



MINUTES of

ORDINARY COUNCIL MEETING

Held on 22 July 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 S Williams, Acting Manager Governance
Mr M McLindin, Group Manager Infrastructure Services
Ms E Sims, Project Strategic Officer
Mr M Ahammed, Manager Finance & IT
Mr I Arah, Manager, Environment & Waste
Ms W Westbrook, Executive Assistant

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AUDIO: <https://urallashirecouncil.podbean.com/e/22nd-july-2025-ordinary-meeting-of-urallashire-council/>

1 OPENING & WELCOME

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

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

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

Nil

6 DISCLOSURE & DECLARATIONS OF INTEREST/S

The Chair advised there were no disclosures.

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES ORDINARY MEETING HELD 24 JUNE 2025

RESOLUTION 74.07/25

Moved: Cr Kath Arnold

Seconded: Cr Leanne Doran

That Council adopts the minutes of the Ordinary Meeting held 24 June 2025 as a true and correct record.

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

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

8.1 REQUEST FOR RELEASE OF FUNDS FROM WATER RESERVE FOR HILL STREET WATER MAIN REPLACEMENT WORKS

RESOLUTION 75.07/25

Moved: Cr Lone Petrov

Seconded: Cr Leanne Doran

That Council approves the release of \$172,000 from the Water Fund Reserve for the purpose of undertaking water main replacement works in Hill Street, between 36 and 52 Hill Street, in the current financial year.

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

9 WRITTEN REPORTS FROM DELEGATES

9.1 MAYOR'S ACTIVITY REPORT FOR JUNE 2025

RESOLUTION 7676.07/25

Moved: Mayor Robert Bell

Seconded: Cr Jen Philp

That Council receives the Mayor's Activity report for June 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

PROCEDURAL MOTION TO MOVE TWO ITEMS

RESOLUTION 77.07/25

Moved: Deputy Mayor Tom O'Connor

Seconded: Cr Lone Petrov

That Council move Items 14.1 & 14.2 to be heard following Item 10

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

The Mayor introduced – **Mr Justin Campbell Chair of MOYCH.**

The speaker made a presentation to Council on item 14.1 & 14.2 speaking to Multi Dwelling Housing, carports, rainwater tanks, fencing, retaining walls and demolition of sheds - Lot 28 DP 584841 - 16 Everett St Uralla.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

11 COUNCIL REPORTS

14.1 DEVELOPMENT APPLICATION - DA-19-2025 - MULTI DWELLING HOUSING, CARPORTS, RAINWATER TANKS, FENCING, RETAINING WALLS AND DEMOLITION OF SHEDS - LOT 28 DP 584841 - 16 EVERETT ST URALLA

RESOLUTION 77.07/25

Moved: Deputy Mayor Tom O'Connor

Seconded: Cr Kath Arnold

Following a DIVISION DECISION the following has been resolved:

That Council

- i. Approves the Development Application (DA-19-2025) for multi dwelling housing and associated ancillary works on Lot 28 DP 584841, land also known as 16 Everett Street, Uralla subject to the attached conditions of consent, noting the following recommendations;
 - a. Prior to issue of a construction certificate, amended drawings are to be provided to Council to demonstrate pedestrian access from Unit 2 and Unit 3 to Everett St for the purposes of access to letterboxes, and for waste management. Access is to maintain the privacy of the Private Open Space (POS) to Unit 1, and maintain vehicle access for Unit 1 without impeding pedestrian access to the street;
 - b. The final design for the lane way upgrade at Condition 18 is to be determined to the satisfaction of Council;
- ii. Consider an all-weather upgrade of the lane way from the property boundary to King St as a future capital project and progress the naming of the, as yet unnamed, access lane through the Geographical Names Board to assist in emergency navigation and access to the rear units.

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

Against: Cr Leanne Doran

CARRIED 8/1

14.2 DEVELOPMENT APPLICATION - DA-21-2025 - MULTI DWELLING HOUSING - LOT 1 DP 794835 - 28 URALLA STREET URALLA

RESOLUTION 78.07/25

Moved: Deputy Mayor Tom O'Connor

Seconded: Cr Leanne Doran

Following a DIVISION DECISION the following has been resolved:

That Council defer consideration of DA-21-2025 Multi Dwelling Housing at Lot 1 DP 794835, land also known as 28 Uralla Street, Uralla pending receipt of further information.

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

Against: Crs Robert Bell and Adam Blakester

CARRIED 7/2

11 MAYORAL MINUTE

11.1 MAYORAL MINUTE - REGULATION AND ENFORCEMENT OF TOBACCO SHOPS

RESOLUTION 79.07/25

Moved: Mayor Robert Bell

Seconded: Deputy Mayor Tom O'Connor

That Council:

- 1. Writes to the NSW Department of Planning, Housing, and Infrastructure (DPHI) to formally express its serious concerns regarding the unlawful sale of tobacco products from tobacco shops within the Uralla Shire Local Government Area and greater Northern Tablelands and respectfully, but firmly, requests that DPHI urgently considers an amendment to the NSW Standard Instrument – Principal Local Environmental Plan as follows:**
 - a. Introduce a new standalone land use definition for “Tobacconist”.**
 - b. Exclude tobacconists from existing definitions of “shop”, “retail premises”, and “specialised retail premises”.**
 - c. Create a transitional provision deeming existing tobacconist premises as having development consent, subject to but not limited to the following standard conditions:**
 - i. Compliance with All Relevant Legislation:**
 - a) Public Health (Tobacco) Act 2008 (NSW)**
 - b) Tobacco Advertising Prohibition Act 1992 (Cth)**

- c) Therapeutic Goods Act 1989 (Cth)
- d) Customs Act 1901 (Cth) regarding import restrictions
- e) Excise Act 1901 and the Excise Tariff Act 1921 (Cth); and

ii. Prohibition of Sale of Prohibited or Illicit Products:

- a) The sale, display, possession, or distribution of products prohibited under Commonwealth or NSW law—including non-prescription vapes, flavoured tobacco, or illicit (non-duty paid) cigarettes—is strictly prohibited.

2. Supports the proposal by Glen Innes Severn Council for all councils within the Northern Tablelands and relevant regional organisations to:

- a. Present a joint representation to the NSW Minister for Planning and Public Spaces to implement the Standard Instrument amendment state-wide, and
- b. Sign the coordinated submission to the upcoming Senate inquiry presented by Glen Innes Severn Council with councils in the Northern Tablelands outlining the effects of illegal tobacco shops in our Local Government Areas (A draft submission is included as Annexure

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

11.2 MAYORAL MINUTE - COST SHIFTING ONTO LOCAL GOVERNMENT

RESOLUTION 80.07/25

Moved: Mayor Robert Bell

Seconded: Cr Sarah Burrows

That Council:

- 1. Notes the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year.
- 2. Places a copy of the cost shifting report on Council's website so that the community is aware.
- 3. Writes to the Premier, the NSW Treasurer, Federal Member for New England and the NSW Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.

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

12 NOTICE OF MOTION/QUESTIONS WITH NOTICE

Nil

13 REPORT OF COMMITTEES

Nil

14 REPORTS TO COUNCIL**14.3 EXHIBITION OF 2 GENERIC CROWN LAND PLANS OF MANAGEMENT****RESOLUTION 81.07/25****Moved:** Deputy Mayor Tom O'Connor**Seconded:** Cr David Mailler**That Council:**

- i. Seeks community feedback on the two Draft Plans of Management through public exhibition for a period of not less than 28 days.
- ii. Receive an updated report for further consideration if community feedback prompts material changes.
- iii. Adopt the Plans of Management if there are no material changes received during the public exhibition period

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 CIVIL INFRASTRUCTURE WORKS REPORT****RESOLUTION 82.07/25****Moved:** Cr Adam Blakester**Seconded:** Cr Sarah Burrows

That Council notes the Civil Works Report update for July 2025 with the amendments identified by Cr O'Connor.

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 STRATEGIC WATER PLANNING STUDY (INTEGRATED WATER CYCLE MANAGEMENT PROJECT) - JULY 2025**RESOLUTION 83.07/25****Moved:** Cr David Mailler**Seconded:** Cr Sarah Burrows**That Council:**

1. Notes the reports of the Department of Primary Industry and Regional Development(NSW Public Works) Workshop held on 18 June 2025.
2. Notes the proposed program of tasks being undertaken by Department of Primary Industry and Regional Development (NSW Public Works) and the complementary community engagement tasks of Becscomm Pty Ltd.
3. Notes the email response to the Council regarding additional funding that was sought for community engagement and additional First Nations consultation.
4. Endorses the revised program for the community engagement component of the Communications Program at no additional cost to the Project.
5. Writes to the Department seeking its agreement for the revised community engagement program under the current Deed of Agreement dated 17 April 2024.
6. Seeks additional funds for the project management and communications tasks due to the extension of the project by a further 6 months.

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 84.07/25****Moved:** Cr Leanne Doran**Seconded:** Deputy Mayor Tom O'Connor**The Chair called for a Dinner break at 6:08pm**

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 85.07/25

Moved: Cr Adam Blakester

Seconded: Cr Sarah Burrows

The Chair reconvened the meeting after Dinner at 6:30pm

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 URALLA SWIMMING POOL 24/25 SEASON REPORT

RESOLUTION 86.07/25

Moved: Cr Jen Philp

Seconded: Cr Lone Petrov

That Council:

1. Notes the dates in the report on the swimming pool hours at Item 14.6 refer to the 2024-2025 season: specifically, the dates in the discussion under the heading 'Pool Season 2024/25 Patronage' refer to the period 19 October 2024 to 30 March 2025.
2. Notes the patronage at the Uralla Swimming Pool for the past 2024/25 summer season.
3. Opens the Uralla Swimming Pool from Saturday 18th October 2025 until Sunday 29th March 2026 inclusive.

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 DRAFT ASSET MANAGEMENT STRATEGY 2025

RESOLUTION 87.07/25

Moved: Cr Kath Arnold

Seconded: Cr Sarah Burrows

That Council:

- i. Seeks community feedback on the Draft Asset Management Strategy 2025-29 through public exhibition for a period of not less than 28 days;

- ii. Receive an updated report for further consideration if community feedback prompts material changes;
- iii. Adopt the Asset Management Strategy 2025-29 if there are no material changes received during the public exhibition period.

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 INVESTMENTS AS AT 30 JUNE 2025

RESOLUTION 88.07/25

Moved: Deputy Mayor Tom O'Connor

Seconded: Cr David Mailler

That Council notes:

1. The cash position as of 30 June 2025 consisting of:
 - cash and overnight funds of \$3,730,535.
 - term deposits of \$24,550,000; and
 - total of cash and term deposits amount to \$28,280,535 as of 30 June 2025.
2. Restrictions are reconciled on a quarterly basis, and the reconciliation for the quarter ended 30 June 2025 will be finalised as part of the year-end financial audit. As per the recent reconciliation of restrictions as of 31 March 2025, the restricted fund balance was \$24,772,813, and the unrestricted fund balance was \$3,270,777.

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 LOANS AS AT 30 JUNE 2025

RESOLUTION 89.07/25

Moved: Cr Jen Philp

Seconded: Deputy Mayor Tom O'Connor

That Council notes that the total loan position as of 30 June 2025 is \$1,158,097 with Loan 187 settled.

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

14.10 POLICY REVIEW**RESOLUTION 90.07/25****Moved:** Cr Lone Petrov**Seconded:** Deputy Mayor Tom O'Connor**That Council:**

- i. Seeks community feedback on the Draft Investment Policy through public exhibition for a period of not less than 28 days.
- ii. Seeks community feedback on the Draft Disposal of Assets Policy through public exhibition for a period of not less than 28 days.
- iii. Receive updated reports for further consideration if community feedback prompts material changes.
- iv. Adopts the Draft Investment Policy and Draft Disposal of Assets Policy if there are no material changes received during the public exhibition period.

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 PARTICIPATION IN THE 2025-26 RURAL DOCTORS NETWORK BUSH BURSARY PROGRAM****RESOLUTION 91.07/25****Moved:** Cr Jen Philp**Seconded:** Cr Leanne Doran**That Council:**

1. Participates in the 2025-26 Rural Doctors Network Bush Bursary Program provided that a suitable placement can be arranged in Uralla Shire; and
2. Allocates \$3,000 for the sponsorship of one medical student and one nursing student.

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

Against: Cr Tom O'Connor

CARRIED 8/1

14.12 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 16 JULY 2025**RESOLUTION 92.07/25****Moved:** Cr Sarah Burrows**Seconded:** Cr Leanne Doran**That Council notes the Resolution Actions Status Report as at 16 July 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****15 CONFIDENTIAL MATTERS****RESOLUTION 93.07/25****Moved:** Cr Lone Petrov**Seconded:** Cr Jen Philp**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 RFT P00824:Tender for Collection and Processing of Scrap Metal**

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.

15.2 Evaluation Report - Commercial in Confidence - Bitument Emulsion - T192526NEC

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.

15.3 Review of organisational structure

This matter is considered to be confidential under Section 10A(2) - a 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 personnel matters concerning particular individuals (other than councillors).

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 98.07/25**Moved:** Cr Sarah Burrows**Seconded:** Cr Lone Petrov

That Council return to Open Session of Council and 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 RFT P00824:TENDER FOR COLLECTION AND PROCESSING OF SCRAP METAL**RESOLUTION 94.07/25****Moved:** Cr David Mailler**Seconded:** Deputy Mayor Tom O'Connor

1. That Council accept the tender from Sims Group Australia Holdings Limited for collection and disposal of scrap metal as being the most advantageous to Council.
2. That Council authorise the General Manager to extend the contract from 30 June 2027 to 30 June 2028 (or 30 June 2029) subject to satisfactory performance by the contractor.

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

15.2 EVALUATION REPORT - COMMERCIAL IN CONFIDENCE - BITUMENT EMULSION - T192526NEC**RESOLUTION 95.07/25****Moved:** Cr David Mailler**Seconded:** Deputy Mayor Tom O'Connor**That Council:**

1. That Council award the contract for the supply of Bitumen Emulsion to Fulton Hogan Industries Limited for an initial term concluding on 30 June 2027, and
2. That Council note the option provisions in the contract enabling an extension of up to 1 year beyond the initial term subject to satisfactory performance by the contractor.

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**15.3 REVIEW OF ORGANISATIONAL STRUCTURE****RESOLUTION 96.07/25****Moved:** Cr Jen Philp**Seconded:** Deputy Mayor Tom O'Connor**That Council endorses the revised organisational structure.**

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 7.52pm.

Council Minutes confirmed by **Mayor Robert Bell** on 26/08/2025: **Resolution: 99.08/25**