

**MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON  
MONDAY 30 OCTOBER 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 5.00PM**

**PRESENT:**

Cr Maurice Collison (Mayor), Cr Ron Campbell, Cr Tayah Clout, Cr Belinda McKenzie, Cr Allison McPhee, 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 Elizabeth Flaherty is on approved leave until 1 November 2023.

23/198

**RESOLVED that the apology received from Cr James Burns be accepted.**

Moved: Cr L Watts

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

**PUBLIC PARTICIPATION:**

Nil

**CONFIRMATION OF MINUTES:**

23/199

**RESOLVED that the minutes of the ordinary Council meeting held on 25 September 2023 be adopted.**

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

**DISCLOSURES OF INTEREST:**

**G.10.4 Cultural Activity Grants**

Cr Lee Watts declared a non pecuniary interest / non significant conflict for the reason that she is the Manager of Scone Neighbourhood Resource Centre which has applied for a Cultural Activity Grant. Cr Watts advised that she would leave the meeting and take no part in discussion or voting.

## MAYORAL MINUTES

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### A.10.1 *2023 MAYOR FOR A DAY*

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

**AUTHOR:** Maurice Collison - Mayor

23/200

**RESOLVED**

**That Council welcome the school winners of the 2023 Mayor for a Day competition.**

Moved: Cr M Collison      CARRIED UNANIMOUSLY

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### A.10.2 *VOTE OF THANKS - EMERGENCY SERVICES*

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

**AUTHOR:** Maurice Collison - Mayor

23/201

**RESOLVED**

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

Moved: Cr M Collison      CARRIED UNANIMOUSLY

## STANDING COMMITTEE REPORTS

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### SCR.10.1 *ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE*

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

**AUTHOR:** Paige Heusler - Administrative Assistant - Environmental & Customer Service

23/202

**RESOLVED**

**That Council:**

1. **adopt the minutes of the Environmental & Community Services Committee meeting held on 10 October 2023;**

Moved: Cr Watts      Seconded: Cr Campbell      CARRIED UNANIMOUSLY

23/203

**RESOLVED**

**That Council:**

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.**

Moved: Cr Watts      Seconded: Cr McPhee      CARRIED UNANIMOUSLY

23/204

**RESOLVED**

**That Council:**

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.**

Moved: Cr Campbell      Seconded: Cr Watts      CARRIED UNANIMOUSLY

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**SCR.10.2** ***CORPORATE SERVICES COMMITTEE***

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

**AUTHOR:** Wayne Phelps - Manager Finance

23/205

**RESOLVED**

**That Council:**

1. adopt the minutes of the Corporate Services Committee meeting held on 20 October 2023 noting that Cr Williamson asked in the meeting to investigate the provision of a supply of water to the Wingen recreation ground to the current standpipe and report to the Infrastructure Services Committee; and
2. adopt the proposed budget variations as provided in attachment 2 to the report.

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

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**SCR.10.3** ***INFRASTRUCTURE SERVICES COMMITTEE***

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

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

23/206

**RESOLVED**

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

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

**COMMITTEE/DELEGATES REPORTS**

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

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

**AUTHOR:** Robyn Cox - Executive Assistant

23/207

**RESOLVED**

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

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

**FINANCE REPORTS**

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**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

23/208

**RESOLVED**

**That Council**

1. Delegate authority to the Mayor, Deputy Mayor, 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.

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

## GENERAL ADMINISTRATION REPORTS

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### G.10.1                      *DISCLOSURES OF PECUNIARY INTEREST AND OTHER MATTERS*

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

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

23/209

**RESOLVED**

**That Council note the annual Disclosure of Pecuniary Interests and Other Matters returns for 30 June 2023, as tabled in the meeting.**

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

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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

23/210

**RESOLVED**

**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.**

Moved: Cr L Watts                      Seconded: Cr B McKenzie                      CARRIED UNANIMOUSLY

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### G.10.3                      *REQUESTS FOR DONATIONS*

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

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

23/211

**RESOLVED**

**That Council note the report.**

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

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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**DISCLOSURE OF INTEREST**

Cr Lee Watts declared a non pecuniary interest / non significant conflict for the reason that she is the Manager of Scone Neighbourhood Resource Centre which has applied for a Cultural Activity Grant. Cr Watts left the meeting and took no part in discussion or voting.

23/212

**RESOLVED**

**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.**

Moved: Cr A McPhee      Seconded: Cr A Williamson      CARRIED UNANIMOUSLY

Cr Watts returned to the meeting.

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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

23/213

**RESOLVED****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.**

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

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**G.10.6*****PROPOSED FEES - GUMMUN PLACE*****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Mathew Pringle - Director Environmental & Community Services

23/214

**RESOLVED****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.**

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

## POLICY MATTERS

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### H.10.1 *POLICY FOR REVIEW*

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

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

23/215

**RESOLVED**

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

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

## INFRASTRUCTURE REPORTS

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

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

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

23/216

**RESOLVED**

**That Council adopt the Bill Rose Sports Complex Masterplan.**

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

## QUESTIONS WITH NOTICE

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### QWN.10.1 *QUESTIONS WITH NOTICE*

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

**AUTHOR:** Robyn Cox - Executive Assistant

23/217

**RESOLVED**

**That Council note the responses to the questions with notice.**

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

## CORRESPONDENCE ITEMS

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### COR.10.1 *CORRESPONDENCE*

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

**AUTHOR:** Robyn Cox - Executive Assistant

23/218

**RESOLVED**

**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.**

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

## CLOSED COUNCIL

23/219

### 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 A Williamson

CARRIED UNANIMOUSLY

## 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.*

23/220

### RESOLVED

That Council:

1. accept the following tenders:
  - Boral Resources (NSW) Pty Limited t/a Boral Construction Materials Group Limited
  - Buttai Gravel Pty Ltd t/a Daracon Quarries
  - Regional Quarries Australia Pty Ltdas a Panel Source tender of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 January 2024 to 31 December 2025 for the supply and delivery of road base materials; and
2. subject to satisfactory performance, allow a further 12 month optional extension from 1 January 2026 to 31 December 2026.

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

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.*

23/221

### RESOLVED

That Council appoint "For the People" agency as the supplier for the Upper Hunter Regional Brand Identity Project.

Moved: Cr L Watts

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

## RETURN TO OPEN MEETING

23/222

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

Moved: Cr L Watts

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 5.39PM.