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# Council Meeting Agenda

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30 October 2023 at 5.00pm



A huge thank you to all those involved in their efforts to protect our Community



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A Quality Rural Lifestyle - in a vibrant, caring and sustainable community

To All Councillors

*You are hereby notified that the next meeting of the Upper Hunter Shire Council will be held on Monday, 30 October 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  
Cr Flaherty is on approved leave until 1 November 2023
6. PUBLIC PARTICIPATION
7. CONFIRMATION OF MINUTES  
- Ordinary Council Meeting held on 25 September 2023
8. DISCLOSURES OF INTEREST

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**MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON MONDAY 25 SEPTEMBER 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 Belinda McKenzie, Cr Lee Watts and Cr Adam Williamson.

**IN ATTENDANCE:**

Mr Greg McDonald (General Manager), Mr Mathew Pringle (Director Environmental & Community Services), Mr Rag Upadhyaya (Director Infrastructure Services), Mr Wayne Phelps (Manager Finance) and Mrs Robyn Cox (Executive Assistant).

**PRAYER**

**ACKNOWLEDGEMENT OF COUNTRY**

**STATEMENT OF ETHICAL OBLIGATIONS**

**APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:**

Nil

**APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS:**

Cr Flaherty is on approved leave until 1 November 2023.

23/230

**RESOLVED**

**That the apology received from Cr Allison McPhee be accepted.**

Moved: Cr A Williamson    Seconded: Cr R Campbell    CARRIED UNANIMOUSLY

**MAYORAL ELECTIONS**

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**ELECT.09.1**

***ELECTION OF MAYOR***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/231

**RESOLVED**

- 1. that the Returning Officer conduct the election for the position of Mayor.**
- 2. that nominations for the position of Mayor be accepted.**
- 3. that in the event of there being more than one nominee, Council determine by resolution, the method by which the election be conducted being preferential ballot, ordinary ballot or open voting.**
- 4. that the Mayor be elected and hold office until council elections are held on 14 September 2024.**

Moved: Cr R Campbell    Seconded: Cr A Williamson    CARRIED UNANIMOUSLY

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**ELECT.09.2****ELECTION OF DEPUTY MAYOR****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Robyn Cox - Executive Assistant

23/232

**RESOLVED**

1. That the Returning Officer conduct the election for the position of Deputy Mayor.
2. That nominations for the position of Deputy Mayor be accepted.
3. That in the event of there being more than one nominee, Council determine by resolution, the method by which the election be conducted being preferential ballot, ordinary ballot or open voting.
4. That the Deputy Mayor be elected and hold office for the remainder of the Council term.

Moved: Cr T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

The General Manager assumed the position of Returning Officer and called for nominations for the position of Mayor.

**There being one (1) nomination received and being in order, Cr Maurice Collison was declared elected as Mayor of Upper Hunter Shire Council for the remainder of this Council term.**

The Returning Officer called for nominations for the position of Deputy Mayor.

**There being one (1) nomination received and being in order, Cr James Burns was declared elected as Deputy Mayor of Upper Hunter Shire Council for the remainder of this Council term.**

Mayor Collison resumed his position as Chair of the meeting.

**PUBLIC PARTICIPATION:****G.09.5 Annual Presentation - Scone Neighbourhood Resource Centre**

Lee Watts – Manager Scone Neighbourhood Resource Centre

23/233

**RESOLVED that an extension time of two minutes be granted for the presentation to continue.**

Moved: Cr R Campbell

Seconded: Cr J Burns

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES:**

23/234

**RESOLVED that the minutes of the ordinary Council meeting held on 28 August 2023 be adopted with an amendment that Cr Williamson voted against the motion for Item CR.08.1.**

Moved: Cr A Williamson

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

**DISCLOSURES OF INTEREST:**

Nil



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**SCR.09.2** **INFRASTRUCTURE SERVICES COMMITTEE**

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Leah Moore - Infrastructure Support Officer

23/240

**RESOLVED**

**That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 12 September 2023.**

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

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**SCR.09.3** **CORPORATE SERVICES COMMITTEE**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

23/241

**RESOLVED**

**That Council adopt the minutes of the Corporate Services Committee meeting held on 15 September 2023.**

Moved: Cr A Williamson    Seconded: Cr B McKenzie    CARRIED UNANIMOUSLY

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**COMMITTEE/DELEGATES REPORTS**

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**C.09.1** **MERRIWA AGED HOSTEL COMMITTEE**

**RESPONSIBLE OFFICER:** Amanda Catzikiris - Manager Community Services

**AUTHOR:** Tash Taaffe - Community Services Officer

23/242

**RESOLVED**

**That Council adopt the minutes of the Merriwa Aged Hostel Committee meeting held on 22 August 2023.**

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

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**C.09.2** **COMMUNITY ADVISORY COMMITTEE - MERRIWA DISTRICT**

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Tash Taaffe - Community Services Officer

23/243

**RESOLVED**

**That Council:**

- 1. adopt the minutes of the Community Advisory Committee – Merriwa District meeting held on 14 August 2023.**
- 2. consider ways to improve the promotion of Gummun Place Hostel and investigate options for future development of Independent Living Units in Merriwa.**
- 3. support the Cassilis District Development Group to identify funding opportunities to develop a walking track in Cassilis.**

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

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**C.09.3** **COMMUNITY ADVISORY COMMITTEE - MURRURUNDI DISTRICT**

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Yolanda Wynn - Community Services Officer

23/244

**RESOLVED**

**That Council:**

1. adopt the minutes of the Community Advisory Committee – Murrurundi District meeting held on 24 August 2023;
2. design appropriate River Walk signage and circulate to the Community Advisory Committee Murrurundi District for comment.

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

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**C.09.4** **COMMUNITY ADVISORY COMMITTEE - SCONE DISTRICT**

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Yolanda Wynn - Community Services Officer

23/245

**RESOLVED**

**That Council:**

1. note the record of proceedings of the Scone District Community Advisory Committee meeting held on 6 September 2023;
2. in relation to the Scone CBD Revitalisation project:
  - a. consider the existing plaques on St Aubins Street in the new proposal, for continuity;
  - b. support the proposed “storyboard” location at 133 Kelly Street, Scone underneath the mural;
  - c. not place the seating nor plants outside the toilets
  - d. investigate opportunities for artists to submit design concepts for the covering of the toilet block;
3. install signage on the main road entrances to Scone to acknowledge Scone as a Tidy Towns winner.

Moved: Cr L Watts    Seconded: Cr T Clout    CARRIED UNANIMOUSLY

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**FINANCE REPORTS**

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**F.09.1** **REFERRAL OF DRAFT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023 FOR THE CONDUCT OF AUDIT**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

23/246

**RESOLVED**

**That Council refer the draft Annual Financial Statements for the year ended 30 June 2023 to the Audit Office of NSW via their external auditor Prosperity Advisory Group for auditing purposes.**

Moved: Cr A Williamson    Seconded: Cr J Burns    CARRIED UNANIMOUSLY



## GENERAL ADMINISTRATION REPORTS

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### **G.09.1** *AMENDMENT TO MAKING THE RATE 2023/2024*

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

23/247

**RESOLVED**

That Council amend the ad-valorem rate initially adopted for the Aberdeen Residential Rate Sub-category from 0.0033055 cents to 0.0033104 cents to align with the Council adopted Revenue Policy.

Moved: Cr A Williamson    Seconded: Cr J Burns    CARRIED UNANIMOUSLY

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### **G.09.2** *REQUESTS FOR DONATIONS*

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/248

**RESOLVED**

That Council:

1. provide a donation to Murrurundi Preschool for \$200 towards waiving hire fee of Wilson Memorial Oval and its facilities for their community fundraising event to be held on 14 October 2023;
2. provide a donation to Lions Club of Aberdeen & Scone Inc for \$200 for financial assistance towards the running of their "Lap The Map" event in aid of World Diabetes Day to be held on 12 November 2023;
3. provide a donation to 1<sup>st</sup> Scone Scout Group for \$200 for financial assistance towards holding their annual Founders Day event to be held on 24 February 2024.

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

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### **G.09.3** *PROPOSED FEES - WATER MANAGEMENT ACT APPROVALS*

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Mathew Pringle - Director Environmental & Community Services

23/249

**RESOLVED**

That Council:

1. endorse the proposed fees for applications and inspections under the Water Management Act 2000 (Table 1).
2. place the proposed fees on public exhibition for 28 days.
3. adopt the proposed fees for the remainder of the 2023-24 financial year if no objections are received in response to public exhibition.

Moved: Cr J Burns    Seconded: Cr A Williamson    CARRIED UNANIMOUSLY

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**G.09.4** ***COMMUNITY CONSULTATION ON DE-AMALGAMATION - SUBMISSIONS***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Greg McDonald - General Manager

23/250

**RESOLVED**

**That Council note the feedback received and forward the results to the Minister for Local Government**

Moved: Cr J Burns      Seconded: Cr A Williamson      CARRIED UNANIMOUSLY

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**G.09.5** ***ANNUAL PRESENTATION - SCONE NEIGHBOURHOOD RESOURCE CENTRE***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/251

**RESOLVED**

**That Council receive a presentation from the Scone Neighbourhood Resource Centre.**

Moved: Cr B McKenzie      Seconded: Cr T Clout      CARRIED UNANIMOUSLY

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**POLICY MATTERS**

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**H.09.1** ***POLICY - PUBLIC INTEREST DISCLOSURES***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Ian Roberts - Governance & Risk Advisor

23/252

**RESOLVED**

**That Council adopt the policy, Internal Reporting and Public Interest Disclosures.**

Moved: Cr L Watts      Seconded: Cr A Williamson      CARRIED UNANIMOUSLY

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**LATE REPORT**

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**G.09.6** ***AUSTRALIA DAY AWARDS - CATEGORIES AND ELIGIBILITY***

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Amanda Catzikiris - Manager Community Services

23/253

**RESOLVED**

**That Council amend the number of Upper Hunter Shire Australia Day Awards to the following categories:**

- **Citizen of the Year - (1 per district being Aberdeen, Merriwa, Murrurundi and Scone)**
- **Young Citizen of the Year - (1 per district being Aberdeen, Merriwa, Murrurundi and Scone)**
- **Local Champion - (1 per district being Aberdeen, Merriwa, Murrurundi and Scone)**
- **Sustainability & Environmental Achievement Award (Merriwa District only)**
- **Upper Hunter Shire Citizen of Year (selected by Councillors for whole LGA)**
- **Upper Hunter Shire Young Citizen of Year (selected by Councillors for whole LGA)**

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

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## CLOSED COUNCIL

23/254

### 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 T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

## CONFIDENTIAL REPORTS

CR.09.1

### **TENDER T012324HUN – ROAD RESURFACING**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*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.*

23/255

### RESOLVED

That Council:

1. accept the following tenders:

- Accurate Asphalt & Road Repairs Pty Ltd
- All Pavement Solutions Pty Ltd
- ANA Industries Pty Ltd
- Bitupave Ltd t/a Boral Asphalt
- Colas New South Wales Pty Ltd
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd
- Ian Rich Asphalts Pty Ltd
- NSW Sprayseal Pty Ltd
- Fenworx Pty Ltd t/a Newpave Asphalt
- NSW Building and Civil Pty Ltd
- QC Asphalts Pty Ltd
- Stabilised Pavements of Australia Pty Ltd
- The Trustee for Supersealing Unit Trust t/a Supersealing

as a Panel Source tender of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 July 2023 to 30 June 2026 for all resurfacing categories 1 to 5; and

2. subject to satisfactory performance, allow a further 12 month optional extension from 1 July 2026 to 30 June 2027 for all resurfacing categories 1 to 5.

Moved: Cr J Burns

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

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CR.09.2

**TENDER T152324HUN - PROVISION OF TRAFFIC CONTROL SERVICES**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*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.*

23/256

**RESOLVED**

**That Council:**

1. accept the following tenders
  - Altus Traffic Pty Ltd
  - D&D Traffic Management Pty Ltd t/a D&D Traffic Management
  - DOB Enterprises Pty Ltd t/a Watchout Traffic Control
  - Go Traffic Pty Ltd
  - GoldLane Traffic Management t/a Golding Lane Pty Ltd
  - Lack Group Traffic Pty Ltd
  - Platinum Traffic Services Pty Ltd t/a Platinum Traffic Services
  - Traffic Logistics Pty Ltd
  - Traffic NSW Pty Ltd t/a Traffic NSW
  - TrafficPower Pty Ltd
  - Workforce Road Services t/a Workforce Road Services Pty Ltdas a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 October 2023 to 30 September 2025; and
2. subject to satisfactory performance allow a further 12 month optional extension from 1 October 2025 to 30 September 2026.

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

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CR.09.3

**TENDER T022324HUN - READY MIXED CONCRETE**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*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.*

23/257

**RESOLVED**

**That Council:**

1. accept the tender from Boral Resources (Country) Pty Ltd as a Single Source supplier, providing the best value to the Upper Hunter Shire Council for the period 1 July 2023 to 30 June 2026; and
2. subject to satisfactory performance allow a further 12 month optional extension from 1 July 2026 to 30 June 2027.

Moved: Cr L Watts

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

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CR.09.4

**TENDER T162324HUN - SUPPLY AND APPLICATION OF LINEMARKING**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*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.*

23/258

**RESOLVED**

**That Council:**

**1. accept the following tenders:**

- Complete Linemarking Services Pty Ltd
- Dolphin Line Marking Pty Ltd t/a Dolphin Line Marking
- J&M Road marking Specialists Pty Ltd
- Oz Linemarking NSW Pty Ltd
- Jenelad Pty Ltd t/a Whiteline Road Services
- Workforce Road Services Pty Ltd

as a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 October 2023 to 30 September 2025; and

**2. subject to satisfactory performance allow a further 12 month optional extension from 1 October 2025 to 30 September 2026.**

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

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CR.09.5

**TENDER T142324HUN - TREE MAINTENANCE**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*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.*

23/259

**RESOLVED**

**That Council:**

**1. accept the following tenders:**

- Active Tree Services Pty Ltd t/as Active Tree Services
- Asplundh Tree Expert (Australia) Pty Ltd t/as Summit Open Space Services
- D&C Tree Services Pty Ltd
- Garwood Tree Services Pty Ltd
- TLC Business Group Pty Ltd t/as Hunter Tree & Lawn Care
- TreeServe Pty Ltd

as a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 October 2023 to 30 September 2025; and

**2. subject to satisfactory performance allow a further 12 month optional extension from 1 October 2025 to 30 September 2026.**

Moved: Cr B McKenzie

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

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CR.09.6

**TENDER T032324HUN - SUPPLY AND DELIVERY OF STATIONERY**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*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.*

23/260

**RESOLVED**

**That Council:**

1. **accept the following tenders:**
  - **Australian Graphic and Office Supplies Pty Ltd t/a Stuart and Dunn Office Choice**
  - **Sharp Electronics Newcastle Unit Trust t/a Sharp office as a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 July 2023 to 30 June 2025; and**
2. **subject to satisfactory performance allow a further 12 month optional extension from 1 July 2025 to 30 June 2026.**

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

**RETURN TO OPEN MEETING**

23/261

**RESOLVED**

**That the meeting move back into Open Council.**

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

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

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.04PM.



**General Manager's Unit**

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**A.10.2**

***VOTE OF THANKS - EMERGENCY SERVICES***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Maurice Collison - Mayor

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***RECOMMENDATION***

That Council acknowledge our emergency services personnel and volunteers who have been battling fires in Scone to serve and protect our community.

***REPORT/PROPOSAL***

As Mayor I was extremely proud of our emergency services personnel who battled fires from Sunday afternoon at Scone and were still involved at the time of publishing this report.

The Scone fire has brought out the best of our people, highlighting the dedication of volunteers to serving and protecting our community. The time and effort to protect the homes and property of our community cannot be underestimated.

I have heard reports of donations of food to fire fighters, offers of feed and shelter for animals, support from businesses and of course the many support services that assisted the Rural Fire Service to fight this fire.

Police and Council's own Emergency Management staff worked with many agencies to coordinate many of the support services required to allow the RFS to do their job. From Local Land Services, Transport, Reconstruction Authority, Health, SES and Welfare groups, all have pitched in to ensure the protection of our community.

The access to our airport for aerial surveillance and most importantly aerial fire bombing was without doubt something that ensured this fire was managed and contained and I can only dread to think of the outcome had we not had emergency fire bombing planes based in Scone at the time and what a different outcome this could have been without that service.

To everyone who has contributed to fighting the fire directly or supporting those who were fighting it, you have my deepest gratitude. Thank you on behalf of the Upper Hunter Shire Council.

***OPTIONS***

Nil

***ATTACHMENTS***

There are no enclosures for this report



## Planning & Infrastructure Services

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### STANDING COMMITTEE REPORTS

**SCR.10.1**                                    **ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE**  
**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services  
**AUTHOR:** Paige Heusler - Administrative Assistant - Environmental & Customer Service

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#### **RECOMMENDATION**

That Council:

1. adopt the minutes of the Environmental & Community Services Committee meeting held on 10 October 2023;
2. ECSC.10.1 – defer the determination of Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot 22 DP 558794) pending the submission of additional information to address the issues raised in the planning assessment report.
3. ECSC.10.2 - modify the development consent in respect of Development Application No. 154/2022 for demolition and construction of a new emergency services facility at Lot 1 Section 3 DP 758672, 70 Bettington Street Merriwa 2329 subject to the conditions of consent in Attachment 2 to the report.

#### **BACKGROUND**

The Environmental and Community Services Committee is a Standing Committee of Council that considers reports, advice and recommendations of management regarding strategic land use planning, development applications, environmental, health, building, waste management, sustainability and community services related matters. The Committee subsequently makes recommendations to Council in relation to such matters.

A meeting of the Environmental & Community Services Committee was held on Tuesday, 10 October 2023.

#### **REPORT/PROPOSAL**

Prior to the meeting, a site inspection was held in relation to ECSC.10.1 attended by staff and Crs Collison, McPhee and Williamson.

In relation to ECSC.10.1, the Committee did not support the staff recommendation to refuse Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot 22 DP 558794) and instead unanimously supported a motion to defer the application pending the submission of additional information to address the issues raised in the planning assessment report.

In relation to Item ECSC.10.2, the Committee unanimously supported the recommendation to modify the development consent in respect of Development Application No. 154/2022 for demolition and construction of a new emergency services facility at Lot 1 Section 3 DP 75862, 70 Bettington Street, Merriwa subject to the conditions of consent in Attachment 2.

#### **ATTACHMENTS**

- 1↓ Environmental & Community Services Committee - 10 October 2023 - Minutes
- 2↓ DA 154/2022 - Draft Conditions

**MINUTES OF THE ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL HELD ON TUESDAY 10 OCTOBER 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 10.30AM**

**PRESENT:**

Cr Lee Watts (Chair), Cr Ron Campbell, Cr Allison McPhee and Cr Maurice Collison (Mayor)

**APOLOGIES:**

Leave of absence for Cr Elizabeth Flaherty and Mathew Pringle (Director Environmental & Community Services) was noted

**IN ATTENDANCE:**

Cr James Burns, Cr Tayah Clout, Mr Greg McDonald (General Manager), Mr Matthew Clarkson (Acting Director Environmental & Community Services), Paul Smith (Environmental Planning Officer), Ms Danielle Brown (Administration Officer) and Ms Paige Heusler (Administration Officer).

It is noted that the following Councillors, staff and community members were in attendance at a site inspection in relation to ECSC.10.1, prior to the meeting: Crs Collison, McPhee and Williamson, Greg McDonald, Matthew Clarkson, Paul Smith and Jacki Osmand.

**DISCLOSURES OF INTEREST:**

Nil

**PUBLIC PARTICIPATION:**

- **ECSC.10.1** Development Application No. 160/2022 – Dwelling House and Strata Subdivision Jacki Osmand – (on behalf of Annette English)

**DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE REPORTS**

**ECSC.10.1**

***DEVELOPMENT APPLICATION NO. 160/2022 DWELLING HOUSE AND STRATA SUBDIVISION***

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Paul Smith - Senior Environmental Planner

**MOTION**

That Council refuse Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot: 22 DP: 558794) for the reasons given in Attachment 1 of the agenda.

Moved: Cr A McPhee

Seconded: Cr L Watts

LOST UNANIMOUSLY

**FORESHADOWED MOTION**

That Council defer the determination of Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot 22 DP 558794) pending the submission of additional information to address the issues raised in the planning assessment report.

Page 1 of 2 of the Minutes of the Environmental & Community Services Committee of the Upper Hunter Shire Council held on Tuesday 10 October 2023

Moved: Cr R Campbell

Seconded: Cr L Watts

**RESOLVED**

**That Council defer the determination of Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot 22 DP 558794) pending the submission of additional information to address the issues raised in the planning assessment report.**

Moved: Cr R Campbell

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

**ECSC.10.2**

***DEVELOPMENT APPLICATION (MODIFICATION) DA 154/2022-2***

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Matt Clarkson - Manager Planning, Building & Regulatory Services

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**RESOLVED that Council modify the development consent in respect of Development Application No. 154/2022 for demolition and construction of a new emergency services facility at Lot 1 Section 3 DP 758672, 70 Bettington Street Merriwa 2329 subject to the conditions of consent in Attachment 1 of the report.**

Moved: Cr R Campbell

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

The meeting concluded at 10:59am

MODIFIED CONSENT  
DA 154-2022-2

**Identification of approved plans:**

1. The development must be carried out in accordance with the development application, the drawings referenced below and Statement of Environmental Effects dated 22 August 2022 except where amended by the conditions of consent.

JOB REFERENCE NO	SHEET NO	REVISION No	DRAWN BY	DATE
090-22	01,07,08,& 09	A	P.B. Eveleigh Plan Service	17/08/2022
22-093	C00 & C06	C	RHM Consulting Engineers	14/09/2022
22-093	C01, C02, C03, C04, C05, C06, C07, C08 C09,,C10, C11 & C12	B	RHM Consulting Engineers	15/8/2022
090-22	00	B	P.B. Eveleigh Plan Service	9/05/2023
090-22	02	C	P.B. Eveleigh Plan Service	8/05/2023
090-22	03, 04	D	P.B. Eveleigh Plan Service	8/08/2023
090-22	05	B	P.B. Eveleigh Plan Service	8/05/2023
090-22	06	C	P.B. Eveleigh Plan Service	8/08/2023
090-22	08	D	P.B. Eveleigh Plan Service	14/09/2023
Staged Storm Water Plan	C11	B	RHM Consulting Engineers	Notations not dated

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

2. A copy of all stamped approved plans, specifications and documents (including the Construction Certificate if required for the work incorporating certification of conditions of approval) must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifier.

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

**Operational conditions imposed under the environmental planning and assessment act and regulations and other relevant legislation:**

3. All building work must be carried out in accordance with the provisions of the National Construction Code Series.

(Reason: Prescribed by legislation)

**Ancillary matters to be completed prior to the issue of the construction certificate:**

4. Deleted. Pursuant to Upper Hunter Shire Council Section 94A Development Contribution Plan 2008, a contribution of \$13,253.06 is required to be paid to Council. The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of the Section 94A Development Contributions Plan.

~~Documentary evidence shall be submitted to the Principal Certifier confirming that the contribution has been paid prior to determination of the application for Construction Certificate where applicable.~~

~~(Reason: To ensure that the proposed development makes an appropriate contribution to facilities in the Upper Hunter Local Government Area)~~

5. Prior to the issue of a Construction Certificate, a full set of construction plans demonstrating compliance with the National Construction Code Series shall be submitted to the Principal Certifier.

(Reason: Prescribed by legislation.)

6. Prior to the issue of any construction certificate for the development, approval pursuant to Section 68 of the Local Government Act 1993 shall be obtained from Council for all sewer, stormwater and water supply works.

**Note:** All applications are to be made online via the NSW Planning Portal.

(Reason: To ensure compliance with the provision of the Local Government Act 1993 and subordinate regulations)

**Conditions that must be addressed prior to commencement:**

7. Where construction or excavation activity requires the disturbance of the soil surface and existing vegetation, adequate measures for erosion and sediment control shall be provided. As a minimum, control techniques are to be in accordance with The Blue Book published by Landcom provisions on Erosion and Sediment Control, or a suitable and effective alternative method.

All required erosion and sedimentation techniques are to be properly installed prior to the commencement of any site works and maintained in a functional and effective condition throughout the construction activities until the site is stabilised.

The installation is to be approved by the Principal Certifier prior to further commencement of site works.

(Reason: To protect the environment from the effects of sedimentation and erosion from development sites)

8. Site facilities
- (a) If the development involves building work or demolition work it is recommended that the work site be fully enclosed by a temporary security fence (or hoarding) before work commences. Any such hoarding or fence is to be removed when the work has been completed.
  - (b) A minimum width of 1.2m must be provided between the work site and the edge of the roadway so as to facilitate the safe movement of pedestrians. If trees are present in the footpath the minimum width must be provided to one side of the trees.

- (c) A garbage receptacle fitted with a tight fitting lid for the reception of all food scraps and papers from the work site must be provided prior to building work commencing and must be maintained and serviced for the duration of the work.
- (d) Adequate toilet facilities must be provided on the work site. Each toilet provided must be a standard flushing toilet, connected to a public sewer, or if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or an approved temporary chemical closet.

The provision of toilet facilities must be completed before any other work is commenced.

The installation of the site facilities shall be approved by the Principal Certifier prior to further commencement of site works and prior to the first inspection.

(Reason: To ensure the health and safety of the community and workers on the site)

- 9. A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:
  - (a) stating that unauthorised entry to the work site is prohibited;
  - (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and
  - (c) showing the name, address and telephone number of the Principal Certifier for the work.

Any such sign must be maintained while to building work or demolition work is being carried out, but must be removed when the work has been completed.

The installation is to be approved by the Principal Certifier prior to further commencement of site works.

(Reason: Statutory requirement)

- 10. No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works. If a certificate is issued for part of the works it must cover the works being undertaken onsite.

(Reason: Prescribed – Statutory)

#### Conditions that must be complied with during demolition and building work:

- 11. Any person acting on this consent must ensure that:-
  - (a) materials must not be burnt on the site.
  - (b) vehicles entering and leaving the site with soil or fill material must be covered.
  - (c) dust suppression measures must be carried out to minimise wind-borne emissions in addition odour suppression measures must also be carried out where appropriate so as to prevent nuisance occurring at adjoining properties.

(Reason: To protect the environment and the amenity of the surrounding area)

- 12. The applicant shall bear the cost of all works associated with the development that occurs on

Council's property.

(Reason: To ensure the proper management of public land and funds)

13. Any person acting on this consent shall ensure that:-
- (a) building construction activities are only carried out during the following hours:
    - i. between Monday to Friday (inclusive)—7.00am to 5.00pm,
    - ii. on a Saturday—8.00am to 5.00pm;
  - (b) building construction activities must not be carried out on a Sunday or a public holiday;
  - (c) demolition and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm;

unless prior written approval has been obtained from Council.

(Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community)

14. Building materials and equipment must be stored wholly within the work site, unless prior written approval has been obtained from Council. Equipment must not be operated on the footpath or roadway, unless prior written approval has been obtained from council.

(Reason: To ensure public safety and amenity on public land)

15. Any person acting on this consent must ensure that:-
- (a) all excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.
  - (b) all excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.
  - (c) demolition work must be undertaken in accordance with the provisions of AS2601- Demolition of Structures.
  - (d) the builder is to ensure that persons working on the site comply with the WorkCover Authority's requirements.

(Reason: To ensure that work is undertaken in a professional and responsible manner and protect adjoining property and persons from potential damage)

16. Any necessary alterations to, or relocations of, utility services must be carried out at no cost to the council or the relevant public authority.

(Reason: To ensure costs associated with the development are not transferred to the public)

17. The applicant shall bear the cost of all restoration works to Council's property damaged during the course of this development.

(Reason: To ensure the protection of existing public infrastructure)

**Conditions which must be complied with prior to the issue of any occupation certificate:**

18. The premises shall be connected to the sewer system in accordance with the Australian Standard 3500. A works as executed plan on Department of Fair Trading Sewer Service Diagram is to be submitted to Council within seven (7) days following the final drainage

inspection and prior to the issue of any Occupation Certificate.

(Reason: To ensure compliance with the Australian Standard & Local Authority requirements.)

19. All required parking areas, loading bays, driveways, internal access ways, vehicular ramps and turning areas shall fully constructed, sealed, line marked, sign posted, numbered in accordance with the consent and AS2890 prior to the issue of any Occupation Certificate for stage two.

(Reason: To ensure that adequate facilities to service the development are provided on site.)

20. The building is not to be used or occupied until a final inspection has been carried out and an Occupation Certificate has been obtained from the Principal Certifying Authority.

**Note:** Any application for an Occupation Certificate is to be made online via the NSW Planning Portal.

(Reason: Prescribed - Statutory.)

21. Prior to the issue of any Occupation Certificate a sealed driveway shall be constructed from the kerb and gutter to the edge of the property boundary in accordance with the profile on the approved plans.

The crossover and layback shall be constructed in accordance with Council's standard drawing number standard vehicle layback SVL-001.

**Note: Approval under Section 138 of the Roads Act 1993 is required prior to the commencement of any works within the road reserve. All applications are to be made online via the NSW Planning Portal.**

(Reason: To facilitate appropriate vehicular access to the site.)

- 21A Prior to the issue of an occupation certificate, for stage two, an easement to drain water is to be registered over adjoining properties to convey stormwater to Blaxland Street. Documentary evidence of registration is to be submitted to certifying authority to demonstrate compliance

(Reason: To ensure that there is a legal right to dispose of stormwater over adjoining land.)

#### Conditions that must be complied with at all times:

22. At all times, all stormwater from the development, including all hardstandings and overflows from rainwater tanks, shall be collected and disposed of by way of properly constructed stormwater lines to the kerb and gutter (piped). If concrete footpath exists; pipework is to be under bored to the existing kerb inlet.

(Reason: To ensure the suitable disposal of stormwater generated by the development)

**Note: A separate approval under Section 68 of the Local Government Act 1993 is required for water supply, sewerage and stormwater drainage work.**



**Corporate Services**

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**SCR.10.2**

**CORPORATE SERVICES COMMITTEE**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

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**RECOMMENDATION**

That Council adopt the:

1. minutes of the Corporate Services Committee meeting held on 20 October 2023; and
2. proposed budget variations as provided in attachment 2 to the report.

**BACKGROUND**

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

**REPORT/PROPOSAL**

A meeting of the Corporate Services Committee was held on Friday, 20 October 2023. A copy of the minutes of the meeting is attached. The following reports were considered:

**CORP.10.1 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 (RAO) advising that the projected financial position as at 30 June 2024 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 will be 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 RAO's 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.

The Loan Schedule provides an overview of Council's borrowing facilities and current outstanding balances at the reporting date.

The Key Performance Indicators (KPIs) summary provides an overview on the delivery of services and organisation measures as adopted in the Delivery Program and Operation Plan. These indicators are gauged against the actual performance of each business service activity and are measured using a traffic light monitor with commentary provided by managers and/or budget holders.

## Corporate Services

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### **CORP.10.2 Operational Report**

The budget review provides a detailed overview of the actuals to budget for the year to date, together with proposed variations and previously approved variations to the original budget. The effect on the originally adopted budget for these proposed and approved variations is shown in the revised end of year budget position for both the fund and service activity. Commentary is provided by managers and/or budget holders to inform details or reasons of why variances between actuals to budget exist or why proposed variations have been requested.

### **CORP.10.3 Contractors & Expenses Report**

The Contractors Listing provides details of any contracts Council has entered into for the period which exceed the value of \$50,000 in accordance with Office of Local Government requirements.

The Consultants, Legal and other Expenses Report will show expenditure year to date for consultancies and legal services.

### **CORP.10.4 Property Update**

The purpose of this report is to give an update on various property matters within Council.

### **CORP.10.5 White Park Management and Development Committee**

The White Park Management & Development Committee is an advisory committee of Council. The Committee comprises representatives of the various users of the White Park facility.

The aim of the Committee is to make recommendations to Council on the management and future development of White Park. The minutes of the White Park Management and Development Committee meeting held 11 October 2023 were adopted by the Corporate Services Committee.

### **CORP.10.6 Airport Management Committee**

This report provides an update of items discussed at the last Airport Management Committee meeting held on 27 September 2023. Items included current projects, financial and performance management. The minutes of the Airport Management Committee meeting were adopted by the Corporate Services Committee.

## **ATTACHMENTS**

- 1 [↓](#) Draft - Corporate Services Committee - 20 October 2023 - Minutes
- 2 [↓](#) Finance Budget Variation Requests - September 2023

**MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL HELD ON FRIDAY 20 OCTOBER 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 9.00AM**

**PRESENT:**

Cr Adam Williamson (Chair) and Cr Belinda McKenzie.

**APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK**

Nil

**APOLOGIES:**

The apology received from Cr Burns was accepted.

Cr Flaherty is on approved leave of absence until 1 November 2023.

**IN ATTENDANCE:**

Mr Greg McDonald (General Manager), Mr Mathew Pringle (Director Environmental & Community Services), Mr Wayne Phelps (Manager Finance) and Ms Robyn Cox (Executive Assistant).

**PUBLIC PARTICIPATION:**

Nil

**DISCLOSURES OF INTEREST:**

Nil

**REPORTS**

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**CORP.10.1** ***QUARTERLY FINANCIAL SUMMARY & INVESTMENT REPORT***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

**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 Loan Schedule and balances outstanding;**
- 5. note the Capital Works Expenditure Report; and**
- 6. adopt the proposed budget variations.**

Moved: A Williamson

Seconded: B McKenzie

CARRIED UNANIMOUSLY

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**CORP.10.2 OPERATIONAL REPORT****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Wayne Phelps - Manager Finance**RESOLVED****That the Committee:**

1. note the comments on the budget review by the managers/budget holders; and
2. adopt the requested variations as detailed in the budget review;
3. amend the Attendance Record table in the report.

Moved: B McKenzie      Seconded: A Williamson      CARRIED UNANIMOUSLY

**COUNCILLOR QUESTIONS:**

Cr McKenzie asked when the ELC Start Strong program will become effective.

*Response: Taken on notice. Following the meeting advice was received that there are currently 7 children attending the ELC who access this funding and have been receiving this since the beginning of the year.*

Cr Williamson asked if the trees cut down in Elizabeth Park were to be replaced.

*Response: Taken on notice. Following the meeting advice was received that only one tree was removed from the park and the others were pruned. A replacement for the tree removed has been ordered and will be planted in two weeks.*

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**CORP.10.3 CONTRACTORS & EXPENSES REPORT****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Wayne Phelps - Manager Finance**RESOLVED****That the Committee:**

1. note the Contractor's Listing for the period; and
2. note the Consultancy and Legal Expenses report for the period.

Moved: A Williamson      Seconded: B McKenzie      CARRIED UNANIMOUSLY

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**CORP.10.4 PROPERTY UPDATE****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Karen Lee - Senior Administration Officer - Business Services**RESOLVED****That the Committee note the report and actions undertaken to date on the property strategy.**

Moved: B McKenzie      Seconded: A Williamson      CARRIED UNANIMOUSLY

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**CORP.10.5 WHITE PARK MANAGEMENT AND DEVELOPMENT COMMITTEE****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Karen Lee - Senior Administration Officer - Business Services**RESOLVED That the Committee endorse the minutes of the White Park Management & Development Committee meeting held on 11 October 2023.**

Moved: A Williamson      Seconded: B McKenzie      CARRIED UNANIMOUSLY

Page 2 of 4 of the Minutes of the Corporate Services Committee of the Upper Hunter Shire Council held on Friday 20 October 2023

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**CORP.10.6**

***AIRPORT MANAGEMENT COMMITTEE***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Karen Lee - Senior Administration Officer - Business Services

**RESOLVED**

**That Council adopt the minutes of the Airport Management Committee meeting held on 27 September 2023.**

Moved: B McKenzie      Seconded: A Williamson      CARRIED UNANIMOUSLY

There being no further business the meeting closed at 10.28am.

**CORPORATE SERVICES COMMITTEE  
BUDGET VARIATION REQUEST  
FOR THE MONTH ENDED 30 SEPTEMBER 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
<b>GENERAL FUND</b>					
Early Learning Centre	Operating Revenue	Grant Funding		18,571	Additional Early child care Start Strong funding received
Early Learning Centre	Non-Operating Expenditure	Start Strong RA	18,571		Additional Early child care Start Strong funding received
Economic Promotion	Operating Revenue	Grant Funding		5,000	Small Business grant funding received
Economic Promotion	Operating Revenue	Contributions received		2,500	Breakage for "Why Leave Town" promotion
Economic Promotion	Operating Expenditure	NSW small business month	5,000		NSW Small business week initiative
Economic Promotion	Operating Expenditure	"We Live Here" Project	2,500		Costs for promotion of town
Tourism & Area Promotion	Operating Revenue	Grant Funding		320,000	Grant funding received for Horse Interpretive Centre business case
Tourism & Area Promotion	Capital Expenditure	Horse Interpretive Centre	320,000		Associated costs against grant funding
Other Sport & Recreation	Operating Revenue	Grant Funding		80,000	Balance of funding for Scone Mountain bike track
Other Sport & Recreation	Non-Operating Revenue	Scone Mountain Bike Track RA		120,000	Funds received in advance for Scone Mountain bike track
Other Sport & Recreation	Operating Expenditure	Scone Mountain Bike Track Project	200,000		Scone Mountain Bike Track project
Swimming Pool	Non-Operating Revenue	S94 Contributions		74,230	Use of s94 contributions to fund swimming pool upgrades
Swimming Pool	Capital Expenditure	Diability ramp Scone pool	6,475		Capital project funded by s94 contributions
Swimming Pool	Capital Expenditure	Chlorine dosing plant - Murrurundi Pool	26,875		Capital project funded by s94 contributions
Swimming Pool	Capital Expenditure	2x Dolphine pool cleaners	40,880		Capital project funded by s94 contributions
White Park Complex	Operating Revenue	Capital Grant Funding		650,000	Additional grant funding for electrical upgrade works
White Park Complex	Capital Expenditure	White Park Electrical Supply Upgrade	650,000		Increase in budget funding required to finalise the project.
Footpath & Cycleways	Operating Revenue	Capital Grant Funding		50,000	Grant funding to complete the balance of Merriwa footpath extension works
Footpath & Cycleways	Capital Expenditure	Ftpth - Mwa Extension	50,000		Completion of Merriwa Footpath/Cycleway extension
Regional Roads	Operating Revenue	Capital Grant Funding	5,000,000		Delay in commencement of MR358 project due to release of Federal Government funding deed.
Regional Roads	Capital Expenditure	MR358 Rectification works		5,000,000	Reduce level of spend expected by 30 June 2023 for MR358 rectification works
Local Roads	Operating Revenue	Grant Funding		2,500,000	Flood damage grant funding
Local Roads	Operating Expenditure	Flood Restoration	2,500,000		Expected flood restoration works to be completed in 2023/2024
Local Roads	Operating Revenue	Grant Funding	216,000		Reduction in funding as majority of Bow St Merriwa project completed in 2022/2023 year
Local Roads	Capital Expenditure	Bow St (fr Blaxland St to MacCartney St)		216,000	Majority of project completed in 2022/2023 year
Local Roads	Operating Revenue	Capital Grant Funding	5,300,000		Deferral of Hunter Road to 2024/2025 year due to funding priorities
Local Roads	Capital Expenditure	Hunter Rd (Naracoote to Glenmore Brdg)		5,300,000	Deferral of Hunter Road to 2024/2025 year due to funding priorities
Local Roads	Operating Revenue	Capital Grant Funding		935,831	Additional grant funding for Barrington Forrest Road Stage 1
Local Roads	Non-Operating Revenue	Barrington Forest Stage 1 RA		3,064,169	Funding received in advance for Barrington Forest Road Stage 1
Local Roads	Capital Expenditure	Barrington Forest Stage 1	4,000,000		Project brought forward in schedule to align with Government funding requirements
Local Roads	Non-Operating Revenue	Barrington Forest Stage 2 RA		1,300,000	Funding received in advance for Barrington Forest Road Stage 2
Local Roads	Capital Expenditure	Barrington Forest Stage 2 RA	1,300,000		Project brought forward in schedule to align with Government funding requirements
Local Roads	Operating Revenue	Capital Grant Funding		50,000	Grant funding to finalise Remote Road program
Local Roads	Capital Expenditure	Pages Creek & Sargeants Gap Road	50,000		Finalisation of Remote Road project
<b>WATER SUPPLY</b>					
Murrurundi Water	Operating Revenue	Capital Grant Funding		150,000	Additional funding from DPIE to complete Village Standpipe project
Murrurundi Water	Non-Operating Revenue	Water Fund RA Balance		150,000	Transfer of funding from RA
Murrurundi Water	Capital Expenditure	Village Reticulation	300,000		Additional works to complete Village standpipe project

**CORPORATE SERVICES COMMITTEE  
BUDGET VARIATION REQUEST  
FOR THE MONTH ENDED 30 SEPTEMBER 2023**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
<b>SEWERAGE SERVICES</b>					
Murrurundi Sewer	Non-Operating Revenue	Sewer Fund RA Balance		140,000	Transfer of funding from RA
Murrurundi Sewer	Non-Operating Revenue	Murrurundi Relining Project	140,000		Sewer Relining project
Scone Sewer	Operating Revenue	Sewer Fund RA Balance		1,000,000	Transfer of funding from RA
Scone Sewer	Capital Expenditure	Scone Relining Project	1,000,000		Sewer Relining project
		<b>Total Variations</b>	<b>21,126,301</b>	<b>21,126,301</b>	
		<b>Net Variation to Operating Result</b>		<b>-</b>	
<b>Abbreviation notes</b>					
RA = Restricted Assets					
R2R = Roads to Recovery					
STP = Sewer Treatment Plant					
SPS = Sewer Pump Station					

## Infrastructure Services

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**SCR.10.3**

### **INFRASTRUCTURE SERVICES COMMITTEE**

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Leah Moore - Infrastructure Support Officer

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#### **RECOMMENDATION**

That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 10 October 2023

#### **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, 10 October 2023. A copy of the minutes is attached.

#### **REPORT/PROPOSAL**

The Infrastructure Services Committee considered reports on the following items:

#### **ISC.10.1 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 Sewage Treatment Plant (STP)
- Sewer Relining Program
- Water Main Renewal Work
- Integrated Water Cycle Management Plan
- Village Water Supply – Parkville/Wingen/Blandford
- Scone to Murrurundi Pipeline – Easements
- Glenbawn Dam Pipework Discharge
- Murrurundi Dam
- Miscellaneous Repair Works

#### **ISC.10.2 WORKS PROGRAM - INFRASTRUCTURE SERVICES – WORKS DELIVERY**

The KPIs were reported to the Committee, with two (2) of the three (3) KPIs being off track for the reportable year.

#### **ISC.10.3 STRATEGIC AND CAPITAL WORKS UPDATE**

Strategic and Capital Works Delivery Update was reported.

There are twenty seven (27) major projects in progress that have been reported out of which six (6) projects require budget or scheduling intervention.



## Infrastructure Services

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### **ISC.10.4 MR358 WILLOW TREE ROAD UPGRADE**

An update was provided on the MR358 Willow Tree Road Upgrade as of 10 October 2023.

#### **Key activities:**

- Ongoing process of the IIP 90 day review
- Ongoing process of the PPR review
- Letter from Minister Catherine King that project has been approved funding
- Letter to preferred tenderer requesting further extension to December 2023
- Project Management Team to be sourced from TfNSW and PWA with assistance from Council staff

### **ISC.10.5 LOCAL ROADS INITIAL SEAL - PROJECT UPDATE**

An update was provided on the three major roads projects:

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

### **ISC.10.6 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 timelines.

## **ATTACHMENTS**

- 1 [↓](#) DRAFT - Infrastructure Services Committee - 10 October 2023 - Minutes

**MINUTES OF THE INFRASTRUCTURE SERVICES COMMITTEE OF UPPER HUNTER SHIRE  
COUNCIL HELD ON TUESDAY 10 OCTOBER 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.

**APOLOGIES:**

Nil

**IN ATTENDANCE:**

Mr Greg McDonald (General Manager), Mr Rag Upadhyaya (Director Infrastructure Services), Mr Jeff Bush (Manager Strategic Assets), Mr Grahame Wilson (Manager Water & Sewer), Mr Chris Agosto (Project Manager), Mr Allan Greer (Project Manager) and Ms Leah Moore (Minutes)

**DECLARATIONS OF INTEREST:**

Nil

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**INFRASTRUCTURE SERVICES REPORTS**

**ISC.10.1                      *WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER &  
SEWER***

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Grahame Wilson - Manager Water & Sewer

**RESOLVED**

**That the Committee receive the report and note the information**

Moved: Cr T Clout

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

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**ISC.10.2                      *WORKS PROGRAM - INFRASTRUCTURE SERVICES - WORKS  
DELIVERY***

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Leah Moore - Infrastructure Support Officer

**RESOLVED**

**That the Committee receive the report and note the information.**

Moved: Cr T Clout

Seconded: Cr M Collison

CARRIED UNANIMOUSLY

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**ISC.10.3                      *STRATEGIC AND CAPITAL WORKS UPDATE***

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Leah Moore - Infrastructure Support Officer

**RESOLVED**

**That the Committee receive the report and note the information.**

Moved: Cr A McPhee

Seconded: Cr M Collison

CARRIED UNANIMOUSLY

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**ISC.10.4** *MR358 WILLOW TREE ROAD UPGRADE*

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure 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

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**ISC.10.5** *LOCAL ROADS INITIAL SEAL - PROJECT UPDATE*

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Chris Agosto - Project Manager

**RESOLVED**

**That Council receive the report and note the information.**

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

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**ISC.10.6** *SCONE CBD REVITALISATION PROJECT*

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Allan Greer - Project Manager

**RESOLVED**

**That Council receive the report and note the information.**

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

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Being no further business the meeting was declared closed at 1.01pm.



## General Manager's Unit

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### COMMITTEE/DELEGATES REPORTS

#### C.10.1 *ARTS UPPER HUNTER*

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

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#### RECOMMENDATION

That Council note the minutes of the Arts Upper Hunter meeting held on 29 June 2023.

#### BACKGROUND

Council contributes financially, along with other councils in the region, to support Arts Upper Hunter. Member councils are Singleton, Muswellbrook, Dungog and Upper Hunter. Council's representative on the Board is Grants Officer, Jacqui Bakewell.

#### REPORT/PROPOSAL

A meeting of the Arts Upper Hunter Board was held on 29 June 2023. A copy of the minutes, along with a letter providing an update on Arts Upper Hunter's recent activities, are attached.

#### ATTACHMENTS

- 1 [↓](#) Arts Upper Hunter - Letter
- 2 [↓](#) Arts Upper Hunter - Minutes - 29 June 2023

# arts UPPER HUNTER

17 October 2023

Mr Greg McDonald, General Manager  
Upper Hunter Shire Council, PO Box 208, Scone NSW 2337

Dear Greg:

Please find enclosed the ratified minutes of the Arts Upper Hunter (AUH) Board Meeting held in June 2023.

As you may have noticed, 2023 has been one of the biggest years in Arts Upper Hunter's 20-year history. Since I last wrote to you, we've announced this year's Micro Grant recipients, and three of the ten were from the Upper Hunter LGA: Agnes Lingane from Murrurundi for a bookbinding workshop, Murrurundi Arts & Crafts Council for holiday workshops for kids – which have already run and been very successful, and Scone & Upper Hunter Historical Society for training courses in museum skills. Upper Hunter Shire artists attended our grant-writing workshops in early June, and our CASP workshop this week.

There are many intriguing news items:

- Partly funded by CASP with a little from UHSC, a video about The Twins at the Museum at Murrurundi is nearing completion. I've seen a teaser and it's as delightful as the women themselves.
- In July Upper Hunter folk joined us down in Gresford for some focused brainstorming on cultural tourism, led by the inspiring Peter Kenyon with funding from Rural Aid.
- Project Officer Suzannah Jones has initiated the Upper Hunter Regional Tourism Group to get the four shires talking about their own projects and to feed into our Cultural Trails (see below).
- Fran Wachtel is making waves as one of the artists in residence of our LiddellWORKS creative program, developing images in metal that speak to the legacy and workers of the power station, in part with materials from Liddell itself.
- We have applied for several grants built around our coming Cultural Trails website (which may or may not be called Creative Valley): the grants are to activate museums, video First Nations stories and develop material in collaboration with local groups: most of the grants include material for Upper Hunter Shire participants.
- Artist Jakeob Watson has been developing a mural to commemorate the Liddell closure – the first leg included kids from Cassilis and Merriwa schools.
- Richie and Sue Lawton have been working with Scone High Students to develop a First Nations weaving work for Liddell; and they've been collecting responses to the "Western" mural at 133 Kelly St by local Aboriginal people.

PO Box 114, Muswellbrook. NSW 2333 Ph 0409 382 509

[www.artsupperhunter.com](http://www.artsupperhunter.com)

Our program across the wider region continues to grow, including in the pipeline:

- The Horizons Program will shortly be getting underway: five young people from across the region will be mentored in a pathway leading to Creative Industries jobs.
- Creative Valley (TBC) Cultural Trails website that will open up the creative side of our region to tourists. We are hoping for a Beta version by year's end. Suzannah Jones will work with your VIC to promote use of the Australian Tourism Data Warehouse to streamline visitor economy information.
- Piloting programs for youth, artists and seniors. Developing a youth digital skill-building program.
- Opening the 2024 CASP grants program this year – applications close 30 October – so successful candidates will have a whole year to run their program.
- The new 4-year Regional Music Touring program is about to announce its first tours.

I continue to be heavily involved in the Lake Glenbawn Museum Of Rural Life working group as Chair and Secretary. We are working towards developing a Strategic Plan in the new year, expanding the group, incorporating as a Not For Profit. Most intriguing is the visit by David Kaus, formerly of the National Museum Of Australia, to evaluate the First Nations items and provide good new research. He is doing that right now! AUH made the invitation and sourced funding from Reflections/Crown Lands to pay him.

I've completed a review of the Return on Investment for 2022 of our four contributing LGAs. These are pegged against a standard set of figures by Regional Arts NSW. Upper Hunter Shire Council's 2022 contribution of \$9394 (in an admittedly very active year for the shire and for AUH) garnered a return on investment of over 300% - including work on the Kelly St Mural, CASP grants, micro grants, and advice/consultations with arts and crafts bodies across the Shire. We were very supportive of smaller gallery activity, including the remarkable Merriwa Gallery, which has just closed after one very big bold year.

It is indeed a fertile time for the arts in the Shire. AUH's relationship with Upper Hunter Shire remains very strong. Council rep Jacqui Bakewell is now acting chair, and Annie Rodgers from Merriwa is now an active member. Three of our staff, the Lawtons and Sandra Reichel, live in Scone.

We look forward to continuing this superb relationship. I hope that in 2024 I can come and speak to the Council directly about the creative industries, tourism and your great shire.

Yours sincerely,



John O'Brien, Executive Director

# arts UPPER HUNTER

*To provide, support and promote arts and cultural opportunities for all people in the Upper Hunter.*

**Arts Upper Hunter Board General Meeting**  
Arts Upper Hunter Office,  
Shop 11 / 30-34 Brook Street, Muswellbrook  
Thursday 29 June 2023.

**Draft minutes**

**Commence:** (2.09pm)

- 1. Acknowledgment of Country by Jacqui Bakewell**
- 2. Welcome to New Board Members:** Jacqui Bakewell welcomed our new board members Martha Moderitz and Annie Rodgers. Jacqui invited each to introduce themselves.  
  
Dan Thompson moved a welcome to our new board members.  
Thompson / Lecky      Carried.
- 3. Present:** Jacqui Bakewell (Vice Chair ), Cr Jennifer Lecky (Muswellbrook Shire Council), Cr Dan Thompson (Singleton Council), Cr Michael Tobin (Dungog Shire Council), Martha Moderitz (Co-opted) and Annie Rodgers (Co-Opted)
- 4. Apologies:** Robert Booth
- 5. Not present:** None  
  
Thompson / Lecky      Carried.
- 6. In attendance:** John O'Brien and Sandra Reichel
- 7. Call for conflicts of interest:** None declared.
- 8. Confirmation of minutes from previous meeting 27 April 2023.**  
  
Thompson / Lecky      Carried.
- 9. Business arising from the minutes of 27 April 2023**
  - 9.1 Board positions, skills matrix, renewal.  
  
John explained the purpose of the skills matrix. He will forward the skill matrix form to Annie and Martha.
  - 9.2 John's Performance and Salary Review. John and Sandra left the room. Meeting went in camera. John and Sandra were invited to return to the room.
  - 9.3 New Project Officers, Comms Officer, and recruitment of new Aboriginal Arts Officer.  
  
John reported Richie Lawton (AAO), Sue Lawton (Project Officer) and Grace Barnes (Comms Officer for the Liddell and Cultural Trail projects) have commenced and settled in. They all bring strong and valuable skills to the positions.

Draft minutes for Board Meeting 29 June 2023. Page: 1 of 2

- 9.4 Liddell Project. Grants, Staff, Residencies, Blacksmithing, Mural, Monumental Bench Ideas, Website, Create By The Lake.  
Included in the ED Report. There was a general discussion regarding these projects.
- 9.5 CASP 2023, Micro Grants, CASP 2024. Seeking Micro Grants assessors.  
Martha Moderitz and Jennifer Lecky volunteered to be the assessors for the Micro Grant program. Jacqui Bakewell to be a backup in the event either Martha or Jennifer is unavailable.
- 9.6 Draft Equity Action Plan for comment by Board. Seeking feedback. This was deferred to later in the meeting, however there was insufficient time to return this item.
- 9.7 AUH celebrates 20 Years. Suggestion for a celebration with past Board members and staff for our next F2F meeting. Email signatures have been changed.  
General discussion.  
Sandra to put together a couple of budgets for a 20<sup>th</sup> anniversary celebration, smallish and larger number of attendees and present to the next board meeting. Possible date for event is the November board meeting.
- 9.8 Auspicing Policy. Deferred.
- 9.9 Create NSW Stage 2 of RADO Review. Deferred.
- 9.10 Review of AUH Constitution. See Governance Workshop below.
- 9.11 Related Party Transactions Register & Policy deferred.
- 9.12 Review of Interest Rates/ Term Deposits.  
Instructions to set up a term deposit for 4 months was approved prior the meeting. Sandra to take to Regional Australia Bank on Monday.
- 9.13 Cultural Trails Update. See ED report.
- 9.14 Here Now and Always - See ED Report.
- 9.15 Regional Futures. Maitland workshop, exhibition, symposium. Horizons Youth Program. See ED Report
- 9.16 Regional Music Officers – August visit, venues.  
John advised Ali Buckley is our RMO, her position is funded by Music NSW. We share Ali with 2 other RADOs.  
Music in the Regions is bringing a concert to the Upper Hunter Conservatorium of Music and Dungog at the end of August.
- 9.17 Blak Arts Collective & Gallery - See ED Report
- 9.18 Cyber security and Fraud Prevention – See ED Report

## 10. Financial Report

Draft minutes for Board Meeting 29 June 2023. Page: 2 of 2



Lecky / Thompson Carried

#### 11. Chair's report.

Jacqui read the report tabled by Robert Booth.

Bakewell / Rodgers Carried

#### 12. Board Member Report(s)

12.1 Michael Tobin reported:

- The James Theatre at Dungog is the oldest still screening theatre in Australia
- Audience numbers, like many venues, are still recovering post COVID.
- The film "Sweet As" screened in association with Reconciliation Dungog was the world premiere.

12.2 Dan Thompson

- It has been a very busy week with the last week of the Singleton Amateur Theatrical Society (SATS)'s production of Shrek.
- The Singleton Arts & Cultural Centre exhibition recently opened "Spirit of Place" featuring Uncle Warren Taggart and unveiled "One hundred Years of Rotary" a Public Art Sculpture by local artist and blacksmith Will Maguire.
- The SACC is currently seeking grant funding for another sculpture.

12.3 Jennifer Lecky

- The MSC recently hosted "Rock'n the Brook" concert featuring James Blundell and James Reyne.

12.4 Martha Moderitz

- Singleton Youth Venue and the Singleton Library are hosting school holiday activities. Kim at the Singleton Youth Venue is doing a great job.

12.5 Jacqui Bakewell

- Gave an update on the mural at 133 Kelly Street, Scone. The UHSC received funding to have the mural restored and the work has been completed, which was a project that received support from AUH and Mark Reedman in the past.

3.40pm Dan Thompson left the meeting.

#### 13. ED report.

John spoke to his report highlighting upcoming Women In Business program, Horizons program, and AUH Micro Grants.

Bakewell / Tobin Carried

#### 14. General Business:

14.1 Peter Kenyon workshop on 11 July in East Gresford.

14.2 Governance Workshop 18 August.

Draft minutes for Board Meeting 29 June 2023. Page: 3 of 2

- 14.3 Accelerating Event Economies in the Hunter (JO all-day event Medowie) 27 July.
- 14.4 Dungog Shire Council email requesting minutes.
- 14.5 DGR Status. John suggested AUH investigate getting DGR status. Martha offered to research this and report back.
- 14.6 Next Meeting – General Meeting, Thursday 14 September. Venue to be advised. Annie Rodgers gave her apology for that meeting.

Closed: 4.16pm

Draft minutes for Board Meeting 29 June 2023. Page: 4 of 2

## Corporate Services

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### FINANCE REPORTS

#### F.10.1 **SIGNING OF THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

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#### **PURPOSE**

The purpose of this report is for Council to delegate authority for the signing of the Annual Financial Statements for the year ended 30 June 2023.

#### **RECOMMENDATION**

That Council

1. delegate authority to the Mayor, a Councillor, General Manager and Manager Finance (Responsible Accounting Officer) to sign the Annual Financial Statements on behalf of the Council for the year ended 30 June 2023, which include the:
  - General Purpose Financial Statements
  - Special Purpose Financial Statements
2. approve the forwarding of the signed Council Annual Financial Statements to the Audit Office to complete their Independent Audit Opinion on the conduct of the audit.
3. delegate authority to the Mayor and General Manager to sign the Annual Financial Statements on behalf of the Council's business entity Gummun Place Hostel for the year ended 30 June 2023.
4. approve the forwarding of the signed Gummun Place Hostel Annual Financial Statements to the external auditors Forsyths to complete their Independent Audit Opinion.

#### **BACKGROUND**

A Statement by Councillors and Management is required to be attached to each set of Annual Financial Statements certifying that they are in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended), the Annual Financial Statements have been drawn up in accordance with:

- the Local Government Act 1993 (as amended) and the Regulations made thereunder
- the Local Government Code of Accounting Practice and Financial Reporting
- the Local Government Asset Accounting Manual
- the Australian Accounting Standards

The Statement is also to include a comment that:

*To the best of our knowledge and belief, these reports:*

- *present fairly the Council's financial position and operating result for the year; and*
- *accord with Council's accounting and other records;*

*and that:*

*we are not aware of any matter that would render the reports false or misleading in any way.*

#### **REPORT/PROPOSAL**

Council is required to adopt a resolution to sign the Annual Financial Statements before the Audit Office of NSW releases their Independent Audit Report. This requirement for lodgment of

## Corporate Services

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the Financial Statements for Council is 31 October 2023, unless an extension is requested and granted by the Office of Local Government.

The Audit Office of NSW will provide a Closing Engagement Report to the Audit Risk & Improvement Committee on the findings of the Audit. Following the review of the Closing Engagement Report and if there is no material variations to the Draft Financial Statements, Council is required to delegate to the signing representatives the authority to sign and return the Annual Financial Statements to the Audit Office of NSW for the issue of their Independent Audit Report and the Report on the Conduct of the Audit.

Council also prepares the Annual Financial Statements for its business entity, Gummun Place Hostel, in accordance with the Australian Government Department of Health. These Audited General Purpose Financial Statements are to be lodged with the Department by 31 October 2023.

Council has recently sought an extension to 30 November 2023 for submission of its 2022/2023 financial statements to the Office of Local Government which is currently pending.

### **OPTIONS**

1. Provide delegated authority to sign the Annual Financial Statements.
2. Do not provide delegated authority to sign the Annual Financial Statements.

### **CONSULTATION**

Under Section 420 of the LG Act:

- (1) Any person may make submissions to the council with respect to the council's audited financial reports or with respect to the auditor's reports.
- (2) A submission must be in writing and must be lodged with the council within 7 days after the date on which those reports are presented to the public.
- (3) The council must ensure that copies of all submissions received by it are referred to the auditor.
- (4) The council may take such action as it considers appropriate with respect to any such submission, including the giving of notice to the Departmental Chief Executive of any matter that appears to require amendment of the council's financial reports.

### **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.

- 5.1 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.
- 5.3 Effective financial and asset management to ensure Council's long-term sustainability.

#### **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
- Ensuring regulatory and statutory compliance

## Corporate Services

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### c. Other Plans

Nil

## **IMPLICATIONS**

### a. Policy and Procedural Implications

Nil

### b. Financial Implications

Provides the community and other users of Council's information with details of its financial position as at the end of each financial year.

### c. Legislative Implications

Under section 416 (1) of the Local Government Act, a council's financial reports for a year must be prepared and audited within 4 months after the end of the year concerned, and under section 428 (4) (a), the audited financial reports must be included in the council's annual report. Under S413 (2) (c), a council's financial reports must include a statement in the approved form by the council as to its opinion on the general purpose financial report.

The Annual Financial Statements for the Council are lodged with the NSW Office of Local Government by 31 October 2023 and for Gummun Place Hostel to the Department of Health by 31 October 2023.

### d. Risk Implications

Non lodgement of the Financial Statements by 31 October 2023 will require an extension to be sought from each respective government department which if not granted will place Council in breach of legislation.

### e. Sustainability Implications

Nil

### f. Other Implications

Nil

## **CONCLUSION**

Council is required to resolve to delegate authority for signing of the Annual Financial Statements for the year ended 30 June 2023 in order for:

- the Audit Office of NSW to release their Independent Audit Report for Council's General Purpose and Special Purpose Financial Statements; and
- Forsyths to release their Independent Audit Report for Gummun Place Hostel.

## **ATTACHMENTS**

Nil.



## General Manager's Unit

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### **REPORT/PROPOSAL**

Annual *Disclosure of Pecuniary Interests and Other Matters* returns for the period ending 30 June 2023 have been completed by all designated persons and Councillors and are tabled at the current meeting, in accordance with the requirements of Part 4 of the Code of Conduct and section 440AAB of the Local Government Act 1993.

### **OPTIONS**

That Council note the written *Disclosure of Interests and Other Matters* returns, as tabled in the meeting.

### **CONSULTATION**

N/A

### **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.

5.1 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.

#### **b. Delivery Program**

- A system where policies and procedures are reviewed on a regular basis

#### **c. Other Plans**

Nil

### **IMPLICATIONS**

#### **a. Policy and Procedural Implications**

This report is prepared in the discharge of obligations under the Code of Conduct.

#### **b. Financial Implications**

Nil

#### **c. Legislative Implications**

Council's Code of Conduct has been adopted in accordance with the prescribed Model Code of Council, which is prescribed under sections 440-440AA of the Local Government Act 1993.

## General Manager's Unit

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Section 440AAB(2) of the Local Government Act 1993 states that returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgment, or if the code does not specify a day, as soon as practicable after the return is lodged.

### d. Risk Implications

The non-provision of Disclosures of Pecuniary Interest Returns may affect the Council transparent decision making process.

### e. Sustainability Implications

Nil

### f. Other Implications

Nil

## **CONCLUSION**

*Disclosure of Pecuniary Interests and Other Matters* returns for 30 June 2023 have been completed by all Councillors and designated persons and are tabled at the current meeting, in accordance with the requirements of the Code of Conduct and section 440AAB of the Local Government Act 1993.

## **ATTACHMENTS**

There are no enclosures for this report



**General Manager's Unit**

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**G.10.2**

**LOCAL PUBLIC HOLIDAY - SCONE CUP 2024 AND 2025**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

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**PURPOSE**

The purpose of this report is to seek a resolution from Council in regard to the 2024 and 2025 Scone Cup Public Holidays.

**RECOMMENDATION**

That Council make application to the Minister for Industrial Relations seeking a public holiday from noon for the 2024 Scone Cup on Friday, 17 May 2024 and the 2025 Scone Cup in May 2025, covering the eastern part of the Shire only.

**BACKGROUND**

The Public Holidays Act 2010 permits the Minister for Industrial Relations to declare a local public holiday, or a local event day, for the whole or a part of a council's local government area. When considering whether to make an application, Council is required to consider the impact on the community, such as local schools and businesses. As part of the process Council is required to undertake public consultation. Consultation has now occurred and the results are included in this report for Council's consideration.

**REPORT/PROPOSAL**

The Consultation process

Community consultation was undertaken from 30 August 2023 to 3 October 2023 seeking feedback on a part day public holiday for the 2024 and 2025 Scone Cup days.

**Promotion and Reach:**

- 3 Facebook posts with a total combined reach of 10,434 on the Council's page (up from 8,955 from the previous consultation)
- 2 Facebook posts promoted by Scone Chamber targeting businesses
- 2 Newspaper ads in the Aberdeen Whisper and the Hunter River Times
- 1 Mayoral column in the Hunter River Times
- 1 Radio interview mention from the Mayor
- Sponsored Live Reads on 2NM and Power FM (local radio)
- Website Public Notice had 214 views
- Council office posters and flyers were used for local awareness

The legislation permits Council to apply for biennial applications. Where a council intends to make a biennial application for the declaration of public holidays or local event days (including part-day declarations), the Council must conduct a consultation process as to the proposal and provide the following information:

- The level of support for and against the application from local businesses and stakeholders.
- The benefits to the local community in terms of employment, business activity, tourism and industry promotion of the region.

## General Manager's Unit

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- Demonstration of the economic benefits to the local community in terms of employment, business activity, tourism and industry promotion of the region.
- Details of the importance of the event from a social and community perspective.

Letters was sent to 12 schools in the district as well as the five bank branches to garner their response to the holiday as required by the legislation. Letters were also sent to Chambers of Commerce and Progress Associations.

### Survey results

Council's online survey on the question of the Scone Cup holiday arrangements received 162 responses (down from 171 responses last year). Key results are as follows:

- Of all responses, 89% supported a half day public holiday for the 2024 and 2025 Scone Cup but this was down 6% on the survey results from 2021
- 91 per cent of respondents agree the Scone Cup is an important social and community event for the Upper Hunter.
- 77% per cent of business owners are in support of the half-day public holiday, however, 95 per cent agree the Scone Cup is an important social and community event for the Upper Hunter. 95% of business also agreed that the event is an important Tourism / Visitor Event for the region.

### Business Owners

Overall 22 respondents (down from 25 in 2021) said they have a business that would be impacted by a public holiday. 77% supported a half-day public holiday. Of the 22 respondents, 21 (or 95 per cent), said they believed the Scone Cup was an important social and community event for the Upper Hunter.

90 per cent of business owners believed the Scone Cup was an important tourism/visitor event for Scone.

### Comments

Some of the comments from the consultation are as follows (the full list is attached):

#### **Sentiment Analysis of Comments**

##### Positive Sentiment

1. **Community Cohesion:** Many comments mentioned that the event "brings the community together" and enhances "community spirit." This indicates a strong feeling that the Scone Cup serves as a focal point for local unity.
2. **Economic Benefits:** Multiple respondents mentioned that the event brings "money for local businesses and tourism dollars." The sentiment here suggests a belief that the event has a tangible, positive economic impact.
3. **Potential for Growth:** Some comments expressed that the event could entice visitors to "fall in love with the area" and potentially move there, indicating an optimism about the Scone Cup's ability to contribute to long-term community growth.
4. **Workplace Morale:** Comments mentioned that the event is good for "community and business morale," and that it serves as an alternative to traditional company parties, suggesting it's seen as a beneficial event for local workforces.

## General Manager's Unit

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### Mixed Sentiment

1. **Quality Concerns:** One comment said the event "used to be" good but has "lost its way," suggesting some long-term attendees are becoming disenchanted. This shows that while support is strong, there is room for improvement.
2. **Access Issues:** A sentiment expressed was that "the whole community should be able to attend," possibly indicating concerns about inclusivity or affordability of the event.

### Negative Sentiment

1. **Business Interruption:** A mention that some businesses "close that could remain open" suggests some economic drawbacks to the public holiday or the event itself, although this was a minority view.

## OPTIONS

Council has several options including:

1. Applying for a part-day public holiday (12pm to 6pm) for the eastern portion of the Shire only as per the officer recommendation for 2022 and 2023
2. Applying for a part-day public holiday (12pm to 6pm) for the eastern portion of the Shire for 2022 only
3. Not applying for a part-day public holiday

## 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.

- 1.5 Advocate for, support and provide services and facilities for the community.
- 1.6 Provide and support a range of community events, festivals and celebrations.

### b. Delivery Program

- Encouragement for the sustainable economic development in the Upper Hunter Shire
- Relationships with key stakeholders to enhance economic development activities within the Shire Other Plans

Nil

## IMPLICATIONS

### a. Policy and Procedural Implications

Nil

### b. Financial Implications

Nil

**General Manager's Unit**

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**c. Legislative Implications**

Council is required to consult with the community and make a resolution to advise NSW Department of Finance and Services to arrange an official gazettal of a public holiday or local event day.

**d. Risk Implications**

Nil

**e. Sustainability Implications**

Nil

**f. Other Implications**

Nil

**CONCLUSION**

Council is required to undertake community consultation before making application to the Minister of Industrial Relations seeking a public holiday for the annual Scone Cup event held in May each year. This consultation was undertaken from 30 August to 3 October 2023.

Support has dwindled since the previous consultations. While still overall supportive of a public holiday, there is more concern from business owners who have to pay wages but close or pay penalty rates. With the current impacts on the main street businesses and general cost of living, consideration should be given to the impact on local business before applying for the public holidays.

**ATTACHMENTS**

There are no enclosures for this report

**General Manager's Unit**

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**G.10.3 REQUESTS FOR DONATIONS**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Karen Boland - Governance & Executive Support Officer

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**PURPOSE**

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

**RECOMMENDATION**

That Council note the report.

**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 has received requests for financial assistance from the following:

1. Nicole Walker to waive the hire fees of Paradise Park, Murrurundi, for the Yoga Fest event on Sunday 22 October 2023. Yoga Fest is a ticketed event through Eventbrite and is hosted by a group of individuals from the Upper Hunter and Muswellbrook Shires. Event tickets are \$40.49 each. Hire fees for the event at Paradise Park, Murrurundi is \$190.00. The request does not fit 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.*
2. Amber Moloney on behalf of the Merriwa Auslan Signing Stars towards hire fees of the Merriwa Meeting Room for their weekly gathering. The Merriwa Auslan Signing Stars are a newly formed community group, who meet weekly to learn and practice Australian sign language. Hire fee for the meeting room for one hour is \$24.15. The request does not fit 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.*
3. Jackson Selwood for waiving of fees for the disposal of race tyres after go-karting race meets. Jackson Selwood is 13 years old and has had a successful first season of racing go-karts winning the Alan Cox Cup in Tamworth, making it to the final round of the Coast2Country Series as well as eleven podium finishes over the season. Jackson is seeking sponsorship from Council in the way of waiving of fees to cover the cost of disposal of race tyres after each race meet for the 2024 season. Jackson estimates that in the next season he will use more than 15 sets of tyres which equates to approximately \$1,200.00 in disposal fees at the Upper Hunter Shire Waste Facility. Jackson is a member of the Newcastle and Tamworth Race Clubs and is a part of the Top Gun Racing Team but competes as an individual. The request does not fit within Council's policy under 6(e) *Resident representation at Regional, State and National Events for Upper Hunter Shire residents who have been selected by a regional (eg Hunter), state or national body to participate in a recognised sporting or cultural event, up to \$2,000 per annum.*

## General Manager's Unit

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4. Scone Rotary Club for financial assistance towards the True Sports Rock Show event to be held at Scone Public School on 18 November 2023. In addition to this request for donation, Scone Rotary Club have also submitted to Council an application for funding through Council's Cultural Activity Grants fund. Applications for the Cultural Activity Grant 2023-24 will be considered by Council at the current meeting. It is recommended that, in the event the Scone Rotary Club are unsuccessful in obtaining funding through the Cultural Activity Grant, Council consider a donation towards the True Sports Rock Show event to be held on 18 November 2023.

Unfortunately, the requests from Nicole Walker, Merriwa Auslan Sign Stars and Jackson Selwood do not meet the assessment criteria as outlined in Council's policy under section 4:

- 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
- d) The rental subsidy that may be provided to a community service organization which occupies a Council building or property as a tenant (Refer to Grants and Subsidies – Policy – Programs – Section 356 Rental Subsidies).

### **OPTIONS**

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

### **CONSULTATION**

- General Manager
- Manager Finance

### **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

### **IMPLICATIONS**

#### **a. Policy and Procedural Implications**

Nil

## General Manager's Unit

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### b. Financial Implications

Council has set aside \$34,000 in the annual budget for the 2023/24 financial year for the granting donations and contributions. The total donations and contributions provided for this financial year has been \$2,784.10 leaving a remaining balance of \$31,215.90.

### c. Legislative Implications

Nil

### d. Risk Implications

Nil

### e. Other Implications

Nil

## **CONCLUSION**

Council has received requests for financial assistance from Nicole Walker (Yoga Fest 2023), Amber Moloney (Merriwa Auslan Signing Stars), Jackson Selwood and Andrew Dick (Scone Rotary Club). Unfortunately, the requests from Nicole Walker, Amber Moloney and Jackson Selwood do not meet the assessment criteria as outlined in Council's policy: Section 356 General Donations. The request from Scone Rotary Club can be considered should their application for funding of their event through Council's Cultural Activity Grants 2023-24 be unsuccessful.

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↓ Nicole Walker (Yoga Fest 2023)
- 2↓ Amber Moloney on behalf of Merriwa Auslan Signing Stars
- 3↓ Jackson Selwood Racing
- 4↓ Andrew Dick on behalf of Scone Rotary Club

**Karen Boland**

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**From:** Nicole Walker [REDACTED]  
**Sent:** Tuesday, 10 October 2023 11:47 AM  
**To:** Council Internet Mail  
**Subject:** External: Request To Waiver Fees - 22 Oct Yoga Fest

[REDACTED]  
To Whom It May Concern,

We have been advised that a fee of \$190 is due to utilise Paradise Park, Murrurundi, on the afternoon of Sunday 22 October 2023 for our scheduled event "Yoga Fest".

We are not an organisation, but a group of individuals coming together to establish and promote a sense of Upper Hunter community and support based around wellbeing and self-care modalities, especially as we embark on yet another tough Upper Hunter period of drought and fires.

We have brought together facilitators from Muswellbrook/Jerrys Plains, Scone/Aberdeen, Blandford/Timor and Murrurundi areas in an attempt to let Upper Hunter residents know, no matter where they live, they can tap into this wellbeing network.

To date, sadly, we have only 11 attendees booked in. We hope for more, but in any case, this will not be a huge event.

For these reasons we request a waiver of fees to hold this event for the community.

Sincerely,

Nicole Walker  
[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.





Sunday, October 22



## Yoga Fest - NSW Upper Hunter Yoga Showcase

A\$40.49

Get tickets

Get ready for a blissful day of yoga indulgence at the NSW Upper Hunter Yoga Showcase, where yogis from all around gather to stretch, breath

### Date and time

Sunday, October 22 · 3 - 6pm AEDT

### Location

Paradise Park Murrurundi, Murrurundi NSW, Australia  
Paradise Park Murrurundi, Murrurundi NSW, Australia Murrurundi, NSW 2338  
[Show map](#)

**Karen Boland**

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**From:** Amber Moloney [REDACTED]  
**Sent:** Monday, 16 October 2023 11:54 AM  
**To:** Council Internet Mail  
**Subject:** External: Request for donation - Merriwa Auslan Signing Stars

[REDACTED]  
To the Upper Hunter Shire Councillors,

The Merriwa Auslan Signing Stars are a community-led group, who meet weekly to learn and practice Auslan (Australian sign language) together.

We are a diverse group of over 20 members, of a wide range of ages, and different reasons for wanting learn and practice Auslan. New members are welcome at any time, regardless of skill levels or abilities.

We learn using video lessons created by a qualified deaf instructor. Group members have each individually purchased access to these videos. We can access these videos at home, and we come together to watch them as a group, to practice, support, and encourage each other. The purchase of these videos is made directly with the instructor and no money changes hands within the group.

At the inception of the group, ABC Radio Newcastle contacted me and subsequently published two interview stories about the idea, and have indicated that they would like to follow up on our progress down the track. I have since been contacted by a few individuals and one Councillor from other rural areas, who are all interested in modelling a similar community initiative in their own towns.

We had our first meet-up on 21st September and continue to meet each Thursday from 6-7pm.

We would like to hold our meetings in the Merriwa Meeting Room, as the size, location, and facilities are very well suited to our activities.

On behalf of the group, I would like to request that our Council support us, through the donation of the use of the Merriwa Meeting Room for these weekly meet ups. Our meetings are held out of business hours (when the room would otherwise be unused), and this donation would allow us to continue without the exchange of money within the group, and to therefore keep the group open to new members joining at any time.

Thank you for your consideration and anticipated support.

Kind regards,

Amber Moloney, on behalf of the "Merriwa Auslan Signing Stars".

**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.



Upper Hunter Shire Council  
135 Liverpool Street, Scone NSW 2337  
Attention Greg McDonald, General Manager  
[REDACTED]

Monday 23 October 2023

**RE: SPONSORSHIP (IN KIND)**

Dear Mr McDonald

My name is Jackson Selwood I am 13 years old and I live in Scone. I attend Scone Grammar School and I race go karts. I am about to complete my first season racing and have had some good results, winning the Alan Cox Cup in Tamworth and the final round of the Coast2Country Series along with eleven other podium finishes.

Next year along with competing at my club championships in Newcastle I will be attending state and national events as I pursue a career in motorsport.

Every race meet requires a new set of tyres at a cost of \$295. We are currently also paying for the used tyres to be recycled. Next season I will use more than 15 sets of tyres.

My parents have already invested considerable time and money into my dream and we estimate next season will cost in excess of \$45,000 to keep me on the track, with the 2025 season expected to cost more than \$65,000 as I attend more events, travel further to compete, and increase the professional services required to be competitive including additional coaching, cognitive development, fitness coaches, a sports psychologist and time in simulators. Over the coming months we will be fund raising and approaching businesses to help raise the money required to compete.

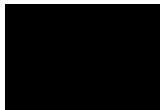
**I am seeking sponsorship (in kind) from Upper Hunter Shire Council to cover the cost of the disposal of my race tyres at the local council recycling facility for the 2024 and 2025 seasons.**

In return the Upper Hunter Shire Council will be acknowledged as a supporting partner on my social media account (@jacksonselwoodracing) on marketing collateral and can also be included on the supporters panel on my trailer.

Should you have any questions or wish to discuss my proposal further please don't hesitate to contact me through my parents, their details can be found below.

Thank you for your time and I look forward to your response.

Sincerely



Jackson Selwood

Tammy Selwood (mother) [REDACTED]  
Colin Selwood (father) [REDACTED]  
PO Box 701 Scone NSW 2337

PROUDLY SUPPORTED BY



**From:** Andrew Dick [REDACTED]  
**Sent:** Wednesday, 11 October 2023 3:23 PM  
**To:** Amanda Catzikiris [REDACTED]  
**Subject:** External: Scone Rotary Fundrasier

[REDACTED]

Hi Amanda

We are looking at getting the True Sports Rock Band to Scone as a fundraiser for Rotary on 18th November 2023. The True Sports Band are an evening of songs, stories and the truth.

The Bands members are : Australian Cricketers Gavin Robertson & Richard Chee Quee , Australian Rugby League Players Eric Grothe Snr & Mark "Spud" Carroll along with two music legends Steve Balbi who created Noiseworks and Lead Guitarist Rick Grossman from the Hoodoo Gurus. Steve Waugh will be a part of the show from talking about his life and signing books from his latest Netflix doco in INDIA.

These guys go on stage and talk about the truth of their lives and follow up with hour and half of live rock music that will blow you away.

We are looking at having it 18th November under the night sky at the Scone Public School, we are looking at catering for 350 people plus food and drink.

As we all know that these events cost money and we are reaching out to businesses to help fund this project or donate some items to help local country kids.

With all the donations will come free advertising on local radio and 2SM 'Talkin Sports' show with Gavin Robertson, Graeme Hughes and Brett Papworth and Gavin will do radio interviews on ABC Radio and Power FM.

The day before Mark 'Spud' Carroll and Eric Grothe Snr will be signing Footballs and talking to kids at the local schools.

I've organised with Steeden and Gilbert to donate footballs and cricket bats for the fundraiser.

We are requesting funding or donations to pay for the True Sports Band and the hiring of the production company, any financial support or donations will allow the Rotary Club of Scone to utilise any funds raised on the night go towards their projects.

I look forward to hearing if you would like to be a part of this exciting venture for the local community and fundraising.

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.

Regards  
Andrew Dick  
[REDACTED]

Sent from my iPhone

AUSURE Scone SCONE ROTARY & ESS TOURING PROUDLY PRESENTS Scone Rotary

# TRUE SPORTS ROCK SHOW

AN EVENING OF SONGS, STORIES, ROCK 'N' ROLL & THE TRUTH.

**RICHARD CHEE QUEE** (Cricket Legend & One-day)  
**MARK "SPUDD" CARROLL** (Rugby Legend & Baller)  
**ERIC GROTHE** (Rugby Legend & Baller)  
**RICK GROSSMAN** (Hockey, Baseball Games & Bass Baller)  
**GAVIN ROBERTSON** (Cricket Legend & One-day)

**SCONE PUBLIC SCHOOL**  
GATES OPEN 5:30PM

**UNDER THE NIGHT SKY**  
**SAT 18TH**  
**NOVEMBER**

TICKETS \$70 + BF  
AVAILABLE FROM:

**Environmental & Community Services**

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**G.10.4**

***CULTURAL ACTIVITY GRANTS 2023-24***

**RESPONSIBLE OFFICER:** Amanda Catzikiris - Manager Community Services

**AUTHOR:** Yolanda Wynn - Community Services Officer

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**PURPOSE**

The purpose of this report is to consider the applications for the 2023/24 Cultural Activity Grant and make recommendations for funding.

**RECOMMENDATION**

That Council endorse the recommended Cultural Activity grants, totaling \$11,400, for the 2023/24 financial year as detailed in attachment 1 and subject to the following conditions:

1. that any payment is conditional on receipt of completed acquittal document for outstanding grants prior to 30 November 2023.
2. the grant recipient shall recognise Council in any promotion and/or event that is funded or partially funded by Council.

**BACKGROUND**

Each year Council provides Cultural Activity Grants (CAG) to incorporated non-profit community based organisations in the Upper Hunter Shire, to promote and develop cultural/art resources and activities in the community on a broad and/or specific needs basis.

The aims of the Cultural Activity Grant program are to:

- a. facilitate the provision of cultural activities that increase participation for all residents including but not limited to young people, culturally diverse groups and inclusive activities for people living with a disability,
- b. develop connectivity and co-ordination between agencies involved in community cultural development,
- c. enhance the use of local cultural/art resources; both physical and organisational, to meet priority needs and progress the Shire's local identity,
- d. develop community organisational skills from a cultural perspective.

Objectives of the Cultural Activity Grants are to:

- foster closer co-operation between Council and community cultural groups,
- enhance the involvement and profile of Council in the provision of community cultural orientated services,
- increase the level of community involvement, knowledge of and appreciation of the cultural heritage in the local area,
- introduce the theme of the Shire into cultural projects, e.g. horses, heritage, rural area.

Allocation of funds is determined by considering the ability of the community cultural group to meet its stated needs and objectives. The relative priority of the activity within the community is also considered in the ranking process.

## Environmental & Community Services

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### **REPORT/PROPOSAL**

Expressions of Interest for Council's Cultural Activity Grants (CAG) closed on Saturday 30 September 2023.

Promotion of this funding opportunity was provided through mail-outs to local community groups, information on Council's website and through the Grants Officer.

Council has allocated \$15,000 in its 2023/24 budget for provision of the Cultural Activity Grants.

A total of 13 applications were received. A copy of the project applications is provided separately. A summary of the applications, including the name of the organisation, project and proposed use of the funding and requested amount is included in attachment 1.

Factors taken into account when considering applications:

- a. The outcome/s achieved,
- b. The outcomes address identified local cultural/arts needs and issues in the community,
- c. The suggested implementation of the proposal is appropriate, realistic and possible,
- d. Council's CAG is the appropriate funding source,
- e. The proposal seeks to improve and enhance cultural services in the community,
- f. The project can be adequately sustained.

Items eligible for funding:

- a. Venue hire for an event/workshop,
- b. Purchase of equipment or materials,
- c. Cultural projects,
- d. Any other legitimate project costs.

An assessment panel, comprising of the Community Services staff, ranked the projects against the assessment criteria.

The provision of 2023/24 CAG grants is conditional on completed acquittals for 2022/23 grants being received by Council by 30 November 2023.

### **OPTIONS**

1. To accept the proposed grant allocations
2. To amend the proposed grant allocations in either financial amount or nominated recipient.

### **CONSULTATION**

General consultation was undertaken with local community groups to discuss eligibility, project development and community needs. Determination of project eligibility and priority was considered by Council staff in Community Services, Tourism and Events and Senior Management.

### **STRATEGIC LINKS**

#### **a. Community Strategic Plan 2032**

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

## Environmental & Community Services

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### 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.
- 1.5 Advocate for, support and provide services and facilities for the community.

#### b. Delivery Program

- The facilitation of cultural partnerships with the community
- The facilities to work with target groups in the community to initiate culturally appropriate activities
- Facilitation and management of community cultural events and activities
- Implement Upper Hunter Shire Cultural Plan

#### c. Other Plans

Nil

### **IMPLICATIONS**

#### a. Policy and Procedural Implications

Nil

#### b. Financial Implications

There is an allocation of \$15,000 in Council's 2023/24 budget.

#### c. Legislative Implications

Nil

#### d. Risk Implications

Nil

#### e. Sustainability Implications

Nil

#### f. Other Implications

Nil

### **CONCLUSION**

Applications received from 13 local community organisations have been assessed and ranked according to the eligibility criteria. All projects are considered eligible for Council's final determination.

### **ATTACHMENTS**

- 1 [↓](#) Recommendations for Cultural Activity Grants 2023-24



### Funding Applications for 2023-24 financial year

Applicant	Project Name	Proposed use of funding	Notes re funding recommendation	Ranking	Requested amount	Recommend
Aberdeen Highland Games Inc.	Electronic Ticketing Payment Project	The aim is to set up a Wi Fi ticketing facility to cope with electronic payments by those Games patrons to allow payment by credit card/debit card. It will also be used for the sale of merchandise at other similar events	Telstra Prepaid SIM Kit \$160 Square Reader \$65 Samsung Galaxy Tab A8 Wifi 4GB/128GB Grey \$447	MED	\$739.20	<b>\$740.00</b>
Aberdeen History Group Inc.	Cultural Silhouette Remembrance Wall Art	A project in acknowledgement and cultural recognition, a Navy man silhouette wall art for Aberdeen and district, service men. An addition to the Amy man silhouette in place at Danger Park.	Scotty's Fabricate and paint quote for Supply Navy man silhouette wall art – painted black \$775	MED	\$775.00	<b>\$775.00</b>
Aberdeen Pre School	Barradam-bang Bench seat with backrest	At the front of our small rural based preschool we have with the help of our children, educators and families have developed, created and cared for our Aboriginal garden as an inviting entrance to allow our Aboriginal families feel safe and secure in our environment. In this area we have built a garden with native shrubs we also have our Acknowledgement of Country and Aboriginal paintings and a sensory path. We would now like the opportunity to grow this area by placing an appropriate seat for families to sit and enjoy this space.	Barradam-bang bench seat with backrest \$3850	MED	\$3850.00	<b>\$1500.00 Contribution</b>

### Funding Applications for 2023-24 financial year

Ellerston Public School	Yarning Circle Cultural Area	The yarning circle will be an integral part of our Aboriginal and Torres Strait Islander culture within our area. It will be used as a means of communication, learning, and building community connections within our country. It will provide a safe and inclusive space where individuals / schools / groups / community can share their stories, experiences, celebrations and ideas without judgment.	No information/quotes provided. Email sent to request missing information.	MED	\$7000.00	<b>\$1500.00 Contribution</b>
King of the Ranges Stockman's Challenge Inc	2024 King of the Ranges Stockman's Challenge and Bush Festival	In 2024 the King of the Ranges will be celebrating its 20th year and the committee is aiming to expand our inclusion of competitors and run an invitational masters competition as well as our newly formed striplings competition for 8-13 year olds. The King of the Ranges committee also have an indigenous stockman's program. We hosted some visitors from Quality Care Scone and Transcare Hunter for a lunch and activities in between watching events.	Security services (Fri-Sun) \$7101.60 Coastal Hire – toilets \$3454.25	LOW	\$10,600.00	<b>\$0</b>
Lions Club of Murrurundi	Community Halloween Celebrations 2024	Our project aims to reach the small communities of Blandford, Willow Tree and Murrurundi as well as families from Scone and Wingen to participate in a parade at Murravale retirement home followed by a well - planned, mapped and safe Trick or treating around the Murrurundi Community finishing at the	Cams Disco \$250 Budget for 40 houses assistance with trick or treating including decorations, bucket and candy \$25 per household, \$1000 total. 100 Sausage sandwiches at \$2 each, \$200 total	MED	\$1450.00	<b>\$450.00 Disco and sandwich contribution</b>

### Funding Applications for 2023-24 financial year

		Murrurundi Bowling Club for a Family disco and BBQ				
Rouchel Progress Association	Rouchel Map	An alupanel map 1800mm x 1200mm will depict information of historical, cultural and local interest and will be positioned on an exterior wall of the Rouchel School of Arts.	Hunter Valley Printing quote for Alupanel signage at Rouchel Hall \$546	HIGH	\$500.00	<b>\$500.00</b>
The Rotary Club of Scone	True Sports Evening	To provide an entertaining evening listening to famous sports people, a band and have a BBQ for people across the Upper Hunter	Venue \$100 Banners \$660 Posters \$500 Security \$1000 Lights hire \$300	MED	\$2,500.00	<b>\$1160.00 Banners and posters contribution</b>
Scone Neighbourhood Resource Centre	Aboriginal Art Experience	To improve and enhance cultural activities in the community and raise awareness of Aboriginal culture and artwork for youth. At the completion of the Artwork the participants will feel more connected.	Facilitator and associated costs, equipment/paints, travel, accommodation/meals	HIGH	\$1125.00	<b>\$1125.00</b>
Scone and Upper Hunter Historical Society and Museum	Professional Consultant Workshop	To increase the skills of caring for our cultural history of historical society members and residents of the community through a professional consultant. To enable documents and historical items to be accessed professionally and to be filed correctly by the attending members and volunteers.	Professional consultant at workshop	HIGH	\$800.00	<b>\$800.00</b>

### Funding Applications for 2023-24 financial year

Scone & District Pre School	Scone & District Pre School Cultural Murals	Professional Development Training to broaden and deepen staff understanding of Aboriginal Perspective within the early years, so as to create a culturally safe environment for all members of our families and children.	Creating Cultural Spaces course (15 staff) \$4500 Aboriginal Pedagogy in Early Years Learning Framework course (2 staff) \$1900 Cultural Capacity Training (15 staff) \$4500 Embedding Aboriginal Perspectives Interwoven Training (15 staff) \$4500 Embedding Aboriginal Perspectives Possum Skin Cloak Training (15 staff) \$4500 Embedding Aboriginal Perspectives Reconciliation Action Plans in EYLF (15 staff) \$4500	MED	\$10,000.00	<b>\$1500.00 Contribution</b>
Scone Garden Club	Weaving workshop	Participants will learn how to weave vines and other fibres and material into nests for wildlife habitat balls and baskets. They will collect natural resources from their gardens and the environment. These skills will enable them to make items should they wish to sell to supplement their income.	Venue hire \$100 Tutor \$250	HIGH	\$350.00	<b>\$350.00</b>
Scout Association of Aust, NSW branch, 1 <sup>st</sup> Scone Scout Group	2024 Founders Day Celebration	Enable Scouts and Guides from across the Upper Hunter (Singleton to Murrurundi) including Tamworth to join together for an afternoon of outdoor activities at Wilson Memorial Oval/Rosedale Complex, Murrurundi.	Bungee run \$420 Inflatable Soccer field \$450	HIGH	\$1000.00	<b>\$1000.00</b>

Total \$11 400

**General Manager's Unit**

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**G.10.5 REGIONAL VISITOR ECONOMY GOVERNANCE MODEL**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Bek Durietz - Creative Events, Facilities & Tourism Coordinator

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**PURPOSE**

To request Council's endorsement of the regional tourism governance approach outlined in the report.

**RECOMMENDATION**

That Council endorse:

1. A Tailored Alliance Model for the Upper Hunter Region to collectively grow and promote the visitor economy of Muswellbrook Shire and Upper Hunter Shire; and
2. The appointment of the Mayor and General Manager, or proxy, to the Alliance Board.

**BACKGROUND**

Muswellbrook Shire Council has been working with Upper Hunter Shire Council, Upper Hunter Country Tourism, and Destination Sydney Surrounds North to research and develop a tourism model that is tailored to our region's unique visitor economy needs and opportunities.

The Upper Hunter regional economy is evolving, which will have widespread impacts on local business, jobs, and population growth. Focusing on the promotion and growth of tourism is an important economic function to bring new economic activity and visitors to the area, to support businesses, job creation, and liveability.

Upper Hunter Country Tourism was established to promote the region as a tourism destination. It is a member-based association comprised of tourism operators and businesses in the Upper Hunter and Muswellbrook Shires, and there are currently seven directors on the board. The association has recently released its Upper Hunter Country Magazine, which has brought some funds into the organisation. Traditionally, however, the association is reliant on Council support, limited grant funding, and volunteers in order to operate.

In addition, realignment of the destination network boundaries has resulted in a renewed focus on the Upper Hunter region to provide regional and rural tourism experiences.

The Hunter Joint Organisation has also received significant funding for tourism industry development projects which have the potential to benefit the region.

**REPORT/PROPOSAL**

Muswellbrook Shire Council, Upper Hunter Shire Council, the Upper Hunter Country Tourism association, and the Destination Sydney Surrounds North network have realised an opportunity to formalise the productive working relationship that exists between the parties to benefit the growth of tourism in the region. The proposal is to establish a collaborative governance framework which will represent the interests of Councils, government, the association, business, and industry over the long term.

## **General Manager's Unit**

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A review of existing tourism models was undertaken, and a tailored model developed which responds to the unique existing governance and maturity level of the region's tourism industry. A presentation was given to both Councils on 16 October 2023 at the Hunter Warbirds facility, Scone, where both Councils gave in-principle support to the proposed model provided in Attachment 1.

At its 28 September 2023 meeting, Upper Hunter Country Tourism resolved to endorse the proposed model and amend its constitution. The constitution is being finalised and allows for:

- two representatives from each Council, these being the Mayor and General Manager or proxy from each Council;
- five to seven industry/ business representatives drawn from the association's membership base; and
- one non-voting 'Advisor to the Board – Destination Sydney Surrounds North', making a total of nine Board members.

This is a volunteer board, and the director roles will be:

- President (Chair)  
Vice President  
Treasurer
- Secretary  
Muswellbrook Shire Council Mayor  
Muswellbrook Shire Council General Manager (or proxy)  
Upper Hunter Shire Council Mayor  
Upper Hunter Shire Council General Manager (or proxy)  
Committee Member/s  
Advisor to the Board – Destination Sydney Surrounds North

The constitution and appointment of the directors will occur at the association's annual general meeting to be held in November 2023.

It is opportune timing for the creation of a new approach for the region which will result in long term benefits for the community as a result of the:

- realignment of the Destination Network boundaries;
- evolving economic conditions;
- increased political and investment focus on the Hunter; and
- improving tourism products and operators.

The benefits of this new regional approach to tourism includes:

- improved visitor visibility;
- access to grant funding;
- leveraging destination marketing activity;
- consistent brand and offer;
- operator confidence, and improved engagement with industry;
- positioning the region as a vibrant destination;
- planning and collaborating on events;
- more visitors coming to the region, spending more money; and
- increased economic activity.

**General Manager's Unit**

Recommendations made by the Board will then be taken to each Council for review and approval. The first year of operation will involve the realignment of resources and funds to tourism activity, with a draft budget, resource plan, and projects for consideration to form part of a Memorandum of Understanding detailing Council’s commitment to tourism related activities.

It is proposed that the renewed entity will be launched in early 2024. The proposed governance model also includes an Advisory Group made up of Council and industry representatives who will be responsible for the ongoing operation of the entity and the delivery of projects and activities. The Advisory Group reports to the board. The model also allows for the creation of specific project working groups, which will be established on an as needed basis. The governance structure of the alliance is provided in Table 1.

## Tailored Alliance Model

**OBJECTIVE: To collectively grow and promote the Upper Hunter visitor economy**

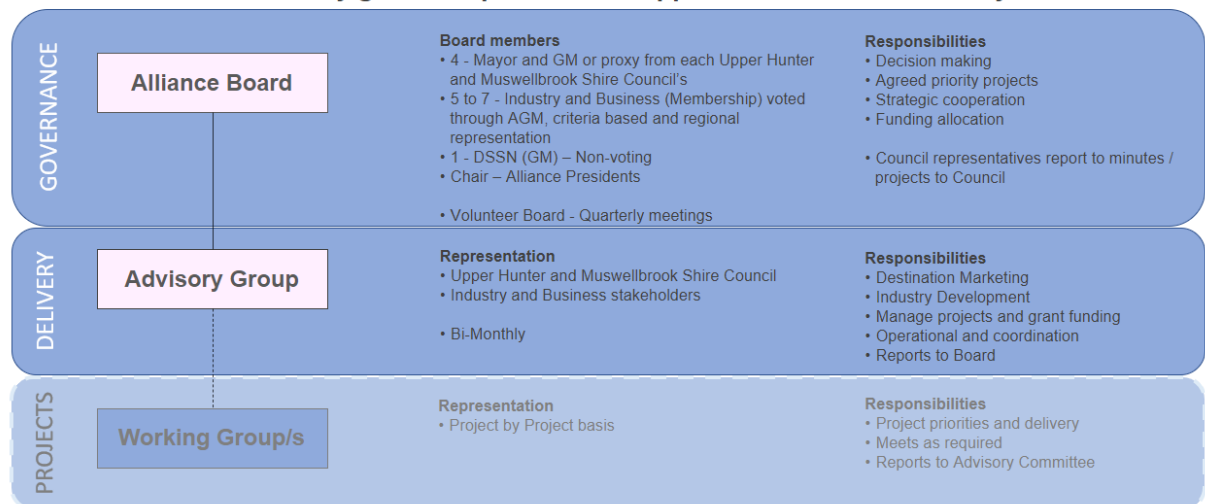


Table 1 – Regional Tourism Tailored Alliance Model

**OPTIONS**

Council may:

1. progress with the regional tourism model;
2. not progress with a regional tourism model; or
3. propose an alternative model.

**CONSULTATION**

There has been ongoing consultation with both Council Mayors and General Managers, Destination Sydney Surrounds North, and Upper Hunter Country Tourism.

A joint Councillor information presentation was also provided at the Hunter Warbirds facility at Scone, on Monday, 16 October 2023.

The model is set to be implemented and communicated to businesses, stakeholders, and the community prior to the first meeting of the alliance in early 2024.

## General Manager's Unit

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### **STRATEGIC LINKS**

#### **a. Community Strategic Plan 2032**

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

#### **Thriving Economy**

Strengthening our vibrant industries and economy while seizing emerging opportunities.

3.4 Provide diversity in tourist attractions and experiences.

3.6 Facilitate and support increased and innovative tourism and marketing opportunities.

#### **b. Delivery Program**

- Promotion of the Upper Hunter shire as a tourist destination
- Partnerships with community event organisers in the Upper Hunter, and coordinate tourism events

#### **c. Other Plans**

Nil

### **IMPLICATIONS**

#### **a. Policy and Procedural Implications**

Nil

#### **b. Financial Implications**

Implementing the model will not have any additional financial implications above what is already proposed in the organisational structure and allocated operational funds. The financial benefits of implementing the model will result in economy of scale benefits, reduced direct cost, improved grant funding opportunities, and flow on economic benefits for operators and businesses.

#### **c. Legislative Implications**

Nil

#### **d. Risk Implications**

Nil

#### **e. Sustainability Implications**

The proposal will have a positive social impact on both Shires as the economy changes and has the potential to improve a sense of regional identity, community pride, liveability, and employment opportunities.

#### **f. Other Implications**

Nil



**General Manager's Unit**

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***CONCLUSION***

A significant amount of consultation and work has occurred to research, analyse, and develop a regional tourism model which responds to our region and will assist government, business, and the association to collectively grow and promote the region's visitor economy.

Both Councils, the Destination Network, and the Association are supportive of a regional approach. The constitutional changes will ensure that both Councils and industry have fair representation on the Board, with decisions of the Board to be presented to each Council for decision. When implemented, the model is intended to facilitate long term economic benefits for the region.

***ATTACHMENTS***

There are no enclosures for this report

## Environmental & Community Services

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### G.10.6

### **PROPOSED FEES - GUMMUN PLACE**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Mathew Pringle - Director Environmental & Community Services

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#### **PURPOSE**

The purpose of this report is to consider proposed fees for the transportation of Gummun Place residents to medical and health appointments.

#### **RECOMMENDATION**

That Council:

1. endorse the proposed fees for the transportation of Gummun Place residents to appointments as set out in Table 1 of this report.
2. place the proposed fees on public exhibition for 28 days.
3. adopt the proposed fees for the remainder of the 2023-24 financial year if no objections are received in response to public exhibition.

#### **BACKGROUND**

Council, at its meeting held on 28 February 2022 resolved the following:

*That Council:*

1. *endorse the draft fees for transporting Gummun Place residents to medical appointments as listed in Table 2 of this report.*
2. *place the draft fees on public exhibition for 28 days.*
3. *following the public exhibition period, if no submissions are received, adopt the fees for the remaining period of the 2021/22 financial year.*

As no submissions were received, the fees were subsequently introduced for the remainder of the 2021/22 financial year. However, the fees were inadvertently omitted from the 2023/24 Council Fees and Charges.

#### **REPORT/PROPOSAL**

On occasion, residents of Gummun Place are required to attend appointments at local medical and dental practices, the Merriwa multipurpose centre as well as other specialist and allied health appointments further afield at Tamworth, Maitland and Newcastle.

Sometimes, staff are required to transport a resident and accompany them to their appointments. This service is currently provided free of charge to residents.

Staff accompanying residents to appointments are removed from the hostel, which can potentially compromise the service's ability to care for other residents. It also imposes a cost burden on Gummun Place.

As such, it is proposed to introduce the fees set out in Table 1 below for the remainder of the 2023/24 year to enable Gummun Place to cover the costs of transporting residents to medical appointments and ensure that impacts on the service are minimised. The proposed fees are consistent with those adopted by Council in February 2022.

## Environmental & Community Services

**Table 1 – Proposed Fees for Transporting Residents to Medical Appointments 2023-24**

Local Merriwa appointment	\$2.30 plus staff hourly rate*
Muswellbrook appointment	\$74.00 plus staff hourly rate*
Scone appointment	\$60.00 plus staff hourly rate*
Tamworth appointment	\$138.00 plus staff hourly rate*
Newcastle appointment	\$166.00 plus staff hourly rate
Staff hourly rate (incl. on-costs)	\$33.38

Where a bus is required the costs will be based on the bus hire rate plus staff hourly rate.

Residents unable to cover the full cost of transport or obtain reimbursement through a relevant transport scheme, may submit an application to Council for financial assistance. Applications will be assessed on a case by case basis in accordance with Council's Financial Hardship Policy.

### **OPTIONS**

1. a) endorse the proposed fees for the transportation of Gummun Place residents to appointments (Table 1 of this report).  
b) place the proposed fees on public exhibition for 28 days.  
c) adopt the proposed fees for the remainder of the 2023-24 financial year if no objections are received in response to public exhibition.
2. Not introduce the proposed fees.
3. Endorse alternative fees.

### **CONSULTATION**

- Manager Finance
- Manager Community Services
- Gummun Place Hostel Supervisor

### **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.

1.5 Advocate for, support and provide services and facilities for the community.

1.1 Advocate for and increase the availability and affordability of health services.

#### **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.

#### **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.

## Environmental & Community Services

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### b. Delivery Program

- High quality residential care to the aged
- An accredited Aged Hostel in accordance with Commonwealth guidelines
- 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

The proposed fees will enable Council to cover the costs of providing these services to the community.

### c. Legislative Implications

In accordance with Section 608 of the Local Government Act 1993, Council may charge and recover an approved fee for any service it provides.

### d. Risk Implications

Nil

### e. Sustainability Implications

Council needs to impose appropriate fees and charges to cover the cost of providing services to the community and ensure its long term financial sustainability.

### f. Other Implications

Nil

## **CONCLUSION**

Staff of Gummun Place Hostel are currently transporting and accompanying residents to private medical appointments when required. This service is provided free of charge to residents which is not standard industry practice. Staff accompanying residents to appointments are removed from the hostel, which can potentially compromise the service's ability to care for other residents. It also imposes a significant cost burden on Gummun Place. The proposed user fees will enable Gummun Place to cover the cost of providing these services.

## **ATTACHMENTS**

There are no enclosures for this report

**General Manager's Unit**

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**POLICY MATTERS**

**H.10.1** ***POLICY FOR REVIEW***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Karen Boland - Governance & Executive Support Officer

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**PURPOSE**

To review and adopt the policy provided in the attachment to this report.

**RECOMMENDATION**

That Council adopt the policy *Development and Building Controls – Assessment of Development Applications for Councillors and Designated Staff*.

**BACKGROUND**

All new and revised policies of Council are endorsed by the Senior Management Group, and then put to Council for consideration and adoption, in accordance with the Controlled Documents operational policy.

**REPORT/PROPOSAL**

The *Development and Building Controls – Assessment of Development Applications for Councillors and Designated Staff* has been reviewed by the Senior Management Group and is provided in attachment 1 for consideration and adoption by Council along with the original policy.

A key change to the policy is the additional requirement that where the value of a proposed development exceeds \$1,000,000, the assessed application must be peer reviewed by a suitably qualified town planner not employed by UHSC, at the applicant's expense.

**OPTIONS**

Council may adopt, amend or revoke the draft policies provided, as it sees fit.

**CONSULTATION**

- Senior Management Group

**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.

- 5.1 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.

## General Manager's Unit

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### b. Delivery Program

- Advice and policy development that supports decision making

### c. Other Plans

Nil

## **IMPLICATIONS**

### a. Policy and Procedural Implications

The Controlled Documents operational policy identifies Council's process for creating, reviewing and revoking Council policies.

### b. Financial Implications

Nil

### c. Legislative Implications

Legislative references for each policy are provided in the policy details, as relevant.

### d. Risk Implications

Current and accurate policies support Council in managing risks and help to ensure consistency of service.

### e. Sustainability Implications

Nil

### f. Other Implications


Nil

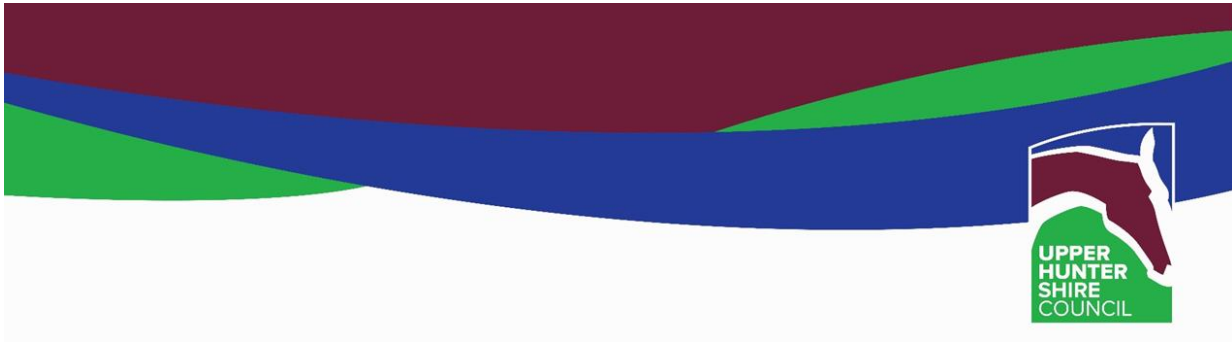
## **CONCLUSION**

The attached policy has been reviewed by the Senior Management Group, and is provided to Council for consideration to adopt.

The policy is intended to ensure transparency in the decision making process for development applications submitted by Councillors and Council senior staff.

## **ATTACHMENTS**

- 1  DRAFT - Policy - Development and Building Controls - Assessment of DAs for Councillors and Designated Staff



## POLICY - COUNCIL

### Assessment of Development Applications for Councillors and Designated Staff

Date adopted by Council	20 September 2023
Item & Minute #	
Endorsed by	Senior Management Group – 20 September 2023
CM Ref	INT-48911/23
Due for review	September 2027
Related documents	Code of Conduct for Staff Code of Conduct for Councillors
Responsible officer	Manager Planning, Building and Regulatory Services
Department/Section	Environmental and Community Services
Category	Development & Building
Community Strategic Plan goal	Goal-Protected Environment  CS2.5 - Provide efficient and effective advisory, assessment and regulatory services focused on being customer 'friendly', responsive and environmentally responsible

Adopted Date:

Status: Draft

page 1 of 3

Policy – Council: Assessment of Development Applications for Councillors and Designated Staff 

## Policy Statement

Council will ensure that systems and processes are in place to minimise the potential for conflicts of interest, misconduct and corruption by Councillors and staff involved in the assessment and determination of development applications.

## Objective

The purpose of this policy is to provide an appropriate level of transparency and impartiality infor the assessment and determination of development applications where Councillors or Council senior staff with delegated authority to determine development applications have a pecuniary or non-pecuniary and avoid potential conflicts of interest.

## Scope

Development applications lodged by or on behalf of This policy applies to Councillors or Senior Staff; (including the General Manager, Directors and any staff with delegated authority to determine development applications.

## Definitions

Term	Definition
<b>Application</b>	An application for consent under Part 4 of the Act to carry out development and includes an application to modify a development consent. It does not include an application for a complying development certificate.
<b>Council</b>	Upper Hunter Shire Council
<b>Development process</b>	Application, assessment, determination, and enforcement.
<b>The Act</b>	Environmental Planning and Assessment Act 1979

## Policy Details Procedure

1. All development applications lodged by or on behalf of Councillors or Senior Staff (including the General Manager, Directors and staff with delegated authority to approve development applications) must be assessed by an officer that is not the applicant and reported to Council for determination (unless the application is for State or Regionally Significant Development).
2. Should the value of the proposed development exceed \$1,000,000 the assessed application must be peer reviewed by a suitably qualified town planner not employed by UHSC, at the applicant's expense.
3. An assessment in accordance with Section 4.15 of the Environmental Planning and Assessment Act, 1979 will be completed and submitted to the Development & Environmental & Community Services Committee (DECSC) and/or a meeting of Upper Hunter Shire Council (UHSC) for consideration.

Adopted Date:

Status: Draft

page 2 of 3



**Policy – Council: Assessment of Development Applications for Councillors and Designated Staff**



4. Recommendations from the DECSC shall be submitted to the next meeting of Council for determination of the application.

~~4. In some circumstances, the General Manager may require the application to be assessed by an independent, external planning consultant and referred to Council for determination.~~

## Responsibilities

### Councillors

~~Councillors will clearly identify where they have a pecuniary or non-pecuniary interest in any development application.~~

~~Councillors will consider applications lodged by or on behalf of Councillors or Senior Staff (including the General Manager, Directors and staff with delegated authority to approve Development Applications:~~

### All Directors

All Directors will clearly identify where they have a pecuniary or non-pecuniary interest in any development application.

### All Managers and Officers

All Managers and Officers with delegated authority to approve development applications will clearly identify where they have a pecuniary or non-pecuniary interest in any development application

### ~~General Manager, Directors and Staff with Delegated Authority to Approve Development Applications~~

~~Will comply with this policy at all times:~~

## References and Related Legislation

- Environmental Planning and Assessment Act 1979
- [Local Government Act 1993](#)
- [Environmental Planning and Assessment Regulation 2021](#)

## Version History

Version No.	Date	CM Reference	Reason for Review
1	26/10/2009	INT-5843/09	New policy
2	26/08/2013	INT-8727/13	Timed review.
3	27/02/2017	INT-3882/17	Timed review.
4	31/05/2021	CD-38/21	Timed review & new template.
5	Draft	INT-48911/23	Timed review.

Adopted Date:

Status: Draft

page 3 of 3

## Infrastructure Services

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### INFRASTRUCTURE REPORTS

#### I.10.1 **BILL ROSE SPORTS COMPLEX MASTERPLAN**

**RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services

**AUTHOR:** Rag Upadhyaya - Director Infrastructure Services

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#### **PURPOSE**

The purpose of this report is to present the Bill Rose Sports Complex Masterplan to Council for adoption. The Masterplan was prepared by Bosque Landscape Architecture after extensive consultation with user groups and broader community.

#### **RECOMMENDATION**

That Council adopt the Bill Rose Sports Complex Masterplan.

#### **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 masterplan for the Bill Rose Sports Complex precinct. In August of 2022, Council engaged consultant Bosque Landscape Architecture to undertake a masterplan project.

On 24 April 2023 Council endorsed the draft Bill Rose Sports Complex Masterplan and placed it on public exhibition for the period from 30 April to 31 May 2023.

#### **REPORT/PROPOSAL**

The consultation period resulted in:

- 320 page views with 271 individual users visiting Council's website
- 47 people attended the consultation feedback session at the Scone Grammar School Fete Day
- 8 written comments were received on the day
- 33 feedback submissions were received
- 130 individual feedback comments, ideas and suggestions

Overall, the feedback was positive and provided support for the Masterplan. Comments which generated the most responses were:

- Support for overall Masterplan proposal
- Funding, increased maintenance, resourcing and staffing costs
- Moving cricket from Saunders Oval
- The RV camping location
- Drainage improvements, irrigation and levelling of fields
- The fenced dog enclosure
- Additional cricket pitches for junior cricket
- Ensure the proposal does not increase flooding
- Updating and providing new public amenities and storage
- Park Run route alignment

All feedback and suggestions have been acknowledged and considered. Appropriate ideas and suggested changes have helped refine the Masterplan where possible.

## **Infrastructure Services**

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Following community consultation Bosque Landscape Architecture presented the draft Plan to the Bill Rose Sports Complex User Group for their consideration

The Bill Rose Sports Complex Masterplan (provided under separate cover) 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.

Over the past 14 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.

### ***OPTIONS***

To adopt as is or amend the Bill Rose Sports Complex Master Plan.

### ***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 a sporting perspective in terms of usability 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 9 October 2023. At the meeting, Bosque Landscape Architecture presented the final Masterplan for the Bill Rose Sports Complex and the Committee endorsed the Masterplan.

### ***STRATEGIC LINKS***

#### **a. Community Strategic Plan 2032**

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

## Infrastructure Services

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### 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

#### **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

## Infrastructure Services

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### **CONCLUSION**

The Masterplan for the Bill Rose Sports Complex has been a work in progress for 14 months and undergone extensive public consultation and has been endorsed by the Bill Rose Sports Complex User Group Committee. The final version of the Masterplan is now provided to Council (under separate cover) for consideration and adoption.

### **ATTACHMENTS**

Nil.

**General Manager's Unit**

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**QUESTIONS WITH NOTICE**

**QWN.10.1**

**QUESTIONS WITH NOTICE**

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

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**RECOMMENDATION**

That Council note the questions received and responses provided.

**REPORT**

The following questions with notice have been received. Responses to each question are provided below.

**Cr Adam Williamson**

1. During the 2022/23 financial year UHSC spent \$14,356 of its budgeted \$110,916 (13%) on Social Protection programs through Community Service & Education (p.96 Corporate Service Committee Agenda 18<sup>th</sup> Aug 2023). Could staff provide reasoning for the lack of delivery of these programs and explain any possible impacts on current and future grant funding? Also what was depreciated at \$4,346?

*Response: The budget for social protection programs predominantly consists of anticipated grant funding. Due to staff shortages in the last financial year, the community services team were unable to source funding to enhance our activities. The team facilitated local events and worked collaboratively with local community groups to celebrate a range of events including seniors festival, International Women's Day, Mental Health month and family Fun Day activities. These activities were well attended and required minimal funds. All funds were expended for the Community Hall Crawl events and the feedback was positive. Due to staff shortages we were unable to complete the Disability Audit, Crime Prevention activities and domestic violence project.*

*Moving forward in 2023-24, the community services team is now fully staffed. Funding applications have been submitted for a range of events and we are awaiting a response. Community activities are scheduled and we will continue to work collaboratively with local groups to enhance community connectedness.*

2. During a recent weekend trip to the Scone CRC, when dropping off recycling it became apparent that the recycling bins contained many bottles and cans (over 1/3rd) that would otherwise be received by the TOMRA Return and Earn. What is the financial burden the council experiences from managing this extra recycling for every month that the Return and Earn machines are not working and do we know how much the monthly financial benefit to Upper Hunter residents has been historically?

*Response: Each month Council pays its contractor to empty the recycle bins at our Waste Facilities. The payment is based on the number of bins actually emptied. The Return and Earn kiosk in Scone closed on 2 April 2023 and in that month 117 recycle bins were emptied at the Scone Waste Facility. It is noted that 117 bins were also emptied in March 2023, when the Return and Earn kiosk was still in operation.*



## General Manager's Unit

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*The cost and number of bin empties per month has been declining since the Return and Earn kiosk closed and since that time has been below the long term average of 83 bins per month and \$433 per month in charges. From the evidence available it is not possible to infer that the closure of the Return and Earn kiosk in Scone has had any financial impact upon Council or increased the cost of servicing our recycling bins at the waste facilities.*

*In the Upper Hunter Shire LGA over the past two years, approximately 2.18 million containers have been cashed in every six months equating to approximately \$218,000.*

## ATTACHMENTS

Nil.

**General Manager's Unit**

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**CORRESPONDENCE ITEMS**

***COR.10.1***

***CORRESPONDENCE***

***RESPONSIBLE OFFICER: Greg McDonald - General Manager***

***AUTHOR: Robyn Cox - Executive Assistant***

***RECOMMENDATION***

That Council note the correspondence received from the office of the Hon Rose Jackson, Minister for Housing, in response to Council's request for a meeting to discuss the housing shortage in the Shire.

***Correspondence***

The attached correspondence has been received from the office of the Hon Rose Jackson, Minister for Housing, in response to Council's request for a meeting to discuss the housing shortage in the Shire.

***ATTACHMENTS***

1 [↓](#) Hon Rose Jackson - Minister for Housing



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**From:** Jackson Invitations [REDACTED] >  
**Sent:** Wednesday, 27 September 2023 12:20 PM  
**To:** [council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)  
**Cc:** ElectorateOffice UpperHunter [REDACTED] >; Mat Campbell [REDACTED]; Jackson Invitations [REDACTED] >  
**Subject:** Meeting Request regarding homelessness in the Upper Hunter Shire LGA

Good afternoon,

Thank you for your correspondence to Minister Jackson, wherein you have requested a meeting to discuss homelessness in the Upper Hunter Shire LGA.

Please see the attached letter that the Minister had received from Mr Dave Layzell MP for your reference.

Unfortunately, the Minister has limited availability in the coming weeks and will not be able to attend this meeting.

Of course, the Minister appreciates the importance and urgency of this discussion, and has asked her Director of Policy, Mat Campbell (copied), to take this meeting on her behalf.

I note that he will be available on **Monday 9 October at 1:30PM**. Please let me know if this time works on your end, and if an in-person or Teams meeting would be preferable.

Take care.

Kindly,

**Bri Fitzmaurice** (She/Her)  
Executive Assistant

**Office of the Hon. Rose Jackson MLC**  
**Minister for Water**  
**Minister for Housing**  
**Minister for Homelessness**  
**Minister for Mental Health**  
**Minister for Youth**  
**Minister for the North Coast**

[REDACTED]  
52 Martin Place, Sydney, NSW 2000

**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.



**Corporate Services**

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**CONFIDENTIAL REPORTS**

**CR.10.1** **T372324 SUPPLY & DELIVERY OF ROAD BASE MATERIALS**

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d ii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.*

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**PURPOSE**

Council participated in a Panel Source tender for the Provision of Road Base Materials with a number of other Hunter Council participants that was facilitated by Regional Procurement. The tender period will be for a 24 month period from 1 January 2024 to 31 December 2025 with a further twelve (12) month option available based on satisfactory performance of the successful tenderers. The value of acquisitions to the Upper Hunter Shire Council is unknown as it is dependent on infrastructure requirements over the period of the tender.



**General Manager's Unit**

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**CR.10.2**

***SELECTION OF BRANDING AGENCY FOR UPPER HUNTER  
REGIONAL BRAND IDENTITY PROJECT***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Luke Tuxford - Communications & Customer Services  
Coordinator

*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.*

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***PURPOSE***

The purpose of this report is to detail the selection process for a suitable branding agency to undertake the development of a comprehensive branding strategy for the Upper Hunter Shire region, as per the Expression of Interest (EOI) initiated by Upper Hunter Shire Council. The report aims to provide insights into the evaluation of shortlisted agencies and recommend a preferred supplier for the project.