

MINUTES of

ORDINARY MEETING OF COUNCIL

Held at 12:30pm 22 September 2020

Present at Meeting:

Councillors:

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

Staff:

Ms K Jessep, *General Manager*
Mr T Seymour, *Director Development & Infrastructure*
Ms , *Executive Manager Corporate Services*
Mr S Paul, *Chief Financial Officer*
Mr M Clarkson, *Manager Planning & Development*
Ms Bethany White, *Coordinator Communication & Engagement*
Ms Nathalie Heaton, *Coordinator Governance & Risk*
Ms W Westbrook, *Minute Clerk*

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1. **Opening & Welcome**

The Chair declared the meeting opened at 12:30pm

2. **Prayer**

The Chair recited the Uralla Shire Council Prayer: Almighty God we humbly ask you to grant your blessing upon this Council. Direct and prosper our deliberations to the advancement of your glory, and the true welfare of the people of our Shire and Australia. Amen!

Acknowledgement to Country

The Chair read the 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.

3. **Webcast Information**

This Chair advised: the meeting is being audio recorded with the recording made available on Council's website after the meeting. NOTE: There was a technical failure on the recording – no recording is available for this meeting.

4. **Apologies and Application for Leave of Absence by Councillors**

The Chair advised there was an apology from Cr L Sampson. .

The Chair advised receipt for leave of absence received from Cr L Sampson

MOTION: Moved: Cr M Dusting/ Seconded: Cr I Strutt

That Council accept Leave of absence from Cr L Sampson for the Ordinary Meeting held 22 September 2020.

01.09/20

CARRIED

5. **Disclosures & Declaration of Interests**

The Chair received the following declarations of pecuniary and non-pecuniary Conflict of Interest Declarations in relation to the 22 September 2020 Meeting.

Councillor	Item or Report Number	Pecuniary or NON-Pecuniary Interest	Nature of Interest
Cr R. Crouch	Report 2	Non – Pecuniary	Near neighbour
Cr R. Crouch	Report 10 and12	Non - Pecuniary	Secretary to Uralla Business Chamber

6. **Confirmation of Minutes**

Minutes to be confirmed at the 22 September 2020 Meeting:

- *Minutes of Ordinary Meeting held 25 August 2020 (to be confirmed)*

AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary Meeting held 25 August 2020 and called for any amendments.

Amendments requested by Councillors: Incorrect spelling of Cr Dusting, correction needed in resolution numbers, and correct title to resolution 27.08/20.

MOTION: Moved: Cr Ledger/ Seconded: Cr Strutt

That Council adopt the Minutes, together with amendments as follows:

- (1) **Apology, correct spelling of Cr Dustings name;**
- (2) **Correct resolution numbering 27 – 30; and**
- (3) **Resolution 27.08/20 Report 9 – part 2 delete 'or'.**

as noted, as a true and correct record of the Ordinary Meeting held 25 August 2020.

02.09/20

CARRIED

7. Urgent, Supplementary & Late Items of Business

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

8. Written Reports from Delegates (Activities Summaries)

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

Councillor Name: Mark Dusting		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
8 Sep 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Chambers
14 Sep 2020	New England Weed County Council	Via Phone
22 Sep 2020	Council Meeting	Chambers

Councillor Name: Robert Crouch		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
27 Aug 2020	Audit Risk & Improvement Committee	Uralla
28 Aug 2020	LSPS Workshop	Uralla
8 Sep 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Chambers
15 Sep 2020	Strategic Planning Workshop - Projects for future grant funding – ranking (part 2 of 3) -LSPS Feedback to date -NSW Bushfire Community Resilience & Economic Recovery fund Grant Project Scope -Development Control Plan -Operational Plan Action Status -Code of Conduct-latest statutory changes -Cr O'Connor NOM scoping workshop 2 of 3	Chambers
17 Sept 2020	LSPS Q&A	Zoom
22 Sept 2020	Council Meeting	Uralla

Councillor Name: Natasha Ledger		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
8 Sep 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Uralla
15 Sep 2020	Strategic Planning Workshop - Projects for future grant funding – ranking (part 2 of 3) -LSPS Feedback to date -NSW Bushfire Community Resilience & Economic Recovery fund Grant Project Scope -Development Control Plan -Operational Plan Action Status -Code of Conduct-latest statutory changes -Cr O'Connor NOM scoping workshop 2 of 3	Uralla

19 Sep 2020	Mundays Lane working group	Uralla
22 Sep 2020	Council September Meeting	Uralla

Councillor Name: Levi Sampson		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
8 Sept 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	

Councillor Name: Tara Toomey		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
17 Sep 2020	LSPS Q&A	Zoom
27 Aug 2020	Audit Risk & Improvement Committee	Uralla
22 Sep 2020	Council Business Meeting	Chambers
1 July – 22 Sep 2020	Claim Councillor expenses	\$Nil

Councillor Name: Robert Bell		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
8 Sep 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Chambers
22 Sep 2020	Council Meeting	Chambers

Councillor Name: Tom O'Connor		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
8 Sep 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Chambers
9 Sep 2020	Grants Assessment Panel	Email Exchange
22 Sep 2020	Council Meeting	Chambers
1 July – 22 Sep 2020	Claim Councillor expenses	\$Nil

Councillor Name: Isabel Strutt		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
27 Aug 2020	Audit , Risk and Improvement Committee - Observer	Chambers
8 Sep 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Chambers
15 Sep 2020	Strategic Planning Workshop - Projects for future grant funding – ranking (part 2 of 3) -LSPS Feedback to date	Neighbourhood Centre Uralla

	-NSW Bushfire Community Resilience & Economic Recovery fund Grant Project Scope -Development Control Plan -Operational Plan Action Status -Code of Conduct-latest statutory changes -Cr O'Connor NOM scoping workshop 2 of 3	
22 Sep 2020	Council Meeting	Chambers

Councillor Name: Michael Pearce - MAYOR		
Council Meeting Date:	22 September 2020	
Date	Committee/Meeting/Event	Location
26 Aug 2020	Mayor's Office – Admin	Uralla
27 Aug 2020	Mayor's Office – Admin	Uralla
31 Aug 2020	Mayor's Office – Admin	Uralla
1 Sept 2020	Chair Meeting – New England Bushfire Management Committee (NEBFMC)	Armidale
2 Sept 2020	Mayor's Office – Admin 2AD Radio interview	Uralla
3 Sept 2020	Mayor's Office – Admin Zoom meeting – New England /Northern Tablelands Volunteer of the Year Awards	Uralla
7 Sept 2020	UPC – New England Solar Farm Community Reference Group – Community Grants announcement, Alma Park	Uralla
8 Sept 2020	Mayor's Office – Admin	Uralla
8 Sept 2020	Strategic Planning Workshop - Tour Waste Depot - Uralla Sire Business Chamber RDA support options -Cr O'Connor NOM scoping workshop 1 of 3	Chambers
9 Sept 2020	Mayor's Office – Admin	Uralla
10 Sept 2020	Chair meeting – Northern Inland Regional Waste (NIRW) group AGM – Zoom also utilised	Uralla
14 Sept 2020	Mayor's Office – Admin	Uralla
15 Sept 2020	Mayor's Office – Admin	Uralla
15 Sept 2020	Strategic Planning Workshop - Projects for future grant funding – ranking (part 2 of 3) -LSPS Feedback to date -NSW Bushfire Community Resilience & Economic Recovery fund Grant Project Scope -Development Control Plan -Operational Plan Action Status -Code of Conduct-latest statutory changes -Cr O'Connor NOM scoping workshop 2 of 3	Chambers
16 Sept 2020	Mayor's Office – Admin	Uralla
17 Sept 2020	Mayor's Office – Admin Draft Local Strategic Planning Statement Information Session via Zoom	Uralla
20 Sept 2020	GM presentation to AGM meeting McCrossing's Mill	Uralla
21 Sept 2020	Mayor's Office – Admin	Uralla
22 Sept 2020	Mayor's Office – Admin Council September meeting	Uralla

9. Written reports from Delegates (Reports to Council)
The Chair advised there were no written reports from delegates

10. Items Passed in Bulk
Items passed in bulk were:

Item 13 - Report 1 - Cash at Bank and Investments

MOTION: Moved: Cr Dusting/ Seconded: Cr O'Connor

That:

- 1) Council note the cash position as at 31 August 2020 consisting of cash and overnight funds of \$2,045,396, term deposits of \$12,656,761 totalling \$14,702,157 of readily convertible funds.
- 2) Council note the loan position as at 31 August, 2020 totalling \$2,145,192.

03.09/20 CARRIED

Item 14 - Report 13 – LGNSW Annual Conference 2020

MOTION: Moved: Cr Dusting / Seconded: Cr O'Connor

That:

- 1) The Mayor and General Manager attend the LGNSW Annual Conference on 23 November 2020; and
- 2) Should the Mayor be unable to attend the LGNSW Annual Conference, the Deputy Mayor attend as his proxy.

04.09/20 CARRIED

11. Mayoral Minute

The Chair advised there was no Mayoral Minute addressed to 22 September 2020 meeting

12. Reports of Committees

Report 1 – Minutes of the Audit, Risk & Improvement Committee Meeting held on 27 August 2020 and Amended Charter

PROCEDURAL MOTION: Moved: Cr O'Connor/ Seconded: Cr Toomey

To move to Committee of the Whole

05.09/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Toomey / Seconded: Cr Crouch

To Return to Standing Orders

06.09/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr O'Connor/ Seconded: Cr Strutt

That the Minutes from the Audit Risk and Improvement Committee meeting held on 27 August 2020 be noted and:

- (1) That the General Manager conduct a review and evaluation of the resourcing surrounding the work plan and recommendations to be made to Council on same.

- (2) That the Audit Risk and Improvement Committee (ARIC) review and present a new (annual) work plan in consultation with relevant parties (audit/Council administration) for consideration at the next ARIC meeting.
- (3) That the Charter be endorsed as amended.
- (4) That the General Manager remove from the report on Internal Audit and Audit Office Management Letters Action Schedule, actions presented as completed.
- (5) That Council's Internal Auditor provide a report to ARIC on the effectiveness of the Contract Register.

07.09/20

CARRIED

MOTION: Moved: Cr Toomey/ Seconded: Cr O'Connor

- (6) That Council engage an Independent Auditor or Forensic Accountant to undertake a review of the process surrounding any possible deviation between the Transport Asset Management Plan (Feb 2016 v6) and the related 2019-2020 budget allocations without Council's approval and report to ARIC on the results of the audit.

TIED

The Mayor cast a deliberative vote

08.09/20

CARRIED - Cr Ledger requested her vote against the motion be recorded

MOTION: Moved: Cr Strutt / Seconded: Cr O'Connor

- (7) That in relation to the sealing of the asphalt overlay of Hill Street between Bridge and Duke Streets, that Council's Internal Auditor undertake a review of the process for undertaking this work to examine whether a breach of established delegations was evidenced by the splitting of an order by Council Officers to avoid going to tender.

09.09/20

CARRIED - Cr Ledger requested her vote against the motion be recorded.

Report 2 – Community Grants program 2020-21 - Round 1 Application Assessments

MOTION: Moved: Cr Dusing/ Seconded: Cr Ledger

That Council adopt the Community Grant panel Committee recommendation to:

- 1) Approve Community Grants Program 2020-21 Round 1 funding allocations to the following applicants in accordance with the general grant conditions and special conditions as set out in Table 3 of this report:
 - a. Uralla Neighbourhood Centre for the amount of \$1,600
 - b. Kentucky Progress Association for the amount of \$3,000
 - c. St Joseph's Catholic School Uralla for the amount of \$2,200

10.09/20

CARRIED

13. Reports to Council (Scheduled Reports)

Per Cr Crouch declaration for this item Cr Crouch left the meeting 1.46pm

Report 2 - Development Application 20/2020 – 4 Bay Shed –178 Thunderbolts Way, Rocky River
DIVISION DECISION

MOTION: Moved: Cr Bell/ Seconded: Cr Strutt

That Council approve the Development Application 20/2020 for a shed at 178 Thunderbolts Way, Rocky River (Lot 51 DP 1266073) 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.

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

Please Note: This does not apply in relation to:

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

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

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

** denotes a critical stage inspection 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 building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*
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 onto a hardened surface and directed away from the building.
 - (b) By piping 3.0 metres clear of any building to a rubble pit.
- Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*
14. The shed is not to be used as a domicile without prior written approval from Council.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
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

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

18. 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

19. 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.

20. 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.

21. 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.

ADVISORY NOTES – GENERAL

22. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
23. 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.
24. 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.

25. 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.
26. 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.
27. 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.
28. 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

CONFIRMED

For: Crs M Pearce, R Bell, M Dusting, N Ledger, I Strutt, T Toomey, T O'Connor

Against: NIL

Absent: Cr Crouch (declared Non Pecuniary Interest), Cr L Sampson (leave of Absence)

11.09/20 CARRIED

Cr Crouch was absent for voting on Report 2

Cr Toomey left room at 1.50pm

Cr Crouch and Cr Toomey returned at 1.51pm

Report 3 - Works Progress Report as at 31 August 2020

PROCEDURAL MOTION: Moved: Cr Toomey / Seconded: Cr Bell

To move to Committee of the Whole

12.09/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Strutt/ Seconded: Cr Bell

To Return to Standing Orders

13.09/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Toomey/ Seconded: Cr Bell

That report be received for the works completed or progressed during August 2020, and works programmed for September 2020.

14.09/20 CARRIED

Report 4 – Election of Deputy Mayor

MOTION: Moved: Cr Toomey / Seconded: Cr Strutt

That:

- 1) Council elect a Deputy Mayor for the period from 22 September 2020 until the Local Government Election to be held in September 2021.**
- 2) The Mayor call for nominations for the position of Deputy Mayor.**
- 3) Should there be more than one nomination for the position, the method of election of the Deputy Mayor be by way of preferential ballot. That the nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Meeting.**

15.09/20 CARRIED

The General Manager conducted the election.

MOTION: Moved: Cr Dusting / Seconded: Cr Crouch

- 4) That Cr Strutt be appointed as Deputy Mayor for the period from 22 September 2020 until the Local Government Election to be held in September 2021.**

16.09/20 CARRIED

Cr Ledger left meeting at 2.17pm

Cr Ledger returned to meeting at 2.20pm

Report 5 – Councillor Committee Representation

PROCEDURAL MOTION: Moved: Cr Strutt/ Seconded: Cr Crouch

To move to Committee of the Whole

17.09/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

The General Manager conducted ballots where there were more nominees than positions.

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Toomey

To Return to Standing Orders

18.09/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Ledger / Seconded: Cr Bell

That Council:

- 1) Review the Committees Register, contained at Attachment A, and resolve to appoint Councillor delegates to each of the committees and external bodies for the 2020-21 year.**
- 2) Appoint as Council's representatives to the committees and external bodies for 2020-21 year:**

Specific Purpose Committees/Panels	Councillor Representatives
Audit, Risk & Improvement Committee	1. Cr Toomey 2. Cr O'Connor
Australia Day Committee	1. Cr Ledger 2. Cr Sampson
Community Grants Panel	1. Cr O'Connor 2. Cr Ledger 3. Cr Crouch
Arts North West	1. Cr O'Connor (Advisory Council) 2. Cr Strutt (Delegate Alternate)
Central Northern Regional Library	1. Cr Strutt
Community Safety Precinct Committee	1. Cr M Pearce
Country Mayors Association	1. Cr M Pearce
Local Traffic Committee	1. Cr Bell (Member) 2. Cr O'Connor (Alternate)
Mid North Weight of Loads	1. Cr Bell
New England Joint Organisation	1. Cr M Pearce
New England Weeds Authority	1. Cr Dusting
Northern Joint Regional Planning Panel	1. Cr Bell (Panel Member) 2. General Manager (Panel Member) 3. Cr Strutt (Alternate)
Bundarra School of Arts Hall Committee	1. Cr Ledger
Uralla Township & Environs Committee	1. Cr Toomey 2. Cr Strutt

and;

- 3) Write to each committee and external body on which Council is represented and advise of their Councillor delegate/s for the 2020-21 year.

19.09/20 CARRIED

Report 6 – Code of Conduct Annual Statistical Report

PROCEDURAL MOTION: Moved: Cr Crouch / Seconded: Cr Toomey

To move to Committee of the Whole

20.09/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Dusting

To Return to Standing Orders

21.09/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Crouch/ Seconded: Cr Dusting

That Council:

- 1) Receive and note the Code of Conduct Annual Statistical Report with the addition of the cost table 1 part (g), noting it includes a training cost; and
- 2) Provide the Office of Local Government with the Code of Conduct Annual Statistical report for the period 1 September 2019 to 31 August 2020, by 31 December 2020

22.09/20 CARRIED

Report 7 – Amendments to the Code of Conduct

PROCEDURAL MOTION: Moved: Cr M Pearce/ Seconded: Cr Toomey

To move to Committee of the Whole

Cr Ledger left the meeting 3:07pm

23.09/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr O'Connor

To Return to Standing Orders

24.09/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Toomey / Seconded: Cr Bell

That :

- 1) Under section 440 of the Local Government Act 1993 that Council adopt the revised Code of Conduct to reflect the Office of Local Government's amendments dated 14 August 2020, with the exception of gifts and benefits capped to remain as previously adopted;
- 2) Under section 440 of the Local Government Act 1993 that Council adopt the revised Procedures for the Administration of the Model Code of Conduct to reflect the office of Local Government's amendments; and
- 3) Expressions of Interest be sought for Code of Conduct Reviewers and report back to Council.

25.09/20

CARRIED

Report 8 – Schedule of Ordinary Meetings 2020-2021

MOTION: Moved: Cr O'Connor / Seconded: Cr Bell

That Council:

- 1) Adopt the Ordinary meeting cycle for 2020-2021 as follows
Tuesday 27 October 2020
Tuesday 24 November 2020
Tuesday 15 December 2020
Tuesday 23 February 2021
Tuesday 23 March 2021
Tuesday 27 April 2021
Tuesday 25 May 2021
Tuesday 22 June 2021
Tuesday 27 July 2021
Tuesday 24 August 2021
Tuesday 28 September 2021
- 2) Place a Public Notice on Council's website, social media platform, Council newsletter and in local print media detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2020-2021 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice.

26.09/20

CARRIED

Report 9 – General Manager Performance Review Panel

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Toomey

To move to Committee of the Whole

Cr O'Connor left room 3:28pm

Cr O'Connor returned 3:30pm

27.09/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

The General Manager conducted a ballot at the request of Council to identify the Council's nomination of a Councillor to the General Manager Performance Review Committee.

PROCEDURAL MOTION: Moved: Cr Dusting / Seconded: Cr Crouch

To Return to Standing Orders

28.09/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Strutt / Seconded: Cr Bell

That:

- 1) Council adopt the *General Manager Performance Review Committee Charter* with the addition of a mid-term review.
- 2) Council note that in accordance with the *General Manager Performance Review Committee Charter* the Mayor and Deputy Mayor are appointed to the *General Manager Performance Review Committee*.
- 3) A councillor be appointed to the *General Manager Performance Review Committee* for a one-year term, by ballot.
- 4) Cr R Crouch is appointed to the *General Manager Performance Review Committee*.

29.09/20

CARRIED

Cr Ledger requested her vote against the motion be recorded.

Per Cr Crouch declaration for this item, Cr Crouch left the meeting 3:40pm

Report 10 - NSW Bushfire Community Resilience and Economic Recovery Fund Projects

PROCEDURAL MOTION: Moved: Cr Toomey/ Seconded: Cr O'Connor

To move to Committee of the Whole

30.09/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Dusting/ Seconded: Cr Bell

To Return to Standing Orders

31.09/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr O'Connor/ Seconded: Cr Bell

That Council:

- 1) Request an extension to the project completion date from 31 Dec 2020 to 30 June 2021
- 2) Request the following minor amendments to the funding agreement in regards to its activity scope and budget allocation within the total grant amount of \$100,000:
 - a. Project 1 – Addition of gap analysis in liaison with Uralla Shire community including community organisations and the business community including the Uralla Shire Business Chamber, include the impacts of COVID-19 and the engagement of a Googlemaps and analytics consultant to work with businesses.
 - b. Project 2 – Include print cost in the budget allocation.
 - c. Project 4 – Add a 100 photo stock of tourism photos by a professional photographer for marketing Uralla Shire and produce one video with shorter social media edits.

32.09/20

CARRIED

Cr Crouch absent at time of voting and returned to meeting 3:55pm

Report 11 - Resolution Action Status at 22 Sep 2020

PROCEDURAL MOTION: Moved: Cr O'Connor/ Seconded: Cr Toomey

To move to Committee of the Whole

33.09/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr O'Connor/ Seconded: Cr Dusting

To Return to Standing Orders

34.09/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Bell/ Seconded: Cr O'Connor

That Council receive and note the Resolution Action Status as at 22 September 2020.

Including amendment to 6 Aug 2020 06.08/20 - replace with correct report title – ZNET Plus

35.09/20

CARRIED

Per Cr Crouch declaration for this item, Cr Crouch left meeting 4:08pm

Report 12 – Council and Uralla Shire Business Chamber support

MOTION: Moved: Cr Bell/ Seconded: Cr Dusting

That Council:

- 1) **Received the outcomes of the strategic workshop held on 8 September 2020 as summarised in the report to Council on 22 September 2020 titled 'Council and Uralla Business Chamber support; and**
- 2) **Note that the General Manager will give a presentation to the Uralla Shire Business Chamber on this report.**

36.09/20

CARRIED

Cr Crouch was absent for voting returned to meeting 4:09pm

14. **Confidential Matters**

Nil

15. **Communications of Council Decisions**

Not applicable.

16. **Closure of Meeting 4:09pm**

Council Minutes Confirmed by:

Resolution Number:

Date:

Mayor Signature: