
Council Meeting Agenda

24 April 2023 at 5.00pm



To All Councillors

You are hereby notified that the next meeting of the Upper Hunter Shire Council will be held on Monday, 24 April 2023 in the COUNCIL CHAMBERS, SCONE commencing at 5.00PM, for the purpose of transacting the undermentioned business.

This meeting will be recorded and those in attendance should refrain from making any defamatory statements.

There are to be no other recordings of this meeting without the prior authorisation of Council.

**GREG MCDONALD
GENERAL MANAGER**

1. PRAYER

2. ACKNOWLEDGEMENT OF COUNTRY

3. STATEMENT OF ETHICAL OBLIGATIONS

The Mayor and Councillors are reminded that they remain bound by the Oath or Affirmation of Office made at the beginning of the Council term to undertake their civic duties in the best interests of the people of the Upper Hunter Shire community and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their ability and judgement.

Council Officials are also reminded of the requirement to declare and appropriately manage any conflicts of interest they may have in relation to matters considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

4. APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

5. APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

6. PUBLIC PARTICIPATION

7. CONFIRMATION OF MINUTES

- Ordinary Council Meeting held on 27 March 2023

8. DISCLOSURES OF INTEREST

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**MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON
MONDAY 27 MARCH 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 5.00PM**

PRESENT:

Cr Maurice Collison (Mayor), Cr James Burns (Deputy Mayor), Cr Ron Campbell, Cr Tayah Clout, Cr Elizabeth Flaherty, Cr Belinda McKenzie, Cr Allison McPhee and Cr Lee Watts.

Cr Adam Williamson attended via video link.

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Wayne Phelps (Acting Director Corporate & Community Services), Mr Mathew Pringle (Director Planning & Infrastructure Services) and Mrs Robyn Cox (Executive Assistant).

PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:

An application has been received from Cr Adam Williamson.

23/064

RESOLVED that the application received from Cr Adam Williamson to attend the meeting via video link be accepted.

Moved: Cr R Campbell Seconded: Cr T Clout

CARRIED UNANIMOUSLY

APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS:

There were no apologies.

PUBLIC PARTICIPATION:

I.03.1 Renaming of Roads - Scone Racing Precinct

Steven Keene, CEO Scone Race Club – for the recommendation.

CONFIRMATION OF MINUTES:

23/065

RESOLVED that the minutes of the ordinary Council meeting held on 27 February 2023 be adopted.

Moved: Cr T Clout

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

DISCLOSURES OF INTEREST:

G.03.1 Requests for Donations

Cr Lee Watts declared a non-pecuniary interest / non-significant conflict for the reason that she is the Manager of Scone Neighbourhood Resource Centre where a donation is recommended to be made. Cr Watts advised that she would leave the Chamber and take no part in discussion or voting.

CR.03.2 General Manager's Performance Review

Mr Greg McDonald, General Manager, declared a pecuniary interest / significant conflict for the reason that the item discusses his performance review and contract. Mr McDonald advised that he and the other staff would leave the meeting during discussion of the matter.

MAYORAL MINUTES

A.03.1 ***RECOGNITION OF LENGTH OF SERVICE - MICHELLE WALSH***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

23/066

RESOLVED

That Council recognise Michelle Walsh for her 20 years' service to Council.

Moved: Cr J Burns

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

STANDING ORDERS SUSPENDED

23/067

RESOLVED that Council suspend Standing Orders to deal with Item I.03.1.

Moved: Cr R Campbell

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

I.03.1

RENAMING OF ROADS - SCONE RACING PRECINCT

RESPONSIBLE OFFICER: Jeff Bush - Manager Strategic Assets

AUTHOR: Jamie Catzikiris - Survey Design Engineer

23/068

RESOLVED

That Council determine whether to support the permanent renaming of the following roads within the Scone Racing Precinct:

<u>Current Name</u>	to	<u>Proposed Name</u>
Flemington Drive		Everest Drive
Moonee Valley Close		Golden Eagle Close
Caulfield Place		Golden Slipper Place

Moved: Cr J Burns

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

Standing Orders were resumed.

STANDING COMMITTEE REPORTS

SCR.03.1

ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Lisa Betts - Admin Assistant - Environmental & Customer Services

23/069

RESOLVED

That Council:

- 1. adopt the minutes of the Environmental & Community Services Committee meeting held on 14 March 2023.**
- 2. ESC.3.1 – approve Development Application No. 188/2021 for a telecommunications facility at 78 Bettington Street Merriwa (Lot 31 DP 837789) subject to the conditions of consent in Attachment 2.**

Moved: Cr L Watts

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

SCR.03.2**INFRASTRUCTURE SERVICES COMMITTEE****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Mathew Pringle - Director Planning & Infrastructure Services**23/070****RESOLVED****That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday 14 March 2023.**

Moved: Cr R Campbell Seconded: Cr T Clout CARRIED

FOR	AGAINST
Councillor Burns	Councillor Flaherty
Councillor Campbell	
Councillor Clout	
Councillor Collison	
Councillor McKenzie	
Councillor McPhee	
Councillor Watts	
Councillor Williamson	
Total (8)	Total (1)

SCR.03.3**CORPORATE SERVICES COMMITTEE****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Wayne Phelps - Acting Director Corporate & Community Services**23/071****RESOLVED****That Council adopt the:**

- 1. minutes of the Corporate Services Committee meeting held on 17 March 2023 and their recommendations; and**
- 2. proposed budget variations as provided in attachment 2**

Moved: Cr J Burns Seconded: Cr B McKenzie CARRIED UNANIMOUSLY

COMMITTEE/DELEGATES REPORTS

C.03.1**MERRIWA AGED HOSTEL COMMITTEE****RESPONSIBLE OFFICER:** Amanda Catzikiris - Manager Community Services**AUTHOR:** Tash Taaffe - Community Services Officer**23/072****RESOLVED****That Council adopt the minutes of the Merriwa Aged Hostel Committee meeting held on 16 February 2023.**

Moved: Cr L Watts Seconded: Cr R Campbell CARRIED UNANIMOUSLY

C.03.2***COMMUNITY ADVISORY COMMITTEE - MERRIWA DISTRICT*****RESPONSIBLE OFFICER:** Wayne Phelps - Acting Director Corporate & Community Services**AUTHOR:** Tash Taaffe - Community Services Officer**23/073****RESOLVED****That Council:**

1. adopt the minutes of the Community Advisory Committee - Merriwa District meeting held on 21 February 2023.
2. endorse the proposal developed by Merriwa Landcare following the completion of community consultation for the Merriwa Community Nursery.

Moved: Cr R Campbell Seconded: Cr T Clout CARRIED UNANIMOUSLY

C.03.3***COMMUNITY ADVISORY COMMITTEE - MURRURUNDI DISTRICT*****RESPONSIBLE OFFICER:** Wayne Phelps - Acting Director Corporate & Community Services**AUTHOR:** Heather Ranclaud - Community Services Officer - Murrurundi**23/074****RESOLVED****That Council adopt the minutes of the Community Advisory Committee – Murrurundi District meeting held on 9 February 2023.**

Moved: Cr L Watts Seconded: Cr J Burns CARRIED UNANIMOUSLY

ENVIRONMENT/HEALTH REPORTS

E.03.1***RETURN & EARN - REVERSE VENDING MACHINE - MERRIWA*****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Mathew Pringle - Director Planning & Infrastructure Services**23/075****RESOLVED****That Council:**

1. support the establishment of a Return and Earn reverse vending machine at the former driver reviver site in Merriwa (48 King George V Avenue, Merriwa, Lot 257 DP 750942) subject to favourable community consultation and all approvals being met.
2. receive a further report on the outcome of community consultation should any objections be received.
3. investigate the possibility of relocating the covered picnic table to Hacketts Lane opposite the Silo Art if practical.

Moved: Cr R Campbell Seconded: Cr T Clout CARRIED UNANIMOUSLY

GENERAL ADMINISTRATION REPORTS

G.03.1

REQUESTS FOR DONATIONS

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

DISCLOSURE OF INTEREST

Cr Lee Watts declared a non-pecuniary interest / non-significant conflict for the reason that she is the Manager of Scone Neighbourhood Resource Centre where a donation is recommended to be made. Cr Watts left the meeting and took no part in discussion or voting.

23/076

RESOLVED

That Council provide a donation to:

1. Andrew Driffield for \$500.00 if selected to represent Australia at the Virtus Global Games in France from 4 to 10 June 2023;
2. Valley Team Penning for \$200.00 to go towards hire fees of the Merriwa Showground for their fund raising event for the VRA Merriwa Rescue Squad; and
3. Robert Thurgood for \$134.00 for waiving of hire fees of the Barry Rose Room for his workshop in April 2023.

Moved: Cr A McPhee Seconded: Cr T Clout CARRIED UNANIMOUSLY

Cr Watts returned to the meeting.

POLICY MATTERS

H.03.1

POLICIES FOR REVIEW - PLANNING & INFRASTRUCTURE SERVICES

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Karen Boland - Governance & Executive Support Officer

23/077

RESOLVED

That Council:

1. adopt the policy Waste Management - Disposal of Waste at Council Landfills and Transfer Station; and,
2. revoke the policy Environmental Management - Single Use Plastic Free Events.

Moved: Cr A McPhee Seconded: Cr J Burns CARRIED

FOR

Councillor Burns
Councillor Campbell
Councillor Clout
Councillor Collison
Councillor McKenzie
Councillor McPhee
Councillor Watts
Councillor Williamson

Total (8)

AGAINST

Councillor Flaherty

Total (1)

NOTICES OF MOTION

NM.03.1

NOTICE OF MOTION - COUNCIL CODES OF CONDUCT AND MEETING PRACTICE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

23/078

RESOLVED

That Council:

1. reaffirm its adoption of the Code of Conduct as set out in the Local Government Act 1993. This Code of Conduct applies to Councillors. It is based on the Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") which is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").
2. reaffirm its adoption of the Code of Meeting Practice as set out in the Local Government Act 1993. This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

Moved: Cr J Burns

Seconded: Cr T Clout

CARRIED

FOR

Councillor Burns
Councillor Campbell
Councillor Clout
Councillor Collison
Councillor McKenzie
Councillor McPhee
Councillor Watts
Councillor Williamson
Total (8)

AGAINST

Councillor Flaherty

Total (1)

CORRESPONDENCE

CORR.03.1

CORRESPONDENCE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

23/079

RESOLVED

That Council note the following correspondence received from the Hon Barnaby Joyce – response to Council in relation to support for small businesses.

Moved: Cr J Burns

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

Cr Williamson left the meeting at 5.21pm due to having an unstable connection.

CLOSED COUNCIL

23/080

RESOLVED That Council move into Closed Council with the press and public excluded in accordance with Section 10(2) of the Local Government Act 1993.

Moved: Cr A McPhee

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

CR.03.1

TENDER 19/2023 - SEWER RELINING PROGRAM - TENDER EVALUATION

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Gavin McKenzie - Project Manager

This matter is considered to be confidential under Section 10A(2) (d)(i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

23/081

RESOLVED

That Council:

1. accept Tender No. 19/2023 from Abergeldie Rehabilitation for Sewer relining for an estimated sum of \$768,169.60 inclusive of GST;
2. delegate authority to the General Manager to approve variations to the contract to the value of 25% for the current scope and / or minor additions to scope; and,
3. delegate authority to the General Manager to conduct all relevant functions under the contract.

Moved: Cr T Clout

Seconded: Cr A McPhee

CARRIED

FOR

Councillor Burns
Councillor Campbell
Councillor Clout
Councillor Collison
Councillor McKenzie
Councillor McPhee
Councillor Watts

Total (7)

AGAINST

Councillor Flaherty

Total (1)

CR.03.2

GENERAL MANAGER'S PERFORMANCE REVIEW

RESPONSIBLE OFFICER: Mayor Maurice Collison

AUTHOR: Robyn Cox - Executive Assistant

This matter is considered to be confidential under Section 10A(2) (a) of the Local Government Act, as it deals with personnel matters concerning particular individuals.

DISCLOSURE OF INTEREST

Mr Greg McDonald declared a pecuniary interest / significant conflict for the reason that the item discusses his performance review and contract. Mr McDonald and all other staff left the meeting during discussion of the matter.

23/082

RESOLVED

That Council accept the Review Panel's evaluation of the General Manager as meeting or exceeding expectations in all aspects reviewed by the panel.

Moved: Cr A McPhee

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

The General Manager and staff returned to the meeting.

RETURN TO OPEN MEETING

23/083

RESOLVED That the meeting move back into Open Council.

Moved: Cr T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

Upon resuming Open Council, and in accordance with Council's Code of Meeting Practice, the Mayor provided a summary of the resolutions passed in Closed Council.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.28PM.

Planning & Infrastructure Services

STANDING COMMITTEE REPORTS

SCR.04.1 *INFRASTRUCTURE SERVICES COMMITTEE*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Planning & Infrastructure Services

RECOMMENDATION

That Council adopt the:

1. minutes of the Infrastructure Services Committee meeting held on Tuesday 14 March 2023; and
2. briefing note – “Murrurundi Dam Future Use” attached to this report.

BACKGROUND

The Infrastructure Services Committee is a standing committee of Council that considers reports, advice and recommendations on matters related to all the functions of Infrastructure Services and provides policy and direction, along with updates on the planned program for roads, bridges, water and sewerage work, parks and buildings. The Committee subsequently makes recommendations to Council in relation to such matters.

A meeting of the Infrastructure Services Committee was held on Tuesday, 11 April 2023. A copy of the minutes is attached.

REPORT/PROPOSAL

The Infrastructure Services Committee considered reports on the following items:

ISC.04.1 *WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER AND SEWER*

Major Capital Works underway in the water and sewer section include:

- Scone Water Treatment Plan (Joint with Muswellbrook Shire Council)
- Scone Sewerage Treatment Plant (STP)
- Merriwa Sewerage Treatment Plant (STP)
- CCTV to inform the sewer re-lining program
- Water Main Renewal Work (Contract 1/2022)
- Sewer Main Repair Works
- Aberdeen River Pump Station Improvements (Contract 42/2021)
- Integrated Water Cycle Management Plan
- Village Water Supply – Parkville/Wingen/Blandford
- Scone to Murrurundi Pipeline – Easements
- Glenbawn Dam Pipework Discharge
- Murrurundi Dam

ISC.04.2 *WORKS PROGRAM - INFRASTRUCTURE SERVICES – WORKS DELIVERY*

The KPIs were reported to the Committee, with five (5) of the eighteen (18) KPIs being off track for the reportable year.

Planning & Infrastructure Services

ISC.04.3 *STRATEGIC AND CAPITAL WORKS UPDATE*

Strategic and Capital Works Delivery Update was reported.

There are sixty three (63) major projects in progress that have been reported on. Thirteen (13) of these projects require budget or scheduling intervention.

ISC.04.4 *MR358 WILLOW TREE ROAD UPGRADE*

An update was provided on the MR358 Willow Tree Road Upgrade.

Key activities next month:

- Evaluation of the tenders.

ISC.04.5 *LOCAL ROADS INITIAL SEAL - PROJECT UPDATE*

An update was provided on the three major roads projects, being:

- Moonan Brook Road
- Hunter Road
- Barrington Tops Forest Road

ISC.04.6 *SCONE CBD REVITALISATION PROJECT*

An update was provided on the current status of the project, what work has recently been completed and the work that is forecast for the next month, plus the revised forecast for the end of the project.

ISC.04.7 *RESPONSES TO PREVIOUS QUESTIONS*

At each Infrastructure Services Committee meeting, the Councillors ask questions relating to items included on the agenda. Some questions require further investigation, actions to be made and a report is provided back to the Committee at the next meeting.

Cr Campbell, in reference to line 150 of the Capital Works Expenditure Report, requested details of the building improvements for Merriwa Community Hall

Response: The Manager Works Delivery confirmed the \$2,145, detailed in line 150 of the Capital Works Expenditure Report, was spent on replacement of the air-conditioning unit at the Merriwa Community Hall.

ISC.04.8 *QUESTIONS WITH NOTICE*

The following question with notice was received and the response was provided as below.

Cr Clout

Can the first gully on Kars Springs Rd (Tommy's gully) be looked at and hopefully fixed? The tar spray that was put on it over the gravel a month or two back has not held up at all, as the potholes are quite deep and rough even for 4WD's and are only getting worse.

Planning & Infrastructure Services

Response: The Manager Works Delivery confirmed the works undertaken were temporary works to slow the deterioration of the damage until such time as a full restoration could be undertaken. This methodology has been used on a number of flood damaged sections while Council waited for state funding to be approved. This work should hold for approximately 12 Months but in some cases further flooding has impacted these interim repairs. This will be completed as part of the heavy patching program.

CLOSED COMMITTEE

The committee resolved to move into Closed Committee to discuss a confidential matter.

Upon resuming Open Committee, and in accordance with Council's Code of Meeting Practice, the General Manager advised that the resolution from the closed session of the Committee was commercial in confidence and would remain confidential until a later date. The minutes of the Closed Committee are provided as an excluded confidential attachment.

ATTACHMENTS

- 1 [↓](#) Infrastructure Services Committee Minutes
- 2 [↓](#) Briefing Note - Murrurundi Dam Future Use
- 3 Closed Committee Minutes - Confidential Excluded

MINUTES OF THE INFRASTRUCTURE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL HELD ON TUESDAY 11 APRIL 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 12.30PM

PRESENT:

Cr Ron Campbell (Chair), Cr Maurice Collison, Cr Tayah Clout and Cr Allison McPhee.

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:

Nil

APOLOGIES:

Nil

IN ATTENDANCE:

Greg McDonald (General Manager), Mr Mathew Pringle (Director Planning & Infrastructure Services), Mr Sam Wooden (Manager Works Delivery), Mr Jeff Bush (Manager Strategic Assets), Grahame Wilson (Manager Water & Sewer), Allan Greer (Project Manager - ZOOM), Gavin Newton-Smith (Strategic Assets Engineer), Leah Moore (Infrastructure Support Officer) and Sophie Bates (Trainee Infrastructure Support Officer).

DISCLOSURES OF INTEREST:

Nil

PUBLIC PARTICIPATION:

Nil

INFRASTRUCTURE SERVICES REPORTS

ISC.04.1

WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER & SEWER

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Grahame Wilson - Manager Water & Sewer

RESOLVED

That the Committee

- 1. receive the report and note the information; and**
- 2. Endorse the "Briefing Note – "Murrurundi Dam Future Use" attached to this report**

Moved: Cr T Clout

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

ISC.04.2 *WORKS PROGRAM - INFRASTRUCTURE SERVICES - WORKS DELIVERY***RESPONSIBLE OFFICER:** Mathew Pringle - Director Planning & Infrastructure Services**AUTHOR:** Sam Wooden - Manager Works Delivery**RESOLVED****That the Committee receive the report and note the information.**

Moved: Cr A McPhee Seconded: Cr T Clout CARRIED UNANIMOUSLY

ISC.04.3 *STRATEGIC AND CAPITAL WORKS UPDATE***RESPONSIBLE OFFICER:** Mathew Pringle - Director Planning & Infrastructure Services**AUTHOR:** Sam Wooden - Manager Works Delivery**RESOLVED****That the Committee receive the report and note the information.**

Moved: Cr T Clout Seconded: Cr A McPhee CARRIED UNANIMOUSLY

ISC.04.4 *MR358 WILLOW TREE ROAD UPGRADE***RESPONSIBLE OFFICER:** Wayne Phelps - Acting Director Corporate & Community Services**AUTHOR:** Jeff Bush - Manager Strategic Assets**RESOLVED****That the Committee receive the report and note the information.**

Moved: Cr M Collison Seconded: Cr A McPhee CARRIED UNANIMOUSLY

ISC.04.5 *LOCAL ROADS INITIAL SEAL - PROJECT UPDATE***RESPONSIBLE OFFICER:** Wayne Phelps - Acting Director Corporate & Community Services**AUTHOR:** Chris Agosto - Project Manager**RESOLVED****That Council receive the report and note the information.**

Moved: Cr A McPhee Seconded: Cr T Clout CARRIED UNANIMOUSLY

ISC.04.6***SCONE CBD REVITALISATION PROJECT*****RESPONSIBLE OFFICER:** Wayne Phelps - Acting Director Corporate & Community Services**AUTHOR:** Alan Greer - Project Manager**RESOLVED****That Council receive the report and note the information.**

Moved: Cr T Clout

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

ISC.04.7***RESPONSE TO PREVIOUS QUESTIONS*****RESPONSIBLE OFFICER:** Mathew Pringle - Director Planning & Infrastructure Services**AUTHOR:** Leah Moore - Infrastructure Support Officer**RESOLVED****For notation only.**

Moved: Cr R Campbell

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

ISC.04.8***QUESTIONS WITH NOTICE*****RESPONSIBLE OFFICER:** Mathew Pringle - Director Planning & Infrastructure Services**AUTHOR:** Leah Moore - Infrastructure Support Officer**RESOLVED****For notation only.**

Moved: Cr Clout

Seconded: Cr Collison

CARRIED UNANIMOUSLY

CLOSED COMMITTEE**RESOLVED That the Committee move into Closed Committee with the press and public excluded in accordance with Section 10A(2)(c) of the Local Government Act 1993, to discuss information that would, if disclosed, confer a commercial advantage on a person with who the council is conducting (or proposes to conduct) business with.**

Moved: Cr M Collison

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

RETURN TO OPEN MEETING**RESOLVED That the meeting move back into Open Committee.**

Moved: Cr M Collison

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

Upon resuming Open Committee, and in accordance with Council's Code of Meeting Practice, the General Manager advised that the resolution from the closed session of the Committee was commercial in confidence and would remain confidential until a later date.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1.14pm.

Briefing Note – “Murrurundi Dam Future Use
Written By Grahame Wilson – Manager Water and Sewer
3 April 2023

Executive summary

This document flags the initiation process to potentially decommission the Murrurundi Dam.

There are three water sources for the Murrurundi Township being the pipeline from Scone, Murrurundi Dam and the Boyd Street Pump Station at the Pages River. There is a significant cost to run each water supply.

The Boyd Street supply is extracted from the Pages River and has reasonably good water quality but is likely to dry up two (2) years into a drought period. The Murrurundi Dam is a poor water quality source requiring filtering that is likely to be viable up to four (4) years into a drought period. Filtering of this water is occurring. The Scone to Murrurundi pipeline is a reliable good quality supply that is likely to be viable for at least six (6) years and three (3) months in a drought period. Overall, the pipeline supply from Scone provides portable water with the longest drought security.

Council recognises that water security is a high concern for all members of the community and a rigorous process must be followed to ensure that any decision on water security is appropriately assessed. It is proposed to assess the viability of the dam using the Victorian Government water agency process called, “Decommissioning Dams, A guide for dam owners”.

This briefing document completes Stage 1 “Determining the initial case for decommissioning”.

Discussion

The installation of the Scone to Murrurundi Pipeline has potentially changed the water assets required to deliver reliable water at Murrurundi. Previously the Murrurundi Dam was the critical asset, it is now become a backup system. The cost of this backup system is expensive and this report provides evidence of the costs and the value of having this secondary water source. An assessment needs to be completed and a decision required to be made on the value of keeping the dam asset, this decision is formalised below.

The decision making process around the viability of the dam is proposed to be in accordance with a Victorian Government document called, “Decommissioning Dams, A guide for dam owners”. There are 4 steps including:

- Stage 1 - Determining the initial case for decommissioning
- Stage 2 - Making a case to maintain or decommission a dam
- Stage 3 - Initial selection of a method of decommissioning
- Stage 4 - Deciding on the preferred method of decommissioning

Since the dam is not accessible to the community, it is expected that the community concerns are primarily around water supply rather than other use of the water body. It is proposed to consult the community only at the end of Stage 2 when all the information is available. Since the dam is a fully manufactured structure it is unlikely to have indigenous value in the structure and no consultation of this group is proposed.

The currently identified objectives are:

1. Reduced cost to the community through
 - a. eliminating operational costs;
 - b. eliminating procedural safety costs;
 - c. eliminating asset replacement costs.
2. Reduce Council's liability from a dam structure.

Other objectives will be included during the consultation process with stakeholders.

Murrurundi Dam

The Murrurundi dam facility consists of:

- Dam and the associated spillway, trunnion, pumps to the reservoir
- Lagoon, associated filling platforms and allium dosing system
- Litree filter facility including pumps and tank
- Discharge pumps and pipes
- Chlorine dosing facility
- Sludge drying beds

The principle structure of the Murrurundi Dam was built in 1983. Pre 2000 a lagoon (small water reservoir) was constructed which received water from the Pages River which was treated with allium, to precipitate out the algae, prior to being fed into the dam. In 2018 it was recognised that the water quality of the discharge water had high levels of algae and a filter membrane plant was installed.

The Murrurundi Dam holds 150ML in accordance with the original plans. This volume is considered to be around 300 days of use by the Murrurundi Community excluding evaporation. The dam is 8.4m deep and covers an area of 3.5 hectares when full. The dam is filled by two methods; one is a 6km asbestos pipe that gravity feeds from the upper catchment of the Pages River. This pipe is old and will require replacement if the dam is to be retained. The alternative water source for the dam is from Boyd Street Pumping Station, a bore at the side of the Pages River. Both Boyd Street and upper catchment water flows into the lagoon where it is treated prior to being released into the dam.

Specific problems relating to the Murrurundi Dam are:

- Algae growth is significant in the dam. Fish have been added to the dam to provide some level of algae control
- pH of the discharge water requires monitored due to the use of liquid chlorine as the disinfectant
- Turbidity levels are variable but usually high due to algae and other suspended solids. This is resolved by filtering the water through the membrane plant.
- Water evaporation is significant at around 5mm/day in summer, 2mm/day winter. Useful water height is 5.0m being 1428 days or 4 years.

Pre 1998, Silver Perch fish were placed in the dam, and in 2012 Darling River Hardy Head fish were also added both to control the algae.

In January 2019, the township of Murrurundi ran out of water, which was the catalyst to build the Scone to Murrurundi pipeline fed from the Glenbawn Dam. The pipeline was completed in May 2022 and has been supplying water to Murrurundi for 30 months.

To date the reliability of the water source has been very high with the greatest shutdown of the system being 3 days when a mid pumping station failed due to a lightning strike. Other shutdowns have been typically 3-4 hours due to telemetry failures. While the reliability for the system indicates

a breakdown period of less than the current stored water volume in the Murrurundi reservoir, if the dam is decommissioned breakdown plans will need to be put in place.

Dams throughout NSW are regulated under the Dam Safety Act 2015 and Dam Safety Regulation 2019 by the Dam Safety Committee that review and prescribe actions required by organisations based on the levels of risk. The Murrurundi Dam is classified as a High C, which is a risk rating, based on the impact of the dam breaking. Council is required to have a systematic approach for the management of the dam safety which is implemented through Dam Safety NSW ([Guideline - Dam safety management system | Dams Safety \(nsw.gov.au\)](#)). The aggregation of the documents required to support the Dam Safety Management System are partially completed. The overall cost of Dam Safety Management System, the operations and the maintenance of the dam is detailed in the tables below, and averages at around \$440,000 per annum.

Dam Safety NSW Reporting Requirements

Table 1. Dam Safety Management System Costs

Document Description	Review Frequency	Revision Date	Cost (\$)
Dam Safety Management System	Annual	Every December	20,000.00
Annual Inspection	Annual	Every July	5,000.00
Annual Dams Safety Standards Report	Annual	Every March	500.00
Operation and Maintenance Plan	Annual	Every August	3,000.00
Emergency Plan (EP)	Annual	Routinely reviewed every January	1,000.00
Dam Safety NSW Annual Internal Audit	Annual	Every April	1,500.00
Dam Break and PLL Study	Once off	Revise prior to undertaking of the Risk Report	10,000.00
EP Classroom Exercise and Evaluation Report	Every 3 years	Due in January 2025	2,000.00
5 Yearly Assessment of Societal and Individual Risk Rating	Every 5 years	Due in December 2023	15,000.00
External 5-Yearly Surveillance Inspection	Every 5 years	Due in July 2024	20,000.00
EP Review	Every 5 years	Due in January 2027	8,000.00
EP Practical Exercise and Evaluation Report	Every 5 years	Due in December 2027	50,000.00

External Dam Safety Training	Dam Inspection Training Annually and Comprehensive Training in Every 5 years	Due now	1000.00 5000.00
Comprehensive Safety Review	Every 15 years	Due now	15,000.00
Consequence Category Assessment	Every 15 years	Due in July 2034	10,000.00

The following is a table describing the expected overall costs, for the first 5 years, to keep the dam operational.

Table 2. Total of All Dam Costs

	Yr-1	Yr-2	Yr-3	Yr-4	Yr-5
Dam Safety NSW Compliance Cost	\$167,000	\$22,360	\$22,731	\$25,313	\$23,506
Operation and Maintenance Cost	\$260,000	\$267,800	\$275,834	\$284,109	\$292,632
Asset Renewal Cost	\$0	\$0	\$500,000	\$100,000	\$150,000
Total	\$427,000	\$290,160	\$798,565	\$409,422	\$466,138

A complete analysis of the costs are attached in appendix 1.

Glenbawn Dam – Security of supply

Glenbawn Dam is owned and operated by Water NSW which is a state government agency.

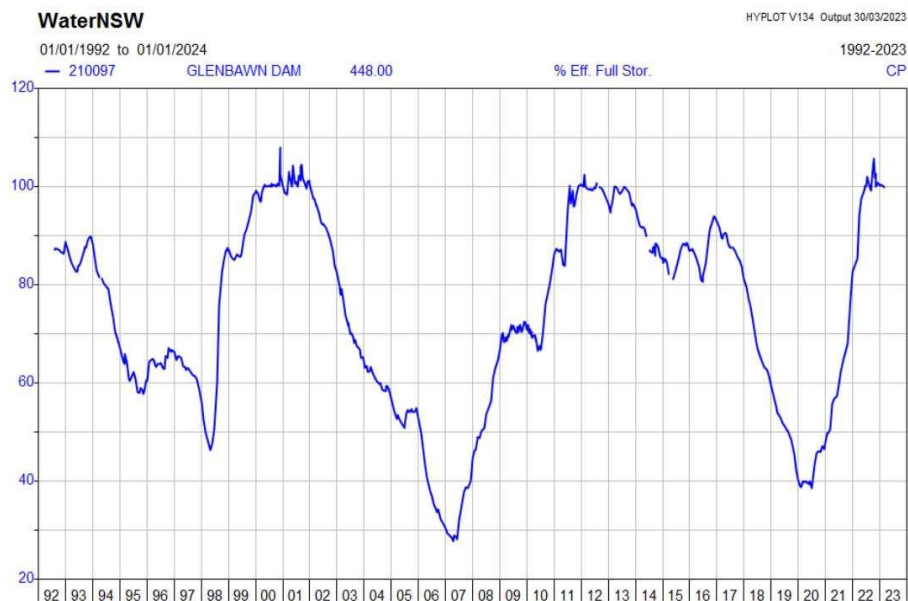
WaterNSW release water in accordance with a plan devised by the NSW Department of Natural Resource Access Regulator (NRAR). Water allocation is prioritised based on:

1. Domestic and Stock;
2. Local Water Utilities;
3. Major Users;
4. Major Utilities;
5. High Security Access; and
6. 6. General Security.

UHSC water use is within the category of Local Water Utilities. When dam water levels falls water allocation can be reduced. In the last drought period, 2001-2007, the allocation was not reduced through any part of this drought period.

The assessment of Glenbawn Dam's capacity to provide water under drought conditions has been assessed by the Manager Water and Sewer, using Water NSW effective storage data (<https://realtimedata.waternsw.com.au/>). The graph below shows between 2002 and 2007 over a 5 year 4 month period the dam level fell by 72%. It has been indicated by NSW Water that water can be extracted until 15% and at the reduction in level of 1.2% per month (calculated by the period above) an additional 11 month's supply would be achieved. Therefore at the rate calculated a total drought supply could be expected to be around 6 years 3 month's (based on no reduced water allocation).

While Liddell power station has been decommissioned there is not information if this will have an effect on the overall Hunter Regulated River Water Source or its ability to extend this water availability period.



Decision making scenarios to be included in the analysis. Scenarios considered in deciding to keep or decommission the dam will include:

- Murrurundi Dam's use as a backup supply for drought proofing the region
- Murrurundi Dam's use for emergency supply if the pipeline fails
- Water quality from Scone is poor (Algae causing boiled water alert)
- Need for firefighting water for town use
- Need for firefighting water for aircraft use

Additional scenarios for consideration will be included after consultation.

Consultation

The decision to remove the dam may have an effect on the planning and operations of other agencies within the areas and consultation will be undertaken to understand the implication of this decision.

Identified stakeholders are:

- Residents
- Landholders
- EPA
- UHSC water operations
- DPE
- NSW Health
- NSW Fire Service
- NSW regional Planning
- NSW Water

Groups excluded from consultation:

- Indigenous owners – the dam is a fully engineered structure, prior dam construction at this site would have removed all previous indigenous evidence
- Dam Safety Committee – are a regulatory body that does not comment on these matters ☐
Federal Government agencies

Conclusion

The Manager Water and Sewer has identified the Murrurundi Dam asset as a potential redundant asset requiring decommissioning. There is potentially \$440,000 in annual. The decision making process to decommission the dam requires to be defined prior to commencing the assessment process. The decision process will need input from Council and stakeholders. The endorsement of this document will confirm the process required for Council officers to undertake, prior to Council making a decision on this dam.

Corporate & Community Services

SCR.04.2

CORPORATE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Acting Director Corporate & Community Services

RECOMMENDATION

That Council adopt the:

1. minutes of the Corporate Services Committee meeting held on 14 April 2023 and their recommendations; and
2. proposed budget variations as provided in attachment 2.

BACKGROUND

The Corporate Services Committee meets prior to each monthly Council meeting to consider strategic and operational matters of business within the Corporate Services directorate.

REPORT/PROPOSAL

A meeting of the Corporate Services Committee was held on Friday, 14 April 2023. A copy of the minutes of the meeting are attached. The following reports were considered:

CORP.4.1 Financial Summary & Investment Report

A monthly Financial Summary including details and levels of investments was provided for the Committee's information together with a statement from the Responsible Accounting Officer advising that the projected financial position as at 28 February 2023 was satisfactory.

The Financial Summary Reports provide an overview of Council's operations shown in a high-level position in both fund and function. The summary reports incorporate details of requested and approved variations.

The capital expenditure report presented included a full list of projects with any proposed variations. An overview of the associated reasons for the requests is provided such as council delay, contractor delay or pending grant funding.

The Cash and Investment Report provides a bank reconciliation of cash and details of Council's investments and rates of return. These rates of returns can be compared to the average benchmark BBSW 90-day cash rate provided at the base of the investment table.

The Responsible Accounting Officer's (RAO) Statement includes a statement of compliance of investments in accordance with regulatory requirements and Council's policies, a statement on the reconciliation of cash with bank statements as well as a statement of satisfaction with Council's financial position, or remedial action to be taken (Clause 203(2)) of the Local Government (General) Regulations 2005.

Corporate & Community Services

CORP.4.2 Airport Management Committee

This report provides an update of items discussed at the last Airport Management Committee meeting held on 22 March 2023. Items included current projects, financial and performance management. The minutes of the Airport Management Committee meeting were adopted by the Corporate Services Committee.

CORP.4.3 Responses to Previous Questions

At each Corporate Services Committee meeting, the Councillors ask questions relating to items included on the agenda. Some questions require further investigation, actions to be made and a report is provided back to the Committee at the next meeting.

CORP.4.4 Property Update

The purpose of this report is to give an update on various property matters within Council. This report was considered in closed committee.

ATTACHMENTS

- 1 [↓](#) Finance Budget Variation Requests - February 2023
- 2 [↓](#) Corporate Services Committee - 14 April 2023 - Minutes - Draft

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 28 FEBRUARY 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
GENERAL FUND					
Information Services	Non-Operating Revenue	Information Services RA	47,000		Transfer of funds to RA balance
Information Services	Capital Expenditure	Projectors & Screens		22,000	Project deferred to 2023/2024 year
Information Services	Capital Expenditure	Network System Upgrade		25,000	Project deferred to 2023/2024 year
Sustainability	Non-Operating Expenditure	Sustainability RA	10,000		Allocated funding to RA for acquisitions
Sustainability	Capital Expenditure	Energy Master Plan & Financial Strategy		10,000	Project not progress return funds to RA
Youth Services - ELC	Non-Operating Revenue	ELC RA	19,300		Transfer of funds to RA balance
Youth Services - ELC	Capital Expenditure	ELC Painting Works		7,500	Project deferred to 2023/2024 year
Youth Services - ELC	Capital Expenditure	Playground Development		11,800	Project deferred to 2023/2024 year
Social Protection	Operating Expenditure	Family Fun Day event	3,000		Costs associated with funding for community event
Social Protection	Operating Revenue	Grant Funding		3,000	New funding received for community event
Economic Promotion	Operating Revenue	Grant Funding		261,499	New funding received for shire wide branding project
Economic Promotion	Non-Operating Expenditure	Economic Promotion RA	261,499		Transfer to RA for project to commence 2023/2024
Real Estate	Operating Revenue	Grant Funding		23,500	Grant funding for Campbells Corner business case
Real Estate	Operating Revenue	Grant Funding		681,845	Funding received in advance for Campbells Corner Facades project
Real Estate	Non-Operating Revenue	Medical Centre Scone RA		10,770	Transfer funding from RA for Air conditioner Upgrade
Real Estate	Non-Operating Revenue	Campbells Corner RA		11,500	Transfer funding from RA for development costs
Real Estate	Non-Operating Expenditure	Bottlebrush RA	5,000		Transfer to RA as no project identified
Real Estate	Non-Operating Expenditure	Youth Hostel Segenhoe RA	2,500		Transfer to RA as no project identified
Real Estate	Non-Operating Expenditure	Other Council Residence RA	20,000		Transfer to RA as no project identified
Real Estate	Non-Operating Expenditure	Land Development RA	35,000		Transfer to RA for project to commence 2023/2024
Real Estate	Non-Operating Expenditure	Campbells Corner RA	681,845		Transfer to RA for project to commence 2023/2024
Real Estate	Capital Expenditure	Aberdeen Heights Land Development		35,000	Amount transferred to RA with initial sub-division works deferred to 2023/2024 year
Real Estate	Capital Expenditure	Residential Capital Works		20,000	Amount transferred to RA as no projects identified
Real Estate	Capital Expenditure	Segenhoe Youth Hostel Air conditioner		2,500	Amount transferred to RA as no replacement required
Real Estate	Capital Expenditure	Scone Medical Centre Upgrades	10,770		Amount transferred from RA for Air conditioner Upgrade
Real Estate	Capital Expenditure	7 Bottlebrush Upgrades		5,000	Amount transferred to RA as no projects identified
Real Estate	Capital Expenditure	Campbells Corner Development	11,500		Costs associated with development funded by RA
Real Estate	Capital Expenditure	Campbells Corner Business Case	23,500		Costs associated with project grant funded
Stormwater	Capital Expenditure	Belmore St Channel	60,000		Additional budget funds reallocated from Stormwater replacement program
Stormwater	Capital Expenditure	Stormwater replacement program		60,000	Budget funds reallocated to Belmore St Channel
Waste Management	Operating Revenue	Other Waste - Grant Funding	500,000		Initial grant funding for Waste Transfer projects reallocated to Waste Disposal Sites
Waste Management	Operating Revenue	Waste Disposal Site - Grant funding		250,000	Grant funding received for Waste Transfer Stations to be transferred to RA as projects deferred to 2023/2024
Waste Management	Operating Revenue	Waste Disposal Site Fees		350,000	Increased landfill fees to Council waste sites
Waste Management	Operating Expenditure	MGB Waste Costs	100,000		Additional cost for kerbside collection
Waste Management	Operating Expenditure	State Govt RRA Levy	250,000		Additional Levy from increased landfill disposals
Waste Management	Non-Operating Expenditure	Domestic Waste RA	304,544		Balance of deferred project transferred to RA
Waste Management	Non-Operating Expenditure	Other Waste RA	281,118		Balance of deferred project transferred to RA
Waste Management	Non-Operating Expenditure	Waste Transfer Station RA	250,000		Transfer of grant funding to RA for waste transfer sites
Waste Management	Capital Expenditure	Aberdeen Waste Facility Expansion		453,000	Project deferred to later date

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 28 FEBRUARY 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Waste Management	Capital Expenditure	Abn - Weighbridge	18,000		Additional costs to finalise project
Waste Management	Capital Expenditure	Scone Impound Yard	20,500		New project works required to be completed
Waste Management	Capital Expenditure	Mwa - Waste Transfer Station		273,801	Project deferred to 2023/2024 year
Waste Management	Capital Expenditure	Mdi - Waste Transfer Station		270,861	Project deferred to 2023/2024 year
Waste Management	Capital Expenditure	Scone Moving Bay		145,000	Project deferred to later date
Waste Management	Capital Expenditure	Mdi - Portable Toilet	18,500		Amenities required at Mdi site
Street Lighting	Non-Operating Revenue	Street Lighting RA	40,000		Project funding transferred to RA
Street Lighting	Capital Expenditure	Vennacher St Mwa - Lighting Ped Crossing		40,000	Project deferred to 2023/2024 year
Museums	Operating Revenue	Grant Funding		27,273	New Crown Lands funding received for Shed upgrade
Museums	Non-Operating Expenditure	Museum Works RA	27,273		Transfer to RA for project expected to commence 2023/2024
Parks & Garden	Operating Revenue	Grant Funding		125,000	Funding received in advance for R4R project
Parks & Garden	Operating Revenue	Grant Funding	23,064		Funding for shade sail not expected to be received
Parks & Garden	Non-Operating Expenditure	Parks & Gardens RA	125,000		Transfer to RA for project to commence 2023/2024
Parks & Garden	Capital Expenditure	Playground Shade & Equipment		23,064	No funding received for project
Parks & Garden	Capital Expenditure	Playground Equipment Upgrade		45,000	Reallocated budget funding to Amaroo Park Playspace project
Parks & Garden	Capital Expenditure	Playground Fencing		10,000	Reallocated budget funding to Amaroo Park Playspace project
Parks & Garden	Capital Expenditure	Amaroo Park Playspace	55,000		Reallocated budget from Playground Equipment and Fencing upgrades
Public Library	Non-Operating Expenditure	Library Redevelopment RA	730,000		Transfer to RA for project to commence 2023/2024
Public Library	Capital Expenditure	Scone Library Redevelopment		730,000	Transfer to RA for project to commence 2023/2024
Sporting Grounds & Venues	Operating Revenue	Grant Funding		50,000	Additional grant funding for Bill Rose Sporting complex masterplan
Sporting Grounds & Venues	Capital Expenditure	Bill Rose Complex Masterplan	60,000		Grant funded project in progress plus additional reallocated budget funds
Sporting Grounds & Venues	Capital Expenditure	Jefferson Park Masterplan		10,000	Reallocated Council's budget contribution from Jefferson Park Masterplan (equal allocation now)
Swimming Pools	Operating Revenue	Grant Funding	230,000		Grant funding adjustment with Scone & Merriwa Pool facility projects completion deferred to 2023/2024 year
Swimming Pools	Capital Expenditure	Merriwa Olympic Pool Facilities		130,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Swimming Pools	Capital Expenditure	Scone Memorial Pool Facilities		100,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
White Park Complex	Operating Revenue	Grant Funding	110,000		Grant funding adjustment with Electrical Supply Upgrade project completion deferred to 2023/2024 year
White Park Complex	Capital Expenditure	White Park Electrical Supply Upgrade		110,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Aerodrome	Non-Operating Revenue	Airport RA		57,000	Additional project costs funded by RA
Aerodrome	Capital Expenditure	Airport Development	42,000		Finalisation costs for development works
Aerodrome	Capital Expenditure	Airport Operation Manuals	15,000		Completion of operation manuals
Bridges	Operating Revenue	Grant Funding	2,128,947		Grant funding adjustment for 14 Bridge Replacement & Murulla St projects completion deferred to 2023/2024 year
Bridges	Non-Operating Revenue	Bridge Reserve RA	50,000		Transfer funding back to RA Council contribution Murulla St Causeway
Bridges	Capital Expenditure	Murulla St Causeway		1,050,000	Project deferred to 2023/2024 year
Bridges	Capital Expenditure	Warlands Creek Bridge No.1	336,934		Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Warlands Creek Bridge No.3		200,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Warlands Creek Bridge No.4		260,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Warlands Creek Bridge No.5		260,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Scotts Creek Bridge No.3	214,393		Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Scotts Creek Bridge No.2	222,312		Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Blues Bridge	220,005		Project completion schedule confirmed with contractors with additional costs and deferrals identified

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 28 FEBRUARY 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Bridges	Capital Expenditure	Dartbrook Bridge		780,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Lapstone Gully Bridge 2km		270,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Lapstone Gully Bridge 2.9km		75,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Little Street Bridge	257,409		Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Bobialla Creek Bridge		250,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Ashfords Bridge		110,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
Bridges	Capital Expenditure	Albano Bridge		175,000	Project completion schedule confirmed with contractors with additional costs and deferrals identified
RMS State Roads	Operating Revenue	Contract Fees for IPWO		2,200,000	Additional work requests received from Transport for NSW
RMS State Roads	Operating Expenditure	Costs for IPWO	2,000,000		Additional costs for delivery of work requests from Transport for NSW
RMS State Roads	Non-Operating Expenditure	Special Projects RA	200,000		Transfer to RA
Regional Roads	Operating Revenue	Grant Funding		81,000	Additional R2R funding to be received
Regional Roads	Operating Revenue	Grant Funding	3,391,500		Additional funding for MR62 to be received \$708,500 with deferral of MR358 Funding to 2023/2024 year \$4.1 million
Regional Roads	Non-Operating Revenue	MR358 Willow Tree Rd RA	800,000		Transfer Council funds back to RA for deferred project to 2023/2024 year
Regional Roads	Capital Expenditure	MR62 Halls Creek to Murdering Hut Gully	400,000		New grant funded project
Regional Roads	Capital Expenditure	R2R Glenbawn & MR105 intersection	81,000		Additional project costs funded by R2R program
Regional Roads	Capital Expenditure	MR62 Sophia Creek Bridge to Cuan	308,500		Additional project costs funded by Infrastructure NSW Restart program
Regional Roads	Capital Expenditure	MRS358 - Coulsons Creek Rd Rectification		4,900,000	Transfer to RA for project to commence 2023/2024
Local Roads	Operating Revenue	Grant Funding		2,369,651	Funding received in advance for Pothole Repair program with adjustment for various grant funding projects deferred
Local Roads	Operating Revenue	Grant Funding	938,120		Adjustment to Moonan Brook Road Funding in advance
Local Roads	Non-Operating Revenue	Contribution from Mdi Water	65,000		Adjustment for Mdi Water contribution to Victoria St works
Local Roads	Non-Operating Revenue	Moonan Brook Rd Funding RA		938,120	Adjustment to Moonan Brook Road Funding in advance
Local Roads	Non-Operating Expenditure	Pothole Repair Program Funding RA	3,519,171		Funding received in advance for program extending into 2023/2024 year
Local Roads	Non-Operating Expenditure	Barrington Forest Stage 1 Funding RA	60,000		Project commenced 2022/2023 year with completion deferred to 2023/2024
Local Roads	Non-Operating Expenditure	Barrington Forest Stage 2 Funding RA	30,000		Project commenced 2022/2023 year with completion deferred to 2023/2024
Local Roads	Capital Expenditure	Mount St Mdi K&G	18,000		New project identified
Local Roads	Capital Expenditure	Culvert Subsidence		50,000	Budget reallocated to Hacketts Rd
Local Roads	Capital Expenditure	Hunter Road - Naracoote to Glenmore Bridge	50,000		Initial costs for design works grant funded
Local Roads	Capital Expenditure	Barrington Forest Rd - Stage 1		60,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Local Roads	Capital Expenditure	Barrington Forest Rd - Stage 2		30,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Local Roads	Capital Expenditure	Pages Creek & Sergeants Gap	200,000		Additional grant funding received to finalise project
Local Roads	Capital Expenditure	RSP Glenbawn Rd - Shoulder Widen & Rails		500,000	No grant funding received for project works in 2022/2023 year
Local Roads	Capital Expenditure	RSP Timor Rd - Shoulder Widen & Rails		272,520	No grant funding received for project works in 2022/2023 year
Local Roads	Capital Expenditure	Hacketts Rd Merriwa	65,000		Additional costs to finalise project
Local Roads	Capital Expenditure	Victoria St Murrurundi		225,000	Costs lower than expected
Local Roads	Capital Expenditure	Muffett St Overpass Investigations		500,000	No grant funding received for investigation works in 2022/2023 year
Transport Ancillaries	Operating Revenue	Grant Funding	1,320,000		Funding adjustment for deferred Scone CBD revitalisation to 2023/2024 year plus non funding of bus shelter project
Transport Ancillaries	Non-Operating Revenue	Scone CBD Grant Funding RA	700,000		Funding adjustment for deferred Scone CBD revitalisation to 2023/2024 year
Transport Ancillaries	Non-Operating Expenditure	St Aubins St Town Square Funding RA		300,000	Transfer advanced grant funding to project
Transport Ancillaries	Capital Expenditure	Bus Shelter capital works		20,000	No grant funding received for project works in 2022/2023 year
Transport Ancillaries	Capital Expenditure	Scone CBD Revitalisation		2,700,000	Project commenced 2022/2023 year with completion deferred to 2023/2024

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 28 FEBRUARY 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Transport Ancillaries	Capital Expenditure	St Aubins St Town Square Green	1,000,000		Project commenced in 2022/2023 earlier than expected with grant funding received in advance
SEWERAGE SERVICES					
Merriwa Sewerage	Non-Operating Revenue	Sewer Balance RA	409,000		Transfer funding balance to RA as capital projects deferred to later date
Merriwa Sewerage	Capital Expenditure	Manhole replace/improvements		60,000	Project deferred to later date
Merriwa Sewerage	Capital Expenditure	STP Renewals		260,000	Project deferred to later date
Merriwa Sewerage	Capital Expenditure	Mains Renewal/Replacements		40,000	Project deferred to later date
Merriwa Sewerage	Capital Expenditure	Cassillis Sewer Scheme		53,000	Project not progressing due to funding limitations
Merriwa Sewerage	Capital Expenditure	Pump Station renewals	4,000		Additional costs incurred funded by reserve
Murrurundi Sewerage	Non-Operating Revenue	Sewer Balance RA	80,000		Transfer funding balance to RA as capital projects deferred to later date
Murrurundi Sewerage	Capital Expenditure	STP Renewals		20,000	Project deferred to later date
Murrurundi Sewerage	Capital Expenditure	Mains Renewal/Replacements		50,000	Project deferred to later date
Murrurundi Sewerage	Capital Expenditure	Manhole replace/improvements		10,000	Project deferred to later date
Scone/Aberdeen Sewerage	Non-Operating Revenue	Sewer Balance RA	314,000		Transfer funding balance to RA as capital projects deferred to later date
Scone/Aberdeen Sewerage	Capital Expenditure	Scn/Abn Sewer Relining		260,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Scone/Aberdeen Sewerage	Capital Expenditure	IJWCM		20,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Scone/Aberdeen Sewerage	Capital Expenditure	Telemetry Upgrade Scone Airport SP57		40,000	Project deferred to later date
Scone/Aberdeen Sewerage	Capital Expenditure	Scn/Abn SPS Telemetry Upgrades	6,000		Costs associated with upgrades funded by RA
WATER SUPPLY					
Merriwa Water	Non-Operating Revenue	Water Balance RA		336,000	Transfer funding balance from RA for capital project costs higher than expected
Merriwa Water	Capital Expenditure	Mains Renewal/Replacements	120,000		Additional works completed in 2022/2023
Merriwa Water	Capital Expenditure	Meter Replacements		4,000	Project deferred to later date
Merriwa Water	Capital Expenditure	Treatment Plant Minor Renewals		35,000	Project deferred to later date
Merriwa Water	Capital Expenditure	Minor Reservoir Repairs		30,000	Project deferred to later date
Merriwa Water	Capital Expenditure	New Mains/Mains Extensions	285,000		Additional works completed in 2022/2023
Murrurundi Water	Operating Revenue	Grant Funding	200,000		Village reticulation project commenced 2022/2023 year with completion deferred to 2023/2024
Murrurundi Water	Non-Operating Revenue	Water Balance RA	144,000		Transfer funding balance to RA as capital projects deferred to later date
Murrurundi Water	Capital Expenditure	Meter Replacements		7,000	Project deferred to later date
Murrurundi Water	Capital Expenditure	Village Reticulation		400,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Murrurundi Water	Capital Expenditure	Reservoir Repairs/Replacements		8,000	Project deferred to later date
Murrurundi Water	Capital Expenditure	Mains Renewal/Replacements	23,000		Additional works completed in 2022/2023
Murrurundi Water	Capital Expenditure	Dam Pump upgrade	33,000		New project required funded by RA
Murrurundi Water	Capital Expenditure	Dam Safety Inspection	15,000		New project required funded by RA
Scone/Aberdeen Water	Non-Operating Revenue	Water Balance RA	443,000		Transfer funding balance to RA as capital projects deferred to later date
Scone/Aberdeen Water	Capital Expenditure	Minor Reservoir Repairs		20,000	Project deferred to later date
Scone/Aberdeen Water	Capital Expenditure	Meter Replacements		25,000	Project deferred to later date
Scone/Aberdeen Water	Capital Expenditure	UV & Fluoride Implementation		170,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Scone/Aberdeen Water	Capital Expenditure	Mains Renewal/Replacements		380,000	Project balance deferred to later date
Scone/Aberdeen Water	Capital Expenditure	Abn - Raw Water Pump Station Upgrade	290,000		Additional works required to finalise project

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 28 FEBRUARY 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Scone/Aberdeen Water	Capital Expenditure	Valve & Hydrant Replacement		14,000	Project balance deferred to later date
Scone/Aberdeen Water	Capital Expenditure	IWCM		15,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Scone/Aberdeen Water	Capital Expenditure	New Mains/Mains Extensions	10,000		Additional works completed in 2022/2023
Scone/Aberdeen Water	Capital Expenditure	Reservoir Clean & Inspect		41,000	Project deferred to later date
Scone/Aberdeen Water	Capital Expenditure	Drought Management Plan		60,000	Project commenced 2022/2023 year with completion deferred to 2023/2024
Scone/Aberdeen Water	Capital Expenditure	STM Rural Water Connections		18,000	Costs associated with connections lower than expected
		Total Variations	25,343,204	25,343,204	
		Net Variation to Operating Result		-	
Abbreviation notes					
ELC = Early Learning Centre					
CBD = Central Business District					
IPWO = Individual Price Work Orders					
IWCM = Integrate Water Cycle Management					
MR = Main Road					
R2R = Roads to Recovery					
R4R = Resources for Regions					
RA = Restricted Assets					
RSP = Road Safety Program					
SPS = Sewer Pump Station					
STM = Scone to Murrurundi					
STP = Sewer Treatment Plant					
UV = Ultra Violet					

**MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL
HELD ON FRIDAY 14 APRIL 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT
9.00AM**

PRESENT:

Cr Adam Williamson (Chair), Cr James Burns, Cr Elizabeth Flaherty and Cr Belinda McKenzie.

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Wayne Phelps (Acting Director Corporate & Community Services) and Ms Karen Boland (Governance & Executive Support Officer).

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

Nil

APOLOGIES:

Nil

DISCLOSURES OF INTEREST:

Nil

PUBLIC PARTICIPATION:

Nil

FINANCE COMMITTEE REPORTS

CORP.04.1 *FINANCIAL SUMMARY & INVESTMENT REPORT*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Acting Director Corporate & Community Services

23/084

RESOLVED

That the Committee:

1. note the Fund and Function Summary Report;
2. note the Cash and Investment Report;
3. note the Responsible Accounting Officer's Statement on the Investments;
4. note the Capital Works Expenditure Report; and
5. adopt the proposed budget variations.

Moved: Cr J Burns

Seconded: Cr E Flaherty

CARRIED UNANIMOUSLY

Councillor Questions

Cr Flaherty enquired with regard to the reduction in administration and economic affairs costs by approximately \$704k, is Council able to be productive in these areas with fewer staff?

Response: Acting Director Corporate & Community Services advised that vacant roles have been covered internally reducing staffing costs.

Cr Flaherty further enquired whether the reduction in costs were all staff related costs or whether it included other costs.

Response: Taken on notice by the Acting Director Corporate & Community Services.

Cr Flaherty requested a breakdown of the cost revenue for the Hunter Warbirds Café.

Response: Taken on notice for the Acting Director Corporate & Community Services to provide.

Cr Flaherty enquired whether a schedule of loans held by Council could be provided in the monthly reports?

Response: Acting Director Corporate & Community Services advised a breakdown of the loans is provided at each quarterly meeting but can be included in the monthly meetings as well.

CORP.04.2**AIRPORT MANAGEMENT COMMITTEE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Lee - Senior Administration Officer - Business Services

23/085

RESOLVED

That the Committee adopt the minutes of the Airport Management Committee meeting held on 22 March 2023.

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

Councillor Questions

Cr Flaherty sought clarification for the minutes of the Airport Management Committee where it stated *"the General Manager advised that context and some figures reported were incorrect"*, exactly what figures were incorrect?

Response: The General Manager advised that incorrect statements and incorrect figures were used during Cr Flaherty's radio interviews and also on her social media blog.

Cr Flaherty subsequently advised that all the financial information was drawn from Council figures and furthermore enquired if the figures had changed from the time that she saw these numbers to the time that she reiterated them?

Response: General Manager advised that the correct interpretation of the Council figures would be forwarded to all Councillors.

Cr Williamson advised that the question can be taken on notice.

CORP.04.3**RESPONSES TO PREVIOUS QUESTIONS**

RESPONSIBLE OFFICER: Wayne Phelps - Acting Director Corporate & Community Services

AUTHOR: Karen Boland - Governance & Executive Support Officer

23/086

RESOLVED

For notation only.

Moved: Cr E Flaherty

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

CLOSED COMMITTEE

23/087

RESOLVED That Committee move into Closed Committee with the press and public excluded in accordance with Section 10(2) of the Local Government Act 1993.

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

CONFIDENTIAL REPORTS

CORP.04.1

PROPERTY UPDATE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Lee - Senior Administration Officer - Business Services

This matter is considered to be confidential under Section 10A(2) (c) of the Local Government Act, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

23/088

RESOLVED

That the Committee note the report.

Moved: Cr J Burns

Seconded: Cr E Flaherty

CARRIED UNANIMOUSLY

RETURN TO OPEN MEETING

23/089

RESOLVED That the meeting move back into Open Council.

Moved: Cr E Flaherty

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

Upon resuming Open Committee, and in accordance with Council's Code of Meeting Practice, the General Manager stated that the committee noted the confidential property report.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.40am.

Infrastructure Services

COMMITTEE/DELEGATES REPORTS

C.04.1

SCONE TOWN REVITALISATION COMMITTEE

RESPONSIBLE OFFICER: Wayne Phelps - Acting Director Corporate & Community Services

AUTHOR: Chloe Leake - Strategic Projects Support Officer

RECOMMENDATION

That Council

1. adopt the minutes from the Scone Town Revitalisation Committee meeting held on 1 March 2023;
2. adopt the minutes from the Scone Town Revitalisation Committee meeting held on 5 April 2023; and
3. support the request that public art at 133 Kelly Street be placed on hold until the adjacent Niagara Café mural is restored as recommended by the Committee.

BACKGROUND

The Scone Town Revitalisation Committee was established to discuss matters and provide recommendations on the Scone CBD Revitalisation project.

REPORT/PROPOSAL

A meeting of the Scone Town Revitalisation Committee was held on 1 March 2023. The Scone Town Revitalisation Committee made a recommendation to Council:

1. That the public art at 133 Kelly Street be placed on hold until the adjacent Niagara Café mural is restored.

Council received funding for the restoration of the Niagara Café mural. The Scone Town Revitalisation Committee made a recommendation to put public art on hold at 133 Kelly Street until the adjacent Niagara Café mural is restored, as the approach may need to be reconsidered e.g. industrial (cladding) as opposed to art / mural.

A copy of the minutes and updated action sheet are attached.

ATTACHMENTS

- 1↓ [Town Revitalisation Committee - Scone - 1 March 2023 - Minutes](#)
- 2↓ [Town Revitalisation Committee - Scone - 5 April 2023 - Minutes](#)
- 3↓ [Town Revitalisation Committee – Scone - Action Sheet updated from meeting held 5 April 2023](#)

MINUTES OF THE TOWN REVITALISATION COMMITTEE - SCONE MEETING - WEDNESDAY 1 MARCH 2023 - 6:00PM



PRESENT: Cr Elizabeth Flaherty (Chair), Mrs Anne Frame, Ms Patricia Taylor, Ms Prue Robertson, Ms Lynda Posa and Ms Virginia Timmins

IN ATTENDANCE: Grahame Wilson (Manager Water and Sewer), Allan Greer (Project Manager) and Chloe Leake (Strategic Projects Support Officer)

1. WELCOME

2. ACKNOWLEDGEMENT OF COUNTRY

3. APOLOGIES

RECOMMENDATION

That the apologies received from Cr James Burns be accepted and the apology from Cr Belinda McKenzie be noted.

4. DISCLOSURE OF INTEREST

Standing disclosure of interest noted for Ms Prue Robertson. Ms Lynda Posa disclosed interest as a business owner in Main Street Scone. Request to be added as a standing disclosure.

5. PREVIOUS MINUTES

RECOMMENDATION TO COUNCIL :

That the minutes of the Town Revitalisation Committee - Scone Meeting held on 22 November 2022, as circulated, be taken as read and confirmed as a correct record.

Moved: P Taylor

Seconded: V Timmins

CARRIED UNANIMOUSLY

6. ACTION SHEET

ACTION	RESPONSIBILITY	STATUS
Review of Tree Selection and Council's Tree Policy	Ms L Posa and Ms P Robertson	<p>Ms Prue Robertson and Ms Lynda Posa with the assistance from Troy Van Balen reviewed the tree selection. Concerns were raised with the lack of significant trees, the selection of trees including the St Aubins Town Square fig, lack of shade cover and the number of planter pots in the centre median. Ms Prue Robertson has suggested to reduce the number of planter boxes in the medians and concentrate on the intersections to get larger mature trees.</p> <p>Ms Lynda Posa raised concerns over planter boxes not being looked after all year round, in particular over the Christmas period. Manager Water and Sewer confirmed the new planters have an irrigation system which will resolve some issues.</p>

This is Page 1 of 4 of Minutes of the **Scone Town Revitalisation** Committee meeting of the Upper Hunter Shire Council held on 1 March 2023.

		<p>Ms Prue Robertson noted the trees being retained outside Chocolate and Moss should be twice the size. It is believed there was a garage at this location and suspect oil contamination.</p> <p>Cr Elizabeth Flaherty and Ms Lynda Posa noted David Paradise was interested in donating mature trees should the centre medians be removed. Manager Water and Sewer advised Council resolved to keep the centre medians. Medians will remain regardless of the number of planter boxes. The planter boxes intention is to create a fence / barrier and also provide greenery.</p> <p>It was resolved staff to meet with Ms Lynda Posa and Ms Prue Robertson to go over plant review and bring back to the next meeting to make a recommendation to Council for proposed changes.</p> <p>Manager Water and Sewer thanked Ms Lynda Posa and Ms Prue Robertson for reviewing. Action ongoing.</p>
Contact Committee members to create dot point brief for shortlisted artists for Public Art at 133 Kelly Street	Cr Elizabeth Flaherty	Cr Flaherty emailed Manager Strategic Projects artist brief 01 February 2023. Action complete.
Notify successful and unsuccessful artists	Strategic Projects Support Officer	Artists emailed 01 December 2022. Action complete.
Print Mara Landscape Plans and Tree Policy and deliver to Ms P Robertson	Strategic Projects Support Officer	Plans and policy printed and hand delivered to Potter Macqueen for Ms P Robertson. Action complete.
Status update on the Trademark application for Scone Horse Capital	Manager Water and Sewer	New action added.
Provide recommendation of trellis colour	Scone Town Revitalisation Committee	New action added.
Provide art brief and identify locations for art along Kelly Street	Scone Town Revitalisation Committee	New action added.

7. AGENDA ITEMS

7.1 PROJECT STATUS

Manager Water and Sewer introduced the new Scone CBD Revitalisation Project Manager. It was advised the project team consist of the Project Manager, Technical Quality Inspector and Admin Support.

Project Manager and Manager Water and Sewer made a presentation to the Committee. Topics discussed include: site compound, staging, construction, pedestrian, delivery, Scone Horse Festival, St Aubins Town Square Trellis (Presentation Content Manager Ref: INT-11136/23).

This is Page 2 of 4 of Minutes of the **Scone Town Revitalisation** Committee meeting of the Upper Hunter Shire Council held on 1 March 2023.

Project Manager advised the contract has been awarded to Daracon for Stage 1, Kingdon to St Aubins Streets. Works currently contracted does not include centre medians. Manager Water and Sewer advised staff sorting last grant component for the last block, St Aubins to Susan Streets and centre medians. The centre medians to move 1m east to have the angle parking. The current road levels design are set to include moving the medians.

The Contractors draft program was shown. It was noted dates do not allow for weather and likely to change. Cr Elizabeth Flaherty noted timelines changes during construction and recommended keeping the community up to date. Cr Elizabeth Flaherty requested for a copy of the program. This was provided to the Committee.

Ms Anne Frame queried public communications noting the lack of comms when the Bypass project was undertaken. The Project Manager advised there is a comms plan in place. The contractor to retain some function of delivering comms that include day to day updates that affect local businesses with Council undertaking higher level comms with project/milestone updates predominantly via Councils website. Cr Elizabeth Flaherty recommends to communicate well to shops and the community noting it is better to over communicate. Cr Elizabeth Flaherty requests to see the comms plan at the next meeting.

7.2 PUBLIC ART

133 Kelly Street

It was noted Council received funding for the restoration of the Niagara Café mural. Cr Elizabeth Flaherty made a recommendation to put public art on hold at 133 Kelly Street until the adjacent Niagara Café mural is restored, as the approach may need to be reconsidered e.g. industrial (cladding) as opposed to art / mural. Cr Elizabeth Flaherty requested an update regarding progress of the restoration of the mural. Manager Water and Sewer advised it is being undertaken by a Council Staff member who has experience with art however, is currently on leave and the process has not yet commenced and the process is likely to take several months. Ms Virginia Timmins questioned the grant funding and spending money on a mural that is thought to be cultural inappropriate and sensitive. Cr Elizabeth Flaherty responded that we do not know if it is sensitive and once it is seen we will be able to make a decision. Ms Virginia Timmins questioned if we could make the decision now before uncovering. Cr Elizabeth Flaherty advised the mural needs to be restored to see it then make an assessment. Manager Water and Sewer advised we have a grant for the process and there are many options e.g.

- a) Start to uncover part, stop if it is clear it is sensitive
- b) Uncover all, assess
- c) Uncover and have a window approach where bits that are sensitive are covered and other areas are shown

RECOMMENDATION TO COUNCIL :

That the public art at 133 Kelly Street be placed on hold until the adjacent Niagara Café mural is restored

Moved: P Taylor

Seconded: V Timmins

CARRIED UNANIMOUSLY

Cr Elizabeth Flaherty questioned if there was an issue with plumbing at 133 Kelly Street as she had heard concerns. Manager Water and Sewer confirmed there was an initial blockage when the amenities opened and a plumber attended site. The plumber placed a camera down to pipes and confirmed pipes were clear. There has been no issues since.

Kelly Street

Manager Water and Sewer advised there is a range of places where public art is appropriate along Kelly Street and recommends John O'Brien, Arts Upper Hunter, to start the process. Ms Virginia Timmins suggested the Committee identify locations for art and create a brief to provide to John O'Brien. It was noted that Scone has a lot of things to offer not just horses. Ms Anne Frame queried the status of the application for the trademark of Horse Capital of Australia, noting it has been in the legal system for two years. Manager Water and Sewer to investigate and provide status at next meeting. Manager Water and Sewer requests the Committee provide potential sites for art / brief and come back within next two months. At the meeting, the Committee agreed they would organise an informal meeting

This is Page 3 of 4 of Minutes of the **Scone Town Revitalisation** Committee meeting of the Upper Hunter Shire Council held on 1 March 2023.

between themselves on Thursday, 23 March 2023 to discuss and bring back to the next Committee meeting.

7.3 HORSE FESTIVAL PARADE

Proposed route of the Scone Horse Festival parade was shown. This is currently being reviewed by the Horse Festival Committee and Police. Contractor is on board with proposed route.

8. GENERAL BUSINESS

Trellis at St Aubins Park

Manager Water and Sewer advised the concept tendered is quite heavy and the beams are large and bringing it to the Committee to make aware of the size and if it was bigger than originally thought. Cr Elizabeth Flaherty asked what the cost was for the trellis structure. Manager Water and Sewer advised it is \$150,000 - \$200,000. Ms Prue Robertson advised the structure gives a sense of enclosure and balances other giant sculptures. Cr Elizabeth Flaherty questioned if it has to be black in colour. Ms Lynda Posa advised black will be harsh on plants. Manager Sewer and Water noted there is no concerns with the Committee changing the colour. The Committee reviewed the design and accepts it as detailed. Manager Water and Sewer requests the Committee to make a decision on the colour.

9. NEXT MEETING

It was requested meetings be held more frequent as the project is commencing. The next meeting to be held:

- 5 April 2023

The meeting was declared closed at 7:48pm.

**MINUTES OF THE TOWN REVITALISATION COMMITTEE - SCONE
MEETING - WEDNESDAY 5 APRIL 2023 - 6:00 PM**



PRESENT: Cr Elizabeth Flaherty, Cr James Burns, Ms Anne Frame, Ms Patricia Taylor, Ms Prue Robertson

IN ATTENDANCE: Grahame Wilson (Manager Water and Sewer), Allan Greer (Project Manager) and Chloe Leake (Strategic Projects Support Officer)

1. WELCOME

2. ACKNOWLEDGEMENT OF COUNTRY

3. APOLOGIES

RESOLVED

That the apologies received from Ms Lynda Posa and Ms Virginia Timmins be accepted.

Moved: J Burns

Seconded: P Robertson

CARRIED UNANIMOUSLY

Additional apologies from Mayor Maurice Collison and Cr Belinda McKenzie noted.

4. DISCLOSURE OF INTEREST

Standing disclosure of interest noted for Cr James Burns and Ms Prue Robertson.

5. PREVIOUS MINUTES

RESOLVED

That the minutes of the Town Revitalisation Committee - Scone Meeting held on 1 March 2023, as circulated, be taken as read and confirmed as a correct record.

Moved: P Taylor

Seconded: P Robertson

CARRIED UNANIMOUSLY

6. AGENDA ITEMS

TRSc.04.1 Project Status

PURPOSE

The purpose of this report is to provide the Committee with an update on the project status of the Scone CBD Revitalisation project.

Project Manager provided an overview of the Project Status update. After discussing communications updates, the Committee suggests Council Staff leave a print out of the project update when dropping into businesses along Kelly Street.

RECOMMENDATION

That the Committee note the report.

This is Page 1 of 2 of Minutes of the **Town Revitalisation Committee – Scone** Committee meeting of the Upper Hunter Shire Council held on 5 April 2023.

ACTION FOR COMMITTEE: Nil

TRSc.04.2 Action Items

PURPOSE

The purpose of this report is to monitor and follow up the actions from the meetings.

The action sheet attached has been updated.

RECOMMENDATION

That the Committee review and update the Action Sheet.

ACTION FOR COMMITTEE: Note the action sheet from the meeting provided.

TRSc.04.3 Scone Horse Festival

PURPOSE

The purpose of this report is to provide the committee with an update on the proposed route for the Horse Festival Parade 2023.

RECOMMENDATION

That the Committee note the report.

ACTION FOR COMMITTEE: Nil

7. GENERAL BUSINESS

Nil

The meeting was declared closed at 7:08pm.

Town Revitalisation Committee – SconeAction Sheet

DATE RAISED	ACTION	RESPONSIBILITY	PROGRESS / STATUS
13/09/2022	Review of Plant Selection	Ms Lynda Posa and Ms Prue Robertson	<ul style="list-style-type: none"> 22/03/23 – Council staff met with Ms Prue Robertson and Ms Lynda Posa to discuss plant review. Ms Prue Robertson and Ms Lynda Posa to provide additional suggestions for accent plants and centre medians 05/04/23 – Ms Prue Robertson and Ms Lynda Posa to provide suggestions for accent plants and centre medians prior to next meeting CURRENT ACTION
01/03/2023	Status update on the Trademark application for Scone Horse Capital	Acting Director Corporate & Community Services	<ul style="list-style-type: none"> 30/03/23 – CASKA (IP) Patent & Trademark Attorneys have advised that trademark has been registered (as per attachment 2) with a final report on the registration to be issued by mid to late April 2023 05/04/23 – Email received 5 April 2023 advising trademark logo is now registered in Australia ACTION COMPLETED
01/03/2023	Provide recommendation of trellis colour	Scone Town Revitalisation Committee	<ul style="list-style-type: none"> 05/04/23 – The Committee resolved the trellis colour to be galvanised (not black) ACTION COMPLETED
01/03/2023	Provide art brief and identify locations for art along Kelly Street	Scone Town Revitalisation Committee	<ul style="list-style-type: none"> 05/04/23 – The Committee resolved to: <ul style="list-style-type: none"> bring suggestions and images to the next meeting to discuss artwork for laser bollard cut outs and ideas of possible art on the bespoke fencing

			<ul style="list-style-type: none">○ put St Aubins Town Square art sculpture on hold and address at a later date to allow time to come up with suggestions and to potentially seek further funding for a more significant sculpture <p>It was noted the Committee has a nominal timeframe of 4 months to review art without affecting program</p> <p>CURRENT ACTION</p>
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Infrastructure Services

C.04.2 ***BILL ROSE SPORTS COMPLEX USER GROUP COMMITTEE - ADDITIONAL MEMBERSHIP NOMINATION***

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Sam Wooden - Manager Works Delivery

RECOMMENDATION

That Council accept the additional nomination received from Renee Park to join the Bill Rose Sports Complex User Group as an alternate to the Scone Junior Rugby Union Club.

BACKGROUND

At its meeting held on 28 February 2022, Council reviewed and adopted the proposed changes to Council's Section 355 and Advisory Committees structure. Councillor members were appointed to the various Council committees and external committees/bodies. Council also resolved to call for Expressions of Interest from Community members to represent the user groups of the Bill Rose Sports Complex User Group Committee.

REPORT/PROPOSAL

A nomination to join the Bill Rose Sports Complex User Group has been received from Renee Park who is involved with the Scone Junior Rugby Union. Currently the Bill Rose Sports Complex User Group Committee is made up of the following:

- Two (2) Councillors
 - Cr James Burns (Chair)
 - Cr Allison McPhee
- One (1) voting representative from the following organisations:
 - Scone Junior Cricket Association (represented by Darren Crowther)
 - Upper Hunter District Cricket Association (represented by Gavin Newton-Smith, alternates; Jake Teague, Peter Cooper or Peter Fleming)
 - Scone Hockey Club (represented by Kim Parkinson)
 - Scone Football Club (represented by Amanda Dowling, alternate; Ryan Froml)
 - Scone Netball (represented by Brogan King)
 - Scone Athletics Association (represented by Natalie Collins)
 - Scone Junior Rugby Union (represented by Andrew Kelaher, alternates; Kurt Ruming or Pat Ryan)
 - Scone Touch Football Association (represented by David Casson)
- One (1) non-voting representative from the following schools:
 - Scone Public School
 - Scone High School
 - Scone Grammar School
 - St Marys Primary School
 - St Joseph's High School
 - Aberdeen Public School
 - Belltrees Public School

Infrastructure Services

At the Bill Rose Sports Complex User Group Committee meetings, Scone Junior Rugby Union has one (1) vote. Current representatives of Scone Junior Rugby Union allowed to vote are Andrew Kelaher, Kurt Ruming or Pat Ryan. Acceptance of the nomination from Renee Park would increase representation from the Scone Junior Rugby Union from three (3) to four (4) members however they will still only have one (1) vote.

CONCLUSION

A nomination to join the Bill Rose Sports Complex User Group has been received from Renee Park. Acceptance of the nomination would increase representation from the Scone Junior Rugby Union from three (3) to four (4) members however they will still only have one (1) vote.

ATTACHMENTS

- | | | |
|---|---|----------|
| 1 | Renee Park - Bill Rose Sports Complex User Group Committee - Additional Membership Nomination | Excluded |
|---|---|----------|

Planning & Infrastructure Services

ENVIRONMENT/HEALTH REPORTS

E.04.1 ***UNDERGROUND PETROLEUM STORAGE SYSTEMS (UPSS) REGULATION AND AUDIT PROGRAM***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Planning & Infrastructure Services

PURPOSE

The purpose of this report is to provide information regarding Council's regulatory role in relation to Underground Petroleum Storage Systems (UPSS) and to provide a summary of a recent UPSS Audit Program.

RECOMMENDATION

That Council receive the report and note the information.

BACKGROUND

Council has not considered this matter previously.

REPORT/PROPOSAL

Underground Petroleum Storage Systems (UPSS) is the term used to describe all underground components of fuel delivery systems installed on premises that dispense fuel (service stations, depots, airports, government facilities). The components include storage tanks, underground piping, filling shafts and vents and these have potential to create risks to human health and the environment if they leak, most commonly contaminating land and groundwater.

Regulations under the Protection of the Environment Operations Act 1997 have been in place for nearly 20 years and have been amended from time to time. These regulations have imposed strict responsibilities on the operators of UPSS in regard to best practice design, installation, maintenance and monitoring of systems.

Whilst Council has always played a role in relation to the installation of new UPSS through the development consent process, the responsibility for enforcing the ongoing requirements of the UPSS Regulation was the responsibility of the NSW Environmental Protection Authority (EPA) until September 2019 when the regulatory responsibility for most UPSS was transferred by legislative change to Councils.

The Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 (UPSS Regulation) commenced on 1 September 2019. Whilst the EPA had responsibility for UPSS for well over a decade prior to this, there had never been an audit program to check compliance and the status of UPSS premises in the Upper Hunter local government area prior to the regulatory responsibility being transferred.

Whilst the EPA provided Council with a UPSS register that had been compiled from desktop analysis, this register was incomplete. Council staff have established a new register containing the details of all premises that have operational UPSS in the LGA (note there are some premises that have aboveground tanks only). There are also several premises that have redundant underground tanks that aren't captured by the UPSS Regulation but will be subject to further discussion and negotiation in relation to removal of these.

Planning & Infrastructure Services

Council's UPSS register contains the following UPSS premises-

Scone – 3 operational, 2 under construction or renovation, 1 that is regulated by EPA
Aberdeen – 1 operational, 2 with redundant systems
Merriwa – 1 operational
Murrurundi – 3 operational
Gundy – 1 operational.

There are some other sites where potentially there are underground systems that are non-operational and have not been decommissioned. These systems are not regulated under the UPSS Regulation and can be addressed utilising the Contaminated Land Management Act 1997 on a case by case basis. This process has commenced.

The Audit Program

Recently, Council staff conducted the first audit of all premises containing operational UPSS. The intent of these audits was to gauge the current level of compliance with the UPSS Regulation as well as to establish a relationship with operators, provide educational material and to agree on improvements to premises, if required, over an appropriate time period.

Audits were carried out at nine (9) premises utilising a checklist provided by the EPA and covering all areas of the regulation.

There were three (3) premises that fully complied with the regulation with other premises ranging from minor non-compliance to total non-compliance in one case.

Council staff are working with the operators of non-complying premises to minimise the areas of non-compliance and to negotiate a suitable timeframe for these improvements.

Areas of non-compliance

1. Fuel System Operation Plan (FSOP)

One of the main areas of non-compliance is that an FSOP is non-existent or does not contain all information required of the regulation. Information required that was lacking in FSOPs included –

- No UPSS modification and monitoring records
- No loss monitoring reports
- No incident management procedure
- No maintenance schedule.
- No details of staff training and inductions

2. Loss monitoring

In simple terms, loss monitoring systems utilise methods to determine if fuel is lost by comparing the amount of fuel that enters the system against the amount of fuel that comes out. These systems must comply with a standard and usually involve operators entering daily information into a database operated by a third party who conducts statistical analysis to determine if fuel is or is likely being lost.

All premises had loss monitoring systems in place but several were insufficient to meet the guidelines. Record keeping in relation to loss monitoring was also an area for improvement for some premises.

Planning & Infrastructure Services

3. Leak Detection

Premises are required to have a leak detection system that can physically determine if UPSS infrastructure is leaking fuel. The most common method of leak detection is ground water monitoring well. Only one premises had no leak detection system at all whilst several were not carrying out testing at the required interval of six months.

4. Forecourt Management/pollution control

Whilst forecourt management is not part of the UPSS Regulation, Council is the appropriate regulatory authority under the general pollution provisions of the Protection of the Environment Operations Act so audits also considered the way forecourts (ie refueling areas) are constructed and managed in order to contain pollution from the site.

The NSW EPA published a practice note to guide the construction of new service station forecourts in June 2019 and new premises are constructed in a manner to enable the collection of pollutants from high contamination risk areas, the treatment and proper disposal of pollutants. The EPA guidelines also prescribe constructional details for service station canopies and requirements for equipment such as spill kits.

Of the 9 premises audited, only 3 had been constructed to the EPA guidelines due to the time of construction. The remainder, being existing older premises, did not comply with current standards but are assumed to have been constructed to the standards of their time.

The main issues identified with these older existing premises were-

- There is no containment of pollutants on site.
- Rainwater can access high-risk contamination areas due to no grading of bunding.
- Pollutant laden storm water can discharge to storm water drains or flow to the street front via driveways.
- Canopies don't contain sufficient overhang to exclude rainwater.
- Forecourts contained cracks and crevices or were not sealed at all so that land beneath can become contaminated.

In relation to older premises, the approach of auditors has been to note areas of non-compliance with current standards and likely pollution causing matters. Unless there is evidence of systemic pollution occurring due to construction of these older premises there has been no significant upgrade suggestions made. Operators of these premises have been advised that Council, as the regulatory authority, could at any time, through the use of regulatory notices under the Protection of the Environment Operations Act, require actions and works to address a pollution incident.

Council has no policy relating to the systematic upgrade to current standards of existing service stations in relation to forecourt management.

OPTIONS

To note the report.

CONSULTATION

- General Manager
- Director Planning & Infrastructure Services

Planning & Infrastructure Services

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

- 2.1 Advocate for, facilitate and support programs that protect and sustain our diverse environment for future generations.
- 2.5 Provide efficient and effective advisory, assessment and regulatory services focused on being customer 'friendly', responsive and environmentally responsible.

b. Delivery Program

- Public health education, complaints investigation, inspections of regulated premises and related services
- Enforcement of environmental legislation

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

The UPSS audit program is funded from the current budget.

c. Legislative Implications

The regulation of UPSSs is covered by the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 (UPSS Regulation).

d. Risk Implications

The audit program is intended to ensure owners and operators of UPPSs are complying with their statutory obligations and minimising the risk of environmental harm.

e. Sustainability Implications

The audit program promotes environmental sustainability by ensuring owners and operators of UPSSs are minimising the risk of environmental harm.

f. Other Implications

Nil

Planning & Infrastructure Services

CONCLUSION

Upper Hunter Shire Council has been responsible for the regulation of UPSSs within the LGA under the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 (UPSS Regulation) since 2019.

A recent audit program involved inspections of nine (9) premises utilising a checklist provided by the EPA and covering all areas of the regulation. There were three (3) premises that fully complied with the regulation with other premises ranging from minor non-compliance to total non-compliance in one case. Council staff are working with the operators of non-complying premises to minimise the areas of non-compliance and to negotiate improvements where possible.

ATTACHMENTS

There are no enclosures for this report

Corporate & Community Services

FINANCE REPORTS

F.04.1

DRAFT DELIVERY PROGRAM 2022/2023 - 2024/2025 AND OPERATIONAL PLAN 2023/2024

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Acting Director Corporate & Community
Services

PURPOSE

Council is required to adopt a draft Delivery Program & Operational Plan which is then placed on public exhibition for a minimum of 28 days. Council then considers submissions prior to adopting the final version at its June meeting.

RECOMMENDATION

That Council:

1. endorse the draft Delivery Program 2022/2023 to 2024/2025 & Operational Plan 2023/2024 and place documents on exhibition for a period of not less than 28 days, commencing on Friday, 29 April 2023 and closing on Monday, 29 May 2023;
2. undertake community engagement prior to finalising the draft Delivery Program 2022/2023 to 2024/2025 & Operational Plan 2023/2024.

BACKGROUND

Council is required to undertake its Integrated Planning and Reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. A requirement under this Framework is the production of a Delivery Program every four years and an Operational Plan annually.

REPORT/PROPOSAL

The Delivery Program is required to be adopted by 30 June in the year following a local council election, and essentially spells out what the new Council expects to deliver in its four-year term. Due to the postponement of the September 2020 Local Government elections to December 2021 the prior period for the Delivery Program was effectively extended from 4 to 5 years with the current period reduced from 4 to 3 years being the current term of Council. If the Delivery Program is amended during this period, then the revised document will be placed on public exhibition.

The annual Operational Plan includes the following elements:

- It is prepared as a sub-plan of the three-year Delivery Program.
- It directly addresses the actions outlined in the Delivery Program and identify projects, programs or activities that the council will undertake within the financial year towards addressing these actions.
- It allocates responsibilities for each project, program or activity.
- It identifies suitable measures to determine the effectiveness of the projects, programs and activities undertaken.
- It must include a detailed budget for the activities to be undertaken in that year.

Council's Annual Statement of Revenue Policy (included in the Operational Plan) includes details of:

Corporate & Community Services

- Estimated income and expenditure
- Ordinary rates and annual charges
- Proposed fees and charges
- The Council's proposed pricing methodology
- Proposed borrowings.

The draft Delivery Program 2022/2023 to 2024/2025 and Operational Plan 2023/2024 will be provided under separate cover with a final consultation meeting (if required) to be held with Councillors for reviewing the Draft final formatted document that is placed on public exhibition.

Some of the key features of the budget include:

- A balanced budget is expected to be delivered.
- Roads maintenance, reseals and gravel re-sheeting remains a priority with \$7.67 million expenditure for the 2023/2024 year.
- Capital Expenditure of \$75 million including some of the following major projects:

○ Coulsons Creek Road Merriwa Rectification	\$25.0m
○ Bridges and Causeway Replacements & Upgrades	\$11.0m
○ Scone CBD Revitalisation Project	\$10.0m
○ Hunter Road Moonan – Naracoote to Glenmore Bridge	\$ 5.4m
○ Moonan Brook Road	\$ 3.6m
○ Local & Regional Road – Pothole Repair program	\$ 2.8m
○ Scone Library Relocation & Development	\$ 1.5m
○ White Park Complex Electrical Upgrade and Yard Roof	\$ 1.2m
○ Waste Transfer stations at Merriwa & Murrurundi	\$ 0.6m
○ Water Supply Projects including Mains renewals & replacements	\$ 5.5m
○ Sewer Services projects	\$ 1.3m
- No new proposed borrowings for the 2023/2024 year.
- Increase in general rate revenue of 3.7% in line with the NSW rate peg
- The majority of annual charges and user fees have been increased by a conservative Consumer Price Index (CPI) %, statutory legislation or cost recovery.

OPTIONS

Either endorse as is or amend the draft Delivery Program 2022/2023 to 2024/2025 & Operational Plan 2023/2024 for the purpose of placing both documents on public exhibition for a minimum of 28 days.

CONSULTATION

S405 of the Local Government Act 1993 requires Council to put the draft Delivery Program & Operational Plan on public exhibition for a period of at least 28 days and seek submissions from the public in regard to the exhibited documents. Workshops to review the draft documents with Councillors and senior staff were held on 17 and 20 April 2023.

The draft Delivery Program 2022/2023 to 2024/2025 and Operational Plan 2023/2024 will be placed on public exhibition between Friday, 28 April 2023 and Monday, 29 May 2023 with the community able to make submissions to Council during the exhibition period for consideration.

Corporate & Community Services

Community meetings will be held during the month of May at the following venues:

Township	Venue	Date & Time
Aberdeen	Aberdeen Community Hall	8 May 2023 – 6 to 7.30pm
Cassilis	Cassilis Community Hall	9 May 2023 – 5 to 6.30pm
Merriwa	Merriwa School of Arts	9 May 2023 – 7.30 to 9pm
Scone	Scone Council Chambers	15 May 2023 – 6 to 7.30pm
Murrurundi	Murrurundi CWA Hall	17 May 2023 – 6 to 7.30pm
Moonan Flat	Moonan Flat Community Hall	22 May 2023 - 6 to 7.30pm

The Draft Plan and a summary of the key points will be available on Council's website and can be viewed at any time during Public Exhibition with questions and comments able to be submitted online through the website.

The Community will also be engaged through social media posts, website content, posters, flyers and newspaper advertisements.

As in previous years, Council will provide the community with a summarised brochure highlighting details of the budget and major projects. This summary fact sheet will be available to all residents during the first week of May 2023 and will be communicated on all media platforms.

Results of the community engagement including the number of submissions and summary of individual submissions will be reported to Council at the 26 June 2023 Ordinary Council meeting at which time the draft plan will be proposed to be adopted for the 2023/2024 year.

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Responsible Governance

Providing efficient and responsible governance in order to effectively serve the community.

- 5.3 Effective financial and asset management to ensure Council's long-term sustainability.
- 5.4 Open and effective communication methods and technology are utilised to share information about Council plans, intentions, actions and progress.

b. Delivery Program

- Effective and efficient statutory reporting systems
- Reporting systems to ensure "Fit for the Future" benchmarks and any improvement program instigated are maintained for Council's financial sustainability

c. Other Plans

This will link directly to the IP&R Framework, as this is the Delivery Program and Operational Plan and Long Term Financial Plan.

Council has met its requirements to date consistent with the IP&R Framework and will revise required documents as needed through this process.

Corporate & Community Services

IMPLICATIONS

a. Policy and Procedural Implications

Council has met its requirements to date consistent with the IP&R Framework.

b. Financial Implications

Council is unable to levy rates and apply fees and charges if not resolved by Council to do so.

c. Legislative Implications

Legislative responsibilities will be met consistent with the planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

d. Risk Implications

Minimise risks by meeting the Integrated Planning and Reporting (IP&R) framework.

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

A draft budget and delivery plan has been prepared and subject to endorsement will be placed on public exhibition for 28 days.

At the end of the exhibition period Council will consider submissions and possible amendments to the Delivery Program and Operational Plan prior to adopting the final document at its 26 June 2023 Ordinary Council meeting.

ATTACHMENTS

There are no enclosures for this report

Planning & Infrastructure Services

GENERAL ADMINISTRATION REPORTS

G.04.1 *TEN MILE MOUNTAIN TELECOMMUNICATIONS FACILITY*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Planning & Infrastructure Services

PURPOSE

The purpose of this report is to consider a proposal for a Government Radio Network (GRN) telecommunications facility at Ten Mile Mountain, Beales Creek Road, Kars Springs.

RECOMMENDATION

That Council:

1. support in principle the installation of a GRN telecommunications facility within a Council road reserve at Ten Mile Mountain, Beales Creek Road, Kars Springs.
2. (a) enter into a licence agreement with the NSW Government Telecommunications Authority for a 20 year term; and
(b) delegate authority to the General Manager to negotiate the terms of, and execute, the licence agreement and conduct all relevant functions under the licence; subject to all relevant approvals for the facility being obtained.

BACKGROUND

Council has not considered this matter previously.

REPORT/PROPOSAL

Council has received a proposal from the NSW Government Telecommunications Authority (NSW Telco Authority) to install a GRN telecommunications facility within a Council road reserve at Ten Mile Mountain, between Coulsons Creek Road and Beales Creek Road.

This location has been selected to best provide the radio coverage for the Government's Critical Communications Enhancement Program (CCEP). The CCEP will provide a single network for emergency services to communicate with each other and will help to coordinate responses to critical incidents and disasters.

The subject site is located within an unformed Council owned road reserve in steep terrain with limited accessibility. Access to the site will be via existing access tracks over adjoining private land.

The proposed facility includes a 50m high steel lattice tower supporting a number of antennas together with separate solar panels, shelters and a generator located at ground level. The facility will be contained within a 455m² compound surrounded by a 2.4 metre high security fence with a 3 metre wide double access gate. Plans of the proposed facility are provided in Attachment 1.

The land was formerly a Crown Road that was transferred to Council in July 2022. The transfer was the subject of a Council report in October 2018 regarding the need to provide permanent tenure access to a radio facility shared by Council and the NSW Rural Fire Service (RFS) on Ten Mile Mountain. The existing radio facility includes a steel radio tower, small radio hut building housing radio equipment, batteries and solar panels to charge the batteries. The Council radio equipment is part of the VHF radio system used by the Works Delivery Team. The RFS radio assets are vested in Council under Section 119 of the Rural Fires Act 1997. The radio

Planning & Infrastructure Services

facility is located on a Crown reserve for trigonometric purposes. Council and the RFS each have a licence from NSW Crown Lands for the radio equipment.

The NSW Telco Authority will consider a colocation request from Council for its existing communications equipment located at the nearby Crown reserve. Council's existing radio facility will no longer be required if the communications equipment is colocated on the new facility.

OPTIONS

1. support the installation of a GRN telecommunications facility within a Council road reserve at Ten Mile Mountain, Beales Creek Road, Kars Springs and enter into a licence agreement.
2. not support the installation and do not enter into a licence agreement.

CONSULTATION

- Manager Strategic Assets
- Survey Design Engineer

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Quality Infrastructure

Maintaining and developing our infrastructure network to meet the ongoing needs of our population.

4.5 Advocate and improve access to communication services.

Connected Community

Developing and deepening connections of people to each other and their community.

- 1.5 Advocate for, support and provide services and facilities for the community.
- 1.4 Enhance partnerships to maintain a safe community.

b. Delivery Program

- Ongoing review of Council's responsibilities in relation to Emergency Services
- Strategic property management of Council's property portfolio to ensure it meets the needs of the Community

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

Planning & Infrastructure Services

b. Financial Implications

The proposed facility would be fully funded by the NSW Government Telecommunications Authority.

Under the proposed terms of the licence agreement, the licensee (NSW Telco Authority) would pay Council \$500.00 per annum + GST in rent with 2.5% annual increases. The licensee would also cover Council's reasonable legal costs in reviewing the licence.

c. Legislative Implications

The proposed facility requires the consent of Council, as the roads authority, under Section 138 of the Roads Act 1993.

The proposed facility is development permitted without consent pursuant to Section 2.141 of State Environmental Planning Policy (Transport and Infrastructure) 2021.

d. Risk Implications

Nil

e. Sustainability Implications

The proposal will support and enhance emergency services and responses to critical incidents and disasters in the community. Therefore, the proposal will promote social sustainability.

f. Other Implications

Nil

CONCLUSION



Council has received a proposal from the NSW Government Telecommunications Authority (NSW Telco Authority) to install a GRN telecommunications facility within an unformed Council road reserve at Ten Mile Mountain, between Coulsons Creek Road and Beales Creek Road. The NSW Telco Authority has offered to enter into a licence agreement with Council for a 20 year term.

The proposal is part of the Government's Critical Communications Enhancement Program (CCEP), which aims to support and enhance emergency services and responses to critical incidents and disasters. Therefore, it is considered that the proposal will have important and far-reaching community benefits.

ATTACHMENTS

- 1  Proposed Telecommunications Facility - Ten Mile Mountain


1		2		3		4		5		6	
A	DATE OF ISSUE			08.10.21	01.02.22	20.02.23					
	DRAWING PACKAGE VERSION			1	2	3					
B	GRN-TMM-DWG-INF-STE-01	COVER PAGE	A	01	B						
	GRN-TMM-DWG-INF-STE-02	COVER PAGE 2	-	01	-						
	GRN-TMM-DWG-INF-STE-03	SITE SPECIFICATION AND LOCALITY PLAN	A	01	B						
	GRN-TMM-DWG-INF-STE-04	OVERALL SITE PLAN	A	01	B						
	GRN-TMM-DWG-INF-STE-05	SITE SETOUT PLAN	A	01	B						
	GRN-TMM-DWG-INF-STE-06	ANTENNA TABLE AND ANTENNA PLAN CONFIGURATION	A	01	B						
	GRN-TMM-DWG-INF-STE-07	SITE ACCESS ROUTE - OPTION 1	A	01	B						
	GRN-TMM-DWG-INF-STE-08	SITE ACCESS ROUTE - OPTION 2	A	01	B						
	GRN-TMM-DWG-INF-TWR-01	SITE ELEVATION	A	01	B						
	GRN-TMM-DWG-RAN-TRX-01	RF INTERCONNECTIONS	-	01	-						
C	GRN-TMM-DWG-RAN-TRX-02	P25 BASE STATION SCHEMATIC	-	01	-						
	GRN-TMM-DWG-BKH-TRX-01	SITE LINK DIAGRAM	-	01	-						
	GRN-TMM-DWG-BKH-RTR-01	SITE BACKHAUL DIAGRAM	-	01	-						
	GRN-TMM-DWG-RAN-CAB-01	GRN BASE STATION RACK LAYOUT	-	01	-						
	GRN-TMM-DWG-ENV-CAB-01	DC POWER AND BATTERY RACKS (SUPPLIER)	-	01	-						
	GRN-TMM-DWG-INF-HUT-01	EQUIPMENT SHELTER LAYOUT PLAN - NEW	A	01	B						
	GRN-TMM-DWG-INF-HUT-02	GENERATOR SHELTER LAYOUT PLAN - NEW	A	01	B						
D											
E											
F	COMPANY	REPRESENTATIVE	COPIES								
	NSW TA	GARRETH ETHERINGTON	1	1	1						
	CATALYST ONE	ADAM McGLONE	1	1	1						



ACMA # 9002404

TEN MILE MOUNTAIN

TEN MILE ROAD,
KARS SPRINGS, NSW 2337



DRAFT

Drawing Status:
PRELIMINARY

Drawing No.
GRN-TMM-DWG-INF-STE-01

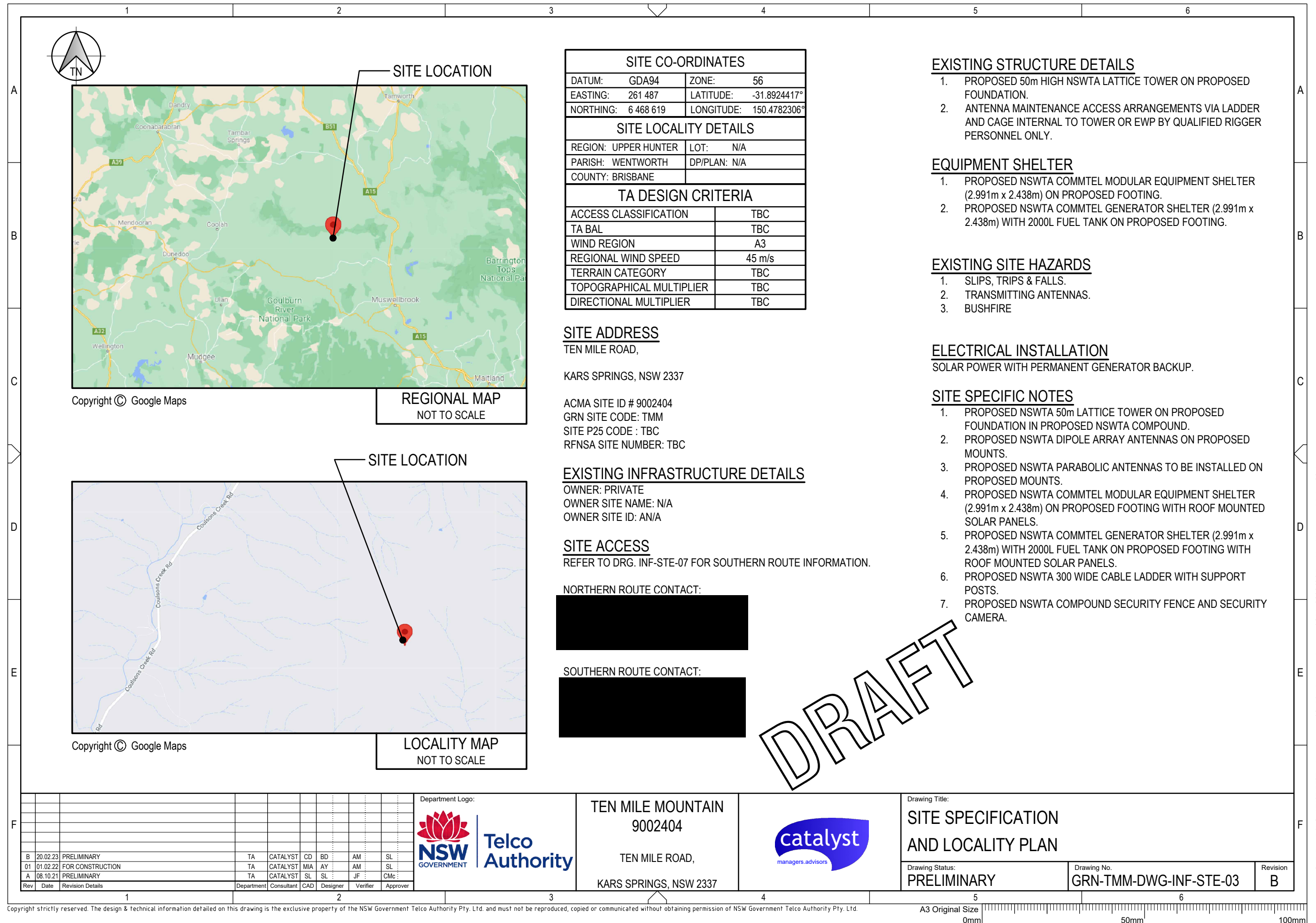
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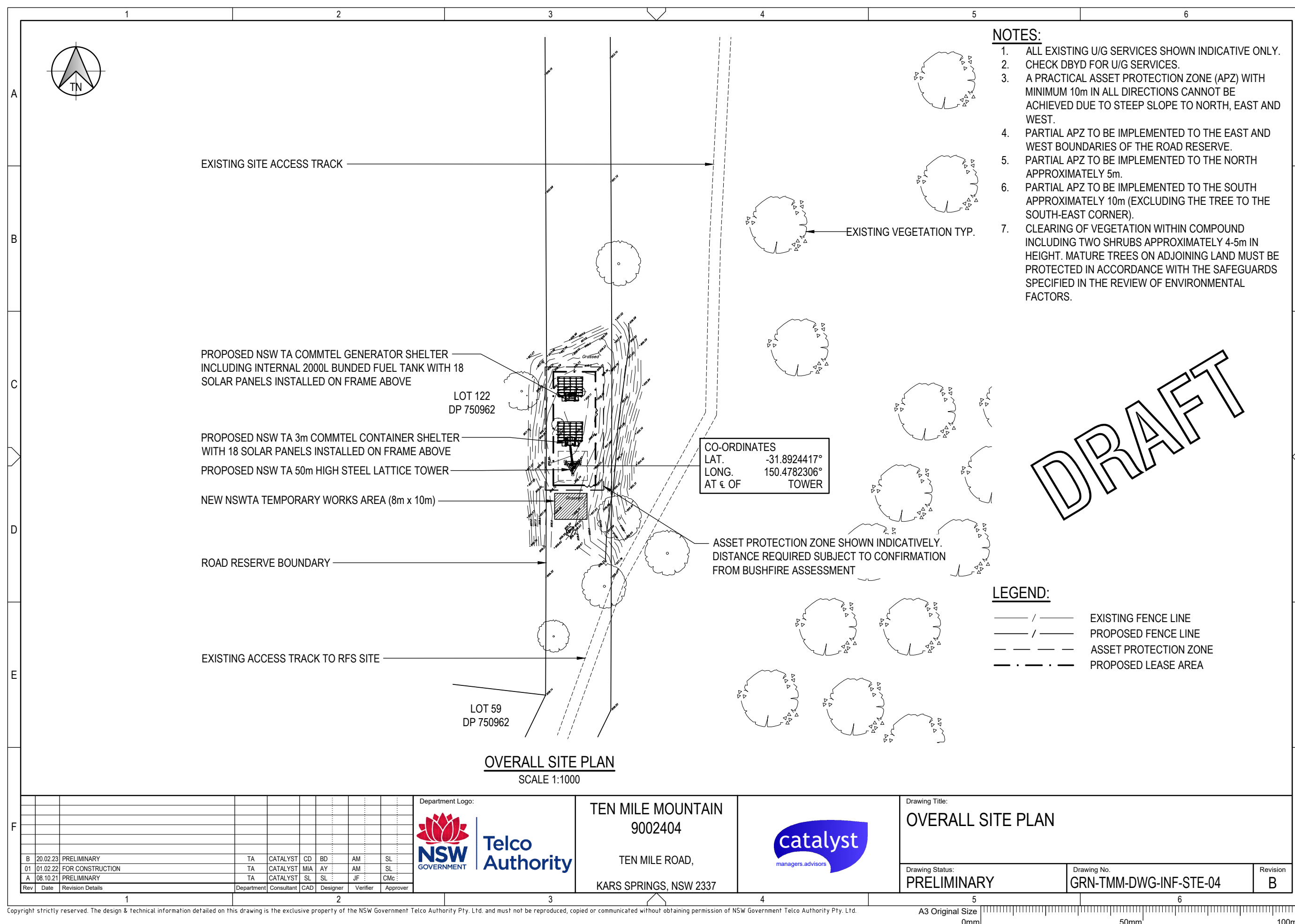
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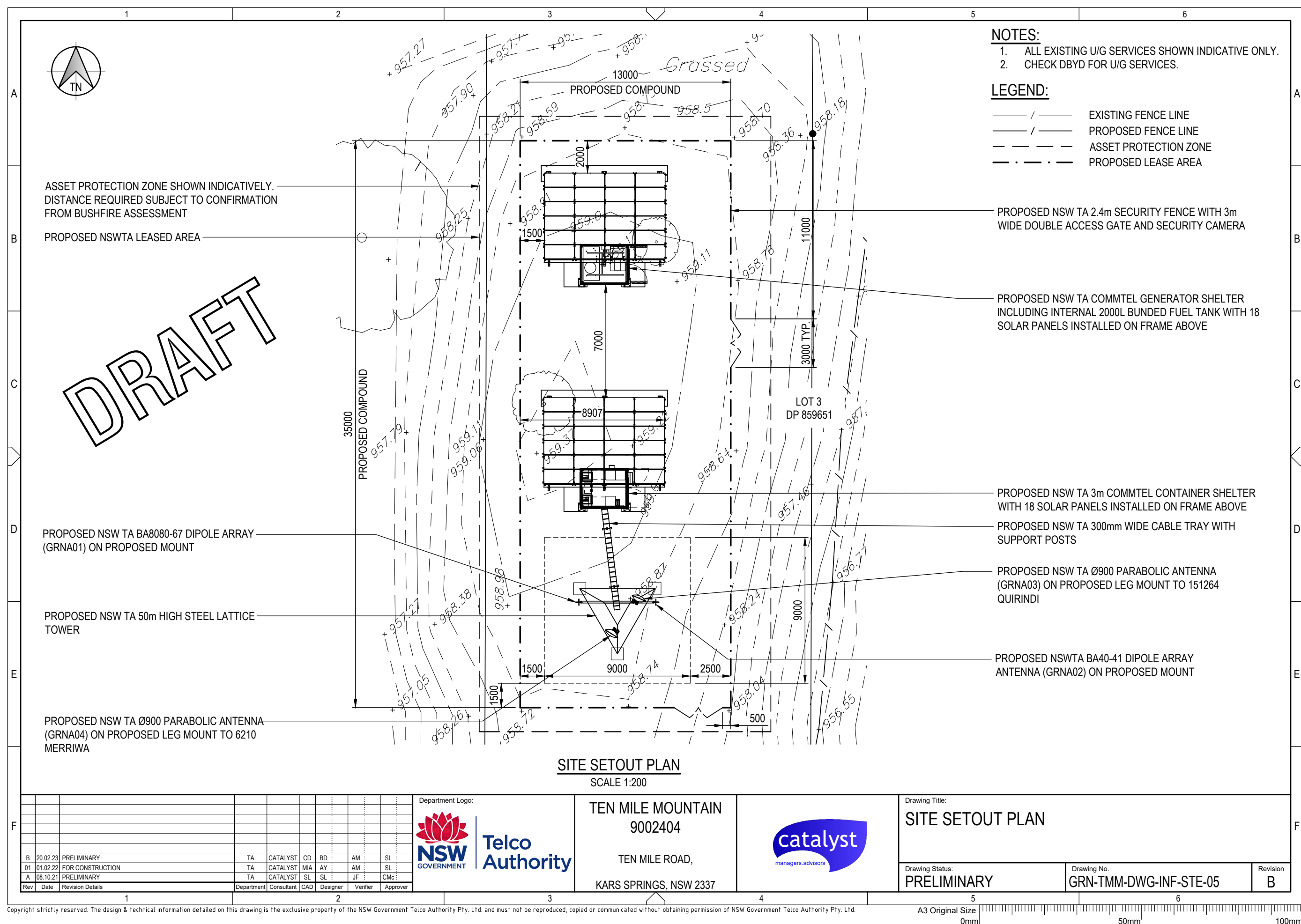
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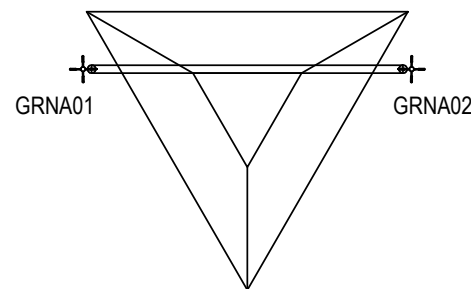
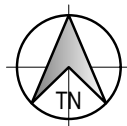




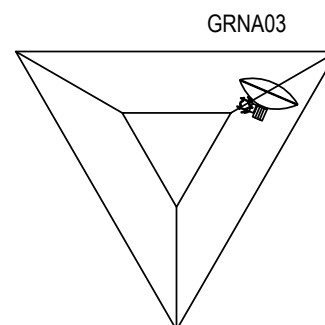
NSWT ANTENNA CONFIGURATION

NSWT ANTENNA NO.	OTHER ID (AS REQUIRED)	ANTENNA TYPE	ANTENNA HEIGHT AGL (m)*	BEARING (°TN)	ANTENNA SIZE (mm) (H x W x D) or (H x Ø)	ANTENNA OWNER	ANTENNA ACTION REQUIRED	FEEDER SIZE & TYPE	FEEDER ACTION REQUIRED	FEEDER QTY	DESCRIPTION	FEEDER NUMBER	FEEDER LENGTH (m)
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								AVA6-50	PROPOSED	1	UHF (LOWER TX)	GRN002	60
GRNA02	N/A	BA40-41 DIPOLE ARRAY	50.00	0	3500 x 720	NSWT	PROPOSED	AVA5-50	PROPOSED	1	VHF (PAGING)	GRN003	60
GRNA03	N/A	VHLP3-7 PARABOLIC	42.0	23.16	900	NSWT	PROPOSED	LDF4-50	PROPOSED	1	MAIN	GRN011	52
GRNA04	N/A	VHLP3-6 PARABOLIC	36.0	211.66	900	NSWT	PROPOSED	LDF4-50	PROPOSED	1	MAIN	GRN013	46

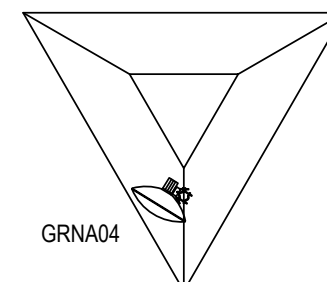
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PARABOLIC AND YAGI ANTENNA ELEVATION IS PROVIDED AT CENTRE LINE OF ANTENNA.
LTE ANTENNA ELEVATION IS PROVIDED AT BASE OF ANTENNA.



EL 50.0m



EL 42m



EL 36m

ANTENNA PLAN CONFIGURATION

SCALE 1:100

Rev	Date	Revision Details	Department	Consultant	CAD	Designer	Verifier	Approver
B	20.02.23	PRELIMINARY	TA	CATALYST	CD	BD	AM	SL
01	01.02.22	FOR CONSTRUCTION	TA	CATALYST	MIA	AY	AM	SL
A	08.10.21	PRELIMINARY	TA	CATALYST	SL	SL	JF	CMc

Department Logo:



Telco Authority

TEN MILE MOUNTAIN
9002404

237 BEALES CREEK ROAD

KARS SPRINGS, NSW 2337



Drawing Title:

ANTENNA TABLE AND
ANTENNA PLAN CONFIGURATION

Drawing Status:

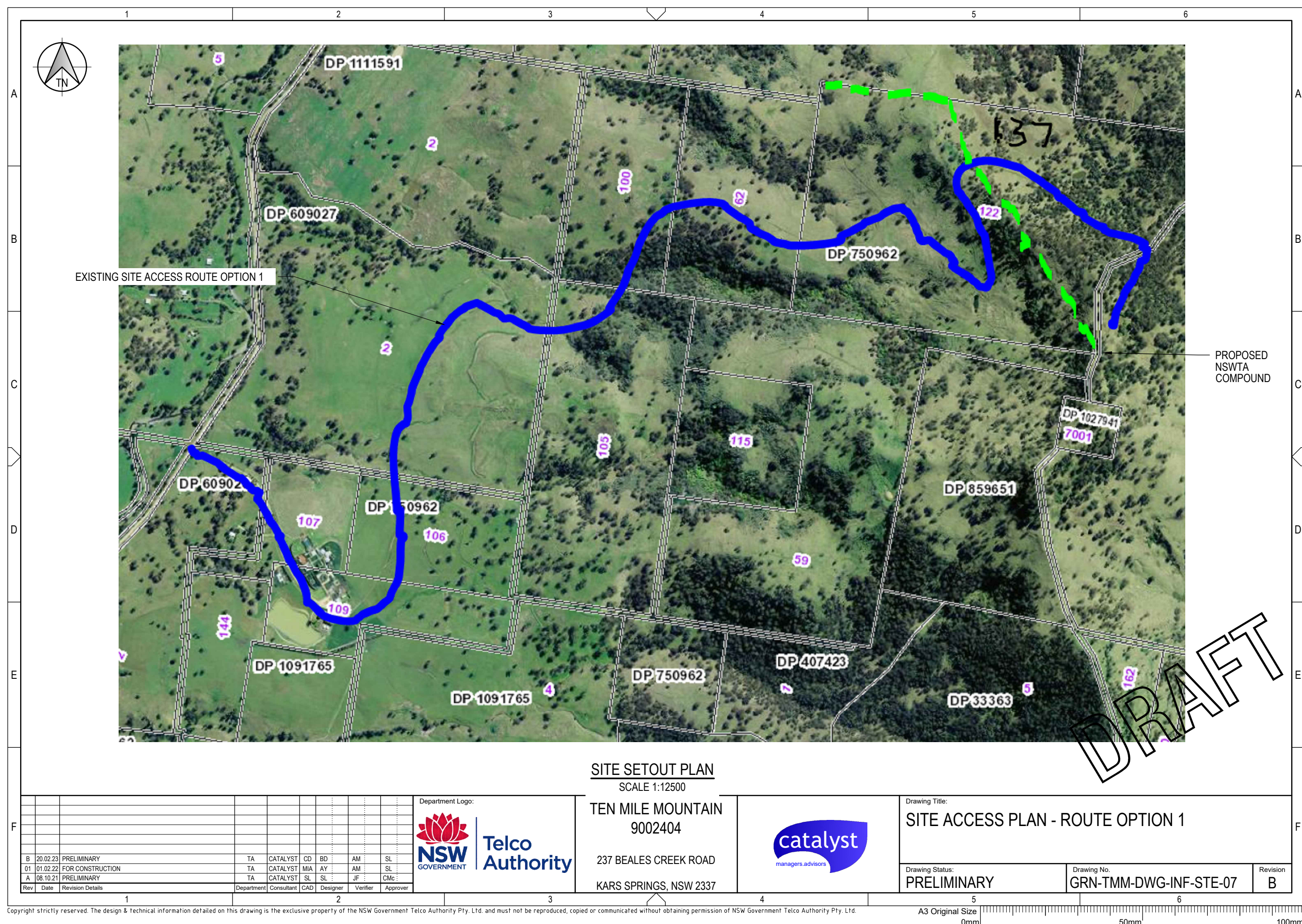
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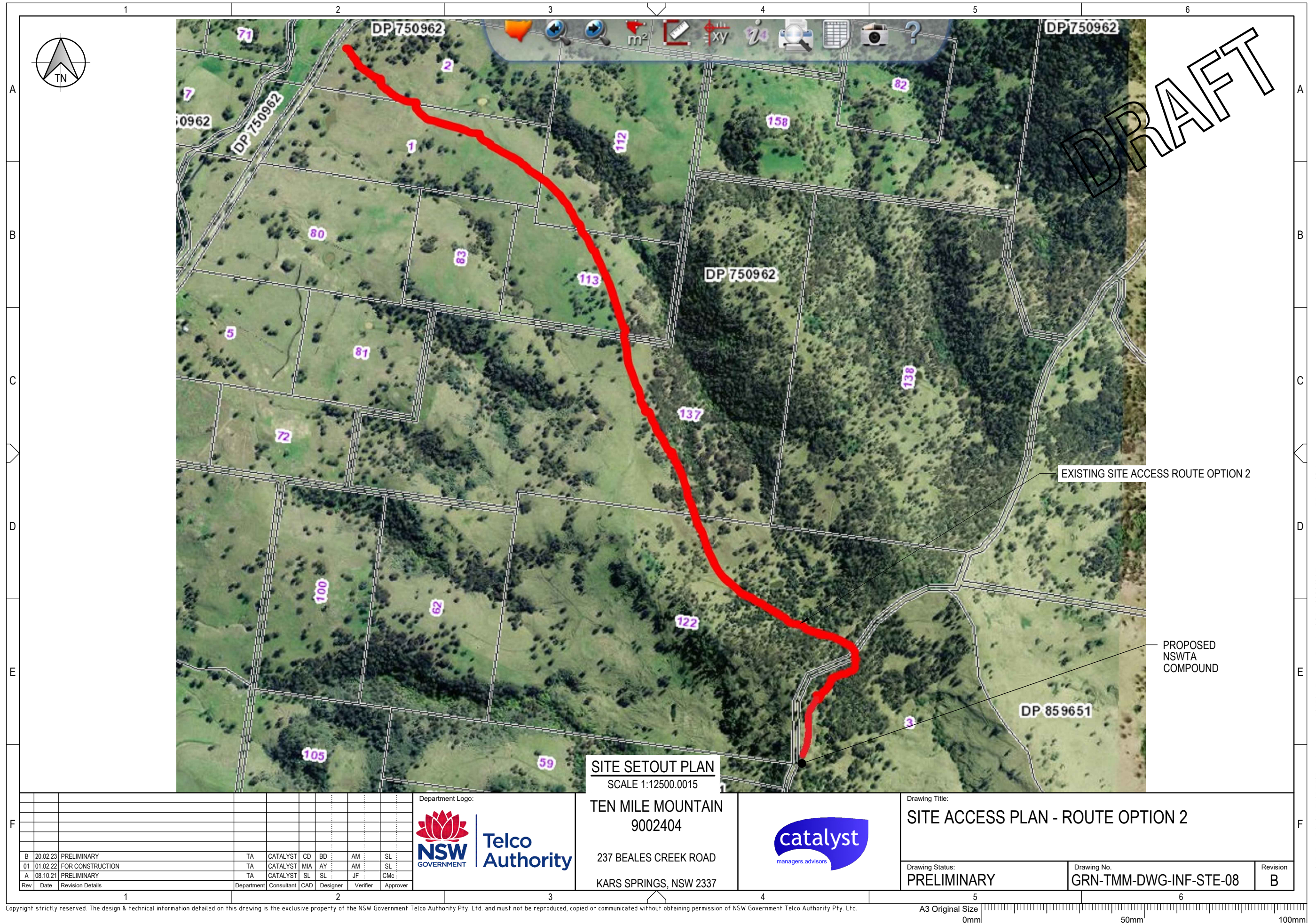
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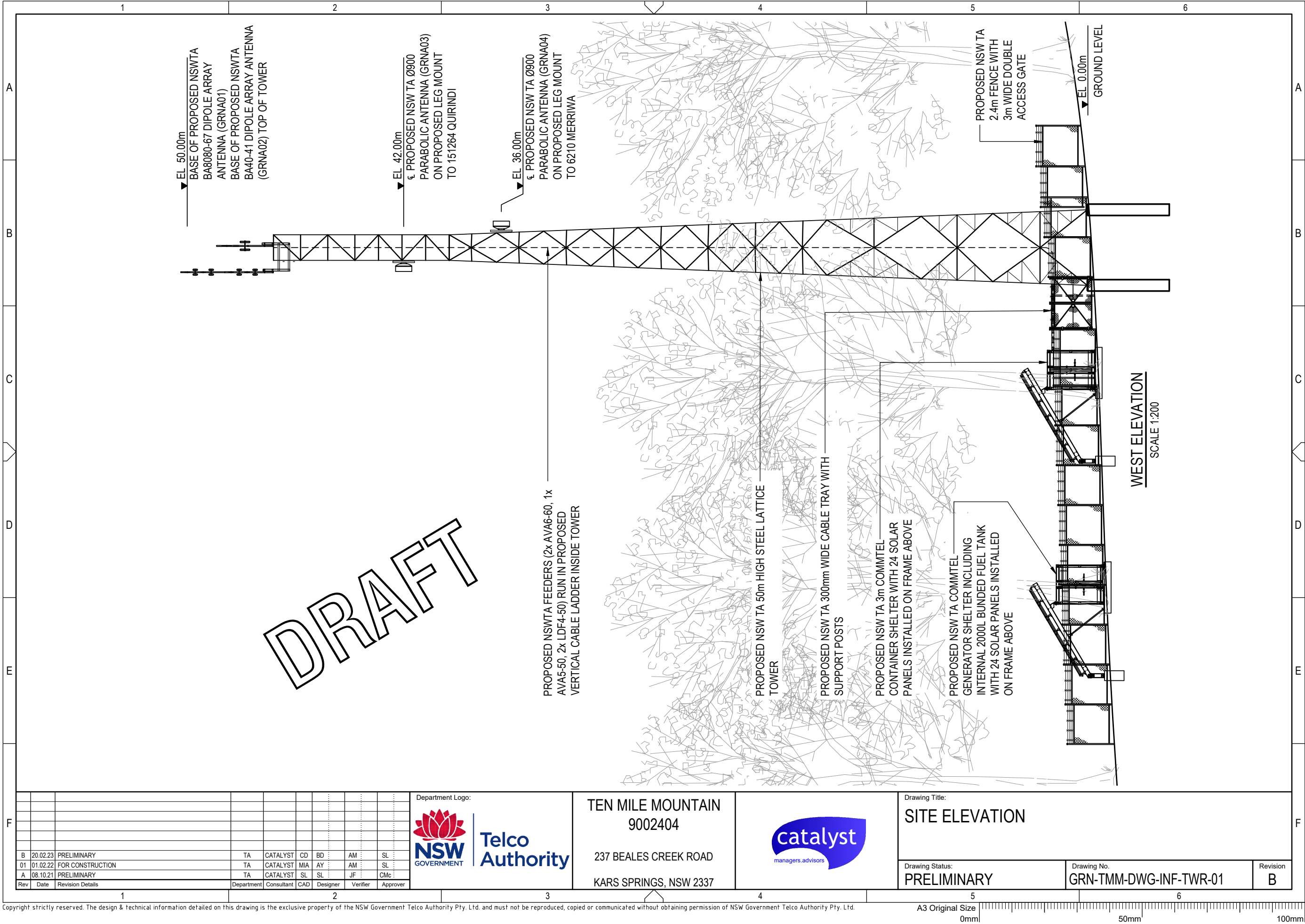
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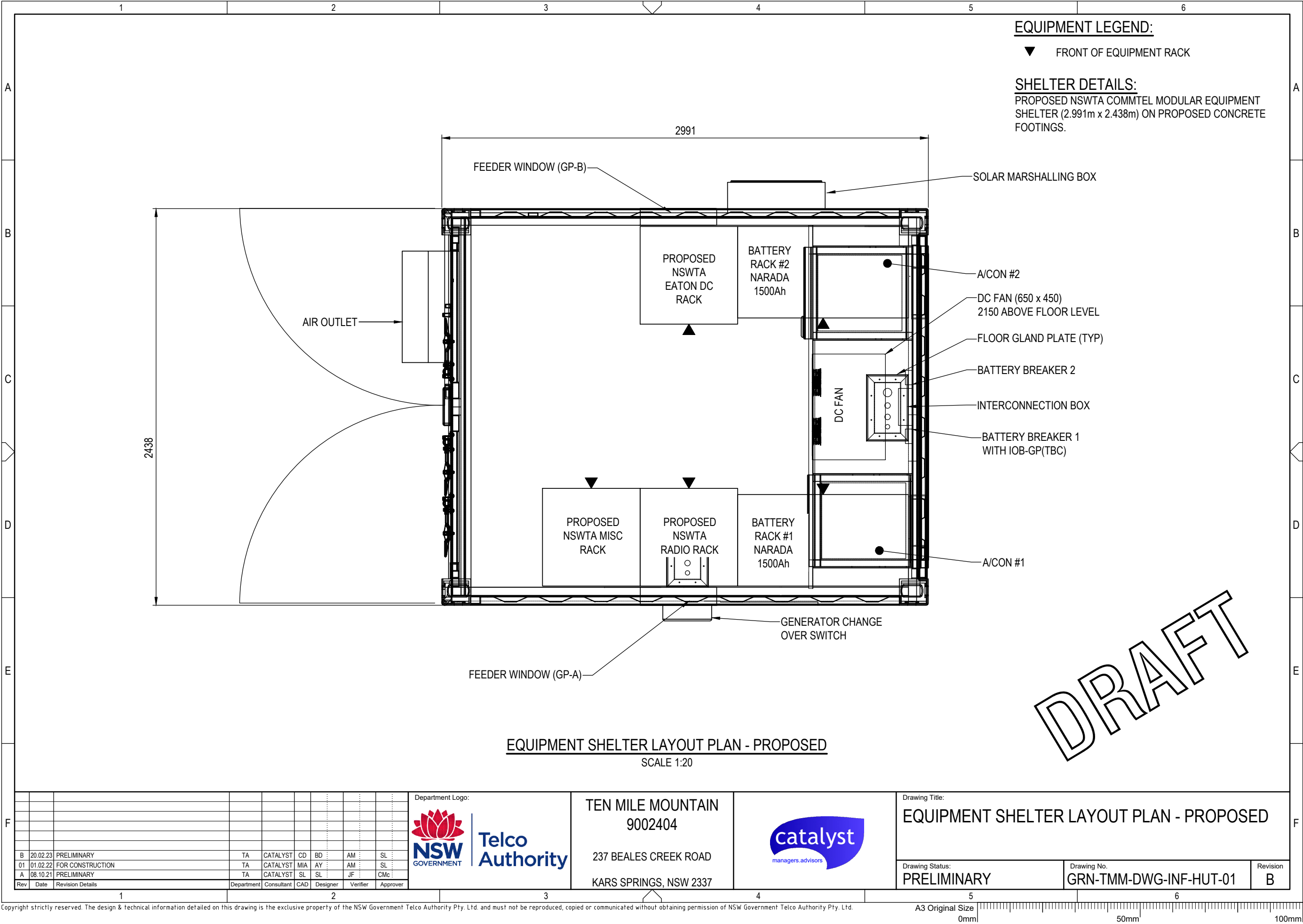
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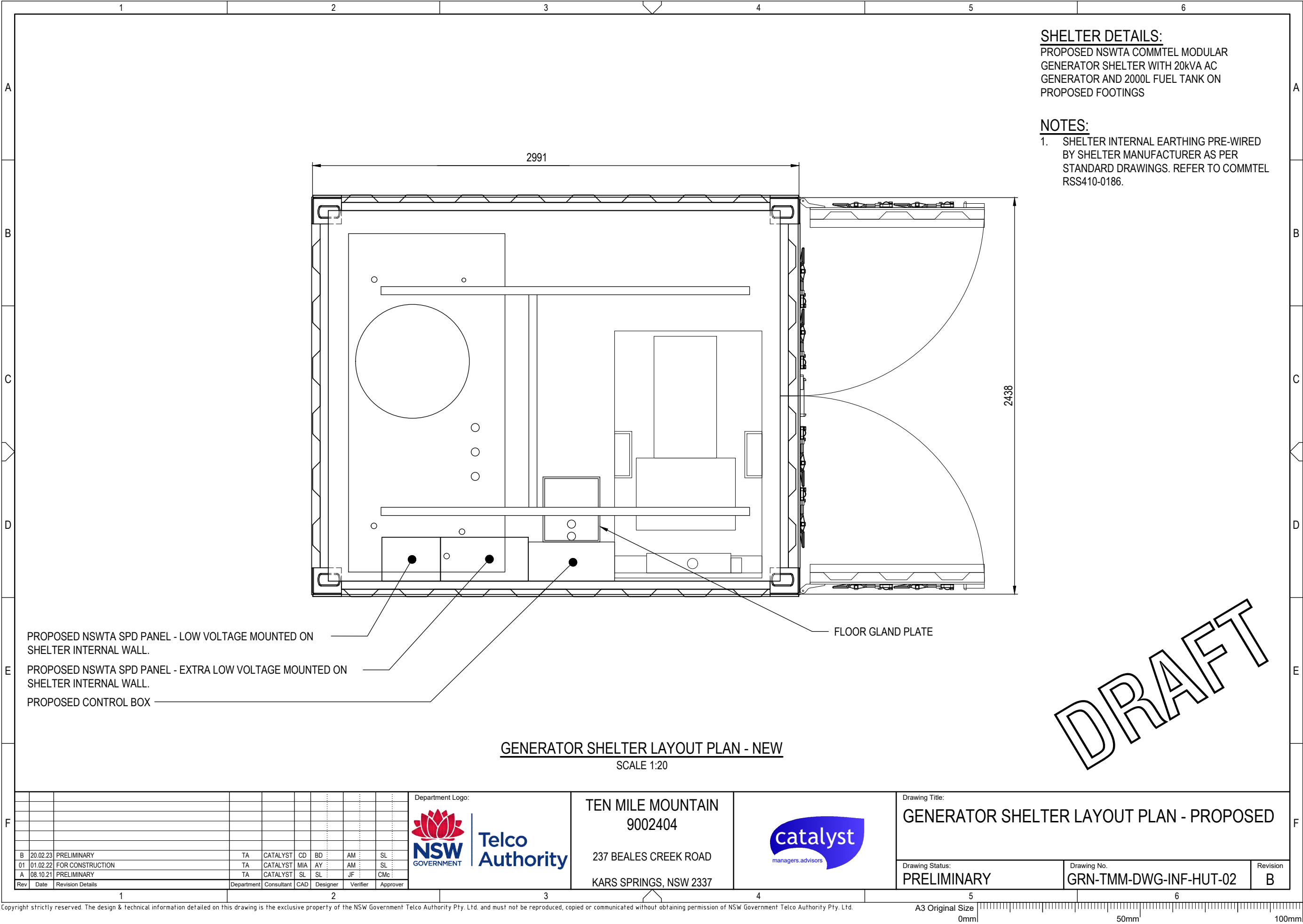


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General Manager's Unit

G.04.2

CASA SURVEILLANCE REPORT

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Greg McDonald - General Manager

PURPOSE

To provide Council with an update on the outcomes of the CASA inspection in February 2023

RECOMMENDATION

That Council note the report.

BACKGROUND

This matter has not previously been considered by Council.

REPORT/PROPOSAL

CASA undertook an airport inspection on 1 to 3 February 2023.

CASA inspectors worked cooperatively with airport staff and management over that period and the draft surveillance report and associated findings report was presented to Council staff on 3 March 2023. Council had 21 days to review the report and submit a response. A response was submitted within that period.

The report highlights 7 safety observations and 4 safety findings. An observation does not need to be rectified or actioned. Council needs to advise CASA how it will manage safety findings. They do not require immediate action and do not result in any restrictions at the airport.

Overall it is pleasing to see that the surveillance report did not identify any safety matters that would require limiting the operation of the airport. Pleasingly, the 4 safety findings are all being addressed with some matters already resolved and closed out. While the safety observations do not require action, Council has prepared actions to address each one.

Attached to this report is the original CASA report (attachment 1) highlighting their findings and observations. In addition, Council's response to each finding and observation is included (attachment 2).

There have been a number of incorrect reports that the runway having a spray sealed surface is not satisfactory and poses a risk to the operation of the airport.

In regard to this claim, the runway is constructed over black soils which have significant movement and result in gilgais (humps and depressions being formed as a result of the cracking and swelling of soils) being formed and there will always be movement in the runway as a result. During the latest round of runway works these were addressed and repaired with an overlay of compacted gravel before being sealed with a 50mm thick layer of asphalt. These areas were then bitumen sealed with a 10mm aggregate as applied to the whole of the runway. There will however always be a requirement to have ongoing maintenance and address newly formed gilgais every 5 to 10 years depending on the rate at which they develop.

General Manager's Unit

Runways can consist of compacted gravel/roadbase with no seal, compacted gravel/roadbase with a sprayed seal or a compacted gravel/roadbase with an asphalt overlay. Each iteration is increasingly more expensive but provides a more serviceable surface in respect to minimising loose stone and providing a smooth surface. An unsealed runway or one with a sprayed seal is more susceptible to stone being removed each time an aircraft tyre impacts the seal layer. Asphalt layers still consist of a stone matrix but the stone is bound in the bitumen in such a way that it makes it less likely for the stone to pluck out.

The safety surveillance of the runway identified the loose stone as an observation only and noted Council has a program of removing loose stone. As such there was no concern from CASA regarding the condition of the runway.

OPTIONS

The report is for noting only.

CONSULTATION

- The Airport Committee were advised that there were 7 observations and 4 findings however they were not provided with the report.

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Responsible Governance

Providing efficient and responsible governance in order to effectively serve the community.

5.3 Effective financial and asset management to ensure Council's long-term sustainability.

b. Delivery Program

- An airport where regular and statutory inspections are undertaken and identified issues addressed promptly to meet Civil Aviation Safety Authority (CASA) requirements

c. Other Plans

CASA undertake their investigation in accordance with the MOS139 and Council's Airport Management Plans.

IMPLICATIONS

a. Policy and Procedural Implications

NIL – the findings and observations were all manageable and a plan to address each one has been provided to CASA

b. Financial Implications

The response to the findings and observations can all be undertaken within the present airport budget.

General Manager's Unit

c. Legislative Implications

CASA did not find any non-compliance with legislation

d. Risk Implications

The rectification of the findings addresses the risks and are acceptable to CASA.

e. Sustainability Implications

NIL

f. Other Implications

NIL

CONCLUSION

CASA has undertaken its surveillance of the Scone Memorial Airport and found no safety matters that would prohibit the airport from continuing operation. They identified 4 safety findings that Council has responded to and these matters are being addressed by Council to CASA's satisfaction.

ATTACHMENTS

- 1 [!\[\]\(a724a4a68298d6dff85fe378e838a60a_img.jpg\)](#) Surveillance Report - 1/2/2023 to 3/2/2023
- 2 [!\[\]\(e45f0f4def98e1246d9487bb157beff5_img.jpg\)](#) Council response to CASA



Australian Government

Civil Aviation Safety Authority

SURVEILLANCE REPORT

Upper Hunter Shire Council

ARN: 542729

Aerodromes

Scone - Level 1 Systems Audit

Surveillance Dates: 01/02/2023 to 03/02/2023

Executive Summary

This surveillance report outlines the findings of a surveillance event conducted on Upper Hunter Shire Council, as the certified operator of Scone aerodrome. The surveillance was conducted from 01 to 03 February 2022 against the Civil Aviation Safety Regulations (CASR) 1998, and the Part 139 (Aerodromes) Manual of Standards 2019.

At the time of surveillance operations at the aerodrome consisted of charter, private, flight training, and aeromedical aircraft. An aerial firefighting operation was based at the aerodrome.

The last surveillance event was a Level 2 – Operational Check – Site Inspection completed in February 2021. That surveillance identified three (3) Safety Findings (SF) and five (5) Safety Observations (SO). The SFs were acquitted.

This surveillance event identified four (4) Safety Findings and seven (7) Safety Observations.

In addressing the root cause of these findings, the authorisation holder must consider the breaches identified during the surveillance, and although the instances are possibly isolated, the aviation safety system consequences must be considered. It is through a detailed examination of the upstream system(s) and organisational factors that a better understanding of the context in which the breaches have occurred can be achieved. Improved organisational defences against such hazards can then be identified.

CASA wishes to acknowledge the staff at Upper Hunter Shire Council for their openness, cooperation, and disposition to achieving holistic safety outcomes.

Iain Bailey
Surveillance Lead
03/03/2023

Statement of confidential nature of the contents

This Surveillance Report is a confidential document between CASA and the authorisation holder. CASA will not disclose this report or its content to any third person except, in pursuance of its functions, with the express permission of the authorisation holder or as required by law.

Surveillance objective

The objective of the surveillance is to assess the ability and willingness of an authorisation holder to comply with all applicable legislative obligations.

Surveillance team

Name	Discipline
Iain Bailey (Lead)	Aerodrome Inspector
Joel Sinclair	Aerodrome Inspector

Dates and places – Onsite surveillance

Date	Location
01/02/2023 - 03/02/2023	Scone Aerodrome
01/02/2023	Upper Hunter Shire Council Chambers

Surveillance scope

The surveillance scope is the extent and boundaries of the surveillance activity.

Scope item	Findings Issued
Data and Documents	1
Personnel Rostering	Nil
Personnel Standards	Nil
Maintenance System	6
Works Control	1
Implementation of DAMP	1
Access Control System	Nil
Aerodrome Emergency Response	Nil
Equipment, Personnel and Aircraft Movement Control	2

* Item added to original scope

** Item originally scoped but not completed

Summary of surveillance findings

Surveillance findings are the result of the evaluation of the collected surveillance evidence against the surveillance criteria.

No.	Type	Subject/Title	Due Date
826318	SO	Runway surface	N/A
826321	SO	Movement area pavements	N/A
826322	SO	Taxiway surface	N/A
826323	SO	Runway strip surface	N/A
826324	SO	Aerodrome markers	N/A
826325	SO	Method of working plans	N/A
826326	SO	Aerodrome markings	N/A
730178	SF	Aerodrome facilities and equipment - Objects on runway strips	24/03/2023
730179	SF	Aeronautical data originators - Annual review of aeronautical data	24/03/2023
730180	SF	Implementing a DAMP	24/03/2023
730193	SF	Aerodrome facilities and equipment - parking positions	24/03/2023

A total of 11 findings have been issued as a result of this surveillance. Of these findings 4 are Safety Findings that require a response by the due date.

Technical summary

Technical Summary

Scone aerodrome had one runway. Runway 11/29 was a 30 m wide Code 2 sealed runway. There were two (2) sealed aprons with a complex of sealed and unsealed taxiways connecting the runway to the aprons.

A terminal instrument flight procedure using satellite-based navigation was published for runway 29. A terminal instrument flight procedure limited to a circling minima was available using a terrestrial navigation aid.

An inspection of the facility was completed during daylight hours. An inspection of the aerodrome ground lighting system was also completed at night.

Data and Documents

Information contained in the Aeronautical Information Publication (AIP) En Route Supplement Australia (ERSA) was reviewed. A review of the recently submitted aerodrome manual was underway at the time of surveillance. Other documentation examined included the aerodrome serviceability inspection checklists, aerodrome emergency plan, safety management system, and the drug and alcohol management plan (DAMP).

Personnel Rostering

The process for rostering of aerodrome work functions was examined for effectiveness.

Personnel Standards

Personnel training records were examined. General aerodrome and operational knowledge was reviewed through discussion with the aerodrome reporting officer.

Maintenance System

Effectiveness of the maintenance program was checked by reviewing aerodrome serviceability inspection checklist records, technical inspection reports, and the aerodrome manual.

Works Control

The effectiveness of council's management of aerodrome works was examined.

Drug and Alcohol Education Program

The Drug and Alcohol Management Plan was examined for effectiveness particularly in relation to implementation and testing procedures.

Access Control System

The processes and systems used to manage access control to the aerodrome were examined for effectiveness.

Aerodrome Emergency Response

The aerodrome emergency response plan was examined for effectiveness.

Equipment, Personnel and Aircraft Movement Control

Infrastructure including aerodrome markings and aerodrome markers was checked.

Documents used as standards and reference

Document Name
1. Civil Aviation Safety Regulations 1998 - Compilation Number 1 16 July 2020
2. Part 139 (Aerodromes) Manual of Standards 2019 (as amended) - Compilation No.1 13 August 2020
3. Aeronautical Information Publication - En route Supplement Australia (ERSA) 01 December 2022
4. Aeronautical Information Publication - Departure and Approach Procedures (DAP) 01 December 2022
5. Scone Aerodrome Manual - CASA Draft 3 Version 1.0 – 12 May 2022
6. Scone Aerodrome Emergency Plan - Version 1.0 - 15 June 2022
7. Scone Aerodrome Drug and Alcohol Management Plan (DAMP)

Key people interviewed during the surveillance

Name	Position	Date
Greg McDonald	General Manager - Upper Hunter Shire Council	01/02/2023 - 03/02/2023
Wayne Phelps	Finance Manager - Upper Hunter Shire Council	01/02/2023 - 03/02/2023
Zenane Clout	Aerodrome Reporting Officer - Upper Hunter Shire Council	01/02/2023 - 03/02/2023



Australian Government
Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826318
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Runway surface		
System:	Aerodrome Maintenance		
Element:	Maintenance System		

Safety Observation Details:

Loose aggregate was visible on the runway surface particularly towards the north-western end of the runway.

Issuing Inspector Name: Iain Bailey

A Safety Observation is a document used to advise an authorisation holder of:

- latent conditions resulting in system deficiencies that, while not constituting a breach, have the potential to result in a breach if not addressed, and/or
- potential areas for improvement in safety performance



Australian Government
Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826321
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Movement area pavements		
System:	Aerodrome Maintenance		
Element:	Maintenance System		

Safety Observation Details:

Pavement depressions were observed near the edges of the runway. Depressions were also present on the surface of the helicopter emergency services apron near parking position H4. Water had ponded in the depressions.

Issuing Inspector Name: Iain Bailey

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- latent conditions resulting in system deficiencies that, while not constituting a breach, have the potential to result in a breach if not addressed, and/or
- potential areas for improvement in safety performance



Australian Government
Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826322
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Taxiway surface		
System:	Aerodrome Maintenance		
Element:	Maintenance System		

Safety Observation Details:

Significant pavement cracks were present near the edges of taxiway A and taxiway D.

Issuing Inspector Name: Iain Bailey

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- latent conditions resulting in system deficiencies that, while not constituting a breach, have the potential to result in a breach if not addressed, and/or
- potential areas for improvement in safety performance



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Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826323
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Runway strip surface		
System:	Aerodrome Maintenance		
Element:	Maintenance System		

Safety Observation Details:

Extensive ground shrinkage cracks were present in the graded portion of the runway strip. The cracks were estimated to be up to 50 mm wide in some locations, particularly where the cracks intersected.

In this condition the surface may present a hazard for an aircraft runway excursion event.

Issuing Inspector Name: Iain Bailey

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- potential areas for improvement in safety performance



Australian Government
Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826324
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Aerodrome markers		
System:	Aerodrome Maintenance		
Element:	Maintenance System		

Safety Observation Details:

Gable markers used to define the end of the graded portion of the runway strip were not separated by the distance required by the Manual of Standards (Aerodromes) - Part 139. The distance between gable markers was measured at 27 metres at the runway 29 approach end (minimum separation of 30 metres was required for a 90-metre-wide graded runway strip).

There were no intermediate markers installed at the runway 11 approach end.

Issuing Inspector Name: Iain Bailey

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- latent conditions resulting in system deficiencies that, while not constituting a breach, have the potential to result in a breach if not addressed, and/or
- potential areas for improvement in safety performance



Australian Government
Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826325
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Method of working plans		
System:	Aerodrome Maintenance		
Element:	Works Control		

Safety Observation Details:

A method of working plan (MOWP) for remedial works currently underway on the taxiway surfaces was not supplied to stakeholders (including CASA) fourteen (14) days in advance of the commencement of works.

Issuing Inspector Name: Iain Bailey

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- latent conditions resulting in system deficiencies that, while not constituting a breach, have the potential to result in a breach if not addressed, and/or
- potential areas for improvement in safety performance



Australian Government
Civil Aviation Safety Authority

Safety Observation

Authorisation holder:	Upper Hunter Shire Council	Issued Date:	03/03/2023
ARN:	542729	Safety Observation No:	826326
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Subject/Title:	Aerodrome markings		
System:	Surface Movement		
Element:	Equipment, Personnel and Aircraft Movement Control		

Safety Observation Details:

The 1.2-metre-wide runway end marking at both ends of runway 11 / 29 was painted across the full width of the pavement including the turn pad, indicating the runway to be significantly wider than the available facility.

Issuing Inspector Name: Iain Bailey

A Safety Observation is a document used to advise an authorisation holder of:

- latent conditions resulting in system deficiencies that, while not constituting a breach, have the potential to result in a breach if not addressed, and/or
- potential areas for improvement in safety performance



Australian Government
Civil Aviation Safety Authority

Safety Finding

Authorisation Holder:	Upper Hunter Shire Council		
ARN: 542729	CASA Ref: F17/7490-3	Safety Finding Ref No:	730178
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Regulatory reference:	reg 139.065 (2)(a) of the Civil Aviation Safety Amendment (Part 139) Regulations 2019 - Compilation No.1		
Subject/Title:	Aerodrome facilities and equipment - Objects on runway strips		
System-Element:	Aerodrome Maintenance - Maintenance System		

Note: In applying the principles of procedural fairness, CASA approaches its regulatory functions in a consultative and collaborative manner. Therefore CASA extends to the authorisation holder the opportunity to consider, comment on or object to this Safety Finding.

It should also be noted that issue of a Safety Finding does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of deficiency:
Concrete electrical pit lids were observed to be approximately 150 mm above the surrounding surface. The concrete footings for the precision approach path indicator (PAPI) projection unit boxes on the runway 29 approach end were also a similar height above the surrounding surface.
Criteria:
reg 139.065 Aerodrome facilities and equipment - states in part (1) The Part 139 Manual of Standards may prescribe requirements relating to aerodrome facilities and equipment for certified aerodromes. (2) Without limiting subregulation (1), the Part 139 Manual of Standards may prescribe requirements relating to the following: (a) the physical characteristics of the movement area of an aerodrome Part 139 (aerodromes) Manual of Standards 2019 - states in part para 6.24 Objects or structures on runway strips (2) Any fixed object or structure permitted to be on the runway strip (including visual or navigational aids) must be of low mass and frangibly mounted.
Issuing inspector: Iain Bailey
Date issued: 03/03/2023
Due date: 24/03/2023



Australian Government
Civil Aviation Safety Authority

Safety Finding

Authorisation Holder:	Upper Hunter Shire Council		
ARN: 542729	CASA Ref: F17/7490-3	Safety Finding Ref No:	730179
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Regulatory reference:	reg 175.465 (2) of the Civil Aviation Safety Regulations 1998 (CASR)		
Subject/Title:	Aeronautical data originators - Annual review of aeronautical data		
System-Element:	Administration - Data and Documents		

Note: In applying the principles of procedural fairness, CASA approaches its regulatory functions in a consultative and collaborative manner. Therefore CASA extends to the authorisation holder the opportunity to consider, comment on or object to this Safety Finding.

It should also be noted that issue of a Safety Finding does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of deficiency:	
<p>There was no evidence to verify that a review of aeronautical data had been completed annually.</p> <p>The aerodrome diagram published in the En Route Supplement Australia (ERSA) was not consistent with the aerodrome facilities following the redevelopment works that were completed approximately 2 years ago.</p>	
Criteria:	
<p>reg 175.465 Aeronautical data originators—annual review of aeronautical data and aeronautical information - states in part</p> <p>(1) An aeronautical data originator commits an offence if the originator contravenes subregulation (2).</p> <p>(2) For subregulation (1), the originator must:</p> <p>(a) review, at least annually, the aeronautical data and aeronautical information in the Integrated Aeronautical Information Package (other than in NOTAMS), and on aeronautical charts, for which the originator is responsible.</p>	
Issuing inspector:	Iain Bailey
Date issued:	03/03/2023
Due date:	24/03/2023



Australian Government
Civil Aviation Safety Authority

Safety Finding

Authorisation Holder:	Upper Hunter Shire Council		
ARN: 542729	CASA Ref: F17/7490-3	Safety Finding Ref No:	730180
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Regulatory reference:	reg 99.080(1)(a) of the Civil Aviation Safety Regulations 1998 (CASR)		
Subject/Title:	Implementing a DAMP		
System-Element:	DAMP - Implementation of DAMP		

Note: In applying the principles of procedural fairness, CASA approaches its regulatory functions in a consultative and collaborative manner. Therefore CASA extends to the authorisation holder the opportunity to consider, comment on or object to this Safety Finding.

It should also be noted that issue of a Safety Finding does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of deficiency: The aerodrome operator had recently developed a Drug and Alcohol Management Plan (DAMP) compliant with the Civil Aviation Safety Regulations 1998 (CASR) Part 99. The DAMP was not available to persons exercising safety sensitive aviation activity (SSAA) roles prior to its development and there was no evidence that persons engaged in SSAA roles had completed DAMP training.	
Criteria: reg 99.080 Implementing a DAMP - states in part (1) For paragraph 99.045(d), the DAMP organisation, in implementing its DAMP, must ensure the following: (a) that the organisation's SSAA employees and DAMP supervisors attend the organisation's drug and alcohol education program: (i) for persons who begin work for the organisation after the commencement date—before commencing duties as a SSAA employee or DAMP supervisor; or (ii) for persons working for the organisation as SSAA employees or DAMP supervisors on or before the commencement date—within 6 months of the commencement date; or (iii) for persons working for the organisation as SSAA employees or DAMP supervisors who, after the commencement date, have attended the program—within 30 months of the person's last attendance at the program;	
Issuing inspector:	Iain Bailey
Date issued:	03/03/2023
Due date:	24/03/2023



Australian Government
Civil Aviation Safety Authority

Safety Finding

Authorisation Holder:	Upper Hunter Shire Council		
ARN: 542729	CASA Ref: F17/7490-3	Safety Finding Ref No:	730193
Contact address:	PO Box 208 SCONE NSW	Postcode:	2337
Regulatory reference:	reg 139.065(2)(b) of the Civil Aviation Safety Amendment (Part 139) Regulations 2019 - Compilation No.1		
Subject/Title:	Aerodrome facilities and equipment - parking positions		
System-Element:	Surface Movement - Equipment, Personnel and Aircraft Movement Control		

Note: In applying the principles of procedural fairness, CASA approaches its regulatory functions in a consultative and collaborative manner. Therefore CASA extends to the authorisation holder the opportunity to consider, comment on or object to this Safety Finding.

It should also be noted that issue of a Safety Finding does not in any way prejudice CASA's prerogative to take at any time such regulatory or other legal action as may be appropriate in the circumstances.

Details of deficiency:

Marshalling stop lines were installed at parking positions 1 and 3 on the main apron. The aerodrome operator confirmed that there were no personnel on the aerodrome that provided marshalling services. Without the guidance of a marshaller pilot stop lines were required for all parking positions.

The parking position markings also did not provide parking guidance of aircraft type markings on the marshalling stop lines (parking positions 1 and 3), or the pilot stop line installed at parking position 2.

Criteria:

reg 139.065 Aerodrome facilities and equipment - states in part

(1) The Part 139 Manual of Standards may prescribe requirements relating to aerodrome facilities and equipment for certified aerodromes.

(2) Without limiting subregulation (1), the Part 139 Manual of Standards may prescribe requirements relating to the following:

(b) visual aids for the movement area and other areas of an aerodrome

Part 139 (aerodromes) Manual of Standards 2019 - states in part

8.01 General

(1) All visual aids, including wind direction indicators, must be:

(b) designed, sited, marked and placed as required by the applicable standards under this Chapter

8.64 Pilot stop line markings

(1) A pilot stop line must be provided if there is no marshaller, VDGS, or A-VDGS available.



Australian Government
Civil Aviation Safety Authority

Safety Finding

(3) As shown in Figure 8.64 (3), the pilot stop line must be such that when the aircraft is stopped at the nose wheel position, the line is:

- (a) to the left of the pilot; and
- (b) 6 m long, 0.3 m wide and coloured yellow; and
- (c) offset from the alignment line by the distance mentioned in a row of column 2 of Table 8.64 (3) that corresponds to the aerodrome reference code letter mentioned in the same row in column 1 that is the reference code letter for the aircraft.

Table 8.64 (3) Pilot stop line offset

Aerodrome reference code letter	Offset from the alignment line
A, B or C	5 m
D, E or F	10 m

(5) As shown in Figure 8.64 (3), the aircraft type designation for the pilot stop line must be written in yellow numbers and letters that are:

- (a) 1 m high; and
- (b) 0.15 m below the pilot stop line; and
- (c) aligned to end where the pilot stop line ends on the side closest to the pilot; and
- (d) legible to the pilot of an approaching aircraft.

Issuing inspector: Iain Bailey

Date issued: 03/03/2023

Due date: 24/03/2023



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Finding

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Finding Ref No:	730178
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Finding** for each Safety Finding received responding within 21 calendar days from the date of the Safety Finding.

Complete all three sections below if not objecting to the Safety Finding

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

Upper Hunter Shire Council has completed this action bringing in soil and compacting it down to build up the surrounding surfaces of the precision approach path indicators (PAPI) and the concrete electrical pit lids.

Root cause(s) identified: (Why did the identified deficiency occur?)

This deficiency occurred due to high levels of rain washing the soil away from the cement bases.

Corrective action: (Action taken to address the root cause(s) of the deficiency to ensure the deficiency does not recur)

With consistent monitoring and maintenance, the soil level around the bases will be kept up to the requirements of Mos Part 139.

Complete the following section if objecting to the Safety Finding

Objection to Safety Finding (Evidence supporting objection to the issue of the Safety Finding)

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Finding

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Finding Ref No:	730179
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Finding** for each Safety Finding received responding within 21 calendar days from the date of the Safety Finding.

Complete all three sections below if not objecting to the Safety Finding

<p>Remedial action: (Action taken to fix the immediate effects of the identified deficiency)</p> <p>Upper Hunter Shire Council has completed the Aeronautical Data and the Aerodrome Diagram and updated then submitted to Air Services.</p>
<p>Root cause(s) identified: (Why did the identified deficiency occur?)</p> <p>This deficiency occurred due to staff and management changes.</p>
<p>Corrective action: (Action taken to address the root cause(s) of the deficiency to ensure the deficiency does not recur)</p> <p>Staff are aware of the requirements and are trained accordingly, annual review logs are now a part of airport operations. Records are kept in the airport office.</p>

Complete the following section if objecting to the Safety Finding

<p>Objection to Safety Finding (Evidence supporting objection to the issue of the Safety Finding)</p>
--

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Finding

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Finding Ref No:	730180
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Finding** for each Safety Finding received responding within 21 calendar days from the date of the Safety Finding.

Complete all three sections below if not objecting to the Safety Finding

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

Staff engaged in SSAA roles have completed DAMP training.

Root cause(s) identified: (Why did the identified deficiency occur?)

This deficiency occurred due to staff and management changes.

Corrective action: (Action taken to address the root cause(s) of the deficiency to ensure the deficiency does not recur)

Staff are aware of the requirements and have completed DAMP training. Records of DAMP completion are now kept in the records at Upper Hunter Shire Council and any new staff will be trained accordingly.

Complete the following section if objecting to the Safety Finding

Objection to Safety Finding (Evidence supporting objection to the issue of the Safety Finding)

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Finding

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Finding Ref No:	730193
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Finding** for each Safety Finding received responding within 21 calendar days from the date of the Safety Finding.

Complete all three sections below if not objecting to the Safety Finding

<p>Remedial action: (Action taken to fix the immediate effects of the identified deficiency)</p> <p>Bay 1 & 3 are not currently in use. Only Bay 2 with the pilot stop line is used.</p>
<p>Root cause(s) identified: (Why did the identified deficiency occur?)</p> <p>These were marked in accordance with the design prepared for Council. Seeking clarification from the designer to either confirm design or provide alternate marking.</p>
<p>Corrective action: (Action taken to address the root cause(s) of the deficiency to ensure the deficiency does not recur)</p> <p>Design plans for the aircraft bays have been received. Upper Hunter Shire Council plans to undertake work in accordance with the designer's recommendation.</p>

Complete the following section if objecting to the Safety Finding

<p>Objection to Safety Finding (Evidence supporting objection to the issue of the Safety Finding)</p>
--

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Observation Ref No:	826318
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

Loose stone continues to be swept as required. Council has received partial funding for an AC overlay. If matching funding can be obtained the AC overlay will address this issue

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Finding Ref No:	826321
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

No action at this stage – continue to monitor

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Finding Ref No:	826322
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

Cracks have been sealed. Will continue to monitor and seal when necessary.

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Observation Ref No:	826323
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

No action taken yet -continue to monitor.

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Observation Ref No:	826324
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

<p>Remedial action: (Action taken to fix the immediate effects of the identified deficiency)</p> <p>Gable Markers will be measured and moved in accordance to MOS Part 139</p> <p>Completed by December 2023</p>

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Observation Ref No:	826325
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

Remedial action: (Action taken to fix the immediate effects of the identified deficiency)

Upper Hunter Shire Council will ensure future MOWP are supplied to stakeholders a minimum of 14 days in advance of any commencement of works.

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position



Australian Government
Civil Aviation Safety Authority

Recipients Response to
Safety Observation

Authorisation Holder:	Upper Hunter Shire Council
ARN:	542729
Safety Observation Ref No:	826326
Event No:	26056
CASA Office Address	ROD - Aerodromes - GPO Box 2005, Canberra 2601 ACT - surveillance@casa.gov.au

Please complete a **Recipient's Response to Safety Observation** for each Safety Observation received responding within 21 calendar days from the date of the Safety Finding.

<p>Remedial action: (Action taken to fix the immediate effects of the identified deficiency)</p> <p>Runway end marking will be adjusted to correct length.</p> <p>Completed by December 2023</p>

Recipient's or Representative's signature

Greg McDonald

Printed name

21 March 2023

Date

General Manager

Position

Papi Lights Rwy 29



Papi Lights RWY 11



Cement lids filled in



Planning & Infrastructure Services

G.04.3

***PLANNING AGREEMENT OFFER - GOULBURN RIVER
SOLAR FARM PROJECT***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Planning & Infrastructure Services

PURPOSE

The purpose of this report is to consider an offer from Lightsource bp to enter into a Planning Agreement in respect of the Goulburn River Solar Farm project.

RECOMMENDATION

That Council accept the offer from Lightsource bp to enter into a planning agreement in respect of the Goulburn River Solar Farm Project based on an annual contribution of:

- (a) \$529 (indexed to CPI) x the number of MW installed on the land as at the due date for payment; or
- (b) \$291,000 (indexed to CPI), whichever is the greater.

BACKGROUND

Council has not considered this matter previously.

REPORT/PROPOSAL

The Goulburn River Solar Farm Project consists of a 550MWdc solar farm and battery energy storage system (BESS), to be located between Wollar and Merriwa, on Wollara Road. The project involves the installation of approximately 1 million solar panels across 800 hectares of land on a 2,000 hectare site and will generate enough power to meet the energy needs of 180,000 households or 4% of the average New South Wales energy demand.

Lightsource bp will construct and operate the project and deliver renewable energy to Australia's grid. The project will include operation and maintenance buildings, civil works, and electrical infrastructure required to connect to the existing electricity network.

If approved, construction is set to begin in 2024 and the project will have an operational life of at least 40 years.

The proponent has undertaken consultation with the local community and Council and is in the final stages of preparing an Environmental Impact Statement (EIS). The project will be assessed under the NSW State Significant Development (SSD) planning process and will require approval from the Commonwealth Department of Agriculture, Water and the Environment (DAWE). It is anticipated that the EIS will be lodged with the NSW Department of Planning and Environment in the coming weeks.

The proponent has made an offer to Council to enter into a planning agreement based on an annual contribution of:

- (a) \$529 (indexed to CPI) x the number of MW installed on the land as at the due date for payment; or
- (b) \$291,000 (indexed to CPI), whichever is the greater.

Planning & Infrastructure Services

31% of the annual contribution (\$90,000) would be allocated to a community enhancement fund while 69% of the annual contribution (\$201,000) would be allocated to a road maintenance fund.

The community enhancement fund would be used for community projects and would be administered by a Section 355 committee.

Contributions under the planning agreement would be contingent on the following:

- Agreement and execution of a planning agreement between Lightsource bp and Council.
- Favourable determination of the project by the NSW Independent Planning Commission or the Minister for Planning and Public Spaces (or delegate) and DAWE.
- Lightsource bp taking up the development consent.

The offer is equivalent to 1.55% of the Capital Investment Value (CIV) of the project (\$750 million with a project life of 40 years).

The proposed contributions would provide a reasonable level of funding for the provision of public infrastructure and services that directly benefit the Upper Hunter Shire, particularly Merriwa and the surrounding area.

Council's acceptance of the offer would be in the best interests of the Merriwa community to ensure that contributions are secured if the development application is approved.

Alternative Offer

The proponent has made an alternative offer to Council to enter into a planning agreement to seal 4.7km of unsealed road on Wollara Road up to the Goulburn River National Park (valued at \$4.4 million) and make an annual contribution of:

- (a) \$325 (indexed to CPI) x the number of MW installed on the land as at the due date for payment; or
- (b) \$180,000 (indexed to CPI), whichever is the greater.

50% of the annual contribution (\$90,000) would be allocated to a community enhancement fund while the remaining 50% (\$90,000) would be allocated to a road maintenance fund.

Whilst the alternative offer would involve the equivalent expenditure on public road infrastructure, it does not take into account the ongoing maintenance liability of the upgraded road and would result in a significant proportion of the contributions being spent on one section of road rather than across the broader road network. Therefore, it is considered that the community benefits of the alternative offer would not be as far-reaching as the benefits of the original offer. Accordingly, the original offer of \$529/MW installed (or \$291,000) is the preferred offer.

Should the development application be approved, the proponent and Council will prepare a draft planning agreement in accordance with Section 7.4 of the *Environmental Planning and Assessment Act 1979* (Act). The draft agreement will be the subject of a further report to Council and will be placed on public exhibition in accordance with Section 7.5 of the Act.

Planning & Infrastructure Services

OPTIONS

1. Accept the offer from Lightsource bp to enter into a planning agreement based on an annual contribution of:
 - (a) \$529 (indexed to CPI) x the number of MW installed on the land as at the due date for payment; or
 - (b) \$291,000 (indexed to CPI), whichever is the greater.
2. Accept the offer from Lightsource bp to enter into a planning agreement to seal 4.7km of unsealed road on Wollara Road up to the Goulburn River National Park (valued at \$4.4 million) and make an annual contribution of:
 - (a) \$325 (indexed to CPI) x the number of MW installed on the land as at the due date for payment; or
 - (b) \$180,000 (indexed to CPI), whichever is the greater.
3. decline the offers from Lightsource bp.

CONSULTATION

- General Manager
- Finance Manager
- Manager Strategic Assets

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

- 2.1 Advocate for, facilitate and support programs that protect and sustain our diverse environment for future generations.

Responsible Governance

Providing efficient and responsible governance in order to effectively serve the community.

- 5.12 Provide timely and effective advocacy and leadership on key community issues and priorities.

b. Delivery Program

- Facilitate and support programs that protect and sustain our environment

c. Other Plans

Sustainability Action Plan

IMPLICATIONS

a. Policy and Procedural Implications

Nil

Planning & Infrastructure Services

b. Financial Implications

If the Goulburn River Solar Farm is approved, the total value of contributions payable under the planning agreement would exceed \$11.6 million (in today's dollars over the project life).

c. Legislative Implications

Lightsource bp has offered to enter into a planning agreement with Council in accordance with Section 7.4 of the *Environmental Planning and Assessment Act 1979*.

d. Risk Implications

The offer to enter into a planning agreement is voluntary on the proponent's behalf, and if negotiations fail there is no legislated requirement for them to provide a contribution at all.

e. Sustainability Implications

The contributions payable under the planning agreement will provide funding for community and infrastructure projects that contribute to the social, economic and environmental sustainability of the Upper Hunter Shire.

f. Other Implications

Nil

CONCLUSION

The developer of the Goulburn River Solar Farm project, Lightsource bp, has made an offer to Council to enter into a planning agreement based on the payment of developer contributions towards a community enhancement fund and a road maintenance fund. The proposed contributions would provide a reasonable level of funding for the provision of public infrastructure and services that directly benefit the Upper Hunter Shire, particularly Merriwa and the surrounding area.

An alternative offer has also been made by the developer, however, it is considered that the community benefits of the alternative offer would not be as far-reaching as the benefits of the original and preferred offer.

ATTACHMENTS

There are no enclosures for this report

Planning & Infrastructure Services

G.04.4 ***PLANNING AGREEMENT OFFER - BOWMANS CREEK WIND FARM***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Planning & Infrastructure Services

PURPOSE

The purpose of this report is to consider an offer from Ark Energy to enter into a Planning Agreement in respect of the Bowmans Creek Wind Farm.

RECOMMENDATION

That Council accept the offer from Ark Energy to enter into a planning agreement in respect of the Bowmans Creek Wind Farm based on an annual contribution of \$686 per MW installed on land within the Upper Hunter Shire LGA (indexed to CPI).

BACKGROUND

Council, at its meeting held on 26 April 2021, considered a draft submission to the Department of Planning, Industry and Environment in respect of the Bowmans Creek Wind Farm project (SSD-10315). Council resolved the following:

That Council endorse the draft submission in respect of the Environmental Impact Statement for the Bowmans Creek Wind Farm (Attachment 2) and forward the submission to the Department of Planning, Industry and Environment.

REPORT/PROPOSAL

The Bowmans Creek Wind Farm is proposed approximately 10km east of Muswellbrook and 24km east of Aberdeen, predominately within the Singleton and Muswellbrook LGAs, with a small area (3 wind turbines) in the Upper Hunter LGA.

The proposal involves the construction and operation of up to 56 wind turbines together with ancillary infrastructure, access tracks and electrical infrastructure required to connect the project into the existing electricity network.

The project would have the generating capacity to produce up to 347 megawatts of electricity.

Once installed, the turbines would operate for an economic life of up to twenty-five (25) years. After this time the turbines may be refurbished to improve their performance or decommissioned and removed from the site.

The project is currently being assessed by the Department of Planning and Environment.

The proponent has made an offer to Council to enter into a planning agreement based on an annual contribution of \$686 per MW installed on land within the Upper Hunter Shire LGA (indexed to CPI). Based on a 5.6MW turbine, the contribution would equate to \$3842/ turbine or \$11,526 per annum (3 turbines). 100% of the contributions would be allocated to a community enhancement fund that would be used for community projects.

Contributions under the planning agreement would be contingent on the following:

Planning & Infrastructure Services

- Agreement and execution of a planning agreement between Ark Energy and Council.
- Favourable determination of the project by the NSW Independent Planning Commission or the Minister for Planning and Public Spaces (or delegate).
- Ark Energy taking up the development consent.

The offer is equivalent to approximately 1.0 % of the Capital Investment Value (CIV) of the project (\$569 million with a project life of 25 years).

An identical offer has been made to, and accepted by, Muswellbrook Shire Council and Singleton Council.

The proposed contributions would provide funding for the provision of public infrastructure and services that directly benefit the Upper Hunter Shire, particularly Rouchel and the surrounding area.

Council's acceptance of the offer would be in the best interests of the community to ensure that contributions are secured if the development application is approved.

Should the development application be approved, the proponent and Council will prepare a draft planning agreement in accordance with Section 7.4 of the *Environmental Planning and Assessment Act 1979* (Act). The draft agreement will be the subject of a further report to Council and will be placed on public exhibition in accordance with Section 7.5 of the Act.

OPTIONS

1. Accept the offer from Ark Energy to enter into a planning agreement in respect of the Bowmans Creek Wind Farm based on an annual contribution of \$686 per MW installed on land within the Upper Hunter Shire LGA (indexed to CPI).
2. decline the offer from Ark Energy.

CONSULTATION

- General Manager
- Singleton Council
- Muswellbrook Shire Council

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

- 2.1 Advocate for, facilitate and support programs that protect and sustain our diverse environment for future generations.

Responsible Governance

Providing efficient and responsible governance in order to effectively serve the community.

- 5.1 Effectively and efficiently management the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.

Planning & Infrastructure Services

b. Delivery Program

- Facilitate and support programs that protect and sustain our environment

c. Other Plans

Sustainability Action Plan

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

If the Bowmans Creek Wind Farm is approved, the total value of contributions payable under the planning agreement would exceed \$288,000 (in today's dollars over the project life).

c. Legislative Implications

Ark Energy has offered to enter into a planning agreement with Council in accordance with Section 7.4 of the *Environmental Planning and Assessment Act 1979*.

d. Risk Implications

The offer to enter into a planning agreement is voluntary on the proponent's behalf, and if negotiations fail there is no legislated requirement for them to provide a contribution at all.

e. Sustainability Implications

The contributions payable under the planning agreement will provide funding for community and infrastructure projects that contribute to the social, economic and environmental sustainability of the Upper Hunter Shire.

f. Other Implications

Nil

CONCLUSION

The developer of the Bowmans Creek Wind Farm project, Ark Energy, has made an offer to Council to enter into a planning agreement based on an annual contribution of \$686 per MW installed on land within the Upper Hunter Shire LGA (indexed to CPI).

The proposed contributions would provide funding for the provision of public infrastructure and services that directly benefit the Upper Hunter Shire, particularly Rouchel and the surrounding area.

ATTACHMENTS

There are no enclosures for this report

Planning & Infrastructure Services

G.04.5

RETURN & EARN - REVERSE VENDING MACHINE - SCONE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Planning & Infrastructure Services

PURPOSE

The purpose of this report is to seek Council's in-principle support for the establishment of a Return and Earn reverse vending machine (RVM) on Council owned land in Scone.

RECOMMENDATION

That Council:

1. support the establishment of a Return and Earn reverse vending machine at Lot 21 DP 1134921, Lawrence Lane, Scone (behind the Coles Complex) subject to favourable community consultation and all approvals being met.
2. receive a further report on the outcome of community consultation should any objections be received.

BACKGROUND

Council has not considered this matter previously.

REPORT/PROPOSAL

TOMRA Cleanaway has approached Council about installing a Return and Earn RVM on Council owned land following the permanent closure of the RVM at Scone Woolworths earlier this month. TOMRA Cleanaway has identified two potential sites as follows:

1. Lot 21 DP 1134921, Lawrence Lane, Scone (behind the Coles Complex) (Figures 1 and 2).

Planning & Infrastructure Services

Figure 1 – Locality Map



Figure 2 – Site Plan



2. Farrams Lane Car Park (Figures 3 and 4).

Planning & Infrastructure Services

Figure 3 – Locality Map



Figure 4 – Site Plan



Planning & Infrastructure Services

Given that there are already a number of electric vehicle charging stations proposed within the Farrams Lane car park, there are concerns about the further loss of parking spaces in this location. Staff suggested locations further north in Farrams Lane, however, TOMRA rejected these locations due to the existing site gradients. Furthermore, TOMRA has indicated that power is more readily available within Lawrence Lane. For these reasons, the preferred RVM location is Lawrence Lane.

Further site investigations, detailed design and community consultation is required prior to confirming the final location of the RVM. TOMRA may also consider locating the RVM on private land if an appropriate site is identified.

OPTIONS

1. support the establishment of a Return and Earn reverse vending machine at Lot 21 DP 1134921, Lawrence Lane, Scone (behind the Coles Complex) subject to favourable community consultation and all approvals being met.
2. support the establishment of a Return and Earn reverse vending machine in the Farrams Lane car park, Scone subject to favourable community consultation and all approvals being met.
3. not support the proposal.

CONSULTATION

- General Manager
- Director Planning & Infrastructure

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

- 2.1 Advocate for, facilitate and support programs that protect and sustain our diverse environment for future generations.
- 2.7 Provide efficient and effective waste and recycling services and support improved waste minimisation and recycling practices.

b. Delivery Program

- Services that promote community education in regard to waste reduction, reuse and recycling, including resource recovery.
- Involvement in regional initiatives for waste reduction and improved recycling and collection facilities.

c. Other Plans

Sustainability Action Plan

Planning & Infrastructure Services

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

The cost of establishing a RVM on the site will be borne by TOMRA. TOMRA will be required to enter into a lease and make rental payments to Council for the use of the land.

c. Legislative Implications

The proposed facility may be exempt development pursuant to Section 2.23 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

d. Risk Implications

Nil

e. Sustainability Implications

The proposed facility aligns with the principles of sustainability as it promotes recycling and the reduction of waste and litter.

f. Other Implications

Nil

CONCLUSION

TOMRA Cleanaway has approached Council about installing a Return and Earn RVM on Council owned land following the permanent closure of the RVM at Scone Woolworths earlier this month. TOMRA Cleanaway has identified two potential sites.

The preferred RVM location is Lot 21 DP 1134921, Lawrence Lane, Scone (behind the Coles Complex).

Community consultation will be conducted prior to deciding on the final location of the RVM to provide adjoining landowners an opportunity to raise any concerns.

The proposed facility will promote recycling and the reduction of waste and litter in Scone and the surrounding area.

ATTACHMENTS

There are no enclosures for this report

General Manager's Unit

G.04.6

REQUESTS FOR DONATIONS

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

PURPOSE

The purpose of this report is for Council to consider providing financial assistance to local community groups requesting donations.

RECOMMENDATION

That Council:

1. provide a donation to Tyla Brown for \$500.00 for financial assistance towards representing Australia in the U20 Mixed Emu's Youth Touch Football in Brisbane from 12 to 14 May 2023;
2. provide a donation to St Joseph's Primary School Merriwa P & F Association for \$200.00 for sponsorship of the St Joseph's Primary School Merriwa Junior Campdraft and Fete to be held on Saturday 1 July 2023;
3. provide a donation to Scone Tidy Towns Committee to assist with the costs of members attending the 'Keep Australia Beautiful Tidy Towns Awards' in King Island on Friday 19 May 2023: and
4. not provide a donation to NSW Rural Doctors Network for the 2023 Bush Bursary Program.

BACKGROUND

Council may, in accordance with Section 356 of the Local Government Act 1993, contribute money or grant financial assistance to various entities including charitable, community and sporting organisations and private individuals.

REPORT/PROPOSAL

Council have received requests for financial assistance from the following:

1. Tyla Brown to go towards costs to represent Australia in the U20 Mixed Emus Youth Touch Football team at the Asia Pacific Youth Touch Cup being held in Brisbane from 12 to 14 May 2023. Tyla is a very proud Scone girl who has been given the opportunity to represent her town at an international level. Tyla is also a coach of the junior rep touch team where she is sharing the knowledge and skills learnt through this experience.

The request from Tyla Brown fits within Council's policy under 6(e) *Resident representation at Regional, State and National Events for Upper Hunter* and is limited for an individual up to \$500.

It is recommended a donation of \$500.00 be approved for financial assistance for Tyla Brown to represent Australia at the Asia Pacific Youth Touch Cup.

General Manager's Unit

2. St Joseph's Primary School Merriwa P & F Association for sponsorship of the St Joseph's Primary School Merriwa Junior Campdraft and Fete to be held at the Merriwa Showground on Saturday 1 July 2023. The Junior Campdraft and Fete is the major fundraiser for St Joseph's Primary School Merriwa where proceeds are directed towards the school and contribute to the upgrade of school resources. Sponsorship packages pricing for the event are provided in attachment two (2) and a summary is listed below:
 - Bronze Sponsor - \$50.00+
 - Silver Sponsor - \$250.00+
 - Gold Sponsor - \$500.00+

The request from St Joseph's Primary School P & F fits within Council's policy under *6(d) Events which promote the Upper Hunter and the Upper Hunter Shire, to the value of \$200.00 per event per annum.*

It is recommended a donation of \$200.00 be approved for purchase of bronze sponsorship package to support the St Joseph's Primary School Merriwa Junior Campdraft and Fete.

3. Scone Tidy Towns Committee to assist with the costs of members to attend the national 'Keep Australia Beautiful Tidy Towns Awards' in King Island on Friday 19 May 2023.

At it's meeting on 28 November 2022 Council resolved to provide a donation of \$500 to Scone Tidy Towns Committee to assist with the costs of members attending the 2022 Keep Australia Beautiful Tidy Towns Awards held in March 2023. At these awards, Scone was successful winning the 'overall town' category for NSW and the Scone Tidy Towns Committee have requested a further donation to attend the National Awards to be held at King Island on Friday 19 May 2023.

The request received from Scone Tidy Towns Committee fits within the category of 6(e) National event within Council's policy, which is limited to \$500 per group, up to \$2,000.00 per year.

It is recommended a donation of \$500.00 be approved for members of the Scone Tidy Towns Committee to attend the national 'Keep Australia Beautiful Tidy Towns Awards'. Towns Committee to attend the national 'Keep Australia Beautiful Tidy Towns Awards'.

4. NSW Rural Doctors Network (RDN) for sponsorship of the 2023 Bush Bursaries and Country Women's Association (CWA) of NSW Scholarship Program. Sponsorship of the Bush Bursary Program would allow for the RDN to allocate two (2) students to undertake a two-week placement in the LGA at an initial cost of \$3,000.00 to Council. Additionally, to support this program, the role of Council would be to provide a contact person for the students, develop a 12 day placement itinerary for the students and source accommodation for the students for the duration of their placement. Taking into consideration that the request is for a two (2) week student placement it is not considered to be a long term solution to the shortage of medical staff in the LGA. This request also does not meet the criteria within Council's policy which are:
 - a. Residents (individual and teams) representing the Shire;
 - b. Events which promote the towns of Aberdeen, Merriwa, Murrurundi and/or Scone;
 - c. Events which promote the Upper Hunter and the Shire; and

General Manager's Unit

- d. The rental subsidy that may be provided to a community service organisation which occupies a Council building or property as a tenant.

It is recommended that Council not provide a donation to NSW Rural Doctors Network for the 2023 Bush Bursary Program as it does not meet the criteria within Council's policy.

It is noted that Tyla Brown, St Joseph's Primary School Merriwa P & F Association and NSW Rural Doctors Network have not received any donations from Council in the current financial year. The Scone Tidy Towns Committee have already received a donation of \$500.00 in this financial year.

OPTIONS

1. Provide donations
2. Provide alternative donation amounts
3. Not provide donations

CONSULTATION

- General Manager
- Acting Director Corporate & Community Services

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Connected Community

Developing and deepening connections of people to each other and their community.

- 1.6 Provide and support a range of community events, festivals and celebrations.

b. Delivery Program

- Community social and physical infrastructure to support community activities

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Council has set aside \$34,000 in the annual budget for the 2022/23 financial year for the granting donations and contributions. The total donations and contributions provided for this financial year has been \$19,371 leaving a remaining balance of \$14,629.

c. Legislative Implications

Nil

General Manager's Unit

d. Risk Implications

Nil

e. Other Implications

Nil

CONCLUSION

Council has received requests for financial assistance from Tyla Brown, St Joseph's Primary School Merriwa P & F Association, Scone Tidy Towns Committee and NSW Rural Doctors Network. The requests from Tyla Brown, St Joseph's Primary School Merriwa P & F Association and Scone Tidy Towns Committee all satisfy the selection criteria as outlined in Council's policy: Section 356 General Donations however the request from NSW Rural Doctors Network does not.

Council's policy states that Council will, in accordance with a resolution, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions, in accordance with section 356 of the Local Government Act.

ATTACHMENTS

- 1 [↓](#) Tyla Brown - Representing Australia in the U20 Mixed Emu's Youth Touch Football Team
- 2 [↓](#) 2023 St Joseph's Primary School Merriwa Junior Campdraft & Fete
- 3 [↓](#) Scone Tidy Towns Committee
- 4 [↓](#) 2023 Bush Bursary - Request for Sponsorship - NSW Rural Doctors
- 5 [↓](#) 2023 Bush Bursary - Scholarship Program Guidelines
- 6 [↓](#) 2023 Bush Bursary - Case Study - Lachlan Shire Council

Tyla Brown

SCONE, NSW 2337

27/03/2023

General Manager
Upper Hunter Shire Council
PO Box 208
SCONE NSW 2337

Dear Sir

My name is Tyla Brown. I am an 18 year old Scone resident who has just completed my HSC at St Joseph's High School Aberdeen in 2022.

I have recently been selected in the Australian U20 Mixed Emus Youth Touch Football team. I will be representing my town and my country at the Asia Pacific Youth Touch Cup in Brisbane on the 12-14 May 2023. This has been a dream of mine since starting to play representative touch.


To make this team, I have had numerous camps on the Gold Coast, with flights and levies paid for by my parents. We have 2 Australian team trainings coming up in April, all in Sydney for whole weekends. We haven't received notice of costs for accommodation, uniform, levies for this competition yet.

I am a very proud Scone girl who has been given this opportunity to represent my town at an international level. The knowledge and skills I will be learning through this experience, I will make sure our Upper Hunter Shire kids get to share. I am a current coach of a junior Rep touch team and understand how hard it is to get this specialised training in the country.

I am writing this letter to ask if the Upper Hunter Shire Council would be able help with some costs in the way of a donation to take the financial pressure off myself and parents.

I really love playing sport and I am thrilled to be representing our shire at this international event.

Thank you for your time.



Tyla Brown



St Joseph's Merriwa Junior Campdraft and Fete

4 Marquet Street, Merriwa NSW 2329

Saturday 1ST July 2023

Dear Upper Hunter Shire Council

St Joseph's Primary School Merriwa P & F Association is holding their annual **ST JOSEPH'S PRIMARY SCHOOL MERRIWA JUNIOR CAMPDRAFT & FETE** at the Merriwa Showground on Saturday 1ST July 2023.

This is the major fundraiser for St Joseph's Primary School Merriwa. Proceeds will be directed towards the school and contribute to the upgrade of school resources. We would like to invite you to become a sponsor for this event which will benefit the students at St Joseph's Primary School Merriwa, as well as the Merriwa community.

In previous years, this event has attracted over 300 young competitors as well as hundreds of supporters and family members from across the Hunter Valley, Northern Tablelands, Central Coast and Western regions of NSW.

We cannot organise this event without the help of sponsorship. The primary source of funding will be from sponsors, such as yourself. We are seeking sponsorship from businesses and organisations through our cost-effective sponsorship packages (attached). Your business will benefit from the exposure to our audience and to many spectators who are on the fence enjoying a great weekend of horsemanship and fete activities. **If you find, we do not cater for your requirements within the scope we have set out, we are very flexible and open to further discussion regarding your requirements.** Our school community will greatly value **any** sponsorship contribution or assistance for this event.

Our event is unique because it exclusively encourages junior riders (under 21 years) to participate in the exhilarating sport of campdrafting as well as a range of sporting events. For the non-riders we have a family fete during the draft so everyone can join in the celebrations with activities and games such as hobby horse races, face painting, and cake stalls, plus a fantastic canteen.

If you feel that you can contribute towards making the **ST JOSEPH'S PRIMARY SCHOOL MERRIWA JUNIOR CAMPDRAFT & FETE** a reality, please fill in the sponsorship form attached and email it back to Emma at stjoysmerriwapandf@gmail.com noting your requirements for an invoice or receipt.

Please feel free to contact me with any questions you may have.

Kind Regards

Emma Evans

Sponsorship Coordinator

Email: stjoysmerriwapandf@gmail.com Ph: [REDACTED]

1

Campdraft President
Stephen Ninness

Campdraft Secretary
Tanya Ninness

Treasurer
Suellen Turner

Principal
Anne Marie Peebles



St Joseph's Merriwa Junior Campdraft and Fete

4 Marquet Street, Merriwa NSW 2329

Saturday 1ST July 2023

Bronze Sponsor \$50.00+

- A mention of your business name and its valued support announced on the day.
- Business/name on event posters displayed in school newsletter/Facebook page and at event.

Silver Sponsor \$250.00+

- A brief overview of your business and its valued support announced throughout the day (provided by you)
- A certificate of appreciation to display at your business.
- Business/name on event posters displayed in school newsletter/Facebook page and at event.
- Business/name advertised on school Facebook page.

Gold Sponsor \$500.00+

- Sponsoring of specific events / activities on the day (please contact us to discuss your interest)
- Business promoted in promotional material.
- A brief overview of your business and its valued support announced throughout the day (provided by you)
- A certificate of appreciation to display at your business.
- Business/name on event posters displayed in school newsletter/Facebook page and at event.
- Business/name advertised on school Facebook page.
- Your company banner displayed on the showgrounds - please provide.

Naming Rights Sponsor \$650+

- **If this is a sponsorship you or your business is interested in, please let us know as soon as you can as there are a limited amount of campdraft runs. In order for the runs to be allocated fairly, these will be allocated to the business/s whose paperwork and payment we receive in date order.**
- Major Sponsorship/naming rights for the event / activity (please contact us to discuss your interest)
- Your business name/logo featured in all advertising.
- A detailed profile of your business and its valued support announced throughout the day.
- A certificate of appreciation to display at your business.
- Business/name on event posters displayed in school newsletter/Facebook page and at event
- Business/name advertised on school Facebook page.
- Your Company Banner displayed in the arena.
- Room for your Trade Stand at the event

Special Sponsorship or Horse/Rider Prizes

Do you have a product or service you would like to promote and donate as part of our prize pool or another amount in mind that you would like to donate? Just fill in this section of our sponsorship form. We would also greatly appreciate **HORSE/RIDER PRIZES** such as saddlery, horse feed, rider clothing, hats, equipment etc. to use as prizes for the campdraft, sporting events and encouragement award. We would also appreciate **FETE PRIZES** for our chocolate wheel/auction e.g. vouchers - dining/accommodation/events/services/local shopping; gourmet food/wine, home wares, subscription to magazines, electrical goods or other retail items.

2

Campdraft President
Stephen Ninness

Campdraft Secretary
Tanya Ninness

Treasurer
Suellen Turner

Principal
Anne Marie Peebles



St Joseph's Merriwa Junior Campdraft and Fete

4 Marquet Street, Merriwa NSW 2329

Saturday 1ST July 2023

SPONSORSHIP FORM

Like to be involved? FANTASTIC!
Please fill out this sponsorship form:

CATEGORY (Please Tick)

☐

BRONZE SPONSOR
\$50.00

☐

SILVER SPONSOR
\$250.00

☐

GOLD SPONSOR
\$500.00

☐

NAMING RIGHTS
\$650

☐

SPECIAL SPONSORSHIP

Enter the \$ amount, prize, or donation you would like to contribute - thank you so much!

Please email your completed form to -stjoeysmerriwapandf@gmail.com

EFT Account Name: St Joseph's Parents and Friends

Business Name; _____

Contact Name; _____

Name to appear on Sponsorship: _____

Address; _____

State; _____ Post Code; _____ Email; _____

Phone; (W) _____ (H) _____ (Mobile) _____

Signature; _____ Date; _____

☐

I require an Invoice prior to payment

☐

I require a receipt following payment

Any contribution you make will be greatly appreciated.

3

Campdraft President
Stephen Ninness

Campdraft Secretary
Tanya Ninness

Treasurer
Suellen Turner

Principal
Anne Marie Peebles

[REDACTED]

From: ian judd [REDACTED]
Sent: Tuesday, 14 March 2023 6:30 AM
To: Council Internet Mail; Amanda Catzikiris; Lynne Ring; Lynda Posa; Shane Roberts
Subject: External: National Awards Tidy Towns
Attachments: 2023 Draft Program for Scone Tidy Towns National Award Judging.docx

Attention: General Manager

It is with great pleasure that I inform Upper Hunter Shire Council that Scone has won the Overall town in the 2022 Tidy Towns awards. We would like to thank Council for their assistance to enable us to attend the awards weekend in Singleton. We now have the honour of attending the National Awards at King Island on Friday 19th May 2023. Members of Scone Tidy Towns would like to represent Scone and NSW at the awards ceremony and Amanda Catzikiris informed us that we could seek assistance to cover the cost of people attending.

We will have potentially 4 people attending the awards and any financial assistance would be appreciated. In addition if a representative from Council would like to join us, it would be a wonderful opportunity to Showcase the work our Council is doing. Also we have the National judge Gail Lanbery visiting Scone on Tuesday 4th April to assess our town. Any support to tidy up our town would be appreciated. I have attached a draft itinerary for your inspection. It would also be appreciated if members of Council were available at the times indicated in the program to promote our wonderful town. Many thanks and we appreciate any support Council may give us.

Warm regards
Lynda Posa - President Scone Tidy Towns
Ian Judd - Chairperson Scone Community Garden.

Phone: [REDACTED]

Caution: This email was sent from outside our organisation. Be cautious, particularly with links and attachments unless you recognise the sender and know the content is safe.

4 April 2023

Upper Hunter Shire Council
General Manager
Mr Greg McDonald
135 Liverpool Street
Scone NSW 2337



Dear Mr McDonald,

Re: 2023 Bush Bursaries and Country Women's Association (CWA) of NSW Scholarship Program

I am writing to invite Upper Hunter Shire Council to participate in the Bush Bursary Program in 2023.

What is the Bush Bursary Program?

The Bush Bursary Program provides selected medical, nursing, and midwifery students in NSW and ACT with funding to undertake a two-week placement in country NSW during their university holidays.

Lachlan Shire Council initiated this scholarship in 1996 and the CWA of NSW first funded a student in 1997. Nursing and midwifery students were first eligible for the program in 2019, and to date, this scholarship is the only opportunity of its type available to nursing students in NSW.

Over the past two and a half decades, the program has grown to be a well-respected initiative among those studying to pursue a career in rural health, with over 450 students having participated since the program began.

How do the bursaries work?

The bursaries are offered on an annual basis and are financially supported by the rural councils of NSW, the CWA, and NSW Rural Doctors Network (RDN). A Council investment of **\$3,000 plus GST** provides sponsorship for RDN to allocate two students to undertake a two-week placement in your LGA.

Why should your Council be involved?

Our ability to offer students a place in the program is limited by the number of councils involved and therefore the number of placements sponsored. In 2022, RDN received a total of 92 applications for the program, but the program had only 38 placements to offer. With more placements available, there is more opportunity for RDN to expose the next generation of medical professionals to rural practice and lifestyle.

To create a skilled and sustainable health workforce across country NSW, it is vital to work with the next generation of practitioners to encourage them to choose a career in rural health. Our research shows that positive immersion experiences in rural health settings are known contributors to students choosing such careers.

How to participate

Please complete the attached sponsorship form and **return by 30th June 2023**, via return email. Contact details are included on the form.

I am more than happy to discuss this opportunity with you further if you would like more information.

Thank you for considering this opportunity to showcase country NSW to a future rural health professional. Your support is greatly appreciated.

Yours sincerely,

Chris Russell
NSW Rural Doctors Network
Future Workforce Manager



Bush Bursary and Country Women's Association Scholarship

Program Guidelines

2023

NSW Rural Doctors Network
www.nswrdn.com.au

Supporting rural health in New South Wales

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Enquiries about this document or the program can be directed to

Stevie Adomski
 Program Lead - Future Workforce
 NSW Rural Doctors Network
 Suite 1, 53 Cleary Street
 Hamilton NSW 2303
 t 02 4924 8000
 e students@nswrdsn.com.au
 w nswrdsn.com.au

Bush Bursary and Country Women's Association Scholarship Program Guidelines 2023
 Published 2nd April 2023

1. Background

NSW Rural Doctors Network (RDN) [Bush Bursaries and Country Women's Association \(CWA\) Scholarships](#) provide selected medical, midwifery, and nursing students in NSW/ACT with \$1,500 each to assist with the costs associated with participating in the program, including travel to and from the placement, meals, and other discretionary spending during the placement.

Recipients are paired up by RDN and spend two weeks on a placement in country NSW during their university holidays. The placement aims to provide a rural immersion experience by combining the enjoyable aspects of country life and rural medicine.

The program is funded by individual rural councils across NSW and scholarships are funded by the Country Women's Association of NSW. They are administered by RDN. As such, available placement locations may differ each year due to the involvement of different councils.

Placements are typically undertaken between November and January, but can be at different times of the year if circumstances require. Itineraries and accommodation are coordinated by the rural councils hosting the placement.

Students not honouring their commitment to undertake a rural placement and subsequently provide the necessary documentation from their experiences are required to pay back all money granted to them.

Abbreviations Used Throughout This Document

Full Term	Shortened Term(s)
NSW Rural Doctors Network	RDN
Country Women's Association	CWA
Bush Bursaries and Country Women's Association Scholarships	Bush Bursary, the program, or the placement
Council Designated Contact	Contact

2. Application and Selection Process

Applications for the 2023 Bush Bursaries and Country Women's Association Scholarships will be open from Monday, 19th June, 2023 to Sunday, 2nd July, 2023.

To be eligible to apply for the program, students must meet the following requirements:

- Australian or New Zealand citizen or permanent resident of Australia
- Enrolled in a NSW or ACT university in
 - First or second year medical degree
 - Any year nursing degree
 - Any year midwifery degree
- Completed all university study requirements at the time of application
- Read and understood the information set out in these program guidelines
- Both rural and urban based students are eligible to apply for the program

The application process is done online through MyRDN, where students will answer questions and provide documentation, including but not limited to the following:

- Personal details and contact information
- Degree/study information and university rural health club status
- 500-word essay outlining the student's motivation to apply for the program and demonstrating how they would be a good ambassador for RDN while on placement
- Resume, maximum of 2 pages

Each year, the program receives a high volume of applications which outnumber the placement spots available. Because of this, the selection process is highly competitive and successful applicants must demonstrate an active interest in rural practice and lifestyle, an understanding of the realities of health care provision in rural medical practice, and a genuine motivation to undertake a full rural immersion experience as part of the program.

Once applications close, RDN staff will review all submissions and develop a shortlist of students to be offered the opportunity to attend a virtual interview via Zoom in early August. Students who are not offered an interview will also be notified of the outcome by email before the end of July.

Interviews are typically around 20 minutes in duration, during which time, RDN staff will be trying to understand students' motivation and interest in a rural lifestyle and rural medicine in order to ensure that the rural immersion experience offered by this program will be a good fit for them.

All applicants will be notified before the end of August regardless of the outcome of their application.

Students being granted a placement will be required to provide further documentation to facilitate their placement. Documents requested at that stage will include the following:

- Working with Children Check
- National Police Check
- Evidence of up-to-date COVID vaccinations
- Evidence of up-to-date flu vaccinations
- Evidence of professional indemnity insurance (applicable for medical students only)

Successful applicants will also be required to complete and provide certificates for e-learning modules around Cultural Responsiveness Training and Covid Safety/Infection Control before commencing their placement.

3. Placement Details

3.1 Overview

Successful students are paired up with a fellow Bush Bursary recipient and allocated by RDN to a specific location to undertake their placement. The total duration of a placement is two weeks, which is comprised of one day each for travel time to and then from the placement location with twelve days of activities in between.

During this time, students are to keep a daily diary of activities undertaken. A template for this will be provided by RDN. After the placement is complete, students are required to submit their diaries along with a placement report summarising their experience to RDN. These documents will then be included in the annual report RDN sends to councils participating in the program.

After the placement is finished, students will also be required to fill out a program evaluation form. This document will not be shared with councils.

3.2 Student Preferences

RDN will attempt to allocate students to placements based on their preferred rural location; however, not all students will be placed in their location of preference due to a number of factors including student and/or council availability over the university holidays and changes in council participation for a given year.

Students will engage with a diverse and varying range of social and health care settings within the broader rural setting. To the best of our ability, RDN and councils developing itineraries will take into account student preferences regarding social and clinical interests; however, as rural health services and providers are often limited and unique to the needs of their respective communities, we cannot guarantee that every preference will be catered for.

3.3 Payment Schedule

Bush Bursary payments are released in two instalments. The first, for an amount of \$1,000, will be made after relevant documents are received but before the placement commences. The second instalment will be for an amount of \$500 (or \$250 if there was a cost associated with accommodation) and will be released after the placement has finished and students have submitted their diaries and placement reports to RDN.

3.4 Travel

Because public transport services in many rural and remote settings are few and far between, students are expected to drive a personal vehicle to their placement locations. Having access to a personal vehicle during the placement will allow students to access a wide range of social, community, recreational, and clinical experiences during their stay.

Paired students may wish to drive together in a single vehicle if practical.

Costs incurred to travel to, from, and around the placement location are to be covered using Bush Bursary funds.

3.5 Accommodation

Accommodation will be organised as a component of the placement. Accommodation types may vary depending upon location, including staying with a host family, hospital staff accommodation, or other types of accommodation.

If accommodation is not appropriate or conditions are inadequate, students are to contact RDN as soon as possible for other arrangements to be made.

If there is a cost associated with the accommodation, \$250 will be deducted from the student's final bursary payment, with any remaining balance to be paid by RDN.

3.6 Dress Code

As a general guideline, the dress code for time spent in clinical settings is similar to other placements students may undertake throughout the course of their studies: smart casual professional attire and footwear with closed in toes. In some cases, students may be advised that unbranded scrubs are acceptable attire within certain health care facilities.

3.7 Designated Council/Community Contact

Participating councils assign a contact who will liaise with RDN to organise the placement(s) in their LGA. Additionally, the contact will be students' main touchpoint during their placement, particularly in the case of circumstances arising which need to be resolved urgently (i.e. students lock themselves out of accommodation).

3.8 Insurance

No medical student will be permitted to undertake their placement unless they have arranged medical indemnity insurance for the period of their placement. Students must provide a copy of the cover note of their medical indemnity policy specifically noting the dates of their placement. Failure to provide this document will result in the student being unable to attend their placement.

RDN will provide insurance cover for nursing and midwifery students.

All students should ensure they take a hard copy of their insurance paperwork with them on placement as local health facilities may request it prior to entering the facility.

3.9 Social and Community Engagement

The social and lifestyle aspects of living rurally are a hugely important factor in a health professional's decision of whether or not to pursue a career in rural health care. It is for this reason that a focus of the program is to showcase what rural life is really like outside of a clinical setting if a health care professional chooses to go rural. The program aims to realise that goal through both formal and informal social and community engagement.

Placement itineraries may include formal engagement with community such as interviews with local newspapers or radio stations or events with community groups like the local CWA or Rotary Club. Informal social and community engagement can take many forms, and students are expected to be proactive in seeking out and taking advantage of opportunities presented to them while on placement.

3.10 Clinical Experiences

The program aims to enable students to engage with a diverse range of clinical services across a variety of clinical settings and within a multidisciplinary team. Students must note that they are likely to be undertaking placements in areas other than their own area of study/interest in order to see and experience the full realm of services available within a rural health setting.

Placements within facilities are undertaken on an observership basis. Any potential hands-on clinical experiences are to be negotiated between the student and the provider based on insurance requirements, the comfort level of both parties, and the student's level of knowledge and competency.

3.11 Student Expectations

All students are expected to represent RDN in a proud, mature, and engaging manner.

To maintain professionalism in both personal and professional conduct while on placement, students are expected to be punctual, listen actively, communicate clearly and appropriately, maintain confidentiality, and always show respect for all individuals and community groups they encounter.

Specifically, RDN encourages students to:

- Engage with and ask questions of the health professionals encountered during placement regarding their knowledge and experience, the rural community, and their scope of practise working as a rural clinician
- Proactively seek out social, community, and clinical experiences and embrace those opportunities with grace and enthusiasm
- Be open and receptive to information, guidance, and constructive comments
- Engage in responsible decision making

Students are to keep a daily journal/diary of their activities and experiences during the placement. That document along with a report summarising the placement experience is to be submitted to RDN, at which time, students will receive their final Bush Bursary payment.

4. Role of Council

Rural councils are contacted by RDN to engage with and financially support the program. Councils willing to engage will assign their own council/community contact who will liaise with RDN throughout the process of organising the placement.

The designated contact is to work in collaboration with RDN as well as health services and social/community groups within their LGA to develop a 12 day schedule for the placement.

With the goal in mind of creating an enjoyable immersion experience of living and working in rural NSW, and specifically within the placement LGA, a contact collaborating with community members on the ground is often best placed to develop an itinerary showcasing their LGA. In the event that assistance is required for the development of an itinerary, RDN will oversee and support the work of the contact where required, providing support and advice in organising an immersive, diverse, engaging, and safe placement program.

In practice, the main responsibilities of councils participating in the program are as follows:

- Work with health care facilities and other key stakeholders to be involved in the placement to determine an appropriate time to undertake the placement, specifically ensuring that health care facilities will have the capacity to host the students during their stay
- Link with health care providers and services within the community to engage in the program and collaborate with them to arrange time(s) for students to undertake placements within the facilities
- Link with social and community groups (i.e. CWA, Rotary Club, etc.) to engage in the program and arrange time(s) for students to meet the respective groups and individuals, ensuring rich social and community engagement over the course of their stay
- Provide accommodation for students for the duration of their stay in the LGA
 - In the event that non-council and non-health service accommodation, and therefore payment, is required, up to \$250 will be deducted from the student's funding amount, with RDN to pay the balance
- Ensure all services, accommodation, and social/community groups are safe for student engagement
- Provide students with a placement itinerary at minimum two weeks before the start of their placement
- Be the main point of call to provide on the ground support within the community in the case of unforeseen circumstances (i.e. becoming locked out of accommodation)

5. Role of Health Care Professionals

Health care facilities are contacted by the council appointed contact or by RDN to organise a suitable time(s) for students on placement to shadow a health care professional(s) working at the facility.

Placements within facilities are undertaken on an observership basis. Any potential hands-on clinical experiences are to be negotiated between the student and the provider based on insurance requirements, the comfort level of both parties, and the student's level of knowledge and competency.

Health care professionals willing to participate are to share their knowledge, skills, and experiences with the students, acting in the capacity of a mentor and positive role model for the time the student spends in the facility. Where appropriate, professionals are encouraged to provide guidance and constructive feedback around both clinical and career topics.

6. Role of NSW Rural Doctor's Network

NSW Rural Doctors Network facilitates and oversees the program.

Ensuring that the program runs effectively requires RDN to liaise with various stakeholders throughout the course of the program each year. The main stakeholders RDN work with each year are councils and students, though communication and collaboration can and does happen with other parties as required.

Engagement with Councils

Each year, RDN will make contact with rural councils of NSW to invite them to engage with the program.

RDN will then liaise with participating councils to determine the level of support required by the council and their designated contact to develop an enriching and immersive placement program. Ideally, the designated contact will undertake the majority of placement development due to their expertise on their LGA, but RDN will provide support and assistance as needed and as capacity allows.

As the placement draws closer, RDN will be in touch with councils and their designated contacts to connect them with the students undertaking a placement within their LGA. RDN is to ensure all parties are aware of the specifics of the placement. This will include confirming that students receive their itineraries a minimum of two weeks before the placement commences.

Throughout the placement period, RDN will be available to assist with any concerns that arise.

Finally, after the placement is complete, RDN will collate students' diaries and placement reports to include in a report to the council, which will be sent via email. The timeline for councils and contacts to receive their report varies depending on when the placement takes place, but will typically be between January and March.

Engagement with Students

RDN holds the responsibility of promoting the program to students. This is achieved through various means, including presentations at universities throughout the state, electronic direct mail marketing, social media, and other methods.

Applications for the program will be facilitated by RDN. After the application period concludes, RDN will review all submitted applications and select applicants to proceed to the interview stage. RDN will then conduct virtual interviews and make the final decision on which students are granted a spot on the program. All students will be informed of the outcome of their application whether successful or not.

Once selections are finalised, RDN will engage with students to understand their preferences around placement location and clinical interests, and will endeavour to include those preferences in the development of the placement program where possible. RDN will pair students and allocate them to a participating council. Prior to placements commencing, RDN will provide e-learning modules to students and collate documentation needed to undertake placement. RDN will also be available to provide advice and guidance in the lead up to and then during the placement.

As the placement draws closer, RDN will link students and council contacts and ensure all parties are aware of placement specifics. This will include ensuring that students have received their itineraries a minimum of two weeks before the placement commences.

During the placement period, RDN will touch base with students regularly to maintain an open line of communication. RDN will be available to assist with any concerns that arise.

After the placement is complete, RDN will receive and process students' diaries, placement reports, and program evaluations.

Bush Bursary Case Study: Lachlan Shire Council, NSW

Abby Connor has a rural background and is a 1st year medical student at the Australian National University. Angeline Reed has a metropolitan background and is a 1st year nursing student at the Australian Catholic University. These two bright, eager young women spent two weeks in Lachlan Shire, NSW in December 2022.

In Their Words

"I am so grateful to have been given the opportunity to undertake this placement. Despite everything that the community has been through in recent times, everyone was so welcoming and accommodating, which really highlighted the strength of the community and the people of Condobolin." Abby said, reflecting on her time in Lachlan Shire. "This placement was not only super fun, but also reinforced my desire to practice rurally after graduating. I was able to see the reality of what healthcare is like in such a small town, and, despite the challenges, how much every single person that works in the space adores what they do. Their commitment to their community does not go unnoticed."

"I'd definitely recommend this opportunity to other students. It really helped showcase the realities of rural medicine; not only the strengths, but also the challenges that communities face in terms of healthcare and the importance of consistent and accessible healthcare to communities." Angeline noted. "It was also great to have the opportunity to participate in different activities with locals from the town and get the chance to really get to know them. This really helped me to see the sense of community in small towns, where everyone gets to know everyone else, and they all look out for each other. That's something you just can't quite get in the city."



Both young women had wonderful experiences in clinical settings as well, each encountering clinicians that had an impact on their placements and their perspectives.

"While shadowing Katie, the EN at Condobolin Hospital, I got to see her role as a community nurse, where I was able to go along to a home visit and see her do a dressing. It was great to be able to see how valuable community nursing is in rural health, to help people access healthcare services especially if they have difficulties getting to the hospital in the first place." Angeline explained.

"I was lucky enough to spend a day sitting in with Dr May El-Khoury at the Aboriginal Medical Service (AMS), which was one of the highlights of my time in Condobolin. Dr El-Khoury has become someone that I admire greatly, and watching her practice was very enlightening. We encountered some challenging and emotionally complex cases, and I feel very grateful to have been able to observe how she managed those." Abby remarked.



Abby also reflected on some highlights of the social and community aspects of her placement. "Starting the day doing some painting with the community at the Social and Emotional Wellbeing Centre was a lot of fun, and gave us a really great opportunity to just chat with the locals. After that, we were invited to the council chambers for lunch with some of the council members, including the mayor and the GM. It was really lovely to have this opportunity, and I was very thankful to have been able to meet and personally thank the council staff, as we would not have been able to do this placement without their help. Another night, the AMS staff invited us to the sports club for Christmas Bingo. We didn't win any prizes, but it was such a fun night and gave us the opportunity to support the local junior cricket club."

"Despite the challenges, including the recent flooding and the busy end of year period, I appreciate how welcoming everyone was in allowing me to take part in this program, from all the patients who were willing to let me observe to all the healthcare practitioners going out of their way to create learning opportunities for me. This experience has further validated my desire to practice rurally following my training and studies." Angeline said.

"I will definitely be coming back in the near future to see everything that we couldn't see due to closed roads and flooding. I will forever appreciate my time in Condobolin and I am so thankful to have been given the chance to be a part of the community, even if it was only for two weeks." Abby concluded.

Infrastructure Services

INFRASTRUCTURE REPORTS

I.04.1 **PROPOSED SALE OF ROAD - KILLOE ROAD, MERRIWA**

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Sam Wooden - Manager Works Delivery

PURPOSE

To consider the outcome of community consultation regarding the permanent closure and sale of Killoe Road, Merriwa.

RECOMMENDATION

That Council not permanently close and sell Killoe Road.

BACKGROUND

Council was approached by the property owner of Rockwell, Killoe Road, Merriwa requesting to purchase approximately 4kms of Killoe Road from Council. The sale of any portion of road reserve is dependent on an official road closure procedure taking place. All road closures are subject to the approval of the elected Council.

At the Council meeting in November 2022, Council resolved to undertake community consultation in accordance with the statutory notification requirements of Division 3 Part 4 of the *Roads Act 1993*, specifically s38A, 38B and 38C.

REPORT/PROPOSAL

Council undertook community consultation from 13 February 2023 for a period of 28 days. This consultation involved writing to directly affected property owners, advertising in the local newspaper and issuing a public notice on Council's website.

The notice advised the following

- Council proposes to close the road;
- Council intends to sell the lands to the adjoining landowner; and
- Any interested persons were invited to make submissions within the 28 day consultation period.

From this consultation, Council received 11 submissions with all 11 objecting to the proposal. The submissions have raised concerns in relation to inadequate notification of the proposed road closure, loss of access to Bow River crossing, loss of an alternative transport route and access for local RFS brigades and negative impacts on property values. A summary of the submissions is provided in attachment 1.

In response to these submissions, it is recommended not to proceed with the permanent closure and sale of the road.

Infrastructure Services

OPTIONS

1. Deny the request for permanent closure and sale of Killoe Road.
2. Approve the request for permanent closure and sale of Killoe Road.

CONSULTATION

Consultation was undertaken as identified in the report/proposal.

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Quality Infrastructure

Maintaining and developing our infrastructure network to meet the ongoing needs of our population.

4.4 Upgrade and maintain the road network and bridges.

b. Delivery Program

- Increase effectiveness of preventative maintenance work as part of maintenance management works practices

c. Other Plans

NIL

IMPLICATIONS

a. Policy and Procedural Implications

NIL

b. Financial Implications

NIL

c. Legislative Implications

All statutory processes of the proposed road closure must be undertaken in accordance with Division 3 Part 4 of the *Roads Act 1993*.

d. Risk Implications

NIL

e. Sustainability Implications

NIL

Infrastructure Services

f. Other Implications

NIL

CONCLUSION

Community consultation in relation to the permanent closure and sale of Killoe Road has resulted in 11 submissions being received, all of which are objecting to the proposed road closure. Concerns have been raised in relation to inadequate notification of the proposed road closure, loss of access to Bow River crossing, loss of an alternative transport route and access for local RFS brigades and negative impacts on property values.

In view of the submissions received, it is considered that the permanent closure and sale of Killoe Road would have a detrimental impact on the local community, including response times for the local RFS brigade. Accordingly, the closure and sale of Killoe Road should not proceed.

ATTACHMENTS

- 1 [!\[\]\(2cbb40928a34ecf5ce700a63c52aa374_img.jpg\)](#) Summary of Submission and Council Response to the Proposal for the Permanent Sale and Closure of Killoe Road, Merriwa

Proposal for the Permanent Sale and Closure of Killoe Road, Merriwa

Summary of Submissions and Council Response

Issue	Comment Details	Council Response
Statutory Notification Requirements	At a community meeting organised by concerned landholders and community members to discuss the proposed closure of Killoe Road, it was identified only five residents had received a notification letter.	Letters were sent to all adjoining land owners owning land which directly fronts Killoe Road. Therefore, letters were sent to the six owners with land fronting the road as required.
	None of the community members present had seen it advertised in the newspaper noting this is not delivered to mailboxes within the district.	The advertisement of the proposal was published in the Hunter Valley News on 22 March 2023. Council also published a public notice on our website and wrote directly to landholders owning land fronting Killoe Road.
Current road maintenance levels	Consensus was that Killoe Road should not be closed subject to a suitable solution for its upgrade and ongoing maintenance. Community represented are prepared to make an in-kind contribution to the reparations, also not necessarily limited to the following key issues of road drainage, formation, surface material and access. Requested that key representatives meet with Manger Works Delivery to discuss these issues to develop a plan moving forward.	Killoe Road was last graded in December 2022. Killoe Road is classified as a Rural 4, Dry weather only access road whereby maintenance is only undertaken on an “as programmed” basis as per Council’s Asset Management Plan – Roads. A meeting has been scheduled between Manager Works Delivery and the Settlement Community to discuss further issues surrounding maintenance.
Access to Bow River Crossing	The Bow River crossing is used as a permanent water source for both fire trucks and bulk water tankers. That would then be lost with the closing of this road.	Noted. However, the RFS can access private land in an emergency.
Access Route	Members of the community also stated that Killoe Road is an alternative route to the crossing on Ringwood Road should it become impassable as well as it being used frequently by landholders to carry out their farming operations. While these implements can be moved on other roads such as Ringwood, its deterioration can	Noted.

	make it a safety concern as it becomes busier. Furthermore, the increased traffic generated by workers travelling to mines in the Bylong Valley and Ulan districts and the proposed solar farm on Wollara Rd will make it difficult for cars to safely pass each other let alone large farming implements.	
Bushfire Management	Multiple members of the RFS have written to oppose the proposal. The submissions assert that Killoe Road provides direct access between the Killoe and Settlement Bridge stations and that closing the road would slow the response to a fire front and other emergencies dramatically. Therefore, the road is essential to enable the protection of property, homes and livestock. The Meads West Fire 2019 has been used as an example when Killoe Road had constant traffic during these fires.	Noted.
Sales Opportunities	Property owners claim that the sale of Killoe Road will have a negative effect on property values, limiting sales opportunities in the future.	Noted. However, there is no evidence to support these claims.

Infrastructure Services

I.04.2

DRAFT BILL ROSE SPORTS COMPLEX MASTER PLAN

RESPONSIBLE OFFICER: Mathew Pringle - Director Planning & Infrastructure Services

AUTHOR: Sam Wooden - Manager Works Delivery

PURPOSE

Council is required to adopt a draft of the Bill Rose Sports Complex Master Plan which will then be placed on public exhibition for a minimum of 28 days. Council will consider the submissions prior to adopting the final version.

RECOMMENDATION

That Council:

1. endorse the draft Bill Rose Sports Complex Master Plan and place it on exhibition for a period no less than 28 days.
2. undertake community engagement prior to finalising the draft Bill Rose Sports Complex Master Plan.

BACKGROUND

In April of 2022, it was announced that Council was successful in receiving a \$50,000 grant from the NSW Government's Resources for Regions round 8 fund to put towards the development of a master plan for the Bill Rose Sports Complex precinct. In August of 2022, Council engaged consultant Bosque Landscape Architecture to undertake a master plan project. Over the past 6 months, Bosque has been working with various user groups, stakeholders and community members to develop the master plan which addresses the needs and reflects the values of the community and the facility.

REPORT/PROPOSAL

The draft Bill Rose Sports Complex Master Plan, attached identifies and proposes the following main objectives:

- Establish a strategic vision for Bill Rose Sports Complex.
- Upgrade facilities to improve usability and attraction of regional events and state carnivals.
- Meet user needs and aspirations (sports clubs, residents, workers and visitors).
- Respect, respond and enhance parkland character, mature trees and views.
- Create a welcoming, engaging and inclusive active sports and recreation facilities for everyone.
- Provide a flexible plan which caters for increased growth and adapts to changes in demographics, sports and recreational needs into the future.
- Establish a framework that helps prioritise and improve facilities incrementally overtime to achieve a unified whole.
- Consider and minimise life style cost, operation and maintenance needs.
- Enable the Council and sporting clubs to seek and secure funding grants.

The draft Bill Rose Sports Complex Master Plan is attached for review.

Infrastructure Services

OPTIONS

Either endorse as is or amend the draft Bill Rose Sports Complex Master Plan for the purpose of placing on public exhibition for a minimum of 28 days.

CONSULTATION

The following consultation was undertaken in the development of the Bill Rose Sports Complex Master Plan:

- Internal consultation with operation staff to identify operational needs for the facility in terms of maintenance and upkeep.
- Bill Rose Sports Complex User Group Committee consultation for input into the master plan from an organized sporting perspective in terms of usability and individual sporting body requirements for regional and state level events.
- Wider community consultation for the provision of feedback on a general user perspective of the open space and recreation facilities.
- Wonnarua Land Council to ensure recognition of indigenous perspectives.
- Transport for NSW in regards to potential land acquisition under the bypass to be used for recreational purposes.

A meeting of the Bill Rose Sports Complex User Group Committee was held on 13 April 2023. At the meeting, Bosque Landscape Architecture presented the final Draft Master Plan for the Bill Rose Sports Complex and the Committee endorsed the Draft Master Plan.

Following its adoption by Council, the Draft Master Plan will be placed on public exhibition for a minimum period of 28 days whereby the community will be consulted. Council and Bosque will arrange various community engagement opportunities during the consultation period.

STRATEGIC LINKS

a. Community Strategic Plan 2032

This report links to the Community Strategic Plan 2032 as follows:

Quality Infrastructure

Maintaining and developing our infrastructure network to meet the ongoing needs of our population.

- 4.1 Provide for replacement, improvement and additional Community and open space infrastructure through investment, best practice and risk management.
- 4.2 Provide inviting public spaces that are clean, green, properly maintained, well designed, encourage active participation, family friendly and accessible to all.

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

- 2.1 Advocate for, facilitate and support programs that protect and sustain our diverse environment for future generations.
- 2.6 Plan, facilitate and provide for a changing population for current and future generations.

b. Delivery Program

- A program to upgrade or replace parks and playground equipment to meet safety standards
- Maintained sporting grounds and venues
- Resources to seek grants for the development of sporting and recreational facilities through Government and private sources

Infrastructure Services

c. Other Plans

NIL

IMPLICATIONS

a. Policy and Procedural Implications

NIL

b. Financial Implications

Work will be undertaken as funds become available.

c. Legislative Implications

N/A

d. Risk Implications

N/A

e. Sustainability Implications

NIL

f. Other Implications

N/A

CONCLUSION

Council is required to endorse the draft Bill Rose Sports Complex Master Plan prior to being placed on public exhibition for a minimum of 28 days.

Council will then consider all submissions and possible amendments to the master plan prior to adopting the final document.

ATTACHMENTS

- 1  Bill Rose Sports Complex Draft Master Plan - For Exhibition - March 2023



Upper Hunter Shire Council

Bill Rose Sports Complex Draft Masterplan

14 March 2023



Prepared by
Bosqué Landscape Architecture Pty Ltd
ABN 49 648 547 648

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T 612 4906 8071
E bosque@bosquela.com.au
W www.bosquela.com.au
17 Ferndale Street
Tighes Hill NSW 2297

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Overview

Bill Rose Sports Complex - Draft Masterplan

The Upper Hunter Shire Council has prepared a draft Masterplan for the Bill Rose Sports Complex, Scone and we invite your feedback on the proposal.

Bill Rose Sports Complex is located about 1 km from town centre and is the largest active sports facility in the region. The existing open space includes a playground, exercise equipment, play bike track, barbeques, picnic shelters and sport facilities. A Parkrun circuit also loops the park and is well used by people walking and for dog exercise.

The purpose is to establish a clear vision to guide the future planning, provide new facilities and address operational needs at Bill Rose Sports Complex. The masterplan will also help secure grants and prioritise funding. The aim is to provide new recreation and sports facilities as well as attract regional carnivals and State level competitions to increase visits to the area and support local businesses.

A masterplan establishes the overall layout, identifies the key facilities and quality aspirations. Some changes to the existing facilities are proposed to help increase space and improve use, accessibility, operation, and amenity for everyone. It is anticipated upgrades, improvements work, and new facilities will happen over a long period (10 + years) in stages with funding.

Community Input

Late last year we asked the community for feedback about the existing park; what you like about this space, what works well and what doesn't. Sports clubs and key user groups have also provided input about needs and aspirations.

The feedback gave a clear message the park is well loved and is an important recreation, sports, and social space for the community. People enjoy the large trees, parkland character and broad range of sport facilities, however poor drainage reduces usability.

People would like to see the upgrades and new sports facilities, an all-weather loop trail, the establishment of an enclosed dog off-leash area, playground improvements and new youth-orientated recreation facilities. Based on sport user group input and the communities' ideas a draft masterplan has been developed for Bill Rose Sports Complex.

We're now seeking your feedback on the draft masterplan which will help refine the plans. It is anticipated the final Masterplan will be adopted by Council in mid-2023.

‘Bill Rose is a lovely space and Scone is very fortunate to have it’

‘Beautiful parklike grounds, nice shade offerings under trees’

‘Lovely to have so many facilities for the community combined in one space.’

‘Plenty of space for everyone to enjoy. The whole community gathers of an afternoon. It's a place to meet and greet without being very close to one another’

‘It is a wonderful facility which is not readily available anywhere else that I know of’

‘The open space is wonderful; the choices of spaces are great. Play and exercise equipment well maintained.’

Context

Upper Hunter Shire Council

The Upper Hunter Shire Council (UHSC) is a local government area in the Upper Hunter Valley Region of New South Wales (NSW) located about 3 hours drive from Sydney and 2 hours drive from Newcastle. The region covers an area of about 8,000 square kilometres and has a population in the order of 14,100 people (ABS 2016). The Covid pandemic (2020-) has seen an increase with people moving to regional areas.

Scone is centrally located on the New England Highway with good access to the east coast and also western NSW via the Golden Highway. The major regional centres of Armidale, Bathurst, Dubbo, Narrabri, Tamworth, and Taree are about 3 hours drive or less from Scone. There is a daily train service (NSW Trainlink) to/ from Sydney, Broadmeadow (Newcastle), Moree and Tamworth and two services on weekends.

NSW Government Office of Sport has identified 10 Regional Sports Hubs across the state. Given Scones central regional position it is an ideal meeting location for sporting carnivals and competitions with 6 Sports Regions within 3 hours drive, and 2/3 of the state and portions of all Regions within a days (8 hours) drive.

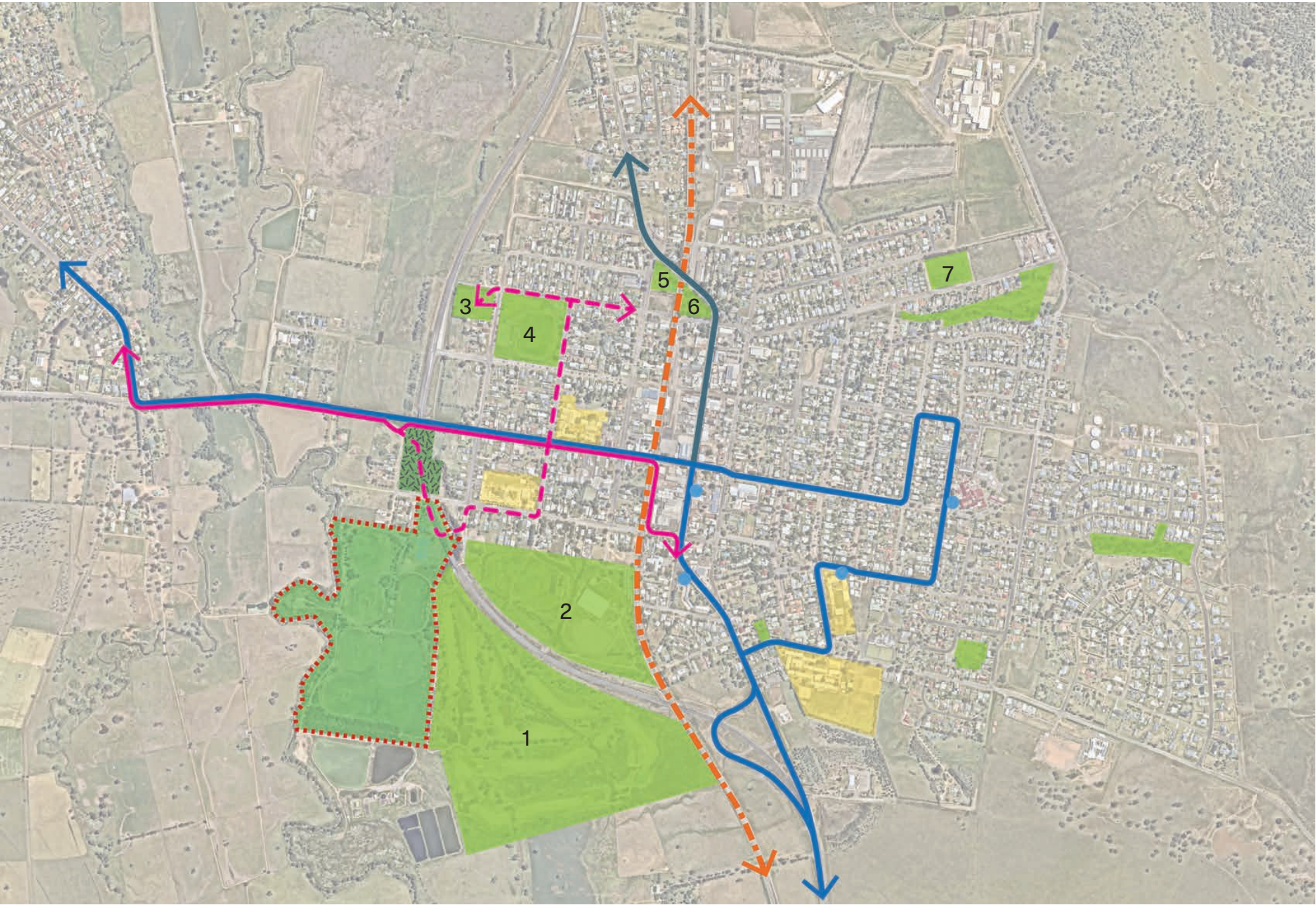
Bill Rose Sports Complex's size, broad range of sporting code facilities and proximity to town also make the site a good candidate- however upgrades and new facilities are needed to bring the complex up to a standard which is suitable to attract and host state level carnivals.

Active recreation and sports clubs are important in regional areas, providing opportunities to enhance and maintain community health, healthy competition and camaraderie, social connectivity, and a sense of pride.

Figure 3 - Government Regions



Location



Key

- Bill Rose Sports Complex
- Open Space & Parks
- Proposed Open space
- Schools
- 414 Bus Route
- Bus Stops
- Bike Route
- Proposed Bike Route
- Railway Line

- 1 Scone Golf Club
- 2 White Park
- 3 Scone Rugby Club
- 4 Scone Park
- 5 Scone Distrcit War Memorial Pool
- 6 Elizabeth Park
- 7 Murray Bain Oval

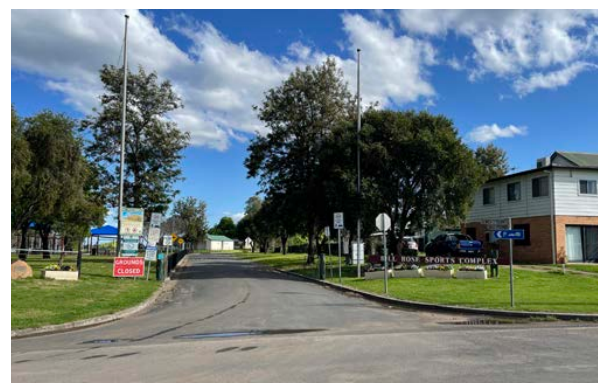
Existing Complex

Bill Rose Sports Complex is located at 27-35 Kingdon Street, Scone, about 1 km from the town centre. The open space is located on low-lying land surrounded by Parsons Gully, Kingdon Pond and Dart Brooks. The site is subject to flooding.

The existing open space has a mix of recreation and active sports facilities including netball courts, cricket practice nets and grass athletics, football (soccer), touch football, junior rugby union and hockey fields and cricket ovals. The complex is well used by local schools for sport and carnivals.

There are currently 7 fields and 6 netball courts with three basic brick canteen and storage buildings, two change rooms and public amenities. Bill Rose Sports Complex is beautiful with sports fields located amongst a mix of mature native and deciduous trees in a parkland setting. The sports complex has been grown in stages over time with the older fields (Logan and Saunders) shaped to help improve drainage. Peter Rose field (athletics) and the other fields (Shepherd, McNabb, Boyd and Fleming) are basically flat and sometimes un-useable after rain.

An existing Recreation Vehicle (RV) area for self-sufficient camping is in the small peninsula space surrounded by Kingdon Ponds. The maximum stay is two nights. In the long-term it is proposed the RV camp be relocated off site.



Existing Entrance & Signage



Public Amenities



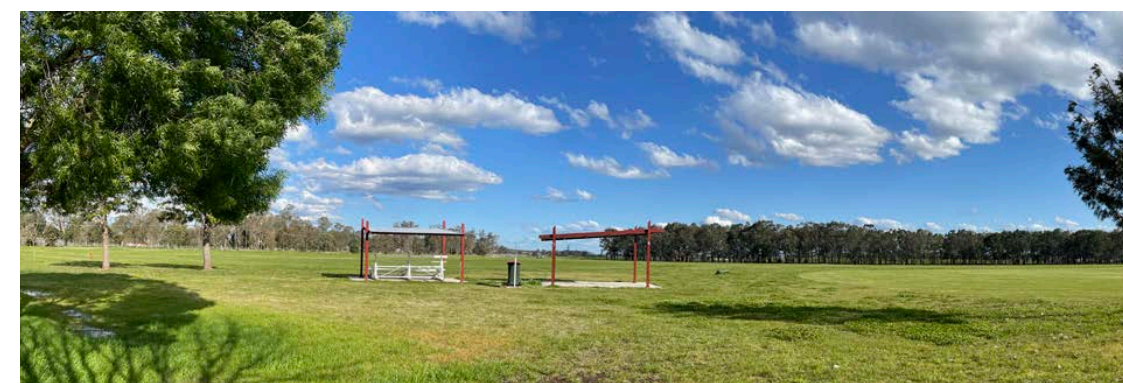
Picnic Facilities & Exercise Equipment



Loop Road & Existing Mature Trees



Saunders Oval and Dr Bruce Robert-Thompson Pavilion



McNabb & Boyd Oval Spectator Shelters

Existing Complex



Key

- 1 Logan Field
- 2 Netball Courts
- 3 Saunders Field
- 4 Peter Rose Athletic Field
- 5 Shepherd Field
- 6 McNabb Field
- 7 Boyd Oval
- 8 Fleming Field

- A Entry
- B Playground
- C Bike Track
- D Picnic Shelters
- E Car Park
- F Council Depot
- G Canteen
- H Shelter
- I Storage/Canteen
- J Public Amenities/Change room
- K RV Camping
- L Cricket Nets
- M Walking/ Park Run circuit
- N Storage
- O Public Amenities
- P Exercise Equipment
- ▼ Pedestrian Access
- Existing Light Poles

Purpose

Masterplan Objectives

- Establish a strategic vision for Bill Rose Sports Complex.
- Upgrade facilities to improve usability and attract regional events and state carnivals.
- Meet user needs and aspirations (sports clubs, residents, workers, and visitors).
- Respect, respond & enhance the parkland character, mature trees and views.
- Create a welcoming, engaging and inclusive active sports and recreation facilities for everyone.
- Provide a flexible plan which caters for increased growth and adapts to changes in demographics, sports, and recreational needs into the future.
- Establish a framework that helps priorities and improve facilities incrementally overtime to achieve a unified whole.
- Consider and minimise life cycle cost, operational and maintenance needs.
- Enable the Council and Sports Clubs to seek and secure funding grants

The Draft Masterplan

Bill Rose Sports Complex is beautiful and unique with sports fields in a parkland setting amongst a mix of mature native and deciduous trees with expansive views to Mount Scone and the Mount Moobi ranges. The draft masterplan proposes to expand and increase the amount of open space; provide high quality sports fields, courts, new club facilities and additional recreation facilities.

The plan focuses public recreation facilities in the northern precinct; along the Scone Bypass bridge from the netball courts and between Kingdon, Wingen and Liverpool Streets to provide more public park facilities and improved shared path connections to Scone and Satur.

The southern sports precinct focuses on providing a high-quality regional sports complex with 8 high-quality fields, 8 netball courts and supporting infrastructure. Adjustments to the layout will enhance usability and caters for everyday public recreation and sports, and event modes.

Reshaping and regrading the sports fields will improve the playing surface and create defined ovals, with grass detention basins and swales inbetween to improve drainage. Careful grove tree plantings make rooms, provide shelter, and frame views across the complex.

The central sport precinct is a safe car-free zone with a low-speed two-way loop road and car parking around the perimeter. A separate shared loop trail traverses the site for pedestrians, dog walking, jogging, bike riders and Park Run and additional pedestrian paths will improve access.

The plan also embeds repair and replanting of the creek corridors and sustainability improvements to enhance the environmental performance of the park.

The key elements of the draft masterplan include:

- Increased open space - Kingdon to Liverpool Streets.
- New shared path connections, loop trail and circulation paths.
- Creation of an enclosed dog off-leash area.
- New youth recreation spaces with skate park and multipurpose courts.
- Entry improvements and wayfinding signage.
- Tartan Athletic Track and Grass Field.
- Play space upgrade, a new playground and landscape improvements.
- Additional and improved netball courts and spectator seating
- Recreational cricket nets and exercise equipment.
- Picnic facilities, shelters, tables, and bench seating.
- Three Park and sports pavilions with change rooms, canteen, shelter, storage, and public amenities.
- A main multi-purpose community and clubroom pavilion with meeting rooms, kitchen and canteen, sports facilities and change rooms, amenities, canopy shelter and club storage.
- Sports field improvements including re-grading, soil and drainage, irrigation, fences, signage scoreboards, and sight screens.
- Spectator seating terraces and field side shelters.
- Formalised and carpark improvements.
- Park and fields lighting to improve use and night-time safety.
- Two-way loop road with traffic calming.
- Riparian corridor and tree plantings

Draft Masterplan



Draft Masterplan

Key

1. New Bill Rose Sports Complex bus stop on Liverpool Street* subject to TfNSW

2. Shared Path Link to Satur and Scone Town Centre

3. Fenced dog off-leash park with shelters

4. Improvements to Bypass Bridge (public artwork, lighting, and paint) * subject to TfNSW approval

5. Youth recreation zone - potential for multipurpose courts, table tennis, pump track, skate park and parkour facilities *subject to land transfer agreement

6. Bill Rose Sports Complex Entry Signage.

7. On-street coach and car parking.

8. Traffic Calming and Pedestrian Crossing.

9. Main Carpark – 104 spaces

10. Disability Parking Space

11. Turn-a-around Area

12. Weed Management and Riparian Planting Improvements.

13. Pedestrian Bridge link path.

14. Entrance Improvements including entry & wayfinding signage and plantings.

15. Open turf grass for passive recreations, picnics, and play.

16. Upgraded District Scale Play Space to increase play opportunities and diversity.

17. Picnic Facilities including tables, bench seats, barbeques, and picnic shelters.

18. Public Amenities – Male, Female, Uni-sex Accessible, with external hand basins & Baby Change Facilities.

19. Sports Spine Walk

20. Exercise Equipment.

21. Spectator Shelters and Seating.

22. Shared Loop Trail – 3.2m wide Stabilised Gravel path

23. New Netball Pavilion with canteen, club barbeque, shelter, change rooms & office

24. Central Carpark with night-time lighting – 20 Spaces.

25. Swale and Basin with Native Sedges & Forbes & Grove Trees Plantings

26. Loop Road with Angled Car Parking

27. All-weather Tartan Athletics Track
28. Field & Wayfinding Signage

29. Drop off and Accessible Parking

30. Dr Bruce Robert-Thompson Pavilion

31. Boardwalk links

32. Secondary Paths

33. Terraced Spectator Seating

34. Recreational Cricket Nets

35. Realigned Loop Road to increase park space and improve safety.

36. Regraded drainage swales

37. Depot Improvements

38. Cricket Curators and Maintenance Store.

39. Raise Levee to eliminate flooding depot.

40. Levee walk.

41. Existing RV Camping and Event Parking Area.

42. Cricket Club Practice Nets

43. Sight screen

44. Scoreboards

45. Causeway

46. Boyd Pavilion

47. River Red Gum Wood

48. Basin Groves

49. Deciduous Trees Planting

50. Habitat Boxed

51. Bird Hide

52. Council Pound and Sewer Treatment Works

53. Rock-lined spillway

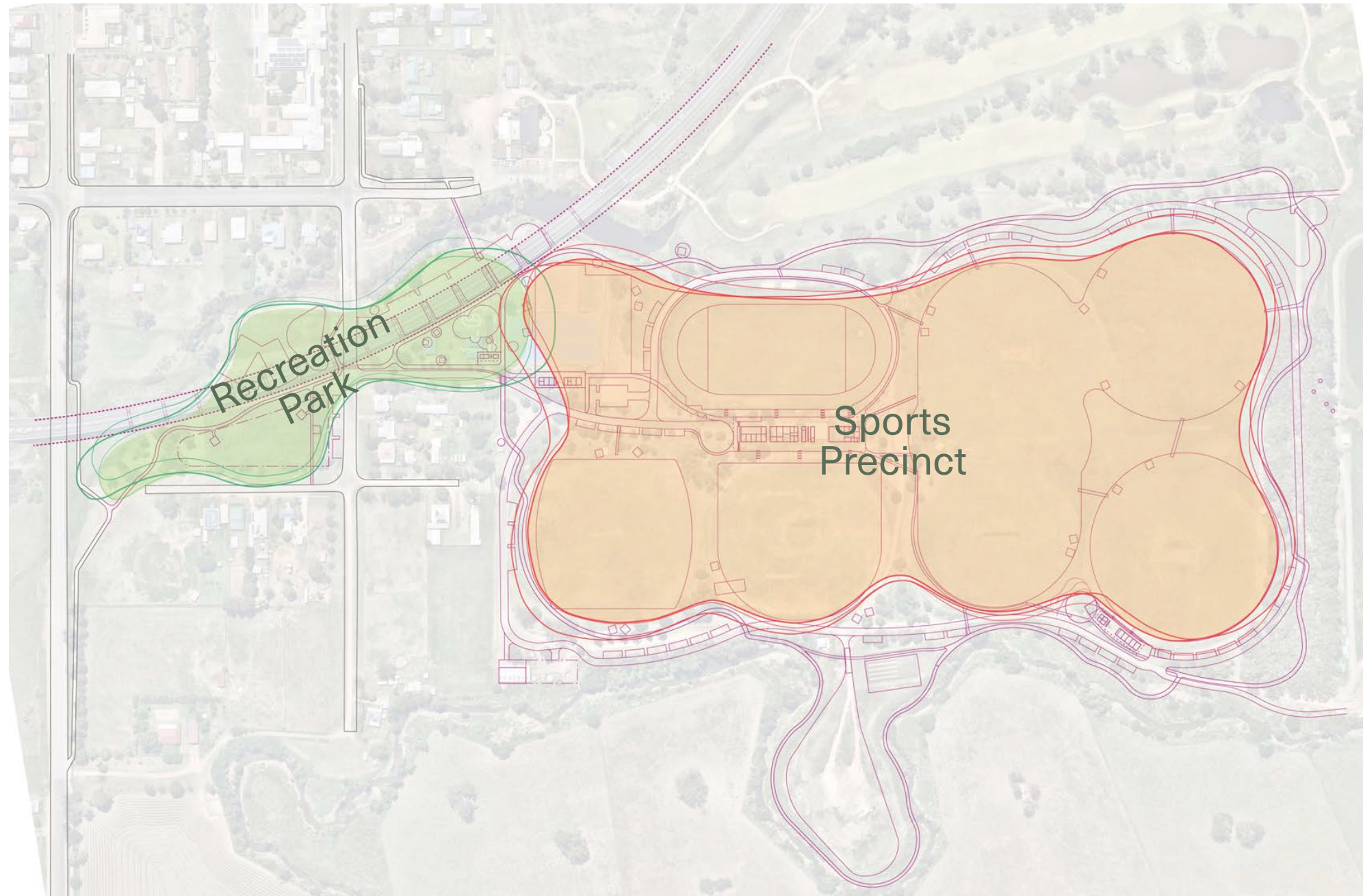
54. Coaching Parking

55. Small playground with equipment structure, swing & slide

56. New culverts on Kingdon St at Parsons Gully

Site Diagrams

Recreation & Sports Precinct



Drainage, Swales & Basins

Scone is located on the alluvial plains bound on either side by Mount Scone to the east and Mount Moobi ranges. The area is surrounded by undulating hills and gullies which flow into the wide flood plain with three creeks, Parson Gully, Kingdon Pond and Dart Brooks.

The open space is basically flat with slight fall from north to south, as a result drainage is currently poor. During peak flood events Kingdon Ponds (creek) spills over and flows south-east towards Parson Gully. New building and key facilities will need to be located on mounds to reduce the likelihood, severity, and impacts of flooding.

During flood events access to the sports precinct is often closed at Kingdon Street with water over the road at the Parsons Gully causeway. The installation of bridge culverts could improve access to the facility. Minimising barriers and fencing, the position and orientation of new facilities needs to carefully consider maintaining and managing overland flow during peak flood events.

The older fields (Saunders and Logan) have 1:100 cross fall and the surrounds carefully shaped to improve drainage. Peter Rose (athletic) field and the other fields (Shepherd, McNabb, Boyd and Fleming) at the southern end are flat have poor drainage and currently un-useable for longer periods.

Re-grading each sports field across the site is needed to establish crossfall, improve drainage and the playing surface. This can be done in stages overtime.

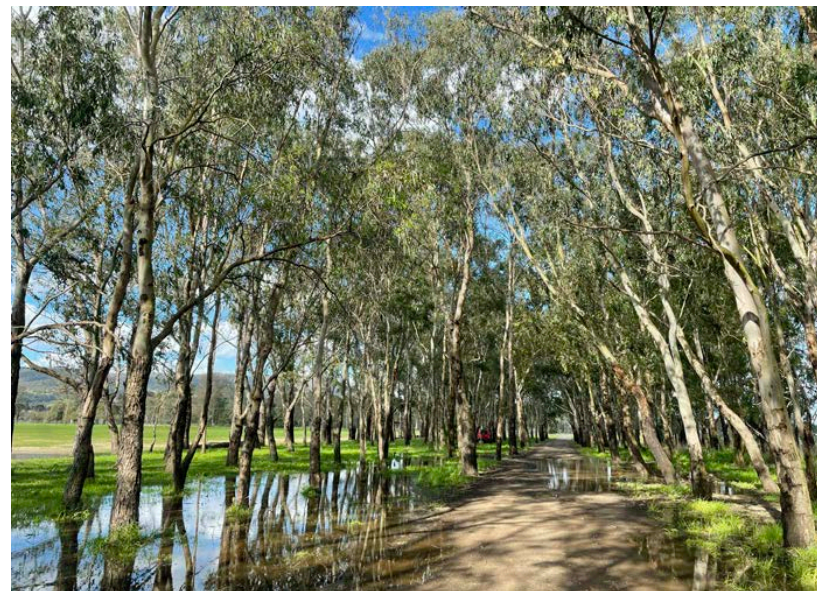
A series of shallow detention basins and swales help the field crossfall and move water away while accommodating the natural flow path across the flat site in flood events. The use of mounds and shaped topography will define and create usable spaces for facilities, recreation opportunities, spectator seating and viewing areas with boardwalks over swales.



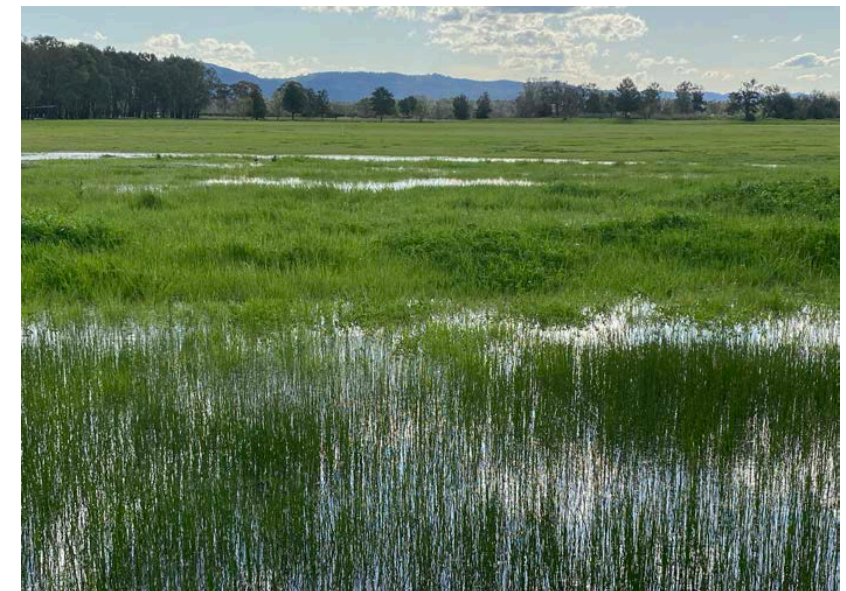
Saunders Field



Peter Rose Field

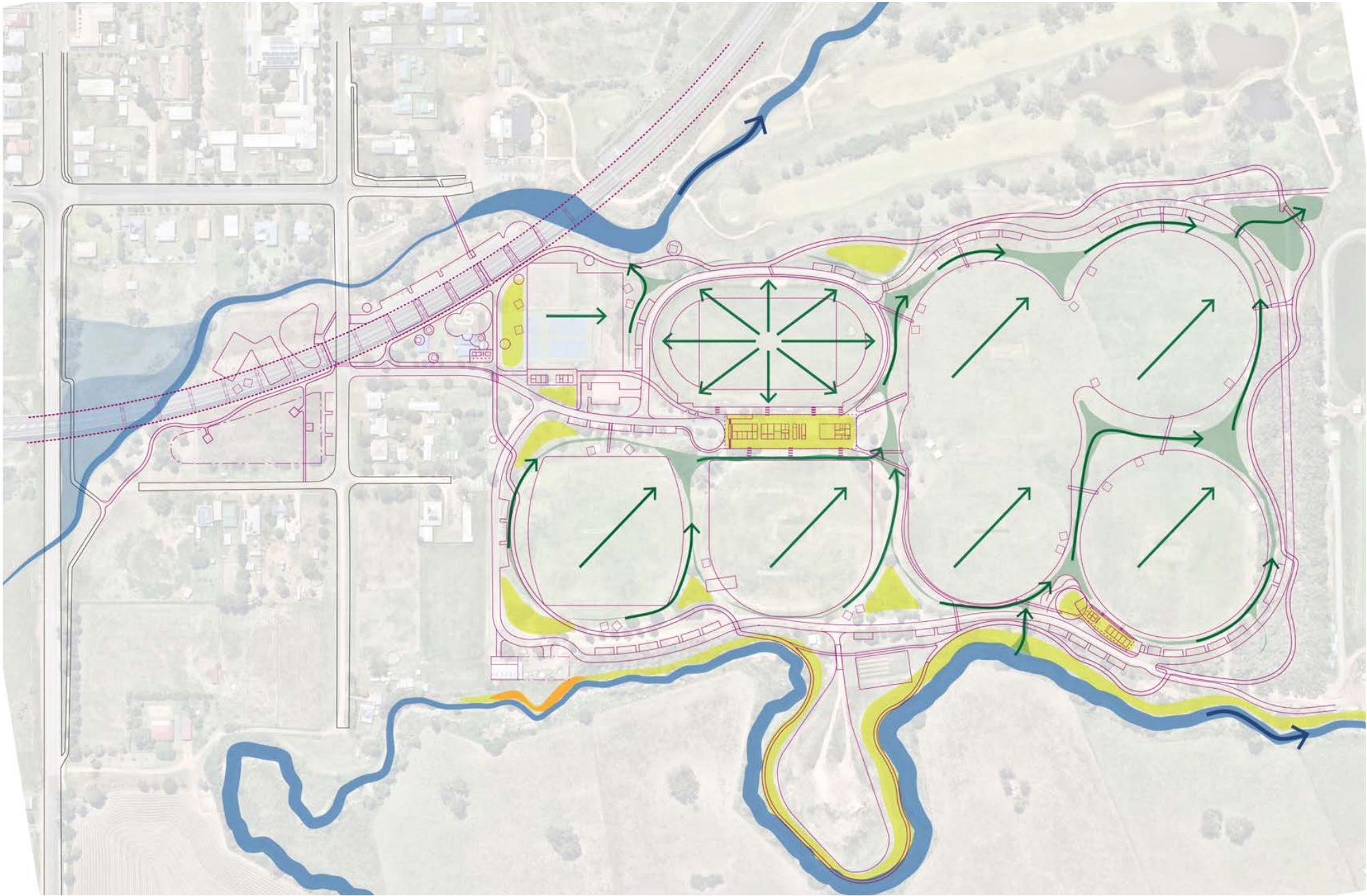


River Red Gum Grove



McNabb & Fleming Fields

Drainage, Swales & Basins



Key

- Cross fall
- Basins and Swales
- Mounds and Levee
- Raised Levee
- Riparian Corridor

Vegetation



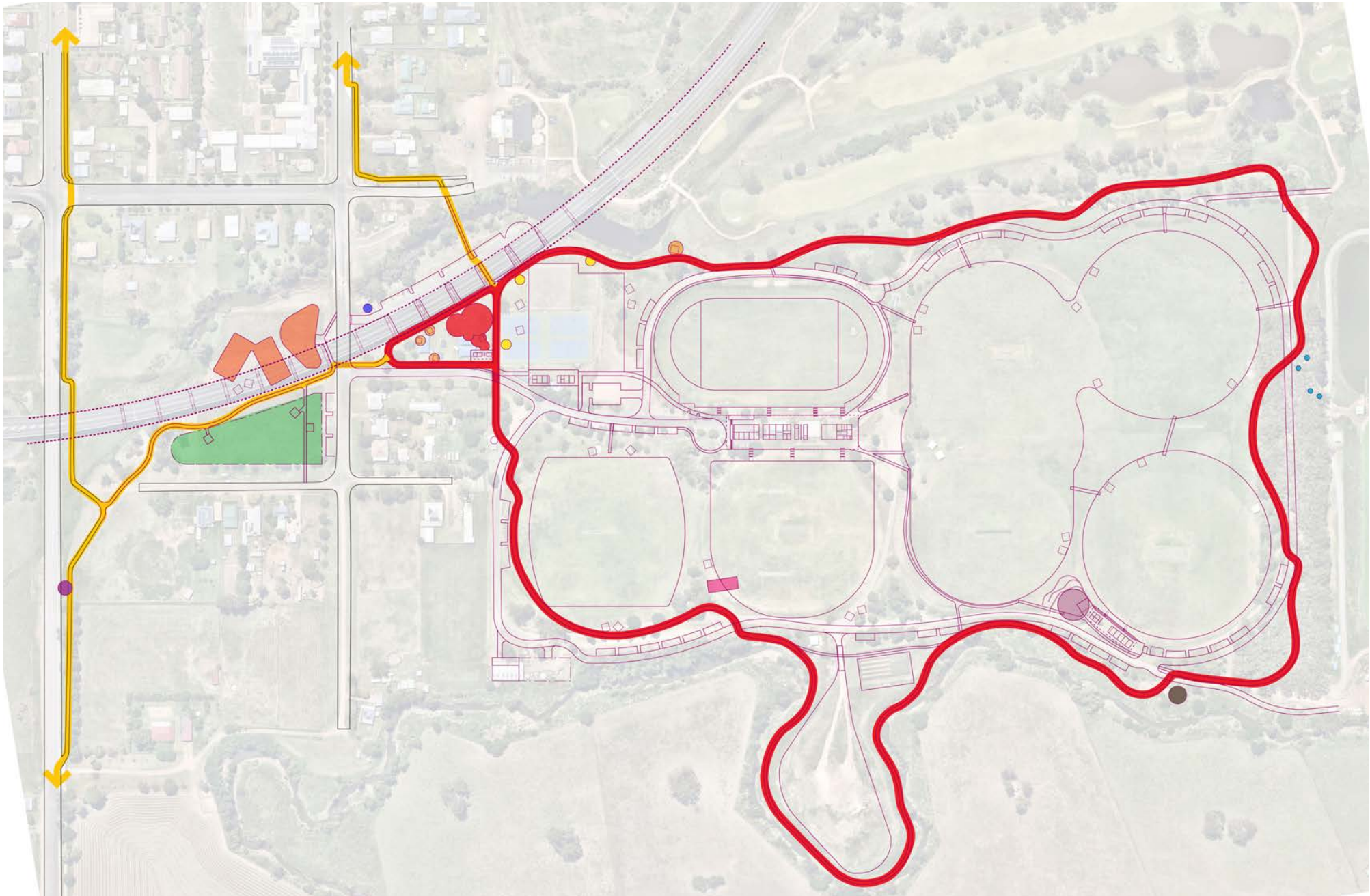
Key

- Parkland Planting (Mixed Exotic and Native)
- Loop Road Planting
- Entry Avenue
- Pedestrian Spine
- Peninsula Glade
- Grove
- Native Red Gum Forest
- Riparian
- Sedges and Grassland

Bill Rose Sports Complex is on a floodplain and would have had the Namoi- Upper Hunter River Red Gum Forest plant community with some Yellow Box and Rough-barked Apple vegetation types. The remnant trees on the Golf Course are most likely to be River Red Gums. A wide eucalyptus trees grove windbreak has been established along the southern boundary to provide protection from prevailing weather and visual screen.

The masterplan will enhance and embellish the parkland qualities to make a unique, attractive, and comfortable sports precinct. A mixed exotic and native canopy trees are proposed to provide shade and compliment the parkland character.

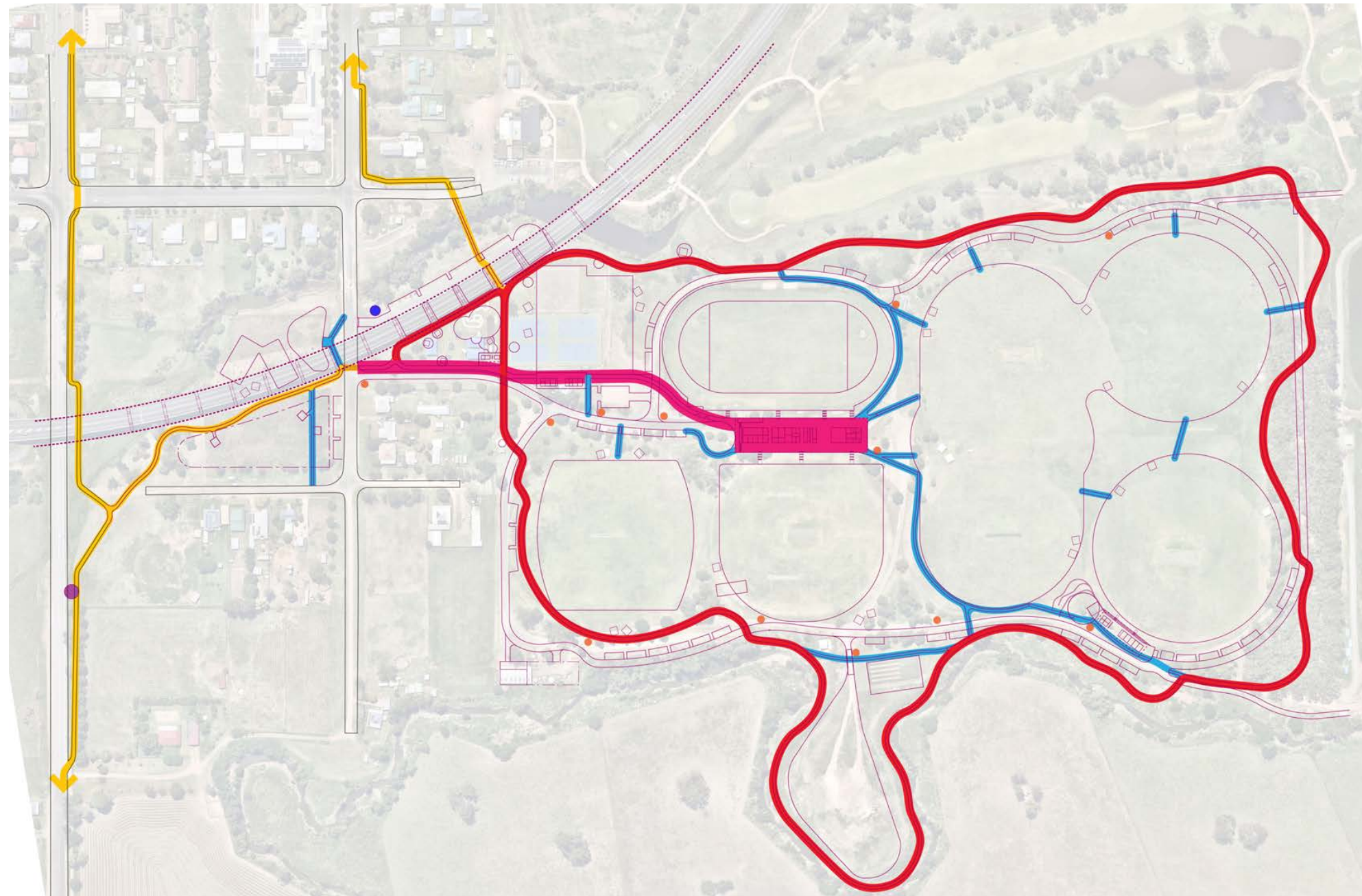
Recreation Facilities



Key

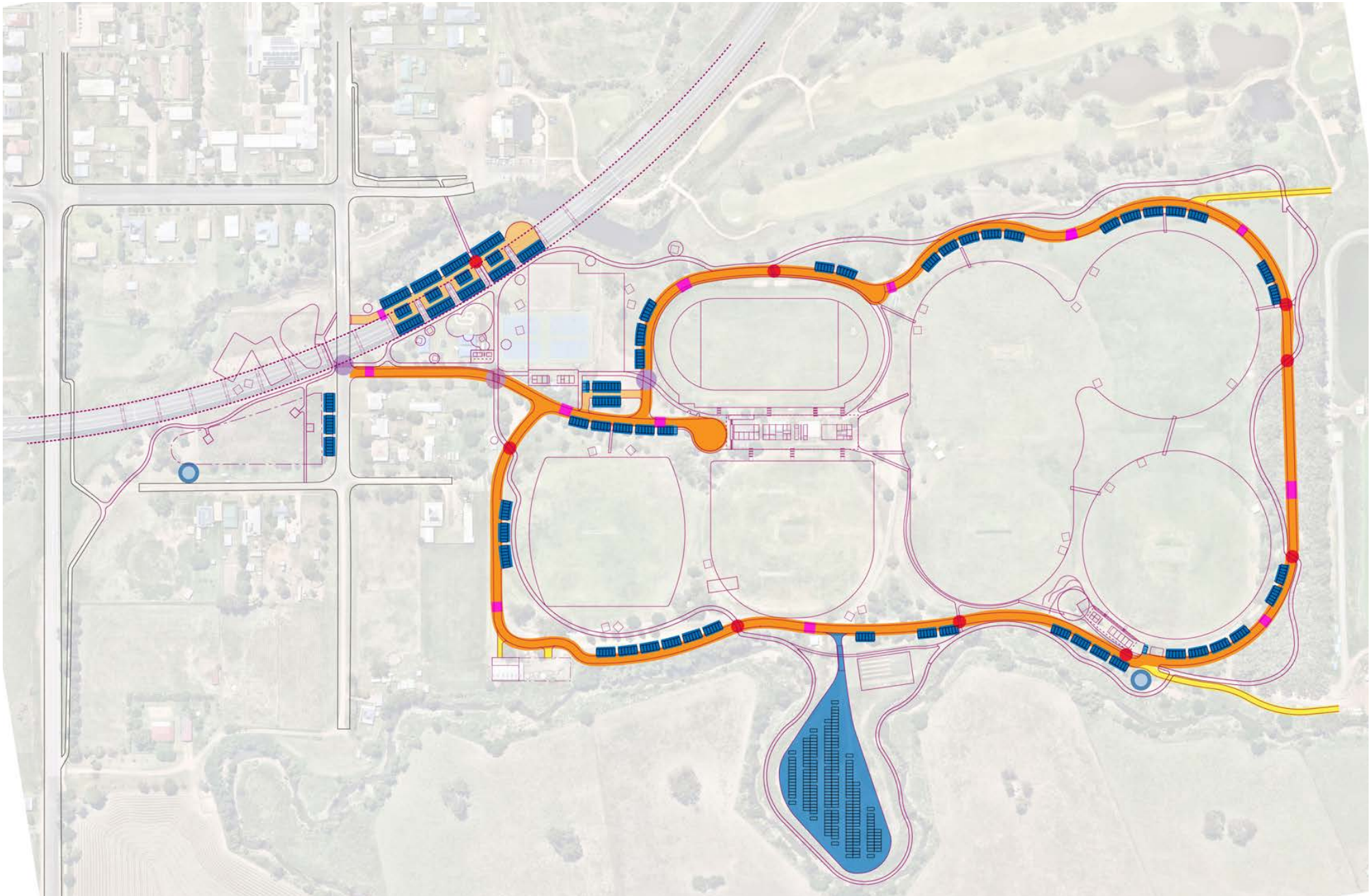
- Loop Trail Path
- Shared Path Links
- Upgraded district scale Playground
- Small Playground with play structure, swing and slide
- Picnic
- Exercise equipment
- Youth Zone- with multipurpose courts, skate park, table tennis, bike track & parkour elements
- Off-leash area
- Bird Hide
- Existing habitat boxes
- New Signage
- New Bus Stop
- Public Cricket Nets

Key



-  Sports Spine Path
-  Loop Trail
-  Shared Paths
-  Secondary Paths
-  New Entrance Signage
-  Wayfinding Signage
-  New Bus Stop

Road Network & Parking



Key

- Primary Road
- Secondary Road
- Service Access
- Parking
- Event Parking
- Coach Parking
- Pedestrian Crossing
- Threshold
- Traffic Calming

Parking Spaces

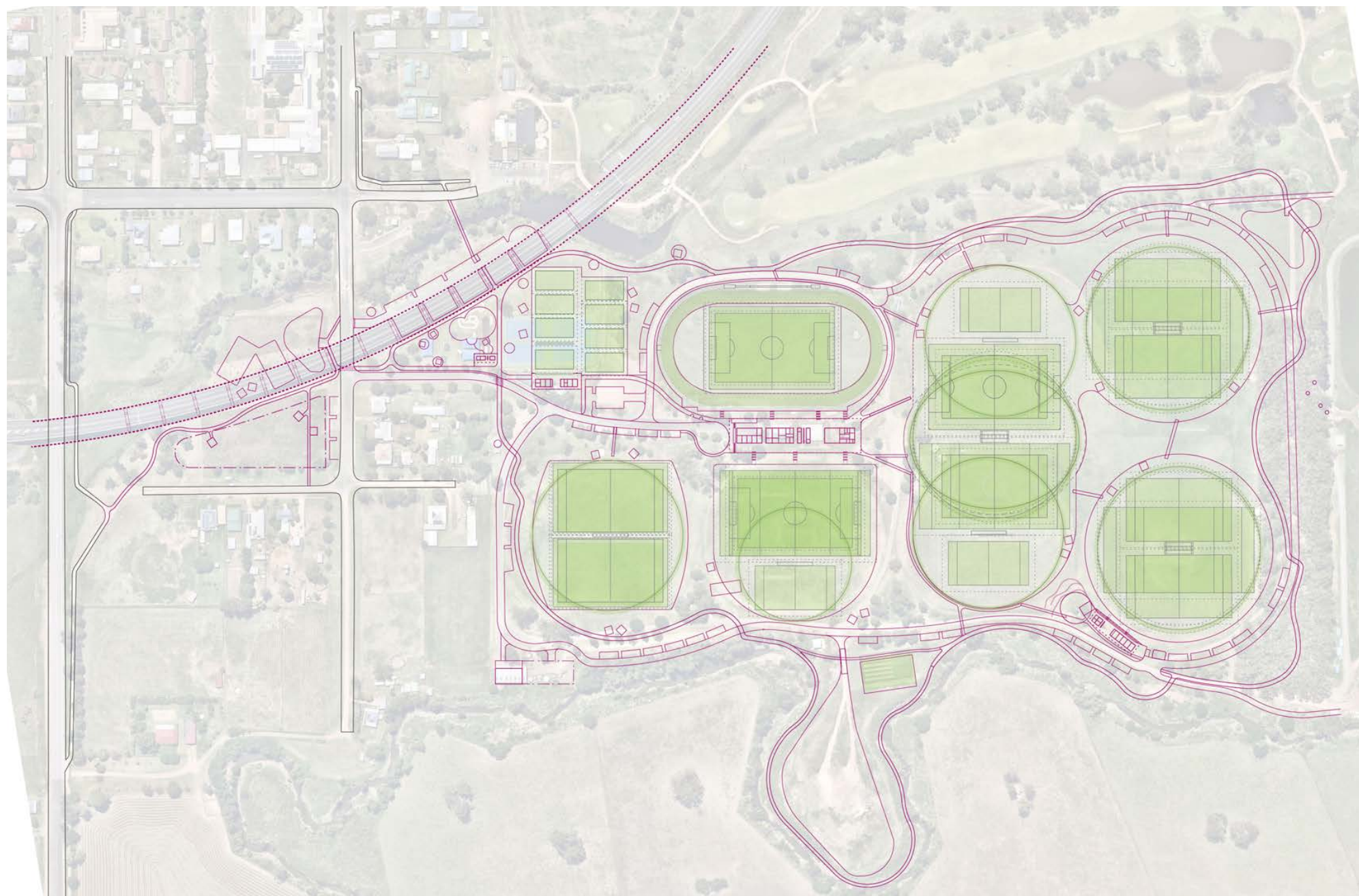
- 104 Main Carpark
- 20 Central Carpark
- 276 Loop Road Parking
- 210 Spill Over Event Parking
- 610 Total Spaces
- 68 Parking Spaces with lighting

Sports Fields Provision

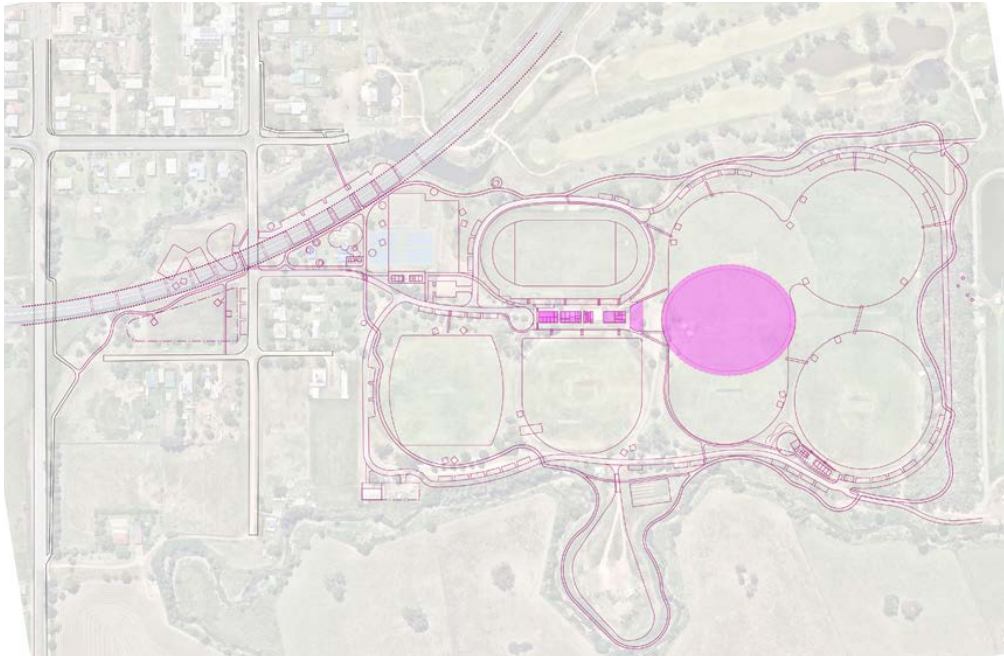
Athletics Field	1	Tartan Track & Central Grass Field
Netball Courts	8	6 for local competition – 8 for regional events
Football Fields (Soccer)	3	2 x Senior + 1 Junior)
Hockey	2	Grass –Synthetic fields not recommended at BRSC due to flooding
Junior Rugby Union	4	4-5 for Events
Touch	10	10 Full Fields & 23 Half (Junior) Fields
Juniors Cricket	4	Synthetic Pitches
Cricket	3	Turf Pitches
	3	Synthetic Pitches
Cricket Nets	6 + 3	Club Training + 3 Public Recreational use
AFL	1	Future Provision
Rugby League		Training, use in wet weather, spill over and regional events

Fields Diagrams

Combined Fields Overlay



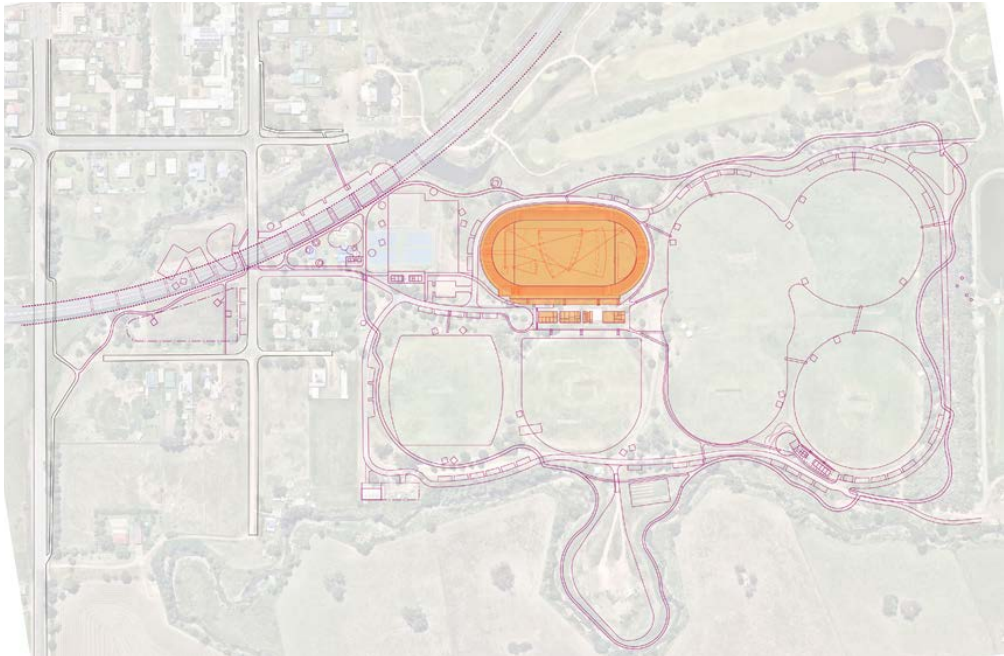
AFL



Proposed AFL

165 x 135m with 5m overrun

Athletics



Proposed Athletics

8 lane Athletics Track and Grass Field

Long, Triple & High Jump & Pole Vault
Shotput, Javelin, Hammer throw & Discus

Cricket



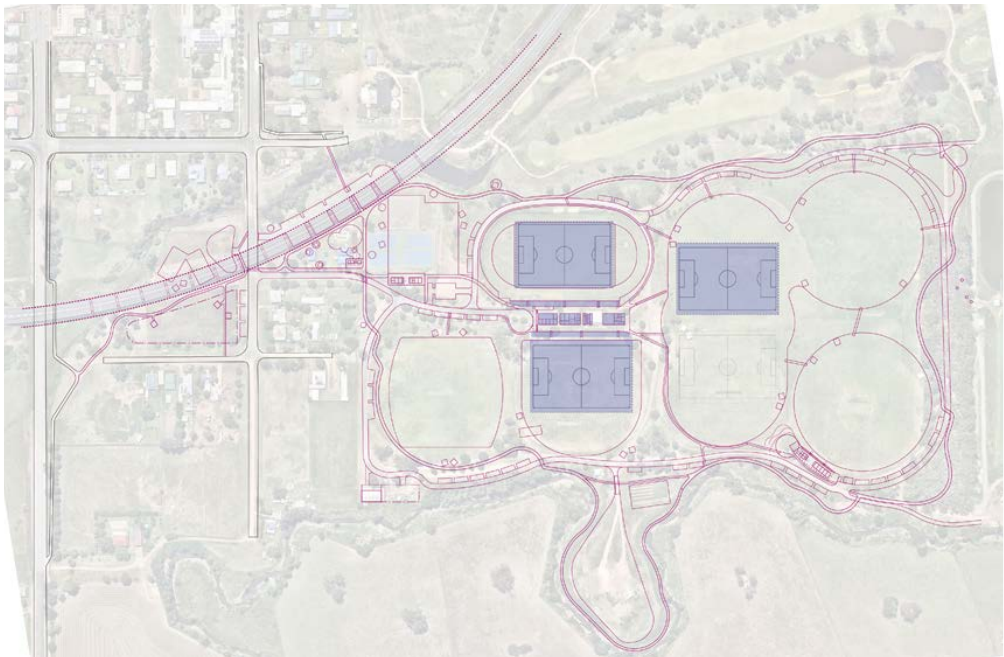
Proposed Cricket

3 x 65m diameter Premier/ Regional size fields with 3 turf pitches each.

3 x 60m diameter Open Club/ Juniors fields with synthetic pitches

1 x 45 diameter Juniors field with synthetic pitch (4 x Junior Fields total)

Football (Soccer)

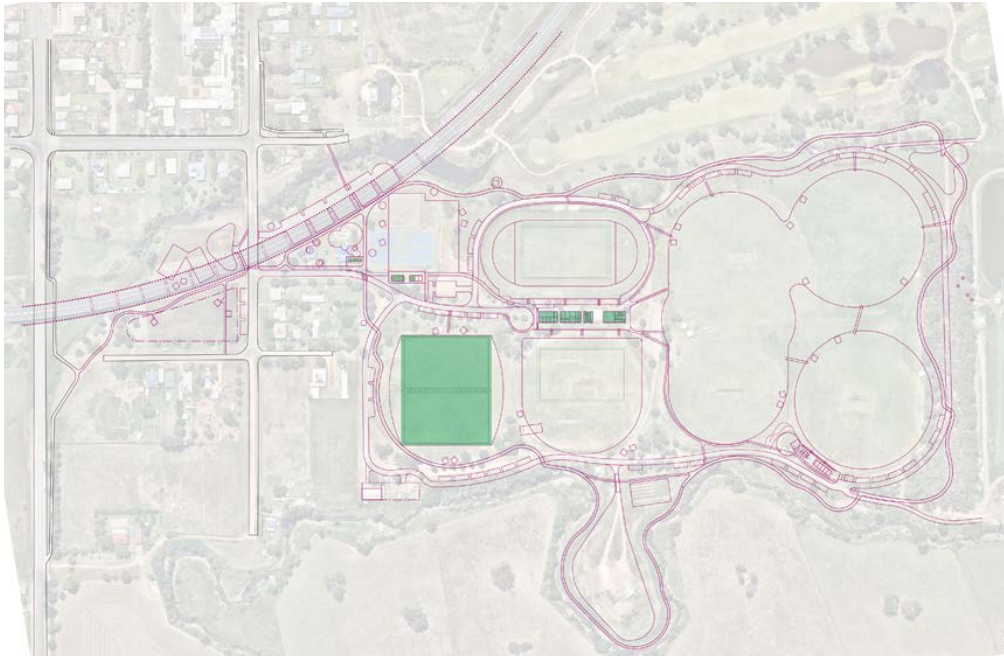


Proposed Soccer

2 x FIFA Fields 68 x 105m + 3/5m overuns

1 x Field 65 x 100 + 3/5m overuns

Hockey

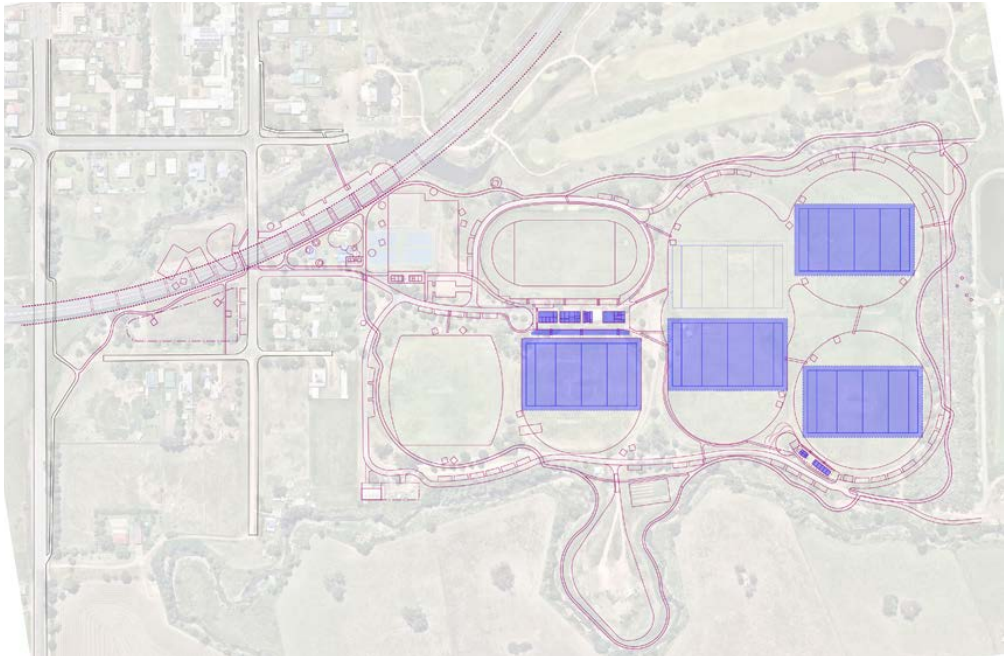


Proposed
Hockey

2 x Grass fields
91.40 x 55.0m + 3m
Overuns

+ 2 Additional shared
grass fields available

Junior Rugby Union

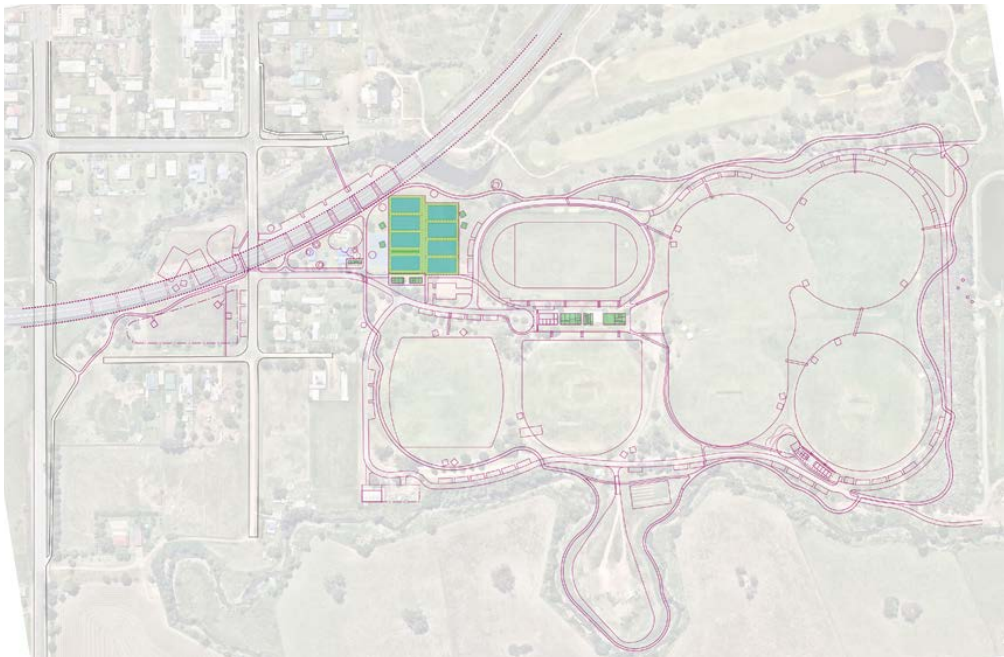


Proposed Rugby
Union

4 x Fields
100 x 68m with
10m in Goal Area +
5m Overun

+ 1 Additional shared
grass field available
for events

Netball

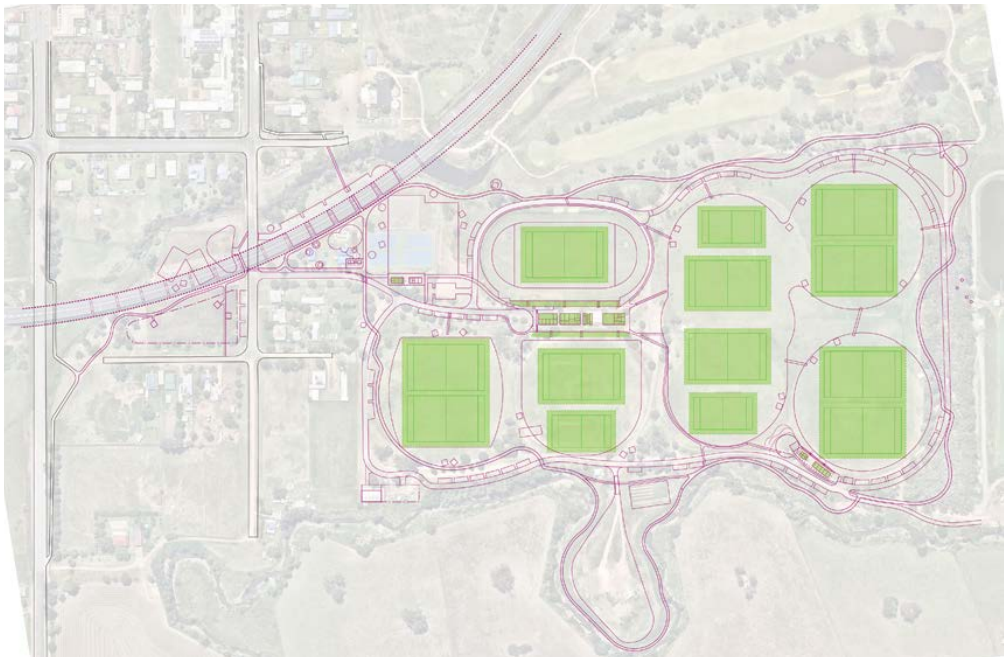


Proposed
Netball

8 Netball Courts
30.5 x 15.25m+ 3m
overruns

No 1 Court with
spectator seating

Touch Football

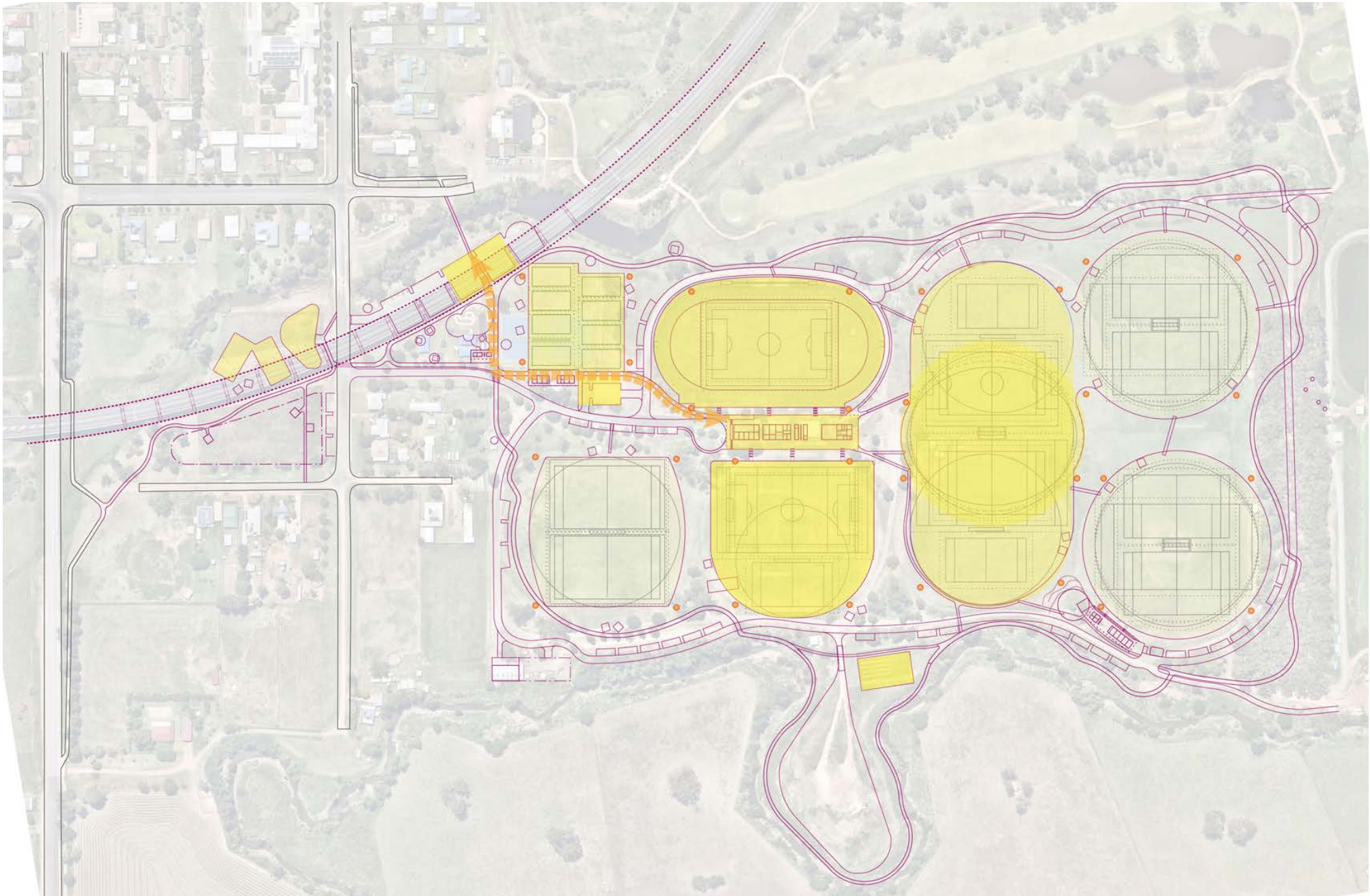


Proposed Touch
Football

10 x Full Fields
70 x 50m with 7m
in Goal Area + 5m
Overuns
(20 x Half Cross
Fields)

3 x Junior Fields
50 x 35m with 7m
in Goal Area + 5m
Overuns

Lighting



Park, carpark & field lighting is proposed to improve safety, usability and allow training and competition sports at night.

Pedestrian lights are provided along the main spine path, in the central carparks and around the pavilion building. Field lighting is proposed on the competition and training fields around the central pavilion. The outer fields are a lesser priority and would be lit in the future based on need.

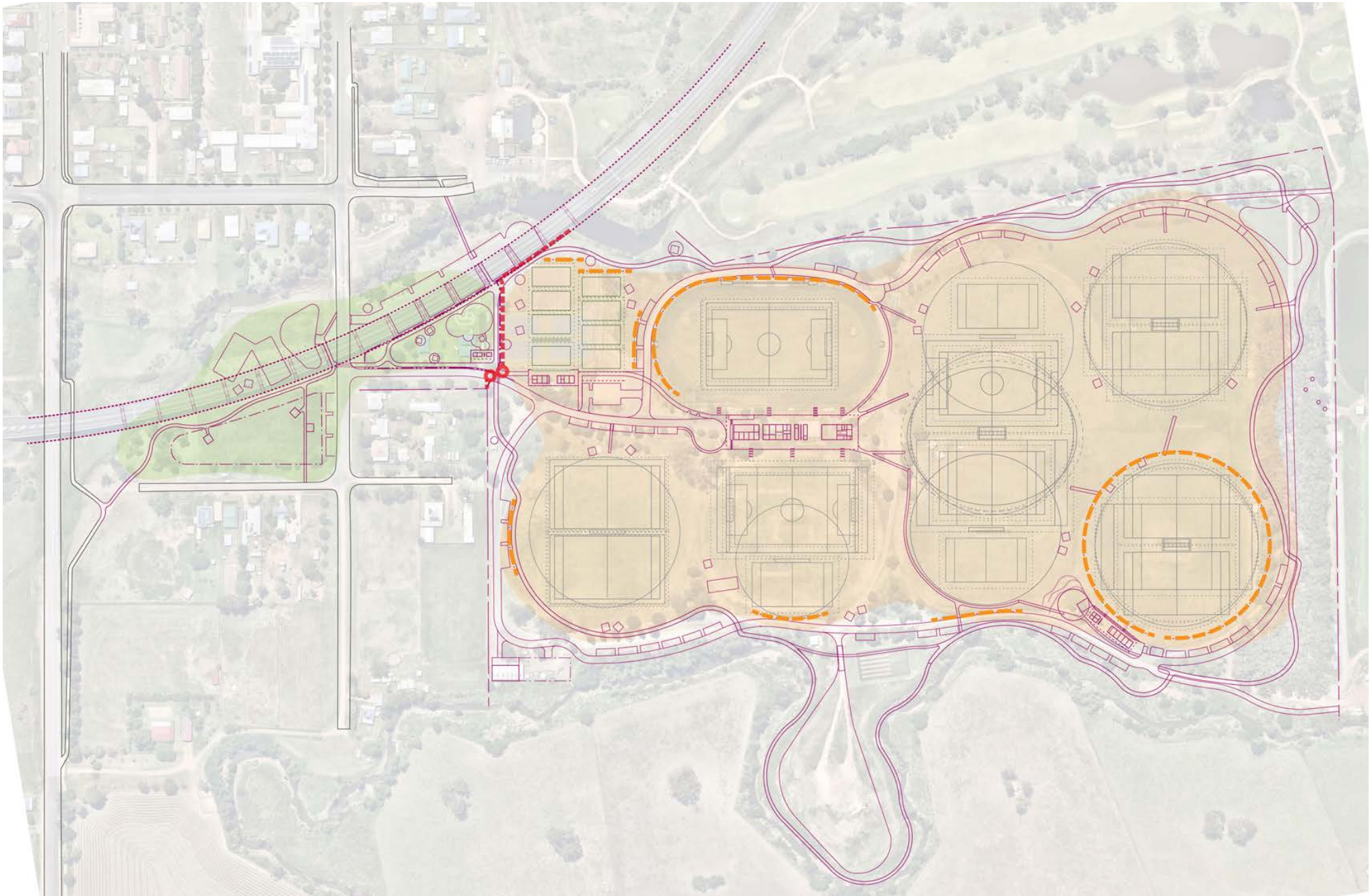
The proposed field lighting is:

• Peter Rose Field	Competition 350 Lux
• Saunders Field	Competition 200 Lux
• McNabb Field	Training 50 Lux
• New Central Oval	Competition 300 lux
• Shepherd Field	Training 50 Lux
• Netball Courts	Competition 200 Lux
• Cricket Training	Nets 300 Lux
• Multipurpose courts	Regional 100 Lux

Key

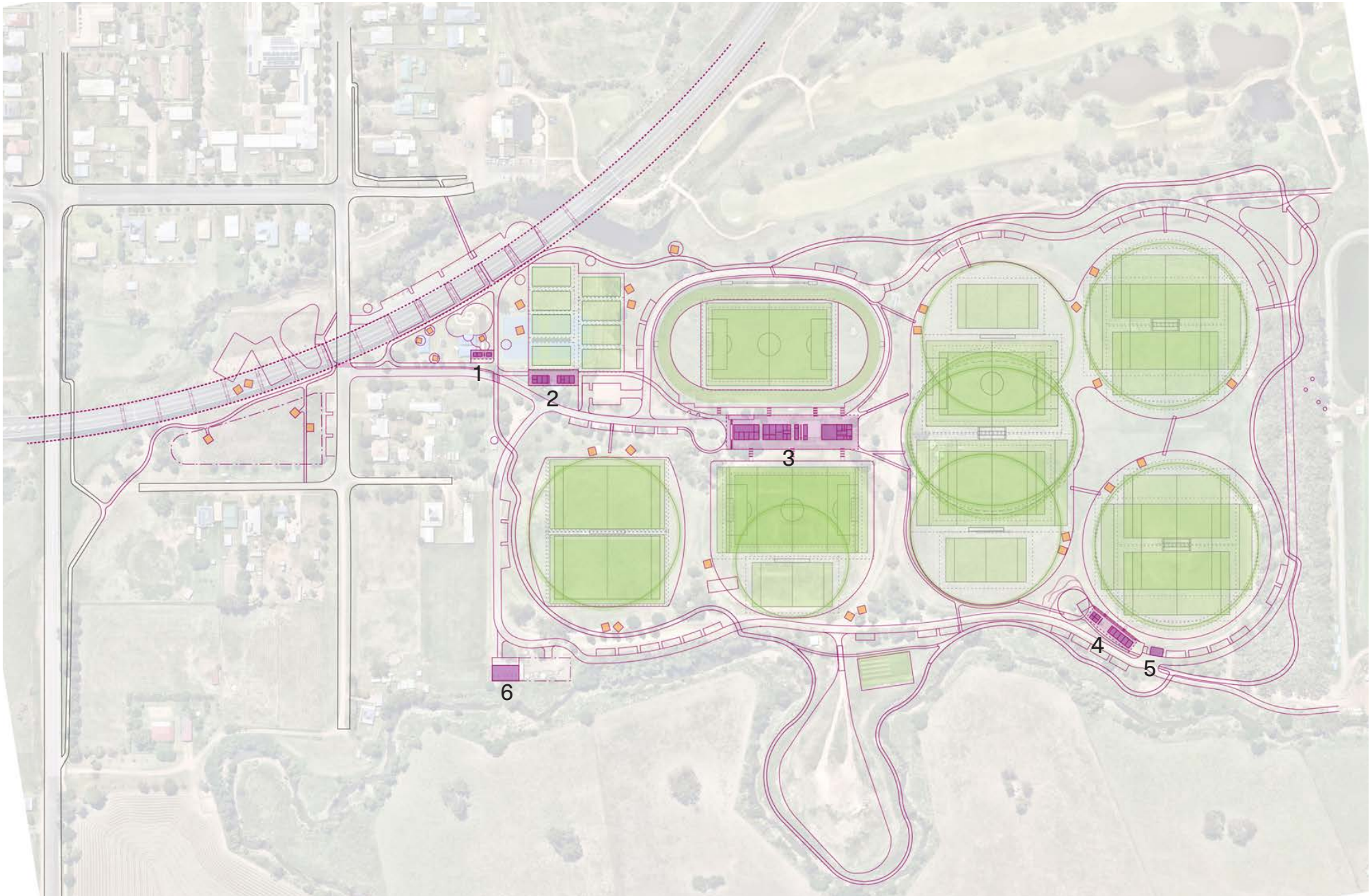
- Primary Lighting
- Carpark Lighting
- Primary Path Lighting
- Light Tower

Fencing & Ticketing



- Key
- ■ Event Fence
 - Vehicular & Pedestrian Ticketing
 - Barriers & Fences
 - Public Park
 - Secure Event Area

Building Facilities

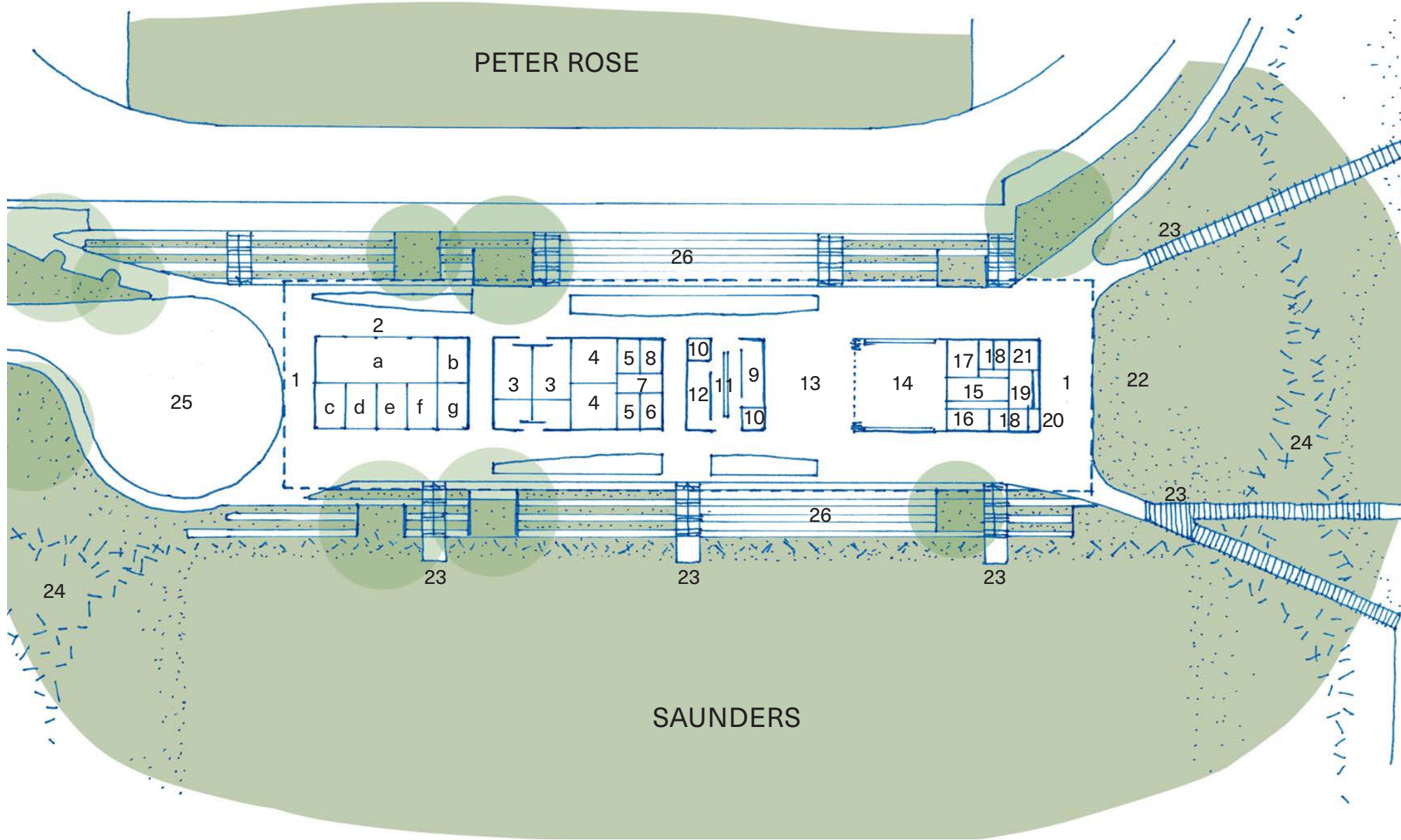


Key

- 1 Public Amenities
- 2 Netball Pavilions
- 3 Dr Bruce Robert-Thompson Pavilion
- 4 Boyd Pavilion
- 5 Cricket Curators Storage
- 6 Council Depot
- Shelters

Pavilion Plans

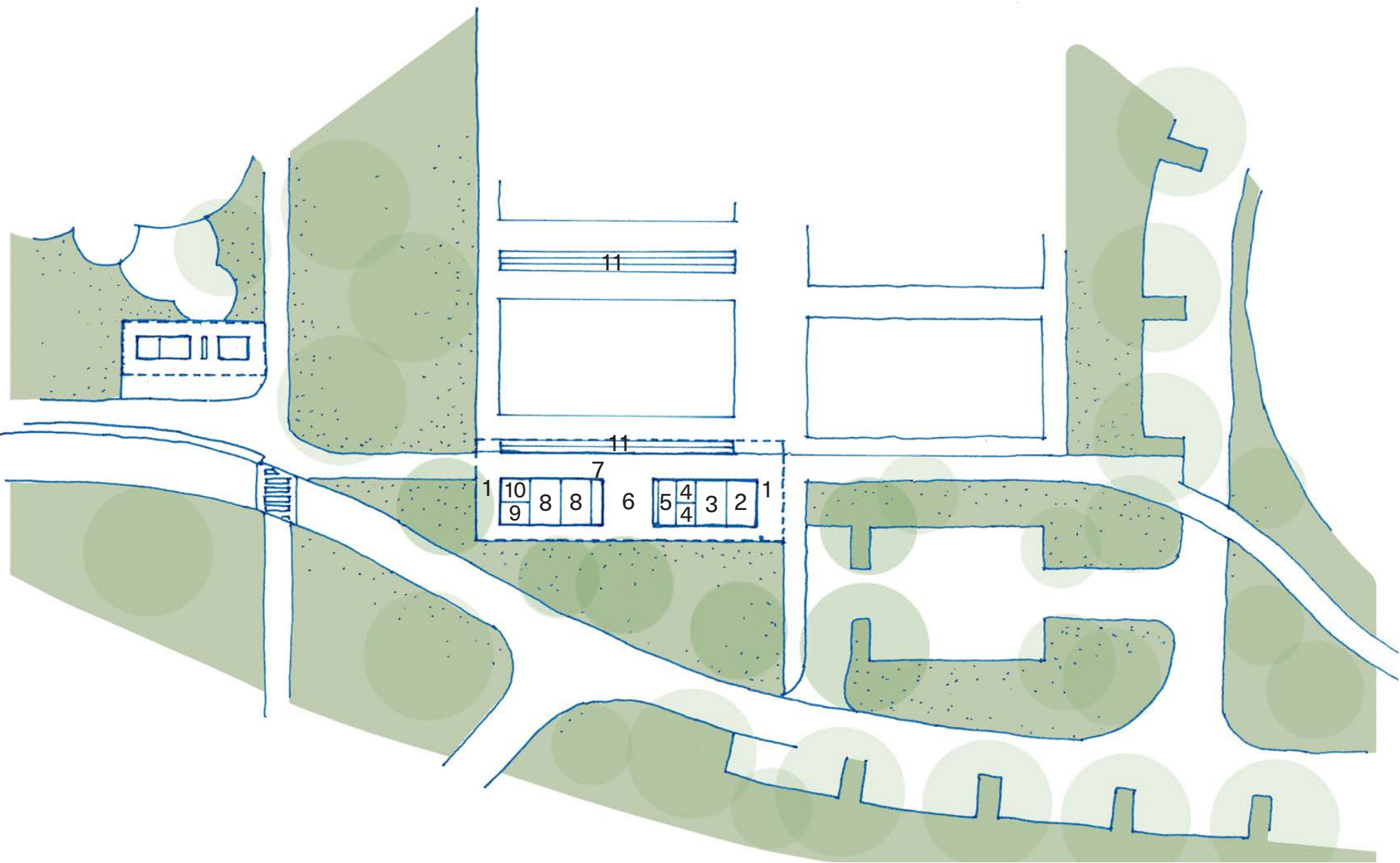
New Dr Bruce Robert-Thompson Pavilion



Key

- 1 Entry Terrace
- 2 Storage
 - a. Athletics (96m2)
 - b. Touch (24m2)
 - c. Hockey (24m2)
 - d. Jnr Union (24m2)
 - e. Football (24m2)
 - f. Junior Cricket (24m2)
 - g. Future (24m2)
- 3 Major Unisex Change rooms (2 x 60m2)
- 4 Minor Unisex Change rooms (2 x 34m2)
- 5 Referee Change rooms (2 x 15m2)
- 6 First Aid Room (15m2)
- 7 Massage/ Strapping Room (15m2)
- 8 General Use (Drug Testing/ Media etc) (15m2)
- 9 Female Amenities (12m2)
- 10 Unisex / Accessible Amenities (2 x 9m2)
- 11 External Hand basins (44m2)
- 12 Male Amenities (12m2)
- 13 Spectator Shelter (140 + 2 x 450m2)
- 14 Multipurpose Clubroom (145m2)
- 15 Kitchen (32m2 inc circulation)
- 16 Multipurpose Clubroom Storage (16m2)
- 17 Meeting/ Training Room (20m2)
- 18 Canteen Storage (4 x 8m2)
- 19 Canteen (20m2)
- 20 Barbeques (5m2)
- 21 Match day office
- 22 The Hill (Lawn)
- 23 Boardwalks
- 24 Swales and Basins
- 25 Accessible parking & drop-off
- 26 Spectator Seating

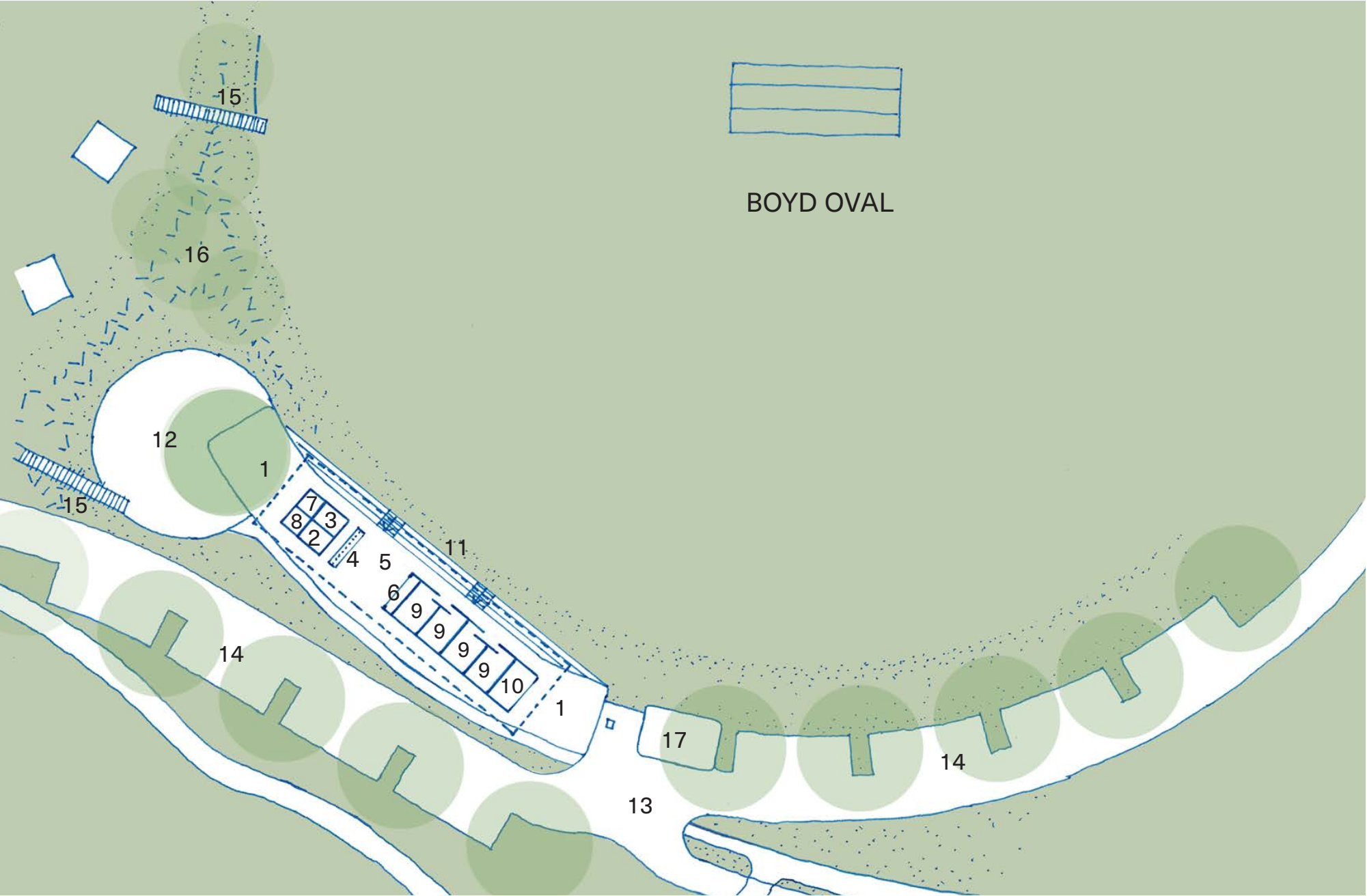
New Netball Pavilion



Key

- 1 Entry Terrace
- 2 Office – Admin & Match Day (24m2)
- 3 Netball Storage (24m2)
- 4 Canteen Storage (2 x 8m2)
- 5 Canteen (18m2)
- 6 Spectator Shelter (40 + 80m2)
- 7 Barbeques (9m2)
- 8 Unisex Change rooms (2 x 24m2)
- 9 Referee Change room (9m)
- 10 First Aid Room (9m2)
- 11 Spectator Seating

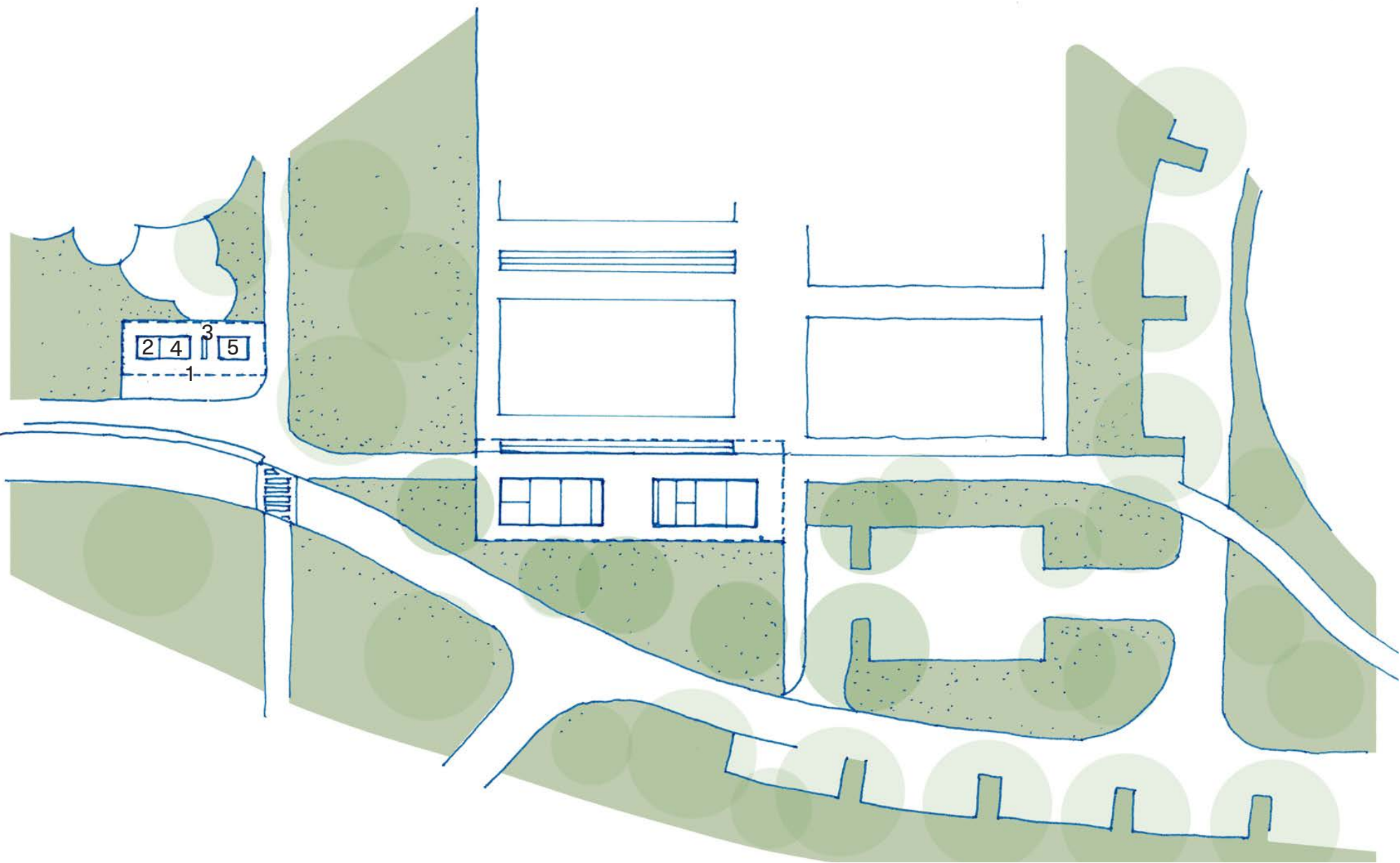
New Boyd Pavilion



Key

- 1 Entry Terrace
- 2 Female Amenities (12m2)
- 3 Male Amenities (12m2)
- 4 External Hand basins
- 5 Spectator Shelter (60m2)
- 6 Barbeques (9m2)
- 7 Unisex / Accessible Amenities (9m2)
- 8 Referee Change room (9m)
- 9 Unisex Change rooms (4 x 24m2)
- 10 Cricket Storage (24m2)
- 11 Spectator Seating
- 12 Small Playground
- 13 Accessible Parking & Drop-off
- 14 Car Parking
- 15 Boardwalks
- 16 Swales and Basins
- 17 Curators Storage (75m2)

New Public Amenities



Key

- 1 Terrace
- 2 Unisex / Accessible Amenities & Baby Change (9m2)
- 3 External Hand Basins
- 4 Male Amenities (12m2)
- 5 Female Amenities (12m2)

Precedents

Precedents - signage, athletics track & car parking

These images show precedent examples of sports complexes and facilities



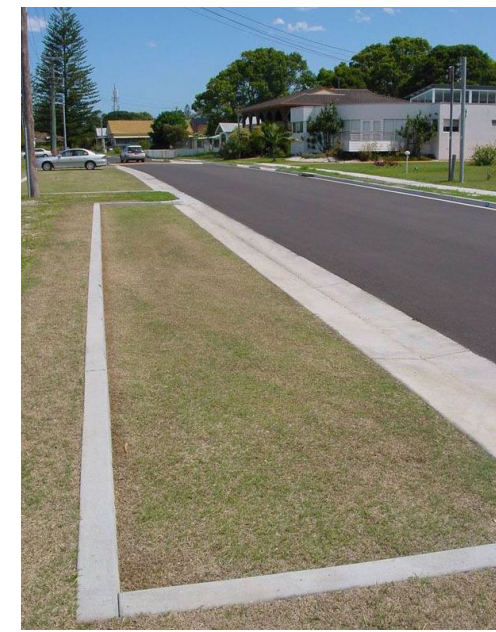
Entry Signage
Aspect Studios



Field markers -
Randwick Race Course - Deuce Design



Iconic markers and beacons
Central Wheatbelt Visitor Centre WA



Permeable paving in marked bays



Shade trees and parking bays adjacent each field



Entry Signage
Justin Farrell



Wayfinding Signage - Bondi
Deuce Design



Painted Roof Supergraphic Signage



Green Tartan Athletic Track to compliment the parkland setting



Regional Athletic Track & Pavilion - Maitland
Studio Dot



Loop Trail Path Marker
Aspect Studio

Precedents - Pavilions and Park Amenties

Simple, Elegant & Beautiful
Queens Park Sports Amenities - SCA



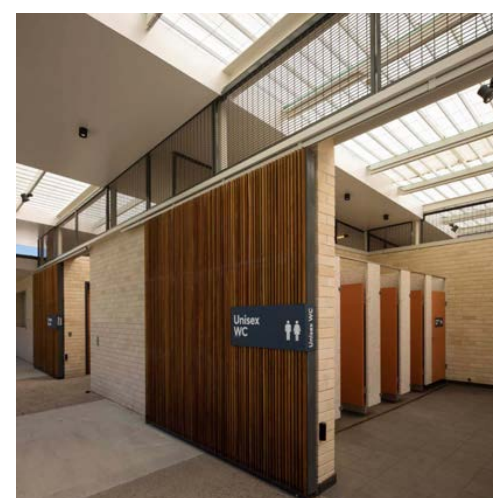
Simple, robust materials used well
NRL Amenities Kellyville - Lahznimmo Architects



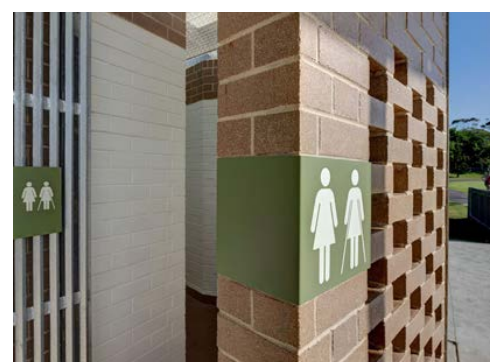
Open, safe and permeable
Queens Park Sports Amenities - SCA



Light and airy change rooms & amenities
Queens Park Sports Amenities - SCA



Lockable, safe and secure amenities
Sommerville Sports Pavilion Amenities - SCA



Clear and Legible signage
Queens Park Sports Amenities - SCA



Multipurpose Club and Community Rooms
Maitland Regional Athletics Pavilion - Studio Dot



Open, safe and still private
Sommerville Sports Pavilion Amenities - SCA



Robust material - External handbasins
Mahon Pool Amenities - Lahznimmo Architects



Open communal hand basin to compliment the parkland setting
Centennial Park Amenities - Lahznimmo Architects

Precedents - fences, spectator seating and shelters



Open and robust fences for allowing spectator views - Lahznimmo Architecture



Elevated terraces
NRL Amenities Kellyville - Lahznimmo Architecture



Sheltered Spectator Seating
Regional Athletic Pavilion Maitland - Studio Dot



Spectator Terraces
Marsden Park Amenities - CHROFI & JMD



Simple & elegant picket fence to enclose
Bradman Oval, Bowral



Low field fences to maintain views
Redfern Oval, Sydney



Turf Grass Terrace Spectator Seating
Redfern Oval, Sydney



Canopy shelter and spectator bleachers
NRL Amenities - Lahznimmo Architects



Gate fencing to secure facilities after hours and for events
Redfern Oval - SMM & BVN



Gates open for public recreational use
Redfern Oval - SMM & BVN



Shaded seating - Cricket Pavilion
Kings Langley Cricket Club and Amenities
Eoghan Lewis Architects



Field side shelters and seating
Bill Rose Sports Complex



Picnic Facilities, BBQ, tables & bench seats
Turruwul Park Amenities - HASSELL

Precedents - Playgrounds and Youth Recreation



Active Play with response to place
Richley Reserve Adventure Play Space - MLA



Enclosure & imaginary play
Richley Reserve Adventure Play Space - MLA



Exercise and Fitness Equipment
Gunyama Park - TLC



Parkour Play and Youth Spaces
Railway Linear Park- Aspect Studios



Scooter Park and Pump Track
Railway Park- Tract



Nature and active play
Centennial Parklands - Aspect Studios



Manipulative play
Pirrama Park, Pyrmont - Aspect Studios



Multipurpose Courts & Active Recreation
Boxhill - Aspect Studios



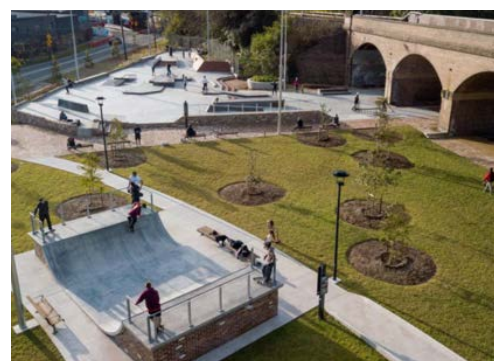
Parkour Play and Youth Spaces
Railway Linear Park- Aspect Studios



Table Tennis
Darling Quarter - Aspect Studios



Manipulative play: Sandstone water play
Playce



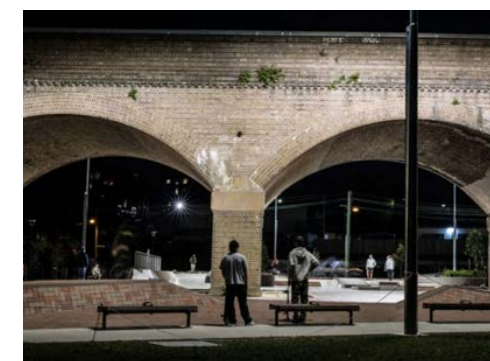
Skate and Youth Facilities
The Crescent Skate Park - JMD & Convic



Materials which respond to the setting
The Crescent Skate Park - JMD & Convic



Robust and well designed
The Crescent Skate Park - JMD & Convic

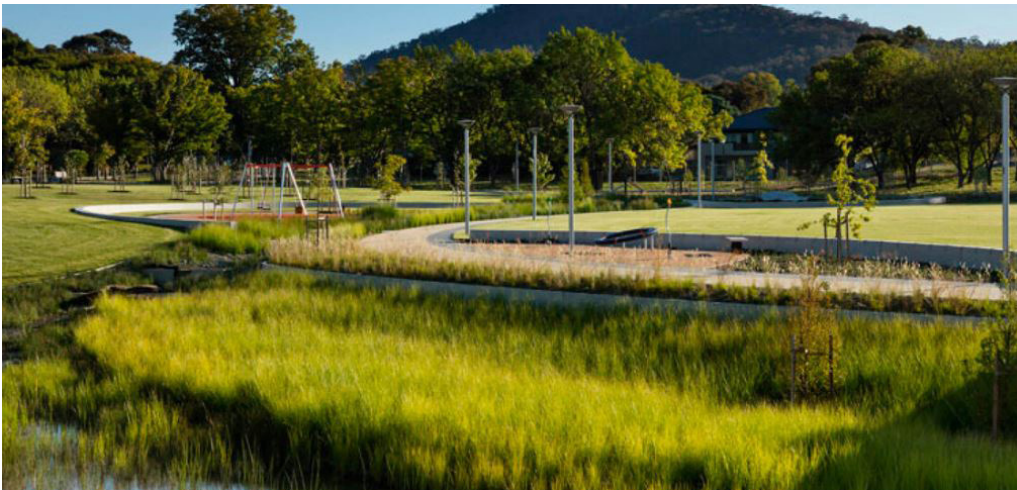


Good lighting, open and safe
The Crescent Skate Park - JMD and Convic

Precedents - Paths, trails and boardwalks



Sports Spine Path
Goods Line, Ultimo - Aspect Studios



Swale and Basins
Hassett Park, Campbell - JILA



Boardwalks



Bridges & grass swales
Hassett Park - JILA



Loop Trail Path
Victoria Park, Chippendale - JPW



The Tan Loop Trail - Decomposed Granite Path, Melbourne



Boardwalks



Riparian Corridor Planting



Digital Clock and Leader Board, The Tan, Melbourne

Artist Impression



View from Kingdon Street -Bill Rose Sports Complex Entrance and Youth Recreation Area

Bosqué Landscape Architecture

Bosqué Landscape Architecture Pty Ltd
ABN 49 648 547 648

Newcastle

T 612 4906 8071
E bosque@bosquela.com.au
W www.bosquela.com.au
17 Ferndale Street
Tighes Hill NSW 2297



General Manager's Unit

CORRESPONDENCE

QWN.04.1

CORRESPONDENCE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION:

That Council note the correspondence received from:

1. Hon Barnaby Joyce – advice to Council that Phase 4 of the Local Roads and Community Infrastructure (LRCI) Program will be delivered to local government councils;
2. Dr Kerry Chant, Chief Health Officer and Deputy Secretary, Population and Public Health, thanking Council for its commitment to the NSW Sewage Surveillance Program.

REPORT/PROPOSAL

Council has received the following correspondence (attached) for notation:

1. Advice from the Hon Barnaby Joyce regarding the LRCI Program;
2. Letter of thanks from Dr Kerry Chant, Chief Health Officer and Deputy Secretary, Population and Public Health for Council's commitment to the NSW Sewage Surveillance Program.

ATTACHMENTS

- 1 [!\[\]\(c045a398c48fcb47adf237d338b1b391_img.jpg\)](#) Response from Hon Barnaby Joyce regarding support for Small Businesses - 09/03/2023
- 2 [!\[\]\(6ea471090ba6b2c70129dc83eb6e6a11_img.jpg\)](#) Letter of Thanks from Dr Kerry Chant - NSW Health



The Hon Barnaby Joyce MP

Federal Member for New England

Our ref: NE45490

9 March 2023

Mr Greg McDonald
General Manager
Upper Hunter Shire Council
PO Box 208
SCONE NSW 2337

Via e-mail: KBoland@upperhunter.nsw.gov.au

Dear Mr McDonald

Thank you for your letter of 3 March 2023 regarding resolutions passed by Upper Hunter Shire Council on 27 February 2023 relating to support for small businesses.

I have noted the matters raised by Council and appreciate you writing to me.

I have written to the Minister for Housing, Minister for Homelessness and Minister for Small Business, the Hon Julie Collins MP, asking if consideration could be given to Council's resolutions and for her advice.

In addition, I have also written to the Deputy Leader of the Opposition and Shadow Minister for Small and Family Business, the Hon Sussan Ley MP, seeking any assistance she may be able to provide in relation to Council's resolutions.

Thank you once again for writing and I will contact you when I receive replies to my representations.

Yours sincerely

The Hon Barnaby Joyce MP
Federal Member for New England
Shadow Minister for Veterans' Affairs

bj.lt.tam

454-456 Peel Street (PO Box 963), Tamworth NSW 2340 | T 02 6761 3080 | F 02 6761 3380 | E Barnaby.Joyce.MP@aph.gov.au
255 Rouse Street, Tenterfield NSW 2372 | T 02 6736 1099 | F 02 6736 1433



Health

Mr Greg McDonald
General Manager
Upper Hunter Shire Council
PO Box 208
SCONE NSW 2337

Our ref H22/104597

Dear Mr McDonald

I am writing to thank your organisation for its commitment to the NSW Sewage Surveillance Program. I appreciate the hard work of your staff and their contribution to the COVID-19 response.

The NSW Sewage Surveillance Program, which commenced in regional NSW in July 2020 was rapidly developed to enhance surveillance of COVID-19 infections. The program provided important local information about COVID-19, acting as an early warning system during the earlier phases of the pandemic, helping to keep regional New South Wales safe.

Local government staff were critical to the success of the program, collecting samples from sewage treatment plants across NSW. I greatly appreciate the commitment of your organisation and your staff to the program and acknowledge the important contribution they made to the COVID-19 response in your community.

I would like to thank you again for your organisation's engagement and responsiveness to the demands of the Sewage Surveillance Program. I acknowledge the significant investment of resources that was required during a difficult period. Please contact Dr David Durrheim at your local Public Health Unit on 1300 066 055 if you wish to discuss this matter.

Yours sincerely

Dr Kerry Chant AO PSM
**Chief Health Officer and Deputy Secretary
Population and Public Health**

NSW Ministry of Health

ABN 92 697 899 630
1 Reserve Road, St Leonards NSW 2065
Locked Mail Bag 2030, St Leonards NSW 1590
Tel (02) 9391 9000 Fax (02) 9391 9101
Website: www.health.nsw.gov.au

Corporate & Community Services

CONFIDENTIAL REPORTS

CR.04.1 ***ADVICE FROM OLG ON CODE OF CONDUCT MATTER 7
JULY 2022***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Ian Roberts - Governance & Risk Advisor

This matter is considered to be confidential under Section 10A(2) (i) of the Local Government Act 1993, as it deals with alleged contraventions of any code of conduct requirements under section 440.

PURPOSE

The purpose of this report is to consider correspondence from the Office of Local Government dated 30 March 2023 in relation to a breach of the Code of Conduct for Councillors by Cr Elizabeth Flaherty.

Corporate & Community Services

CR.04.2

CODE OF CONDUCT MATTER 9 NOVEMBER 2022

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Ian Roberts - Governance & Risk Advisor

This matter is considered to be confidential under Section 10A(2) (i) of the Local Government Act 1993, as it deals with alleged contraventions of any code of conduct requirements under section 440.

PURPOSE

The purpose of this report is to consider a code of conduct investigation.

Corporate & Community Services

CR.04.3

CODE OF CONDUCT MATTER 21 DECEMBER 2022

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Ian Roberts - Governance & Risk Advisor

This matter is considered to be confidential under Section 10A(2) (i) of the Local Government Act 1993, as it deals with alleged contraventions of any code of conduct requirements under section 440.

PURPOSE

The purpose of this report is to consider a code of conduct investigation.