: *Director Community and Governance*
Reference/Subject: Report 3 LATE REPORT
Late Report 3 Expression of Interest - Panel of Conduct Reviewers

OFFICER'S RECOMMENDATION:

That;

Council

- a. share a panel of conduct reviewers with the following other councils:
 - Tamworth Regional Council,
 - Gunnedah Shire Council,
 - Narrabri Shire Council, and
 - Walcha Shire Council.
- b. appoint the panel of conduct reviewers for a period of 4 years as set out below:
 - O'Connell Workplace Relations Pty Ltd
 - SINC Solutions Pty Ltd
 - Centium Group Pty Ltd
 - Locale Consulting Pty Ltd
 - Linda Pettersson Consulting Pty Ltd

MOTION (Crs B Crouch / N Ledger)

That;

Council

- a. share a panel of conduct reviewers with the following other councils:
 - Tamworth Regional Council,
 - Gunnedah Shire Council,
 - Narrabri Shire Council, and
 - Walcha Shire Council.
- b. appoint the panel of conduct reviewers for a period of 4 years as set out below:
 - O'Connell Workplace Relations Pty Ltd
 - SINC Solutions Pty Ltd
 - Centium Group Pty Ltd
 - Locale Consulting Pty Ltd
 - Linda Pettersson Consulting Pty Ltd

22.12/17 CARRIED

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Chief Financial Officer Simon Paul returned to the meeting at 3:47pm.

17. MOTIONS ON NOTICE

There were no 'Notices of Motion' addressed to the 19 December Meeting.

18. SCHEDULE OF COUNCIL RESOLUTIONS

Schedule of Action Items as at: 13 December 2017

Councillors undertook a review of the Schedule of Action Items.

MOTION (Crs B Crouch / T Toomey)

That;

Council contact the local member, Hon. Adam Marshal MP and request that he approach the Minister for Local Government with a view to expedite the resolution of outstanding matters contained within the Schedule of Actions in this Business Paper that are currently before the Office of Local Government.

23.12/17 CARRIED

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

20. QUESTIONS FOR NEXT MEETING

There were no Questions for February 2018 Ordinary Meeting of Council

21. CONFIDENTIAL BUSINESS

CLOSURE OF MEETING

The meeting was closed at: 04:10pm

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