



# **MINUTES of**

## **ORDINARY COUNCIL MEETING**

**Held on 26 August 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:** Mr S Williams, Acting Manager Governance

**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 M Ahammed, Manager Finance & IT  
Ms W Westbrook, Executive Assistant

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## 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 22 JULY 2025

#### RESOLUTION 99.08/25

Moved: Cr David Mailler

Seconded: Cr Sarah Burrows

That Council adopts the minutes of the Ordinary Meeting held 22 July 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 DELEGATE REPORT - ENERGY CO NORTH COMMUNITY REFERENCE GROUP MEETING 3 – 2 JULY 2025 AND ONLINE MEETING 21 AUGUST 2025

#### RESOLUTION 100.08/25

Moved: Cr Sarah Burrows

Seconded: Cr Lone Petrov

That Council receives the delegate report from Cr Burrows on the EnergyCo North Community Reference Group meeting 3 – 2 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

## 9 WRITTEN REPORTS FROM DELEGATES

### 9.1 MAYOR'S ACTIVITY REPORT FOR JULY 2025

#### RESOLUTION 101.08/25

Moved: Mayor Robert Bell

Seconded: Cr Leanne Doran

That Council receives the Mayor's Activity report for 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

## 10 PUBLIC FORUM

Nil

## 11 MAYORAL MINUTE

### 11.1 MAYORAL MINUTE - URALLA RESPONSE TO SEVERE SNOWSTORM EVENT 2ND-3RD AUGUST 2025

#### RESOLUTION 102.08/25

Moved: Mayor Robert Bell

Seconded: Deputy Mayor Tom O'Connor

That Council:

1. Receives and notes this Mayoral Minute and thanks our community, local businesses and Council staff for their outstanding efforts during the severe snowstorm event of 2<sup>nd</sup>-3<sup>rd</sup> August 2025 and in the subsequent clean-up.
2. Notes and endorses the free Community Thank you BBQ to be held on Sunday 31<sup>st</sup> August at Alma Park from 11am to 2pm.

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

### 13.1 URALLA LOCAL TRANSPORT FORUM (ULTF) - MINUTES OF MEETING HELD 5 AUGUST 2025

#### RESOLUTION 103.08/25

Moved: Cr Sarah Burrows

Seconded: Deputy Mayor Tom O'Connor

That Council:

1. Notes the name change of the previous 'Uralla Local Traffic Committee' to the new 'Uralla Local Transport Forum' (ULTF) as directed by Transport for NSW.
2. Receives the Minutes of the Uralla Local Transport Forum (ULTF) meeting held on 5 August 2025 and notes the decisions of the Forum, noting the stop signs for Item 1.3 are to be installed on both sides of the highway.

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

**13.2 BUNDARRA SCHOOL OF ARTS HALL AND COMMUNITY CONSULTATIVE S355 COMMITTEE - MINUTES OF MEETING HELD 16 JULY 2025**

**RESOLUTION 104.08/25**

**Moved:** Cr Jen Philp

**Seconded:** Cr Leanne Doran

**That Council receives the adopted Minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting held 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**

**13.3 BUNDARRA SCHOOL OF ARTS HALL AND COMMUNITY CONSULTATIVE S355 COMMITTEE - DRAFT MINUTES OF MEETING HELD 13 AUGUST 2025**

**RESOLUTION 105.08/25**

**Moved:** Cr Jen Philp

**Seconded:** Cr Lone Petrov

**That Council receives the draft minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting held 13 August 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**

**13.4 BUNDARRA SCHOOL OF ARTS HALL AND COMMUNITY CONSULTATIVE S355 COMMITTEE - RECOMMENDED UPDATES TO TERMS OF REFERENCE (TOR) AND RECOMMENDED COMMITTEE NAME CHANGE**

**RESOLUTION 106.08/25**

**Moved:** Cr Jen Philp

**Seconded:** Cr David Mailler

**That Council:**

- 1. Approves the name change put forward by the Committee from 'the Bundarra School of Arts Hall and Community Consultative s355 Committee' to 'the Bundarra Community Committee'.**
- 2. Approves the updated Terms of Reference noting change of order for 5.6 moving Death reference to the end of the reasons.**

**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 REPORTS TO COUNCIL**

### **14.1 SECTION 355 AUSTRALIA DAY COMMITTEE**

#### **RESOLUTION 107.08/25**

**Moved:** Deputy Mayor Tom O'Connor

**Seconded:** Cr Sarah Burrows

**That Council:**

1. Retains and adopts the existing Terms of Reference for the Australia Day Committee for the period 26 August 2025 through to the next election in September 2028.
2. Calls for Expressions of Interest for membership of the Committee.
3. Receives a future report recommending membership appointments to the new Committee.

**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**

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

#### **RESOLUTION 108.08/25**

**Moved:** Deputy Mayor Tom O'Connor

**Seconded:** Cr Leanne Doran

#### **DIVISION DECISION**

**That Council:**

1. Delegates authority to the General Manager to determine the Development Application (DA-21-2025) on receipt of revised architectural plans, subject to the attached draft conditions of consent and any other conditions arising from the revised plans.
2. Acknowledges the cooperation of the applicant in promptly addressing Council's concerns.

**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 HILL STREET AFFORDABLE HOUSING PROJECT – UPDATE AND GOVERNANCE****RESOLUTION 109.08/25**

**Moved:** Cr Sarah Burrows

**Seconded:** Cr Adam Blakester

**That Council**

- 1. Receives and notes the update on the Hill Street Affordable Housing Project.**
- 2. Endorses the proposed three-part governance structure comprising: (a) Steering Group; (b) Project Working Group; and (c) Project Advisory Committee.**
- 3. Exhibits the draft Terms of Reference for the Project Advisory Committee for 28 days.**
- 4. Endorses Homes North's Affordable Housing Allocation Policy for community engagement with the following amendments:**
  - a) dot point 7 of the Allocation Principles at clause 7 replace 'consideration' with 'preference'; and**
  - b) inclusion of a complaints/grievance/appeals process.**
- 5. Endorses the draft Principles of Design for community engagement and as guidance to the project design team with additions as follows but not limited to carparking for each unit, visitor carparking, private open space for the units and green space for the overall site.**
- 6. Notes the proposed community engagement program.**

**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 110.08/25**

**Moved:** Mayor Robert Bell

**Seconded:** Deputy Mayor Tom O'Connor

**The Chair called for a short break at 5:34pm.**

**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 111.08/25**

**Moved:** Deputy Mayor Tom O'Connor

**Seconded:** Cr Leanne Doran

The Chair reconvened the meeting after a short break at 5:47pm

**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 URALLA SHIRE LOCAL HOUSING STRATEGY - ENGAGEMENT REPORT AND FINAL DRAFT****RESOLUTION 112.08/25**

**Moved:** Cr David Mailler

**Seconded:** Cr Lone Petrov

**That Council:**

1. Notes the submissions and survey responses contained in the Uralla Local Housing Strategy Engagement report.
2. Notes the staff responses to submitted Councillors' comments and queries.
3. Adopts the Uralla Local Housing Strategy final draft with the amended Executive Summary distributed at today's meeting.

**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**

**14.5 ADJUSTMENT TO ANNUAL BUDGET TO INCLUDE AWARD OF GRANT FOR DEVELOPMENT OF GROWTH MANAGEMENT STRATEGY AND LEP REVIEW****RESOLUTION 113.08/25****Moved: Cr Adam Blakester****Seconded: Cr David Mailler****That Council:**

- 1. Notes that Council has been awarded \$250,000 in grant funding under the NSW Government's Regional Housing Strategic Planning Fund (Round 3) for review of the *Uralla Local Environmental Plan 2012* and preparation of a Growth Management Strategy.**
- 2. Amends the 2025/26 annual budget accordingly.**

**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 AGED CARE COMPLIANCE AND ASSURANCE COMMITTEE - REPORT TO COUNCIL****RESOLUTION 114.08/25****Moved: Cr Kath Arnold****Seconded: Cr Jen Philp****That Council notes the Inaugural Report from the Aged Care Compliance and Assurance Committee.**

**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 2024-2025 END OF FINANCIAL YEAR OPERATIONAL PLAN PROGRESS REPORT****RESOLUTION 115.08/25****Moved:** Cr Sarah Burrows**Seconded:** Cr Lone Petrov**That Council receives and notes the 2024/2025 Operational Plan end of year progress report.****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 2026-2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN UPDATE****RESOLUTION 116.08/25****Moved:** Cr Leanne Doran**Seconded:** Cr Adam Blakester**That Council:**

- 1. Amends the 2026-2029 Delivery Program Activity 4.2.1 to state “Operate in a financially sustainable manner including presenting a report to the Governing Body to consider making application for a special rate variation”.**
- 2. Amends the 2025/2026 Operational Plan by adding additional actions to state:**
  - 4.2.1.4 Model and adopt rate structures for 2026/2027 and onwards to introduce a new Business sub-category for renewable energy development.**
  - 4.2.1.15 Undertake efficiency reviews for current services provided by Council.**
  - 4.2.1.16 Implement the Special Rate Variation Communication Plan to educate and engage with the community on the proposed Special Rate Variation.**
  - 4.2.1.17 Make an application to the Independent Pricing and Regulatory Tribunal for a Special Rate Variation based on values endorsed by Council.**
- 3. Amends the 2025/2026 Operational Plan by including the Uralla Shire Council Special Rate Variation Fact Sheet as a dedicated narrative in the plan.**

**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 NSW GRANTS COMMISSION - COMMONWEALTH GOVERNMENT'S FEDERAL ASSISTANCE GRANTS 2025-26****RESOLUTION 117.08/25**

Moved: Cr Sarah Burrows

Seconded: Cr Leanne Doran

That Council notes the advice from the NSW Local Government Grants Commission regarding the Commonwealth Government's Federal Assistance Grants allocation for 2025-26.

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 118.08/25**

Moved: Cr Adam Blakester

Seconded: Cr David Mailler

That Council:

1. Exhibits the following draft policies for a period of 28 days seeking community feedback:
  - Street Stall Operations Policy with the following amendment to be included:

*"Items that can be used as part of the rental agreement include:*

    - 1.1. *Sandwich Board*
    - 1.2. *Trestle Table*

*Both to be placed directly under the window, and not encroaching on the walkway"*
  - Complaints and Other Feedback Policy, and
  - Fraud and Corruption Control Policy.
2. Exhibits the draft Code of Meeting Practice for a period of 42 days seeking community feedback.
3. Receives a further report on completion of the exhibition periods should any submissions be received prompting material change.
4. Adopts the draft policies should no submissions prompting material change be received.
5. Rescinds the following current policies:
  - Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election Policy,
  - Donations Section 356 Policy,
  - Council as a Provider of Community Services Policy, and
  - Goods and Services Tax (GST) Policy.

**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 MONTHLY FINANCE REPORT FOR JULY 2025**

##### **RESOLUTION 119.08/25**

**Moved:** Deputy Mayor Tom O'Connor

**Seconded:** Cr Adam Blakester

**That Council receives the attached Monthly Finance Report for 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**

#### **14.12 INVESTMENTS AS AT 31 JULY 2025**

##### **RESOLUTION 120.08/25**

**Moved:** Deputy Mayor Tom O'Connor

**Seconded:** Cr Sarah Burrows

**That Council notes:**

- 1. The cash position as of 31 July 2025 consisting of:**
  - cash and overnight funds of \$1,036,368;
  - term deposits of \$24,550,000; and
  - total of cash and term deposits amount to \$25,586,368 as of 31 July 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**

**14.13 LOANS AS AT 31 JULY 2025****RESOLUTION 121.08/25****Moved:** Deputy Mayor Tom O'Connor**Seconded:** Cr Jen Philp**That Council notes that the total loan position as of 31 July 2025 is \$1,154,971 noting:**

- Loan 187 has been fully settled, and the reference should instead be Loan 188 – Paving and Power Undergrounding, as per below.*

**Uralla Shire Council Loans as at 31 July 2025**

<b>Loan no.</b>	<b>Purpose</b>	<b>Balance as at 30-Jun-2025</b>	<b>Interest Applied</b>	<b>Instalment Paid</b>	<b>Balance as at 31-Jul-2025</b>
165	MGH Property	9,775	62	751	9,085
188	Undergrounding Power and Main Street Upgrade	4,404	32	548	3,888
189	Bridge Construction	106,408	731	2,650	104,488
190	Bridge construction & industrial land development	1,037,510	-	-	1,037,510
<b>Total</b>		<b>1,158,097</b>	<b>825</b>	<b>3,950</b>	<b>1,154,971</b>

**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****14.14 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 20 AUGUST 2025****RESOLUTION 122.08/25****Moved:** Cr Sarah Burrows**Seconded:** Cr Lone Petrov**That Council notes the Resolution Actions Status Report as at 20 August 2025 and the minor amendments identified by 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****15 CONFIDENTIAL MATTERS**

Nil

**16 COMMUNICATIONS OF COUNCIL DECISIONS****17 CONCLUSION OF MEETING**

The meeting was closed at 7:13pm.