



MINUTES of

ORDINARY COUNCIL MEETING

Held on 29 April 2025 at 4:00 PM

Attendance at Meeting:

Councillors: Mayor R Bell (Chair)
Deputy Mayor T O'Connor
Cr S Burrows
Cr L Doran
Cr L Petrov
Cr A Blakester
Cr D Mailler
Cr J Philp
Cr K Arnold

Apologies:

Nil

Staff:

Ms T Averay, General Manager
Mr M Raby, Director, Infrastructure & Development
Mr B Dyer, Acting Director, Corporate & Community
Mr M McLindin, Group Manager Infrastructure Services
Mr S Williams, Manager Governance
Mr M Ahammed, Manager Finance & IT
Ms K Blackwood, Manager, Development & Planning
Mr S Vivers, former Acting Manager Planning & Development
Ms W Westbrook, Executive Assistant

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AUDIO link of Meeting here: <https://urallashirecouncil.podbean.com/e/29th-april-ordinary-meeting-of-uralla-shire-council/>

CONFIRMED

1 OPENING & WELCOME

The Chair declared the meeting opened at 4:00pm.

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

1 minutes silence for Francis (Frank) Hargrave

It is with sadness that I inform you of the sudden passing of our friend, and colleague, Francis (Frank) Hargrave, in the early hours of this morning. The news comes as a shock to us all, and our thoughts and prayers are with Frank's family and loved ones during this difficult time. Particularly, to his brother Rodney Hargrave and his nephew Beau Hargrave who are employees of Council.

Frank was a valued member of our team, known for his passion and dedication to keeping our roads safe. Frank commenced his employment with Council as a casual labourer in mid-2007. He quickly set his sights on becoming the Ganger Bitumen and set about obtaining the needed qualifications such as HR truck licence. In 2017, Frank reached his goal and was appointed Bitumen Ganger and would proudly tell anyone of how much he enjoyed this role.

He will be greatly missed by all who knew him and those that had the privilege of working with him.

Please join me in a minute's silence to remember Frank and honour his memory.

3 ACKNOWLEDGEMENT OF COUNTRY

The Chair read the acknowledgement of country.

4 WEBCAST INFORMATION

The Chair advised the meeting was recorded, with the recording to be made available on Council's website following the meeting and reminded the attendees from making defamatory statements.

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

5.1 LEAVE OF ABSENCE

RESOLUTION 01.04/25

Moved: Cr Leanne Doran

Seconded: Cr Jen Philp

That Council receive the leave of absence presented by Cr Petrov for the 24 June 2025 Ordinary meeting.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, Jen Philp and Kath Arnold

Against: Nil

CARRIED 8/0

6 DISCLOSURE & DECLARATIONS OF INTEREST/S

Nil

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES ORDINARY MEETING HELD 25 MARCH 2025

RESOLUTION 02.04/25

Moved: Cr Leanne Doran

Seconded: Cr Lone Petrov

That Council adopts the minutes of the Ordinary Meeting held 25 March 2025 as a true and correct record noting:

1. The amendment to the minutes of the Ordinary Meeting 25 February 2025 to include the two (2) items raised by Cr Doran in the Register of Actions; and
2. The issue raised by Cr Burrows that any adopted budget line items can only be changed by further resolution of Council.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Jen Philp and Kath Arnold

Against: Cr Adam Blakester

CARRIED 7/1

7.2 CONFIRMATION OF MINUTES EXTRAORDINARY MEETING HELD 31 MARCH 2025

RESOLUTION 03.04/25

Moved: Cr Sarah Burrows

Seconded: Cr Leanne Doran

That the Minutes of Extraordinary Meeting held 31 March be adopted as a true and correct record.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, Jen Philp and Kath Arnold

Against: Nil

CARRIED 8/0

Cr Mailler arrived at 4:18pm

8 URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)

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

The Mayor brought forward Items 10 & 14.1.

9 WRITTEN REPORTS FROM DELEGATES

9.1 MAYOR'S ACTIVITY REPORT FOR MARCH 2025

RESOLUTION 04.04/25

Moved: Cr Jen Philp

Seconded: Cr Kath Arnold

That Council receives the Mayor's Activity report for March 2025.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

10 PUBLIC FORUM

10.1 THE CHAIR INTRODUCED THE SPEAKER – KIRSTIE BLAIN.

THE SPEAKER MADE A PRESENTATION TO COUNCIL ON ITEM 14.1 SPEAKING FOR AMENDMENT TO THE DA-4-2022-2.

THE CHAIR INVITED QUESTIONS FROM COUNCILLORS.

THE CHAIR THANKED THE SPEAKER FOR THE PRESENTATION TO COUNCIL.

10.2 THE CHAIR INTRODUCED THE SPEAKER – MICHELLE MACDONALD.

THE SPEAKER MADE A PRESENTATION TO COUNCIL ON ITEM 14.1 SPEAKING AGAINST AMENDMENT TO THE DA-4-2022-2.

THE CHAIR INVITED QUESTIONS FROM COUNCILLORS.

THE CHAIR THANKED THE SPEAKER FOR THE PRESENTATION TO COUNCIL.

14.1 DA-4-2022-2 - HORSE STABLES (MODIFICATION TO INCLUDE ANIMAL SHELTERS, ROUND YARD AND NON-COMMERICAL KEEPING OF HORSES) - 59 PINEGROVE ROAD SAUMAREZ PONDS

RESOLUTION 05.04/25

MOVED: CR DAVID MAILLER

SECONDED: CR JEN PHILP

FOLLOWING A DIVISION DECISION THE COUNCIL VOTED AS FOLLOWS:

THAT COUNCIL:

- 1. APPROVES THE DEVELOPMENT APPLICATION (MODIFICATION: TO INCLUDE ANIMAL SHELTERS, ROUND YARD AND NON-COMMERICAL KEEPING OF HORSES) (REF: DA-4-2022-2) FOR HORSE STABLES AT LOT 4 DP249440 AND LOT 331 DP257168, LAND KNOWN AS 59 PINEGROVE ROAD, SUBJECT TO THE AMENDED CONDITIONS OF CONSENT IN THE ATTACHED NOTICE OF DETERMINATION.**
- 2. AUTHORISES THE ISSUE OF THE BUILDING INFORMATION CERTIFICATE (REF: BIC-10-2024) FOR ANIMAL SHELTERS AND ROUND YARD AT LOT 4 DP249440, LAND KNOWN AS 59 PINEGROVE ROAD.**
- 3. NOTES THE LETTERS OF SUPPORT AND SUBMISSION RECEIVED.**

FOR: CRS ROBERT BELL, SARAH BURROWS, TOM O'CONNOR, LONE PETROV, DAVID MAILLER, JEN PHILP AND KATH ARNOLD

AGAINST: CRS LEANNE DORAN AND ADAM BLAKESTER

CARRIED 7/2

11 MAYORAL MINUTE

Nil

12 NOTICE OF MOTION/QUESTIONS WITH NOTICE

Nil

13 REPORT OF COMMITTEES

Nil

14 REPORTS TO COUNCIL

14.2 MID NORTH WEIGHT OF LOADS GROUP

RESOLUTION 06.04/25

Moved: Deputy Mayor Tom O'Connor

Seconded: Cr David Mailler

That Council resolves to renew the Agreement to participate in the Mid North Weight Of Loads Group.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.3 LOANS AS AT 31 MARCH 2025

RESOLUTION 07.04/25

Moved: Cr Adam Blakester

Seconded: Cr Sarah Burrows

That Council notes that the total loan position as of 31 March 2025 is \$1,197,526.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.4 INVESTMENTS AS AT 31 MARCH 2025

RESOLUTION 08.04/25

Moved: Cr Adam Blakester

Seconded: Cr David Mailler

That Council notes the cash position as of 31 March 2025 consisting of:

- cash and overnight funds of \$3,693,590.
- term deposits of \$24,350,000.
- total of cash and term deposits amount to \$28,043,590 which comprises \$24,772,813 in restricted funds and \$3,270,777 in unrestricted funds, reconciled for 31 March 2025.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.5 URALLA COURTHOUSE SCHEDULE OF FEES AND CHARGES

RESOLUTION 09.04/25

Moved: Cr Sarah Burrows

Seconded: Cr Lone Petrov

That Council:

1. Notes the information provided in this report regarding future venue.
2. Implements a 6 month booking management trial for the Courthouse.
3. Endorses the proposed fees and charges for the Uralla Courthouse for inclusion in Council's Draft 25/26 Fees and Charges Schedule to be publicly exhibited with the draft 25/26 Budget.
4. Receives advice on corporate overheads for the Courthouse.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.6 PROCURE TO PAY

RESOLUTION 10.04/25

Moved: Cr Adam Blakester

Seconded: Cr Lone Petrov

That Council:

1. Notes the progress on implementation of the Civica Authority Procure to Pay system.
2. Receives a future report on the revised Procurement Policy.
3. Receives a future report on the performance and functionality of the new procurement system post implementation.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.7 POLICY REVIEW**RESOLUTION 11.04/25**

Moved: Cr Sarah Burrows

Seconded: Cr David Mailler

That Council:

1. Endorses the revised draft Councillor Expenses & Facilities Policy for public exhibition for 28 days with the following amendment:
 - a. On page 7 - replace “representing the Mayor” with “accompanying the Mayor” under ‘Expenses for spouses , partners and accompanying persons’, 3rd bullet point.
2. Endorses the revised draft Enterprise Risk Management Policy for public exhibition for 28 days subject to amendment to include reference to the Council (elected representatives).
3. Receives a further report on completion of the exhibition period should any submissions be received and/or any material changes proposed.
4. Adopts the revised Policies should no submissions be received prompting material changes.
5. Adopts the Policy on Policy Making subject to receiving a final approved version.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

PROCEDURAL MOTION - BREAK**RESOLUTION 12.04/25**

Moved: Cr Leanne Doran

Seconded: Cr Jen Philp

The Chair called for a short break at 6:41pm

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

PROCEDURAL MOTION - RETURN

RESOLUTION 13.04/25

Moved: Cr Leanne Doran

Seconded: Cr Sarah Burrows

The Chair reconvened the meeting after a short break at 7:09pm

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.8 PROPOSED QUALITY CARE AND GOVERNANCE COMMITTEE FOR AGED AND COMMUNITY CARE

RESOLUTION 14.04/25

Moved: Cr Sarah Burrows

Seconded: Cr David Mailler

That Council:

1. Calls for Expressions of Interest from suitably qualified independent experts to sit on the Aged Care Compliance and Assurance Committee.
2. Adopts the fees for the independent members and Chair as detailed in this report.
3. Appoints Councillor Arnold as Council's delegate representative to the Committee, with Councillor Philp as the alternate delegate.
4. Endorses the revised Draft Terms of Reference – Aged Care Compliance and Assurance Committee (April 2025) subject to amendments as agreed and places them on public exhibition from Monday 5 May 2025 for 28 days.
5. Receives a report on the result of the Expressions of Interest and the exhibition of the Draft Terms of Reference at its June 2025 ordinary meeting.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

14.9 2024-2025 6 MONTH DELIVERY PROGRAM AND OPERATIONAL PLAN PROGRESS REPORT**RESOLUTION 15.04/25****Moved:** Cr David Mailler**Seconded:** Cr Jen Philp**That Council notes the 2024/2025 6 Month Delivery Program and Operational Plan progress report.****For:** Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, David Mailler, Jen Philp and Kath Arnold**Against:** Cr Adam Blakester**CARRIED 8/1****14.10 DRAFT COMMUNITY STRATEGIC PLAN 2025 -2034 AND DRAFT DELIVERY PROGRAM 2026-2029****RESOLUTION 16.04/25****Moved:** Cr David Mailler**Seconded:** Cr Lone Petrov**That Council:**

1. Endorses the Draft Uralla Shire Community Strategic Plan 2025-2034 and the Draft Uralla Shire Council Delivery Program 2026-2029 to be placed on public exhibition for a minimum period of 28 days.
2. Receives a further report following the exhibition period which outlines community submissions and any changes proposed.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold**Against:** Nil**CARRIED 9/0****14.11 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 23 APRIL 2025****RESOLUTION 17.04/25****Moved:** Cr Sarah Burrows**Seconded:** Cr Jen Philp**That Council notes the Resolution Actions Status Report as at 23 April 2025 noting the issue raised by Cr Doran on resolution number 40.07/24 which should be 46.07/24.****For:** Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold**Against:** Nil**CARRIED 9/0**

15 CONFIDENTIAL MATTERS

RESOLUTION 18.04/25

Moved: Cr David Mailler

Seconded: Cr Sarah Burrows

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

15.1 Grace Munro Aged Care Facility Lease

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

15.2 Hill Street Affordable Housing Development

This matter is considered to be confidential under Section 10A(2) - d(i) of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0



RESOLUTION 20.04/25

Moved: Mayor Robert Bell

Seconded: Deputy Mayor Tom O'Connor

That Council return to Open Session of Council and that the resolutions of Closed Session of Council become the resolutions of Open session of Council.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

16 COMMUNICATIONS OF COUNCIL DECISIONS

The Chair communicated the Council decisions from the closed session.

15.1 GRACE MUNRO AGED CARE FACILITY LEASE

RESOLUTION 19.04/25

Moved: Cr David Mailler

Seconded: Cr Sarah Burrows

That Council:

1. Notes the letter from Grace Munro Aged Care Centre Ltd dated 11 April 2025 requesting that rent remain at the current rate with CPI increases only.
2. Enters into a short term lease with Grace Munro Aged Care Centre Ltd, with rent to remain at the current rate with CPI increases only.
3. Delegates authority to the General Manager to finalise lease negotiations and execute the short-term lease agreement for up to 3 years.
4. Encourages Grace Munro Aged Care Centre Ltd to progress the proposed nurses accommodation as part of a business planning process.

For: Crs Robert Bell, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov, Adam Blakester, David Mailler, Jen Philp and Kath Arnold

Against: Nil

CARRIED 9/0

17 CONCLUSION OF MEETING

The meeting was closed at 9.24pm.

Council Minutes confirmed by **Mayor Robert Bell** on 27/5/2025: **Resolution: 23.05/25**