
Council Meeting Agenda

31 July 2023 at 5.00pm



2023 Aberdeen Highland Games

To All Councillors

You are hereby notified that the next meeting of the Upper Hunter Shire Council will be held on Monday, 31 July 2023 in the COUNCIL CHAMBERS, SCONE commencing at 5.00PM, for the purpose of transacting the undermentioned business.

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

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

**GREG MCDONALD
GENERAL MANAGER**

1. PRAYER
2. ACKNOWLEDGEMENT OF COUNTRY
3. STATEMENT OF ETHICAL OBLIGATIONS

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

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

4. APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK
5. APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
6. PUBLIC PARTICIPATION
7. CONFIRMATION OF MINUTES
 - Ordinary Council Meeting held on 26 June 2023
8. DISCLOSURES OF INTEREST

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MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON MONDAY 26 JUNE 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 5.00PM

PRESENT:

Cr Maurice Collison (Mayor), Cr Ron Campbell, Cr Tayah Clout, Cr Elizabeth Flaherty and Cr Allison McPhee.

Via Video Link: Cr James Burns (Deputy Mayor).

IN ATTENDANCE:

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

PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:

23/149

RESOLVED

That the application received from Cr James Burns to attend the meeting via video link be accepted.

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

APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS:

23/150

RESOLVED

That the apology received from Cr Belinda McKenzie be accepted.

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

Crs Adam Williamson and Lee Watts are currently on approved leave of absence.

PUBLIC PARTICIPATION:

D.06.1 DA No. 37/2022 - Subdivision of one lot into three lots
David Casson

G.06.1 Return & Earn Reverse Vending Machines – Scone & Merriwa
Jon Stanley – TOMRA

G.06.2 Delivery Program and Operational Plan
Ronald Esdaile

CONFIRMATION OF MINUTES:

23/151

RESOLVED that the minutes of the ordinary Council meeting held on 29 May 2023 and the extraordinary Council meeting held on 9 June 2023 be adopted.

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

DISCLOSURES OF INTEREST:

G.06.5 Requests for Donations

Cr Allison McPhee declared a non-pecuniary interest / non-significant conflict for the reason that her mother is the signatory on the letter of request and is the Secretary of the Gundy Hall Committee to which a donation is recommended to be made. Cr McPhee advised that she would remain in the meeting but take no part in discussion or voting however, when the meeting reached the item Cr McPhee decided to leave the meeting so that her failure to vote was not taken to have voted against the motion.

STANDING COMMITTEE REPORTS

SCR.06.1 *ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE*

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

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

23/152

RESOLVED

That Council note the record of proceedings for the Environmental & Community Services Committee meeting scheduled for 13 June 2023.

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

SCR.06.2 *INFRASTRUCTURE SERVICES COMMITTEE*

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Leah Moore - Infrastructure Support Officer

23/153

RESOLVED

That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 13 June 2023.

Moved: Cr R Campbell Seconded: Cr T Clout CARRIED

FOR	AGAINST
Councillor Burns	Councillor Flaherty
Councillor Campbell	
Councillor Clout	
Councillor Collison	
Councillor McPhee	
Total (5)	Total (1)

SCR.06.3 *CORPORATE SERVICES COMMITTEE*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

23/154

RESOLVED

That Council adopt the minutes of the Corporate Services Committee meeting held on 16 June 2023 and their recommendations with an amendment to include in the minutes the request from Cr Flaherty to present a breakdown to the next Committee meeting detailing the deferrals of projects and their associated budget.

Moved: Cr J Burns Seconded: Cr R Campbell CARRIED

FOR	AGAINST
Councillor Burns	Councillor Flaherty
Councillor Campbell	
Councillor Clout	
Councillor Collison	
Councillor McPhee	
Total (5)	Total (1)

DEVELOPMENT REPORTS

D.06.1 *DEVELOPMENT APPLICATION NO. 37/2022 - SUBDIVISION OF ONE LOT INTO THREE LOTS*

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Paul Smith - Senior Environmental Planner

23/155

RESOLVED

That Council approve Development Application No. 37/2022 for the subdivision of one lot into three lots at No. 65-67 Vennacher Street Merriwa (Lot 7 Section 1 DP 976986), subject to the conditions of consent in Attachment 2.

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

GENERAL ADMINISTRATION REPORTS

G.06.1 *RETURN & EARN REVERSE VENDING MACHINES - SCONE AND MERRIWA*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

23/156

RESOLVED

That Council:

1. approve the installation of a Return and Earn reverse vending machine at each of the following locations:
 - (a) Lot 21 DP 1134921 and/or Lawrence Lane, Scone (behind the Coles Complex); and
 - (b) the road reserve adjoining Lot 6 DP 244849, 46 King George V Avenue, Merriwa.
2. enter into licence agreements with TOMRA for both sites subject to the following specific conditions:
 - (a) The hours of operation of the Scone RVM kiosk shall be restricted to 8am to 6pm 7 days a week.
 - (b) The hours of servicing/unloading of the Scone RVM kiosk shall be restricted to 8am to 6pm 7 days a week.
 - (c) The RVM kiosks shall be cleaned and maintained on a regular basis to ensure that any litter and rubbish is removed in a timely manner.
 - (d) Waste bins shall be provided and maintained at each site to discourage littering.

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

G.06.2

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

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

23/157

RESOLVED

That Council:

1. adopt the amended Delivery Program 2022/2023-2024/2025 and Operational Plan 2023/2024 as per the attached tables
2. resolve to commence community consultation in regards to a proposed Special Rate Variation (SRV).

Moved: Cr J Burns

Seconded: Cr A McPhee

CARRIED

FOR	AGAINST
Councillor Burns	Councillor Flaherty
Councillor Campbell	
Councillor Clout	
Councillor Collison	
Councillor McPhee	
Total (5)	Total (1)

G.06.3

MAKING THE RATES AND ANNUAL CHARGES 2023/2024

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

23/158

RESOLVED

That Council make the following rates and charges for the financial year commencing 1 July 2023 to 30 June 2024:

1. Rates

The following Ordinary Rates be now made for the year commencing 1 July 2023.

Category	Sub Category	Ad-valorem Amount Cents in \$	Base Rate \$
Farmland		0.0020388	100.00
Residential	Aberdeen	0.0033055	200.00
	Cassilis	0.0055710	200.00
	Merriwa	0.0036099	200.00
	Murrurundi	0.0027770	200.00
	Scone	0.0044610	200.00
	Ordinary	0.0027090	200.00
Business	Aberdeen	0.0045125	200.00
	Merriwa	0.0045053	200.00
	Murrurundi	0.0032942	200.00
	Scone	0.0062170	200.00
	Ordinary	0.0025835	200.00
Mixed Development Residential	Aberdeen	0.0033104	200.00
	Merriwa	0.0036099	200.00
	Murrurundi	0.0027770	200.00
	Scone	0.0044610	200.00

Mixed Development Business	Aberdeen	0.0045125	200.00
	Merriwa	0.0045053	200.00
	Murrurundi	0.0032942	200.00
	Scone	0.0062170	200.00
Mining		0.0056877	200.00

2. Water Charges

- i) A Water Service Availability Charge is charged for each service to the property in respect of land that is supplied with water from a water pipe of the Council and land that is situated within 225 metres of a water pipe of the Council (whether or not actually supplied with water from any water pipe of the Council). The Water Service Availability Charge is based on the service size of the connection to the water supply line.

The Water Service Availability Charges for the financial year commencing 1 July 2023 are as follows:

	Service Size	\$
Availability Charge (Not Connected)		187.00
Availability Charge (Connected)	20mm	242.00
	25mm	377.00
	32mm	620.00
	40mm	969.00
	50mm	1,514.00
	80mm	3,881.00
	100mm	6,065.00
	150mm	13,647.00
	200mm	24,260.00

- ii) A Consumption Tariff is to be charged per kilolitre for all water supplied. The water consumption tariffs for the financial year commencing 1 July 2023 are as follows:

Consumption Tariff	(\$/Kl)	\$
Residential	Step 1*	2.49
	Step 2*	3.84
Kidney Dialysis Users		1.24
Non-Residential		
Scone Saleyards		1.76
Scone Abattoir		1.76
Murrurundi Pipeline		1.30
Scone Well No.5		0.32
Council parks and gardens, cemeteries, pools, etc		1.00
Other		2.63

*Step 1 allowance 75Kl for first two accounts in financial year then 100Kl for next two accounts.

3. Sewer

That Council hereby prescribes and orders under Section 501 of the Local Government Act 1993, the following sewer charges the financial year commencing 1 July 2023 are as follows:

An annual charge for sewer is applicable to each rateable assessment except:

- land which is more than 75 metres from a sewer of the Council and is not connected to the sewer; and
- land from which sewage could not be discharged into any sewer of the Council.

i) Residential Sewer Charges

A Sewer Service Availability Charge is charged in respect of each Residential assessment for which the service is provided or is proposed to be provided. The Sewer Service Availability Charges for the financial year commencing 1 July 2023 are as follows:

Residential Sewer Availability Charge (Vacant)	\$508.00
Residential Sewer Charge (Occupied)	\$678.00

ii) Non-Residential Sewerage Charges

Non-Residential Sewer Charges will be based on the following formula:

SC = SDF x (AC + (C x UC))	SC = Sewerage Charge
	SDF = Sewerage Discharge Factor
	AC = Availability Charge
	C = Total water consumption for meter
	UC = Sewer Usage Charge

The Sewer Service Availability Charges for the financial year commencing 1 July 2023 are as follows:

	Service Size	Charge \$
Availability Charge (Not Connected)		508.00
Availability Charge (Connected)	20mm	818.00
	25mm	985.00
	32mm	1,200.00
	40mm	1,647.00
	50mm	2,009.00
	80mm	3,291.00
	100mm	4,116.00
	150mm	6,024.00
	200mm	8,231.00

The Sewer Discharge Usage Charge for the financial year commencing 1 July 2023 are as follows:

Sewer Usage Charge	(\$/KI)
Non-Residential	\$1.26 per KI x discharge factor

Discharge Factors required for non-residential properties will be determined on an individual property basis.

iii) Capital Contributions

Contributions to Morse Street Sewer - \$1,160 per annum.

Capital contributions for the extension of the Sewer System to Morse Street Scone area to be raised annually for seven properties for a 20-year period. Final payment is due 2025/26 and there are no CPI increases.

iv) Trade Waste Charges

The Trade Waste Charges for the financial year commencing 1 July 2023 are as follows:

	Charge \$
Annual Charges	515.00
Multi installation (per equivalent tenement)	515.00
Application Fee	
Class 1 +2	107.00
Class 3	1,115.00
Re-inspection fee	148.00
Non Compliance fee (per Kl)	24.00
Excess Mass charge for Class 3 discharges (\$/kg)	Please refer to Attachment 1 Fees & Charges Schedule

4. Waste Charges

Domestic Waste Management Charges

Council do hereby prescribe and order under Section 496 of the Local Government Act 1993 for rateable land categorised for rating purposes as residential or farmland and situated within the area in which a Domestic Waste Management Service is able to be provided, that the following Annual Waste Charges for the financial year commencing 1 July 2023 are as follows:

Domestic Waste Management Charges Category	Per Annum \$
Waste Facility Contribution	55.00
Waste Management Access Charge	50.00
Waste Management Service Charge	609.00
Additional Waste Service (Fortnightly)	166.00
Additional Recycling Service (Fortnightly)	166.00
Additional FOGO Service (Weekly)	396.00
Weekly General Waste Service (Scone, Merriwa & Aberdeen)	523.00
Weekly Recycling Service (Scone, Merriwa & Aberdeen)	142.00
Weekly General Waste Service (Murrurundi)*	1,075.00
Weekly Recycling Service (Murrurundi)*	620.00

*Minimum 15 bins required to implement service

Domestic charges include rateable and non-rateable assessments. Pro-rata charges are applied.

1. Each premise is charged a contribution towards activities that are not part of normal waste collection and disposal
2. Each premise is charged an access charge for all rateable land situated within the area in which a Domestic Waste Management Service is able to be provided
3. Each premise is entitled to one approved mobile waste bin mixed waste service per week and one fortnightly collection of recyclable material for each Domestic Waste Management Service Charge.
4. Each premise is entitled to one approved mobile waste bin mixed waste service per week for each Additional Domestic Waste Management Service Charge.

Non-Domestic Waste Management Charges

Council do hereby prescribe and order under Section 501 of the Local Government Act 1993, for land not categorised for rating purposes as residential or farmland and situated within the area in which a Waste Management Service is able to be provided, that the following Annual Waste Charges for the financial year commencing 1 July 2023 are as follows:

Non- Domestic Waste Management Service Charge Category	Per Annum \$
Waste Facilities Contribution	55.00
Waste Management Access Charge	50.00
Waste Management Service Charge	609.00
Additional Waste Service (Fortnightly)	165.00
Additional Recycling Service (Fortnightly)	165.00
Additional FOGO Service (Weekly)	396.00
Weekly General Waste Service (Scone, Merriwa & Aberdeen)	523.00
Weekly Recycling Service (Scone, Merriwa & Aberdeen)	142.00
Weekly General Waste Service (Murrurundi)*	1,075.00
Weekly Recycling Service (Murrurundi)*	620.00

*Minimum 15 bins required to implement service

- Each premise is charged a contribution towards activities that are not part of normal waste collection and disposal
- Each premise is charged an access charge for all rateable land situated within the area in which a Domestic Waste Management Service is able to be provided
- Each premise is entitled to one approved mobile waste bin mixed waste service per week and one fortnightly collection of recyclable material for each Waste Management Service Charge.
- Each premise is entitled to one approved mobile waste bin mixed waste service per week for each Additional Waste Management Service Charge.

Waste Facility Contribution

Council do hereby order under Section 501 of the Local Government Act 1993 that land that is categorised for rating purposes as Farmland or Residential Other or Business Other will incur a charge to fund activities that are not part of normal waste collection and disposal and that the following Annual Waste Charges for the financial year commencing 1 July 2023 are as follows:

Waste Facility Contribution	
Waste Facility Contribution	\$55.00

Stormwater Management Services Charges

Council do hereby prescribe and order under Section 496A of the Local Government Act 1993, for land situated within the designated stormwater area, that the following stormwater charges be now made for the financial year commencing 1 July 2023 are as follows:

Stormwater Charge	\$25.00
Stormwater Charge – Strata Lots	\$12.50

Onsite Sewage Management System – Approval to Operate Fee

Council do hereby determine a charge for all ratepayers who have an onsite sewerage system on their property, that the following Annual Charge be made for the financial year commencing 1 July 2023 are as follows:

Onsite Sewage Management Charge per assessment	\$72.00
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Interest on Overdue rates and Charges

In accordance with Section 566 of the Local Government Act 1993, if rates and charges are unpaid at the due date, the amount shall be increased by a sum calculated at nine percent (9.0%) per annum, simple interest, calculated daily for the period 1 July 2023 to 30 June 2024.

Hunter Local Land Services

Council in accordance with Clauses 36 and 40, Part 4, of the Local Land Services Regulation 2014 and as advised by Hunter Local Land Services, levy a Hunter Catchment Contribution in 2023/2024 financial year a rate of 0.01046 (zero point zero one zero four six) of a cent in the dollar on the current land value of the land within the Council area. By virtue of these provisions Council is authorised, empowered and required to levy the said Catchment contribution on the land.

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

G.06.4 ***DETERMINATION OF MAYOR AND COUNCILLOR FEES FOR 2023/2024***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

23/159

RESOLVED

That Council:

- 1. fix the councillor fee for 2023/2024 financial year at \$17,680;**
- 2. fix the mayoral fee for 2023/2024 financial year at \$37,925 in addition to the councillor fee noted in point 1; and,**
- 3. pay superannuation on the mayoral and councillor fees set in accordance with the Superannuation Guarantee (Administration) Act 1992.**

Moved: Cr J Burns Seconded: Cr R Campbell **CARRIED UNANIMOUSLY**

G.06.5 ***REQUESTS FOR DONATIONS***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

23/160

RESOLVED

That Council provide a donation to:

- 1. Scone Arts & Crafts for \$200.00 for sponsorship of the 2023 Scone Art Prize;**
- 2. Scone Films Inc. for \$200.00 to assist with the costs of promoting the Scone Short Film Festival to be held on 16 September 2023;**
- 3. Murrurundi & District Historical Society Inc. for \$200.00 to go towards funding for an additional edit of their "Twins at Pioneer Cottage" video project; and,**
- 4. Cassilis District Development Group Inc for \$200.00 towards the costs of hiring Council's portable shower and toilet block for their Cassilis Country Music, Camping and Campfire function to be held on the October 2023 long weekend.**

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

DISCLOSURE OF INTEREST:

Cr Allison McPhee declared a non-pecuniary interest / non-significant conflict for the reason that her mother is the signatory on the letter of request and is the Secretary of the Gundy Hall Committee to which a donation is recommended to be made. Cr McPhee left the meeting and took no part in discussion or voting.

23/161

RESOLVED

That Council provide a donation to:

- 5. Gundy Soldier's Memorial Hall Centenary Committee for \$200.00 to assist with their costs in celebrating their Gundy Soldier's Memorial Hall Centenary Celebrations (1923 – 2023) from 28 to 30 July 2023.**

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

Cr McPhee returned to the meeting.

CORRESPONDENCE ITEMS

COR.06.1

CORRESPONDENCE

RESPONSIBLE OFFICER: *Greg McDonald - General Manager*

AUTHOR: *Robyn Cox - Executive Assistant*

23/162

RESOLVED

That Council note the correspondence received from:

- 1. Minister for Small Business, Hon Julie Collins – response to Hon Barnaby Joyce, in relation to Council's resolution to seek support for small businesses.**
- 2. Carmel Donnelly, Chair, Independent Pricing and Regulatory Tribunal NSW – in response to Council's resolution regarding the Emergency Services Levy.**

Moved: Cr J Burns Seconded: Cr T Clout CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.41PM.



General Manager's Unit

MAYORAL MINUTES

A.07.1 RECOGNITION OF LENGTH OF SERVICE - PETER WARDEN

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION

That Council recognise Peter Warden for his 20 years' service to Council.

REPORT/PROPOSAL

In accordance with Council's policy, *Recognition of Length of Service*, Council will appropriately recognise staff with long periods of employment with Upper Hunter Shire Council (including services with the former Scone, Merriwa and Murrurundi Shire Councils).

Peter Warden commenced with Council on 14 July 2003 as a Field Officer working with the concreting crew supervised by Cedric Hawkins.

The first major project completed was the laying of the footpath on Macqueen Street, Aberdeen.

Peter progressed to a team leader role on the concreting crew as well as helping on the timber bridges with Mick McBain and Tim Johnson. During this time, some major works completed were Kurrajong subdivision, Whitney's Creek Bridge Merriwa, Jimmy's Bridge Scott's Creek Road.

Peter moved on to the position of Works Supervisor in 2014, now known as Works Coordinator. Since being in this role, Peter enjoys looking after the rural road maintenance and has worked on a number of road projects including Belltrees, Gundy and Bunnan Roads. Peter particularly enjoyed working on the drainage, footpaths, kerb and guttering and Liverpool/Main Street roundabout as part of the Scone Administration Building project.

Congratulations Peter on your successful career so far and your achievements over the past 20 years.

ATTACHMENTS

Nil.

Infrastructure Services

STANDING COMMITTEE REPORTS

SCR.07.1 **INFRASTRUCTURE SERVICES COMMITTEE**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Leah Moore - Infrastructure Support Officer

RECOMMENDATION

That Council:

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 11 July 2023; and,
2. undertake community consultation to discuss the Murrurundi Dam's future.

BACKGROUND

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

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

REPORT/PROPOSAL

The Infrastructure Services Committee considered reports on the following items:

ISC.06.1 **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)
- Merriwa Sewage Treatment Plant (STP)
- Sewer Relining Program
- Water Main Renewal Work
- Manhole Repair Works
- Aberdeen River Pump Station Improvements (Contract 42/2021)
- Integrated Water Cycle Management Plan
- Village Water Supply – Parkville/Wingen/Blandford
- Scone to Murrurundi Pipeline – Easements
- Glenbawn Dam Pipework Discharge
- Murrurundi Dam

ISC.06.2 **WORKS PROGRAM - INFRASTRUCTURE SERVICES – WORKS DELIVERY**

The KPIs were reported to the Committee, with two (2) of the eighteen (18) KPIs being off track for the reportable year.

Infrastructure Services

ISC.06.3 *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 seven (7) projects require budget or scheduling intervention.

ISC.06.4 *MR358 WILLOW TREE ROAD UPGRADE*

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

Key activities:

- Currently evaluating the proposals for Project Management Services.
- Notification was received that the project has been included in the Federal Government's Infrastructure Investment Program (IIP) 90-day strategic review.

ISC.06.5 *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.06.6 *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 forecasted for the next month, plus the revised forecast for the end of the project timelines.

ATTACHMENTS

- 1 [↓](#) Infrastructure Services Committee Minutes 11 July 2023

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

PRESENT:

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

APOLOGIES:

Cr Allison McPhee

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Rag Upadhyaya (Director Infrastructure Services), Mr Sam Wooden (Manager Works Delivery), Mr Jeff Bush (Manager Strategic Assets), Mr Grahame Wilson (Manager Water & Sewer), Mr Gavin Newton-Smith (Asset Engineer) and Ms Leah Moore (Minutes)

DECLARATIONS OF INTEREST:

Nil

INFRASTRUCTURE SERVICES REPORTS

ISC.07.1 ***WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER & SEWER***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Grahame Wilson - Manager Water & Sewer

23/162RESOLVED

That the Committee

- 1. receive the report and note the information and:**
- 2. Endorse the next step in the process of arranging a public community meeting to discuss the Murrurundi Dam**

Moved: Cr T Clout

Seconded: Cr M Collison

CARRIED UNANIMOUSLY

ISC.07.2 ***WORKS PROGRAM - INFRASTRUCTURE SERVICES - WORKS DELIVERY***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Sam Wooden - Manager Works Delivery

23/163RESOLVED

That the Committee receive the report and note the information.

Moved: Cr T Clout

Seconded: Cr M Collison

CARRIED UNANIMOUSLY

ISC.07.3 **STRATEGIC AND CAPITAL WORKS UPDATE**
RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services
AUTHOR: Sam Wooden - Manager Works Delivery

23/164**RESOLVED**

That the Committee receive the report and note the information.

Moved: Cr T Clout Seconded: Cr M Collison CARRIED UNANIMOUSLY

COUNCILLOR QUESTIONS:

Cr Collison raised concerns about the safety of the Belah cutting in Gundy. Could this be looked into and put on the Capital Works Program?.

Response: Taken on notice by the Manager Works Delivery

ISC.07.4 **MR358 WILLOW TREE ROAD UPGRADE**
RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services
AUTHOR: Jeff Bush - Manager Strategic Assets

23/165**RESOLVED**

That the Committee receive the report and note the information.

Moved: Cr M Collison Seconded: Cr T Clout CARRIED UNANIMOUSLY

ISC.07.5 **LOCAL ROADS INITIAL SEAL - PROJECT UPDATE**
RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services
AUTHOR: Chris Agosto - Project Manager

23/166**RESOLVED**

That Council receive the report and note the information.

Moved: Cr M Collison Seconded: Cr T Clout CARRIED UNANIMOUSLY

ISC.07.6 **SCONE CBD REVITALISATION PROJECT**
RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services
AUTHOR: Alan Greer - Project Manager

23/167**RESOLVED**

That Council receive the report and note the information.

Moved: Cr T Clout Seconded: Cr M Collison CARRIED UNANIMOUSLY

The meeting was declared closed at 1.14pm.

Environmental & Community Services

SCR.07.2

ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

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

RECOMMENDATION

That Council:

1. adopt the minutes of the Environmental & Community Services Committee meeting held on 11 July 2023.
2. ESC.7.1 – approve Development Application 184/2022 for alterations and additions to an existing child care facility at 6-8 Cooper Street Scone (Lot 11 DP 718871) subject to the conditions of consent in Attachment 2.

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, 11 July 2023.

REPORT/PROPOSAL

In relation to ESC.7.1, concerns were raised by Cr Flaherty in relation to car parking and traffic management around the child care centre. Following the meeting, the Director Environmental and Community Services received an email from Cr Flaherty outlining her concerns with the development in further detail. The issues raised and staff responses to each issue are provided in Attachment 3.

Council staff have reviewed the parking requirements for the development and note the following:

1. The parking plan on page 24 of the E&CS Committee agenda is indicative only and shows the potential number of parking spaces available in the adjoining streets. It was never intended to mark the spaces.
2. In accordance with the Upper Hunter DCP, childcare centres require 1 parking space per employee plus 1 space per 10 children. Following completion of the proposed development, the centre would employ 12 staff and cater for 70 children. Therefore, a total of 19 parking spaces would be required (12 + 7).
3. Typically, the senior citizens car park adjacent to the preschool is used for parking and drop off/pick up during preschool hours. The senior citizens car park provides 15 spaces. Like the preschool, the senior citizens centre is owned by Council.
4. In the event that the seniors citizens car park is not available (extremely rare), there is space for at least 19 cars to park in Cooper Street, in front of the pre-school.

Environmental & Community Services

An amended car parking plan has been submitted by the applicant and is provided in Attachment 4. The plan demonstrates that ample parking is available to service the development.

ATTACHMENTS

- 1** [↓](#) Minutes - Environmental & Community Services Committee Meeting - 11 July 2023
- 2** [↓](#) DA 184/2022 - Recommended Conditions of Consent
- 3** [↓](#) Traffic Management and Parking Issues raised by Cr Flaherty
- 4** [↓](#) Revised Car Parking Plan

MINUTES OF THE ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL HELD ON TUESDAY 11 JULY 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 10.30AM

APPLICATIONS FOR ATTENDANCE VIA VIDEO LINK:

Nil

PRESENT:

Cr Lee Watts (Chair), Cr Ron Campbell, Cr Elizabeth Flaherty

APOLOGIES:

RESOLVED that the Committee accept the apology from Cr Allison McPhee.

Moved: R Campbell Seconded: E Flaherty CARRIED UNANIMOUSLY

IN ATTENDANCE:

Cr Maurice Collison, Mr Greg McDonald (General Manager), Mr Mathew Pringle (Director Environmental & Community Services), Mrs Lisa Betts (Administration Officer) , Danielle Brown (Administration Officer) & Paige Heusler (Administration Officer).

DISCLOSURES OF INTEREST:

Nil

PUBLIC PARTICIPATION:

Nil

DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE REPORTS:

ECSC.07.1 *DEVELOPMENT APPLICATION NO. 184/2022 - ALTERATIONS AND ADDITIONS TO EXISTING CHILD CARE FACILITY*

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Paul Smith - Senior Environmental Planner

RECOMMENDED that Council approve Development Application 184/2022 for alterations and additions to an existing child care facility at 6-8 Cooper Street Scone (Lot 11 DP 718871) subject to the conditions of consent in Attachment 1.

Moved: R Campbell Seconded: E Flaherty CARRIED

FOR	AGAINST
Councillor Campbell	Councillor Flaherty
Councillor Watts	
Total (2)	Total (1)

The meeting concluded at 10.40am

DA 184/2022 – Recommended Conditions of Consent

Identification of approved plans:

- The development being carried out in accordance with the development application and the drawings referenced below and Statement of Environmental Effects dated 16 September 2022 except where amended by the following conditions.

PLAN TITLE/JOB REFERENCE NO	SHEET No	REVISION No	DRAWN BY	DATE
Car Parking Plan Ref: 202116	1	D	Roberts and Roberts	18.07.2023
Site Plan Ref: 202116	1	A	Roberts and Roberts	11.10.2021
Floor Plan Ref: 202116	2	-	Roberts and Roberts	11.10.2021
External Elevations Ref: 202116	3	-	Roberts and Roberts	11.10.2021
3D View Ref: 202116	5	-	Roberts and Roberts	11.10.2021

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

- 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 Certifying Authority.

(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:

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

(Reason: Prescribed by legislation)

Conditions to be complied with prior to the issue of the construction certificate:

Section 94A Contributions

- Prior to the issue of any Construction Certificate, pursuant to Upper Hunter Shire Council Section 94A Development Contribution Plan 2008, a contribution of \$2,460.00 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.

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

Water and Sewer – Notice of Requirements

5. A 'Notice of Requirements' under the Water Management Act 2000 must be obtained, prior to the issue of a Construction Certificate, detailing water and sewer extensions to be built and charges to be paid by the applicant. Any charges identified in the 'Notice of Requirements' as requiring payment are to be paid prior to the issue of a Construction Certificate.

Details demonstrating compliance with any requirements for works by Upper Hunter Shire Council's Water & Sewer Department are to be provided with the Construction Certificate application.

The final compliance certificate must be submitted to the Principal Certifier prior to the issue of an Occupation Certificate.

National Quality Framework standards

6. Prior to the issue of a Construction Certificate, a full set of construction plans and specifications demonstrating compliance with the National Quality Framework (<https://www.acecqa.gov.au/national-quality-framework>) and Education and Care Services National Regulations shall be submitted to the Principal Certifier.

In particular, the following matters either require greater clarification or information to demonstrate compliance:-

- Toilet and hygiene facilities
- Ventilation and natural light
- Nappy change facilities
- Outdoor space –natural environment
- Outdoor space - shade

(Reason: Prescribed by legislation.)

Flood Evacuation

7. Prior to the issue of a Construction Certificate, a flood evacuation plan for the development, prepared by a suitably qualified flood engineer or consultant, shall be submitted to, and approved by Council.

(Reason: To minimise risk to life and property in the event of a flood)

Access

8. Ramps and access for people with disabilities are to be provided to and within the building. Consideration must be given to the means of dignified and equitable access from public places to areas within the building and to footpath and roads. Compliant access provisions for people with disabilities shall be clearly shown on the plans submitted to, and approved by the Principal Certifier prior to the release of the Construction Certificate.

All details shall be prepared in consideration of, and construction completed to achieve compliance with the provisions of the Disability Discrimination Act, and the relevant provisions of AS1428.1 and AS1428.4.

(Reason: To ensure the provision of equitable and dignified access for all people in accordance with disability discrimination legislation and relevant Australian Standards)

Accessible Car Parking

9. One (1) car parking space for use by persons with a disability shall be provided. Consideration must be given to the means of access from the car parking space to adjacent buildings, to other areas within the building and to footpath and roads and shall be clearly shown on the plans which shall be submitted to, and approved by the Principal Certifier prior to the release of the Construction Certificate.

All details shall be prepared in consideration of, and construction completed in accordance with Australian Standard AS2890.1 to achieve compliance with the Disability Discrimination Act, and the relevant provisions of AS1428.1 and AS1428.4.

(Reason: To ensure equity of access and appropriate facilities are available for people with disabilities in accordance with Federal legislation)

Conditions that must be addressed prior to commencement:

Erosion and Sediment Control

10. All 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 in accordance with *Soils and Construction: Managing Urban Stormwater* ('the Blue Book') until the site is stabilised and landscaped.

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

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

Site Facilities

11. 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 Certifying Authority 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)

Site Works/Construction Signage

12. 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 Certifying Authority 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 Certifying Authority prior to further commencement of site works.

(Reason: Statutory requirement)

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

Construction Hours

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 unless prior approval has been obtained
- (c) demolition and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.

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

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

Compliance Certificate

14. The final compliance certificate for water supply and sewerage requirements is to be obtained from Upper Hunter Shire Council's Water & Sewer Department and a copy must be submitted to the Principal Certifier prior to the issue of any Occupation Certificate.

Occupation

15. The buildings are not to be used or occupied until a final inspection has been carried out and any Occupation Certificate has been obtained from the Principal Certifying Authority.

(Reason: Prescribed - Statutory.)

Conditions that must be complied with at all times:**Stormwater disposal**

16. 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 existing stormwater drainage on site;

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

DA 184/2022

Traffic Management and Parking Issues Raised by Cr Flaherty

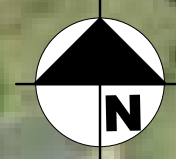
Issue	Response
The scale of page 24 is highly inaccurate in terms of parking space size, but also was not to scale on Oxford Road near the bus stop.	The applicant has provided an updated parking plan drawn to scale (refer to Attachment 4).
The size of the car spaces depicted are not standard parking spaces in Scone, and are inconsistent with marked parking spaces in other areas of the township.	The amended parking plan shows spaces that meet the minimum dimensions prescribed by AS 2890.1.
Car parking spaces identified do not comply with the required distance from corners or driveways, with one space literally commencing on the curve of a corner. –	The amended parking plan has addressed this issue.
At the eastern end of Cooper Street, on the approach to the round-about, there is no parking zone on the northern side of the street commencing at the double-centre lines. However, parking is identified on the narrower southern side of the street on this same section of road. This seems inconsistent with the current traffic features of the double centre lines on approach to the round-about and northern no parking zone.	The amended parking plan has addressed this issue with those spaces deleted.
The pedestrian access path on Oxford Road into the Senior Citizens Centre is also blocked by car parking spaces. This poses issues for pedestrian access, particularly elderly residents who may be using mobility scooters or wheelchairs.	All spaces on Oxford Road have been deleted as they are not required.
The area demarcated for the bus stop on Oxford Road does not appear consistent with the required space for a bus to operate and is encroached by car parking spaces. In inspecting the site, it is clear the scale used between the pedestrian path and the bus stop shelter is misrepresented on page 24.	All spaces on Oxford Road have been deleted as they are not required.
There is no signage for the bus stop or consideration of drop-off and pick-up zones for older children using the school bus. There is also reduced visibility for children catching the bus independently, due to the parking spaces identified for the preschool.	Council's Infrastructure Services team has been requested to reinstate the bus stop signage.
There is no 40km zone associated with the preschool area.	40km/hr school zones are not used for child care centres unless the centre is part of a school.

<p>There is no marked pedestrian access across Cooper Street to the entrance of the Preschool either as a general pedestrian crossing, or school crossing.</p>	<p>There is no warrant for a pedestrian crossing in Cooper Street. The warrant for a marked pedestrian crossing is typically a pedestrian volume per hour crossing the road of > 30 AND a vehicle flow per hour > 200 during 3 separate one hour periods in a typical day.</p>
<p>The number of car parking spaces identified in a relatively narrow street of Scone, Cooper Street, presented visibility issues for motorists during arrival and departure times at the preschool. –</p>	<p>The amended parking plan helps to address this issue by reducing the number of identified spaces in Cooper Street.</p>
<p>Parking in the median of Oxford Road could be considered for additional parking, with appropriate pedestrian controls in place.</p>	<p>Parking in Oxford Road is not required.</p>
<p>Marked parking spaces, with appropriate parking signage should be considered. –</p>	<p>Marked parking spaces are not required given the low traffic volumes and the amount of parking available.</p>
<p>The number of car parking spaces presented to the committee was misrepresentative. I am concerned that the planning staff who reviewed this proposal did not identify the misrepresentation of car parking size, number of parks, distances from corners, driveways, and pedestrian access at a minimum, in the briefing for this DA.</p>	<p>The parking plan on page 24 of the E&CS Committee agenda is indicative only and shows the potential number of parking spaces available in the adjoining streets. It was never intended to mark the spaces. The amended parking plan has now addressed this issue.</p>

50 EXISTING + 20 NEW
= 70 KIDS
@ 1 CARPARK p/10 KIDS
= 7 CARPARKS

9 EXISTING + 3 NEW
= 12 STAFF
@ 1 CARPARK p/ STAFF
= 12 CARPARKS

TOTAL REQUIRED: = 19 CARPARKS



ROBERTS & ROBERTS
ARCHITECTURAL DRAFTING

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GENERAL NOTES:
- ALL LEVELS, DIMENSIONS AND MATERIALS MUST BE CHECKED ON SITE, AND VERIFIED BY OWNER AND BUILDER BEFORE COMMENCEMENT OF CONSTRUCTION.
- SITE PREPARATION INCLUDING DRAINAGE AND TERMITE RISK MANAGEMENT TO BE IN ACCORDANCE WITH THE BCA PART 3.1
- WET AREAS IN ACCORDANCE WITH THE BCA PART 3.8.1
- SMOKE DETECTORS TO BE INSTALLED IN ACCORDANCE WITH THE BCA PART 3.7.2 (FINAL POSITION TO BE VERIFIED BY AN ELECTRICIAN)
- WRITTEN DIMENSIONS WILL TAKE PRECEDENCE OVER SCALE

AMMENDMENTS:		ISSUE:	REV:	DATE:	DESCRIPTION:
DA	D	18.07.23			DISABLED CARPARKING
DA	C	14.07.23			CARPARKING DIMENSIONS
DA	B	14.07.23			CARPARKING CHANGES
DA	A	19.05.23			CARPARKING

PROJECT:	SCONE & DISTRICT PRESCHOOL EXTENSIONS
CLIENT:	SDP COMMITTEE
DRAWING TITLE:	CAR PARKING PLAN

DRAWING STATUS:	
PRELIMINARY PLANNING	
SCALE:	DATE:
1:500 @ A3	17.02.2023
JOB NO.:	DRAWING NO.:
202116	1 OF 1
REVISION:	
D	

Corporate Services

SCR.07.3

CORPORATE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

RECOMMENDATION

That Council:

1. adopt the minutes of the Corporate Services Committee meeting held on 21 July 2023 and their recommendations; and
2. adopt the proposed budget variations as provided in attachment 2.

BACKGROUND

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

REPORT/PROPOSAL

A meeting of the Corporate Services Committee was held on Friday, 21 July 2023. A copy of the minutes of the meeting is attached. The following reports were considered:

CORP.7.1 Financial Summary & Investment Report

A monthly Financial Summary including details and levels of investments was provided for the Committee's information together with a statement from the Responsible Accounting Officer advising that the projected financial position as at 30 May 2023 was satisfactory.

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

The capital expenditure report presented included a full list of projects with any proposed variations. An overview of the associated reasons for the requests 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 Responsible Accounting Officer's (RAO) Statement includes a statement of compliance of investments in accordance with regulatory requirements and Council's policies, a statement on the reconciliation of cash with bank statements as well as a statement of satisfaction with Council's financial position, or remedial action to be taken (Clause 203(2)) of the Local Government (General) Regulations 2005.

CORP.7.2 Property Update

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



Corporate Services

CORP.7.3 Responses to Previous Questions

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

ATTACHMENTS

- 1 [↓](#) Corporate Services Committee - 21 July 2023 - Minutes - Draft
- 2 [↓](#) Finance Budget Variation Requests - May 2023

**MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL
HELD ON FRIDAY 21 JULY 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT
9.00AM**

PRESENT:

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

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

Nil

APOLOGIES:

23/167

RESOLVED

That the apology received from Cr Elizabeth Flaherty be accepted.

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Wayne Phelps (Manager Finance) and Ms Karen Boland (Governance & Executive Support Officer).

PUBLIC PARTICIPATION:

Nil

DISCLOSURES OF INTEREST:

Nil

FINANCE COMMITTEE REPORTS

CORP.07.1

FINANCIAL SUMMARY & INVESTMENT REPORT

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

23/168

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. note the High Level (Surplus) Deficiency Report**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

CORP.07.2**PROPERTY UPDATE****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Karen Lee - Senior Administration Officer - Business Services

23/169

RESOLVED**That the Committee note the report and actions undertaken to date on the property strategy.**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

CORP.07.3**RESPONSES TO PREVIOUS QUESTIONS****RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance**AUTHOR:** Karen Boland - Governance & Executive Support Officer

23/170

RESOLVED**For notation only.**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

Response to Previous Question

Cr Flaherty enquired if a breakdown of the Hunter Warbirds Café revenue and expenditure could be provided.

Response at June meeting: Taken on notice.

Update at July meeting: Breakdown to be provided under separate cover before the Corporate Services meeting.

The following information was circulated to Councillors by email before the Corporate Services Meeting.

Hi Councillors

Please find update to the question taken on notice for the revenue and expenditure of the Hunter Warbirds Café.

As can be seen by the quarterly breakdown there has been a significant increase in revenue from September 2022 Quarter to June 2023 Quarter however costs have also increased at a higher rate than revenue generated. These increased from Quarter 1 to Quarter 4 can be related to the increased opening time of operations from weekend to 7 days.

Although the popularity of the café has increased substantially a review of the cafés of food processing, opening hours and staffing requirements is currently being undertaken in order to address the increased deficiency over the quarters. It is noted that included in the June costs were the purchase of café consumables required to streamline processes to make the delivery of services to patrons more efficient, these consumable costs amounted to approx. \$5k.

A more detailed review of the operations is currently being undertaken to ensure completeness of revenue data and expenditure and trends throughout the year. The cafés operations will continue to be monitored over the next 12 months in light of the proposed changes noted.

	Sep	Dec	Mar	Jun	Total
Revenue	13,767	20,607	25,784	41,996	102,154
Less:					
Expenditure					
Café Costs	10,222	10,754	11,946	28,338	61,261
Wages	3,458	20,594	29,782	40,389	94,223
Total Expenditure	<u>13,680</u>	<u>31,348</u>	<u>41,729</u>	<u>68,727</u>	<u>155,485</u>
Net Position	<u>87</u>	<u>(10,741)</u>	<u>(15,945)</u>	<u>(26,731)</u>	<u>(53,331)</u>

These details will be provided at the Corporate Services meeting in the agenda item "Councillor Questions Taken On Notice".

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.58am

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

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
GENERAL FUND					
General Purpose Revenue	Operating Revenue	Grant Funding		2,279,311	FAG grant in advance for 2023/2024
General Purpose Revenue	Non-Operating Expenditure	FAG RA	2,279,311		FAG grant in advance for 2023/2024
Youth Service	Operating Revenue	Capital Grant Funding		530,040	Initial funding for Youth Facilities upgrade received
Youth Service	Non-Operating Expenditure	Youth Services RA	530,040		Project funding to RA for 2023/2024 year
Town Planning	Operating Revenue	S94A Contributions		100,000	Increased s94A contributions received
Town Planning	Non-Operating Expenditure	White Park Business Case	100,000		Increased s94A contributions received
Other Sport & Rec	Operating Revenue	Contributions received		17,550	Additional contributions received for cycle events held
Other Sport & Rec	Operating Expenditure	Cycle Events	17,550		Offsetting expenditure for cycling event contributions received
Footpaths & Cycleways	Operating Revenue	Capital Grant Funding	300,000		Delay on project with finalisation expected in 2023/2024 year
Footpaths & Cycleways	Capital Expenditure	Mwa Footpaths Extension		300,000	Delay on project with finalisation expected in 2023/2024 year
RMS State Road	Operating Revenue	Individual Price Works Orders		1,000,000	Increased requests for works on Golden highway
RMS State Road	Operating Expenditure	Individual Price Works Orders	1,000,000		Increased requests for works on Golden highway
Regional Roads	Operating Revenue	Grant funding		450,000	R2R Funding for MR105 - Belltrees Hill
Regional Roads	Capital Expenditure	MR105 - Belltrees Hill	450,000		R2R Funding for MR105 - Belltrees Hill
Regional Roads	Operating Revenue	Capital Grant Funding		600,000	Initial 20% Milestone funding for Hunter Road
Regional Roads	Non-Operating Expenditure	Hunter Road RA	600,000		Initial 20% Milestone funding for Hunter Road to RA
Local Roads	Operating Revenue	Grant Funding		1,376,719	FAG grant in advance for 2023/2024
Local Roads	Non-Operating Expenditure	FAG RA	1,376,719		FAG grant in advance for 2023/2024
Transport Ancillaries	Operating Revenue	Capital Grant Funding		126,743	80% of funding received for Niagara Mural
Transport Ancillaries	Capital Expenditure	Niagara Mural Project	126,743		Capital works project in progress
Transport Ancillaries	Operating Revenue	Capital Grant Funding		160,000	80% of funding received for Merriwa CBD Beautification project
Transport Ancillaries	Non-Operating Expenditure	Merriwa Town Revitalisation RA	160,000		Project funding to RA for 2023/2024 year
WATER SUPPLY					
Murrurundi Water	Operating Revenue	Capital Grant Funding	77,500		Capital project deferred to 2023/2024
Murrurundi Water	Non-Operating Revenue	Balance RA	77,500		Capital project deferred to 2023/2024
Murrurundi Water	Capital Expenditure	Village Reticulation		155,000	Project deferred to 2023/2024
Scone Water	Operating Revenue	Capital Grant Funding	87,248		Capital Grant funding for UV Chlorination and Water Treatment Plant
Scone Water	Operating Revenue	User Fees & Charges		250,000	Additional residential and commercial water consumption
Scone Water	Operating Revenue	S64 Contributions		375,000	Additional s64 contributions received
Scone Water	Operating Revenue	Rural water connections		25,000	Higher than expects connection requests received
Scone Water	Non-Operating Expenditure	S64 Contributions RA	375,000		Transfer movements to RA
Scone Water	Non-Operating Revenue	Balance RA	187,752		Transfer movements to RA
SEWERAGE SERVICES					
Merriwa Sewer	Operating Revenue	Capital Grant Funding		40,500	Final funding received for Cassilis Sewer project
Merriwa Sewer	Capital Expenditure	Merriwa Relining Project		199,609	Relining project completed
Merriwa Sewer	Non-Operating Revenue	Balance RA	240,109		Transfer movements to RA
Murrurundi Sewer	Capital Expenditure	Murrurundi Relining Project		97,500	Relining project completed
Murrurundi Sewer	Non-Operating Revenue	Balance RA	97,500		Transfer movements to RA

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

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Scone Sewer	Operating Revenue	s64 Contributions		365,000	Additional s64 contributions received
Scone Sewer	Capital Expenditure	Sewer STP		50,000	Limited reactive Capital works required for the year
Scone Sewer	Capital Expenditure	Scone Relining Project		220,000	Relining project completed
Scone Sewer	Capital Expenditure	Manhole Replacement		125,000	Limited reactive Capital works required for the year
Scone Sewer	Capital Expenditure	Mains Renewals & Replacements		180,000	Limited reactive Capital works required for the year
Scone Sewer	Capital Expenditure	Moobi Pump Station Upgrade		20,000	No progression on upgrade to pump station
Scone Sewer	Capital Expenditure	SPS Renewals		65,000	Limited reactive Capital works required for the year
Scone Sewer	Operating Expenditure	Sewer Mains Operational	190,000		Higher than expected operational expenditure
Scone Sewer	Operating Expenditure	Sewer Treatment Plants Operations	130,000		Higher than expected operational expenditure
Scone Sewer	Non-Operating Expenditure	s64 Contributions RA	365,000		Transfer movements to RA
Scone Sewer	Non-Operating Revenue	Balance RA	340,000		Transfer movements to RA
		Total Variations	9,107,972	9,107,972	
		Net Variation to Operating Result			-
Abbreviation notes					
		RA = Restricted Assets			
		R2R = Roads to Recovery			
		STP = Sewer Treatment Plant			
		SPS = Sewer Pump Station			

Environmental & Community Services

COMMITTEE/DELEGATES REPORTS

C.07.1 ***COMMUNITY ADVISORY COMMITTEE MURRURUNDI DISTRICT***

RESPONSIBLE OFFICER: Amanda Catzikiris - Manager Community Services

AUTHOR: Heather Ranclaud - Community Services Officer - Murrurundi

RECOMMENDATION

That Council adopt the minutes of the Community Advisory Committee - Murrurundi District meeting held on 25 May 2023.

BACKGROUND

The purpose of Council's Community Advisory Committees (CAC) is to advise Council on the needs or issues of a particular community and to inform Council's decision making and work relating to these communities. The committees meet every three months in Murrurundi, Scone, Aberdeen and Merriwa.

REPORT/PROPOSAL

The meeting of the Community Advisory Committee - Murrurundi District, was held on 25 May 2023. A copy of the minutes is attached.

The Committee discussed a range of issues including the swinging bridge and causeway, the Murrurundi Festival, Arnolds Bridge, suspension bridge, history walk, youth centre, Delivery Program and Operational Plan, Blandford railway carriages, Murrurundi Courthouse and the Hunter Gas Pipeline.

ATTACHMENTS

- 1 [↓](#) Community Advisory Committee - Murrurundi District - Minutes - 25 May 2023

**MINUTES OF THE COMMUNITY ADVISORY COMMITTEE -
MURRURUNDI DISTRICT MEETING - THURSDAY 25 MAY 2023 –
5.12pm-6.15pm**



PRESENT: Cr James Burns (Chairman) and Cr Belinda McKenzie (via Zoom), Janie Jordan, Gerard Howard, Ray Hynes, Michael Reid, Peter McGill,
IN ATTENDANCE: Mat Pringle, Rag Upadhyaya, Heather Ranclaud (minutes).

1. APOLOGIES

RESOLVED

That the apologies received from Cr Elizabeth Flaherty, Sandra Coffey and Philip Morgan be accepted.

Moved: Peter McGill

Seconded: Ray Hynes

CARRIED

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

Note; amendment to previous minutes requested by Ray Hynes to include; suggested an awning over the seating at Wilson Memorial Oval.

RESOLVED

That the minutes of the Community Advisory Committee - Murrurundi District Meeting held on 9 February 2023, as circulated, including the amendment, be taken as read and confirmed as a correct record.

Moved: Peter McGill

Seconded: Ray Hynes

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

5. AGENDA ITEMS

MCAC1.05.1 Items Raised by the Community

PURPOSE

The purpose of this report is for the Committee to review and consider items submitted by members of the Community Advisory Committee (CAC) Murrurundi District.

1. Suspension Bridge inspected- maintenance issues are cosmetic and will be programmed.
2. Kerb and gutter at the horse trough - item not included in the budget
3. Murrurundi Festival report- the project was a partnership with Council, and the Murrurundi Arts and Crafts Council. \$20,000 was received in funding to support community workshops. More than 50 children attended workshops, 170 visitors to the Pioneer Cottage and 300 people attended the Fairy Picnic. 300 people took rides on the Picnic Train.

Note:

- a. thanks to Council staff in Murrurundi and the VIC who supported the event.
- b. no Murrurundi Festival line item is included in the budget.
- c. Post COVID come back- suggested we need improved communication between VICs and communicate about more than just money.

This is Page 1 of 3 of Minutes of the Community Advisory Committee Murrurundi District meeting of the Upper Hunter Shire Council held on 25 May 2023.

4. Rails on Arnold's Bridge- noted that there is a rail on one side of the bridge only - due to wide loads.
5. Solar lights have been installed on the suspension bridge, and need checking.
6. Suggest a QR code of town walks.
7. Youth Centre was discussed at the DPOP meeting. Council is refining the scope of the project. The location is to be determined.
8. Railway carriages at Blandford. Members were advised there is enforcement action being taken.
9. Murrurundi Courthouse- Council is investigation having the building included on the State Register. The Heritage Advisor is completing the application. Questions about the potential use for the building.
10. Old Strand Theatre- CRM completed and building inspected.
11. DPOP recommendations:
 - a. Suggested advocacy is needed for improved health services in Murrurundi.
 - b. Third tennis court has a surface in poor condition-requires cleaning.
 - c. Need for more programs for teenagers, new dads, playgroup, more input into teens, childcare and parenting programs. Information about healthy eating and healthy living.

RESOLVED (relating to item 3)

Investigate State Festivals funding for future events and sites for new banner poles south of Arnold's Bridge.

Moved Peter McGill

Seconded Ray Hynes

Carried

RESOLVED

That the DPOP recommendations are provided to Council.

Moved Gerard Howard

Seconded Janie Jordan

Carried

MCAC1.05.2 Capital Works Projects

PURPOSE

The purpose of this report is to provide the Murrurundi Community Advisory Committee with an update on capital works projects in the Murrurundi district.

Members asked about DAs and the need for power and internet service.
Question regarding the George St Bridge- completion date July 2023.

RESOLVED

For notation only.

ACTION FOR COMMITTEE: Ray Hynes to follow up with Mat Pringle regarding Riverwalk signage.

MCAC1.05.3 Action Sheet - Update

PURPOSE

The purpose of this report is for the Committee to review and consider items on the Action Sheet for the Murrurundi District Community Advisory Committee (CAC).

Member comment that "snap, send, solve" had a 4 week delay before the job was completed.
Recommend a CRM.

RESOLVED

That the Committee note the issue and response listed in the Action Sheet.

This is Page 2 of 3 of Minutes of the Community Advisory Committee Murrurundi District meeting of the Upper Hunter Shire Council held on 25 May 2023.

6. ACTION SHEET

To be updated

7. CORRESPONDENCE

Nil

8. GENERAL BUSINESS

1. Proposed Qld Hunter Gas Pipeline cuts across the reservoir and then onto the stock route to Wingen. Community consultation to be held on 31 May 2-6pm.
2. Noted that \$70,000 allocated in the DPOP for tree planting. What is allocated for Murrurundi?
3. Rag Upadhyaya provided information and design diagrams for the Murulla St Causeway.

9. NEXT MEETING Thursday 24 August 2023

The meeting was declared closed at 6.15pm.

Environmental & Community Services

C.07.2

MERRIWA AGED HOSTEL COMMITTEE

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Tash Taaffe - Community Services Officer

RECOMMENDATION

That Council adopt the minutes of the Merriwa Aged Hostel Committee meeting held on 20 June 2023.

BACKGROUND

The Merriwa Aged Hostel Committee provides advice and recommendations to Council in relation to the provision of a 16 bed aged care facility in Merriwa. The Committee meets approximately every two months to review the operational and financial aspects of the facility.

REPORT/PROPOSAL

There are currently two vacancies and one resident in respite. External funding was received to purchase a telehealth cart. The Coordinator provided an update of the kitchen renovations which are now complete. Staff shortages continue to be a challenge.

The Activities Officer provided an update on lifestyle and wellbeing activities.

The Treasurer provided a report summarising the financial position of the hostel. The vacancies have negatively impacted revenue streams while operating expenses are currently over budget due to additional staffing costs and building maintenance.

ATTACHMENTS

- [1](#) Merriwa Aged Hostel Committee - 20 June 2023 - Minutes

**MINUTES OF THE MERRIWA AGED HOSTEL COMMITTEE
MEETING - TUESDAY 20 JUNE 2023 - 1pm**



PRESENT: Mr Ross Bishop (Acting Chair), Mr Barry Gheri, Mrs Jan Cronin and Mrs Cheryl Dallimore

IN ATTENDANCE: Ms Suzanne Duggan (Hostel Supervisor), Ms Amanda Catzikiris (Manager Community Services - Zoom), Ms Julie Wilton, Ms Tash Taaffe (Community Services Officer - minutes), Mr Wayne Phelps (Treasurer - Zoom) and Mat Pringle (Director Environment & Community Services)

1. APOLOGIES

RESOLVED

That the apologies received from Mrs Deirdre Peebles, Cr Campbell and Mrs Julia Hardy be accepted.

Moved: J. Cronin

Seconded: R Bishop

CARRIED

2. DISCLOSURE OF INTEREST -nil

3. PREVIOUS MINUTES

RESOLVED

That the minutes of the Merriwa Aged Hostel Committee Meeting held on 18 April 2023, as circulated, be taken as read and confirmed as a correct record.

Moved: C Dallimore

Seconded: J Cronin

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

5. AGENDA ITEMS

MAH.06.1 Gummun Hostel - Supervisor Report

PURPOSE

The purpose of the report is to provide an update from the Hostel Supervisor on operational activities at the hostel.

There are currently two vacancies plus one room that is being used for respite which will transition to permanent in the next few weeks. The waiting list is very low with no one on the waiting list ready to move in. S. Duggan has updated the Aged Care portal with the number of vacancies.

The kitchen upgrade is almost complete, just kick boards to be installed. A grant has been secured for the Telehealth cart and sponsorship and a PO will be raised in July.

Staff shortages still an issue, hope to recruit more staff in coming weeks.

Clinical data from April to June was circulated and taken as read.

J. Wilton provided a report on lifestyle and wellbeing.

This is Page 1 of 3 of Minutes of the **Merriwa Aged Hostel** Committee meeting of the Upper Hunter Shire Council held on 20 June 2023.

RESOLVED

That the Committee accept the Hostel Supervisor's report.

Moved: C. Dallimore

Seconded: B. Ghersi

ACTION FOR COMMITTEE: Raise PO for telehealth cart (A.Catzikiris).

2. Gummun Hostel – Treasurers Report

PURPOSE

To provide a report from the Treasurer of the Merriwa Aged Hostel summarizing the financial position of the hostel.

Revenue is down due to vacancies over the last 4 months. As of end of June, the hostel is \$50,000 behind budget. Costs for the facility remain the same regardless of the number of residents. Operating expenses are high, particularly for staff/personal care costs and building maintenance. These costs are currently \$100,000 more than budgeted.

Overall the hostel is \$180,000 behind in the budget. Council is funding this significant shortfall.

R. Bishop asked if more grants could be sourced. M. Pringle suggested the grants bulletin from the Grants Officer be circulated to the Committee.

RESOLVED

That the Committee accept the Treasurer's report.

Moved: C. Dallimore

Seconded: J. Cronin

ACTION FOR COMMITTEE: Circulate grants bulletin to Committee (J. Bakewell)

6. ACTION SHEET

Issue	Notes	Personnel	Completion date
<i>Meditrax Policies</i>	<i>Obtain details and costings</i>	<i>Sue Duggan</i>	<i>Meditrax are at Hostel today 18.4.23 doing medication review and assessing our medication system. Feedback should be received in April/May.</i>
<i>Draft Extension Plans</i>	<i>Architect to consider alternate options</i>	<i>Mat Pringle</i>	<i>Ongoing</i>
<i>Flag</i>	<i>Remind staff to put flag up or ask community volunteer</i>	<i>Sue Duggan</i>	<i>Need new flag rope. W. Phelps to ask if maintenance can assist.</i>
<i>Telehealth Cart</i>	<i>Source grant or sponsorship for \$15k</i>	<i>Tash Taaffe</i>	<i>\$5k grant confirmed from PHN, \$10k received AGL. PO to be raised in July. (A. Catzikiris)</i>
<i>Seniors Expo</i>	<i>Partner with Merriwa MPS to run expo promoting hostel & ILUs</i>	<i>Tash Taaffe, Julie Wilton</i>	<i>Date to be confirmed in October</i>
<i>Staff</i>	<i>Discuss with HR regarding long term casuals moving to</i>	<i>Wayne Phelps</i>	<i>Ongoing</i>

This is Page 2 of 3 of Minutes of the **Merriwa Aged Hostel** Committee meeting of the Upper Hunter Shire Council held on 20 June 2023.

	<i>permanent part time to assist with rosters & speeding up new staff recruitment</i>		
<i>Grants</i>	<i>Look for grant opportunities</i>	<i>Grants Officer</i>	<i>Ongoing</i>

7. CORRESPONDENCE - nil

8. GENERAL BUSINESS -nil

9. NEXT MEETING – Tuesday 22 August 2023, 1pm at the Merriwa Meeting Room

The meeting was declared closed at 1.35pm.

This is Page 3 of 3 of Minutes of the **Merriwa Aged Hostel** Committee meeting of the Upper Hunter Shire Council held on 20 June 2023.

General Manager's Unit

The request for sponsorship from Merriwa Central School fits within Council's policy under *6(d) Events which promote the Upper Hunter and the Upper Hunter Shire, to the value of \$200.00 per event per annum.*

It is recommended a donation of \$200.00 is approved for the waiving of hire fees for the School of Arts building for the Merriwa Central School's 2023 'Variety Night'.

3. Merriwa Central School for waiving of fees for the hire of the School of Arts building for the Annual Little Sprouts day to be held on 24 August 2023. Hire fees for the School of Arts building is \$107.10 per day.

The request for sponsorship from Merriwa Central School fits within Council's policy under *6(d) Events which promote the Upper Hunter and the Upper Hunter Shire, to the value of \$200.00 per event per annum.*

It is recommended a donation of \$107.10 is approved for the waiving of hire fees for the School of Arts building for the Merriwa Central School's Annual Little Sprouts day. National Show.

4. Murrurundi Landcare Tidy Towns Group for \$200 to go towards the cost of printing entry forms and prize cards for the 2023 Murrurundi Spring Flower Show to be held on Saturday 21 October 2023. .

The request for donation from Murrurundi Landcare Tidy Towns Group fits within Council's policy under *6(d) Events which promote the Upper Hunter and the Upper Hunter Shire, to the value of \$200.00 per event per annum.*

It is recommended a donation of \$200.00 is approved for costs associated with printing entry forms and prize cards for the 2023 Murrurundi Spring Flower Show.

Copies of requests received are attached. It is noted that Merriwa Central School has submitted two separate requests for donation for different events. Texas Longhorns Australia, Merriwa Central School and Murrurundi Landcare Tidy Towns Group have not received any donations from Council in the current financial year.

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:

General Manager's Unit

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

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.

c. Legislative Implications

Nil

d. Risk Implications

Nil

e. Other Implications

Nil

CONCLUSION

Council has received two (2) requests for financial assistance from Merriwa Central School and single requests from Texas Longhorns Australia Inc. and Murrurundi Landcare Tidy Towns Group. All requests satisfy the selection criteria as outlined in Council's policy: Section 356 General Donations.

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 [↓](#) Texas Longhorns Australian Inc
- 2 [↓](#) Merriwa Central School - Variety Night
- 3 [↓](#) Merriwa Central School - Little Sprouts Day
- 4 [↓](#) Murrurundi Landcare Tidy Towns Group



TEXAS LONGHORNS AUSTRALIA INC.

2023 National Show – September 23rd SCONE, NSW

SPONSORSHIP REQUEST

Dear Valued TLA Members & Supporters,

I am writing to you on behalf of the Texas Longhorns Australia Inc. The TLA is a small association of likeminded longhorn enthusiasts. The association aims to promote the Texas Longhorn breed in Australia and provide Australian born Texas Longhorn Cattle with an accurate and effective Registration Studbook.

Each Year the association hosts a National Show where all members are welcomed and encouraged to enter and compete with their Australian Registered Texas Longhorn Cattle. Over the years we have seen owners as young as 2 years old through to owners in their 70's compete with their cattle. The Texas Longhorn is a breed for everyone! Each year the halter show attracts more and more youth to participate in all aspects on the show from Stud Classes to Junior Parading and Junior Judging. We have competitors from right across Eastern Australia travel to compete including QLD, NSW & Vic. This year will be the 10th annual show and we are hoping with your help we can make it bigger and better than ever!

We are looking for sponsorship in the form of monetary donations, to go towards the costs of running the show and the purchase of Buckles, Ribbons, Sashes & Prizes. In return for your generous donation, we are offering a position for your business logo on our Limited Edition 2023 TLA Show Sun Shirts and promotion of your businesses on our show programs as well as throughout the day at our event. Larger donations will also see your business name featured as individual class sponsors or special award sponsors.

The Texas Longhorns Australia Inc Association whole heartedly appreciates your support and welcomes you to join us in Scone, NSW on the 23rd of September!

Kindest Regards,

Jordana Perry

Texas Longhorns Australia Secretary





TEXAS LONGHORNS AUSTRALIA INC.

2023 National Show – September 27th – SCONE, NSW

SPONSORSHIP REPLY FORM

TO: Texas Longhorns Australia Inc Show
"JP Cattle Co"
70 Hilsley Court
Toongabbie VIC 3856

Email: tlasecretary1@gmail.com

I/We agree to the following Texas Longhorns Australia Inc Show 2023 Sponsorship:

- Bronze Sponsor - \$100 (Includes Your Logo On Limited Edition Sun Shirt and in the show programme).
- Silver Sponsor - \$200 (Includes Your Logo On Limited Edition Sun Shirt and in the show programme plus an individual class named after your business).
- Gold Sponsor - \$500 (Includes Your Logo On Limited Edition Sun Shirt and in the show programme plus a special class such as Champion named after your business and a complimentary limited edition 2022 Show Sun Shirt).

Name:	
Name to appear on schedule & promotional material:	
Postal Address:	
Email Address:	
Signature:	Date:

Please return by: 30th June 2023 & email through high quality logos as soon as possible



Merriwa Central School

Valuing individual potential – achieving personal best



27 June 2023

Mr McDonald
General Manager
P O Box 111
MERRIWA NSW 2329

Dear Mr McDonald

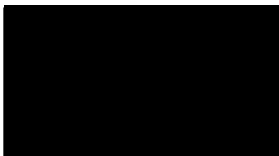
I am writing to confirm the booking for the use of the School of Arts for Merriwa Central School's 'Variety Night' event.

We would like to book the hall for rehearsals during the day on Tuesday 1 August from 9.00am to 3.30pm as well as Wednesday 2 August for the performance to 9.00pm. We would like to pick the keys up on Monday 31 July from 12.00pm and return the keys on Thursday 3 August, 2023 if possible.

The school would like to be invoiced for the use of the hall and hope Council would like to sponsor the Merriwa Central School Variety Night. The night is a special occasion for all our staff and students but unfortunately it can become costly due to costuming and props. If the cost of the hall could be reduced it would be greatly appreciated. We would be more than happy to advertise Council sponsorship should you choose to do so.

If you need further information, please contact Sarah Roberts on (02) 6548 2119. Thank you and we look forward to hearing from you.

Yours faithfully



Darren Noonan
Principal

Merriwa Central School

Bow Street Merriwa NSW 2329
T: 6548 2119
merriwa-c.school@det.nsw.edu.au
www.merriwa-c.schools.nsw.edu.au

Merriwa Central School



Valuing individual potential – achieving personal best

26 May 2023

Mr Greg McDonald
General Manager
PO Box 111
MERRIWA NSW 2329

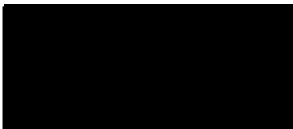
Dear Mr McDonald

I am writing to confirm the booking for the use of the Merriwa School of Arts for our Annual Little Sprouts Day.

We have completed and submitted the application for the hire of the hall, kitchen and supper room for Thursday 24 August 2023 and Friday 25 August 2023 to do a final clean and return the key.

As this is a community event we would like if UHSC would please consider sponsoring this event.

If you have any further queries, please contact Keirra Hourn on 02 6548 2119.



Darren Noonan
Principal

Merriwa Central School
Bow Street Merriwa NSW 2329
T 6548 2119
merriwa-c.school@det.nsw.edu.au
www.merriwa-c.schools.nsw.edu.au



MURRURUNDI LANDCARE TIDY TOWNS GROUP
PO Box 24
Murrurundi NSW 2338

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

20 July, 2023

Att: Greg McDonald

Dear Greg,

RE: MURRURUNDI SPRING FLOWER SHOW- 21st OCTOBER 2023

Following a successful Flower Show last year which saw in excess of two hundred and sixty entries across the various sections, the Murrurundi Landcare Tidy Towns Committee are preparing for the Spring Flower Show which will be held on 21st October 2023.

We are hoping that the Upper Hunter Shire Council may be able to assist again with a small donation of say \$200 towards the cost of printing Entry Forms & Prize Cards.

It is intended that the printing will be undertaken at the Murrurundi Information Centre so that any money donated will be returned to the Council as revenue.

Should the Council agree to support us again this year, funds can be deposited to the following account:

All Donors are recognized at the Flower Show during the afternoon proceedings.

Yours sincerely

Wendy Seckold
Committee

Robyn Orman
Chairperson

General Manager's Unit

G.07.2

***COMMUNITY CONSULTATION FOR SCONE CUP PUBLIC
HOLIDAY - 2024 & 2025***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

PURPOSE

The purpose of this report is to seek Council's support to undertake a community consultation process before making application for a half day public holiday for the 2024 and 2025 Scone Cup event days.

RECOMMENDATION

That Council undertake a community consultation process to assess response to seeking a half day public holiday from noon for the 2024 and 2025 Scone Cup event days.

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.

Council can make a biennial application for the declaration of full or part-day public holidays and event days. In 2021 Council undertook a community consultation process to assess response to seek a half day public holiday for the 2022 and 2023 Scone Cup events. This process included survey advertised through a media release, social media and online. Schools and bank branches in the Shire were contacted to garner their response to the holiday.

Council received positive response to seeking a half day public holiday and as a result made a biennial application for a half day public holiday for the 2022 and 2023 Scone Cup events which was successful.

REPORT/PROPOSAL

Council has received correspondence from the Premier's Department in relation to applications for a local holiday or event day in 2024 or a biennial application for 2024 and 2025. The Department also advises that it is expected that Council will undertake a public consultation process to assess community sentiment as well as the costs and benefits to regional businesses and local communities of declaring a full or part-day public holiday, including consultation with chambers of commerce, banks, major employers and schools likely to be impacted by the declaration. Where it is proposed to request a part-day local public holiday, it is expected that the consultation process will include local transport companies and schools and will take account of the transportation arrangements for students on the part-day.

General Manager's Unit

OPTIONS

1. Undertake a community consultation process seeking support for a half day public holiday for 2024 and 2025 Scone Cup event days.
2. Undertake a community consultation process seeking support for a half day public holiday for just 2024 Scone Cup event day.
3. Not undertake a community consultation process and not apply for a half day public holiday for 2024 and 2025 Scone Cup event days.

CONSULTATION

- General Manager

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

- Relationships with key stakeholders to enhance economic development activities within the Shire

c. Other Plans

N/A

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Nil

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

General Manager's Unit

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

Council has received correspondence from the Premier's Department in relation to applications for a local holiday or event day in 2024 or a biennial application for 2024 and 2025. Council must undertake community consultation before applying for a local holiday.

ATTACHMENTS

There are no enclosures for this report

General Manager's Unit

POLICY MATTERS

H.07.1

POLICY - COMMUNITY RELATIONS - FLAGS

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

PURPOSE

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

RECOMMENDATION

That Council adopt the policy, *Community Relations – Flags*.

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 policy, *Community Relations – Flags*, has been reviewed by Senior Management Group

OPTIONS

Council may adopt, amend or revoke the draft policy provided.

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.

b. Delivery Program

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

c. Other Plans

Nil

General Manager's Unit

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

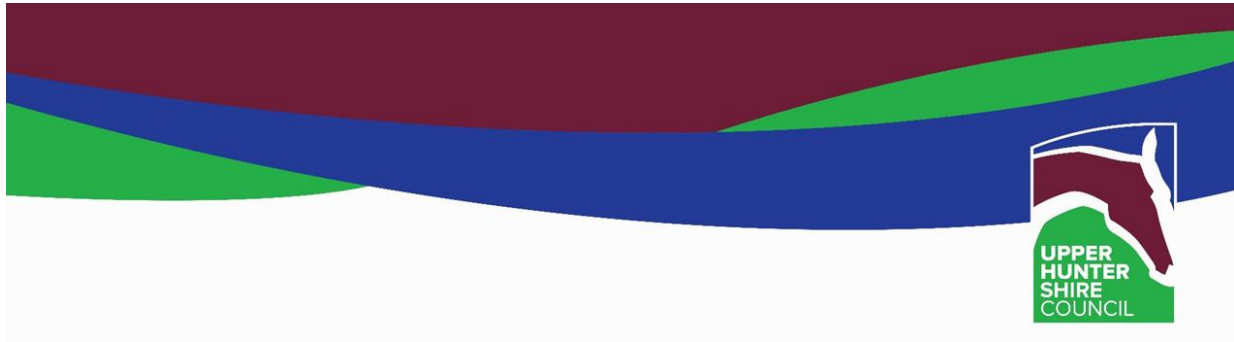
Nil

CONCLUSION

The policy, *Community Relations – Flags*, has been reviewed by the Senior Management Group and is provided to Council for consideration.

ATTACHMENTS

- [1](#) Draft Policy - Community Relations - Flags



POLICY

COMMUNITY RELATIONS – Flags

Date adopted by Council	
Minute number	
Endorsed by	Council
CM Ref	CD-24/23
Due for review	July 2027
Related documents	Nil
Responsible officer	Manager Community Services
Department/Section	Environmental and Community Services
Category	Community
Community Strategic Plan goal	<p>Goal 2 Promote well-being and a connected healthy and happy community.</p> <p>CS9 Value our heritage and cultural diversity, celebrating together and fostering creativity.</p>

Adopted

page 1 of 4

Policy: **COMMUNITY RELATIONS – Flags**



Policy Statement

This policy provides protocols for flying flags at Council premises.

Objective

The purpose of this policy is to provide protocols for flying Flags at Administration Centres and other facilities owned by Upper Hunter Shire Council.

Scope

This policy applies to all Councillors and Council staff.

Definitions

All terms used in this policy have the standard dictionary definition.

Policy Details

Flag Flying Protocols

Upper Hunter Shire Council will comply with all Australian Government protocols for flying of flags contained within "*Protocols for the appropriate use and the flying of the flag*" (Department of the Prime Minister and Cabinet) <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

These protocols always require the Australian Flag to take precedence over all other flags with the exception of the United Nations Flag on United Nations Day (24 October), and be raised in the position of honour, generally on the far left of a person facing the building.

Order of Precedence

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags.

Thereafter when flown in the community the order of precedence of flags is:

1. National Flag of other nations
2. State and Territory Flags
3. Other flags prescribed by the Flags Act 1953 including:
 - the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and
 - the Defence ensigns which should be flown in the following order:
 - the Australian Defence Force Ensign
 - the Australian White Ensign
 - the Royal Australian Air Force Ensign.
4. Ensigns and pennants

Adopted Date:

Status: Draft

page 2 of 4

Policy: COMMUNITY RELATIONS – Flags**National Flag**

The National Flag will be raised and lowered each business day at Council's Administration Centres.

State Flag

[It is Council's practice to not fly the State Flag each day at Council's Administration Centres as two of the three Centres only have 2 flag poles.](#)

Aboriginal Flag

The Aboriginal Flag will be raised and lowered each business day at Council's Administration Centres where there are at least two flagpoles.

The Aboriginal Flag will be flown on occasions of significant Council organised events, National Reconciliation Week and NAIDOC Week.

Torres Strait Islander Flag

Where there are sufficient flagpoles, the Torres Strait Islander flag will also be flown on occasions of significant Council organised events, National Reconciliation Week and NAIDOC Week.

Flying Flags at Half Mast

Flags are flown in the half-mast position as a sign of mourning. When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

There are occasions when direction will be given by the Australian Government to fly flags at half-mast. Flags in any locality may be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral.

Upper Hunter Shire Council will also fly all flags at half mast on the request of *Wanaruah Local Aboriginal Land Council* or *Hunter Valley Aboriginal Corporation* to mourn the death of significant members of the local Aboriginal community.

Responsibilities**General Manager**

The General Manager may decide when flags are flown at half-mast.

Adopted Date:

Status: Draft

page 3 of 4

Policy: COMMUNITY RELATIONS – Flags**Manager Community Services**

The Manager Community Services will be responsible for overseeing the flag raising protocol.

Customer Services Coordinator

The Customer Services Coordinator will be responsible for the day-to-day activities associated with flying the flags.

All Staff

All staff will have responsibility for understanding this policy.

References and Related Legislation

- Australian Government, Department of the Prime Minister and Cabinet (2006)
The Protocols for the appropriate use and the flying of the flag.
<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

Version History

Version No.	Date	CD Ref	Reason for Review
1	28/6/2017		
2	31/05/2021		
3	DRAFT		

Adopted Date:

Status: Draft

page 4 of 4

Infrastructure Services

INFRASTRUCTURE REPORTS

I.07.1 SCONE CBD REVITALISATION - STREET LIGHTING

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Allan Greer - Project Manager

PURPOSE

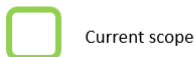
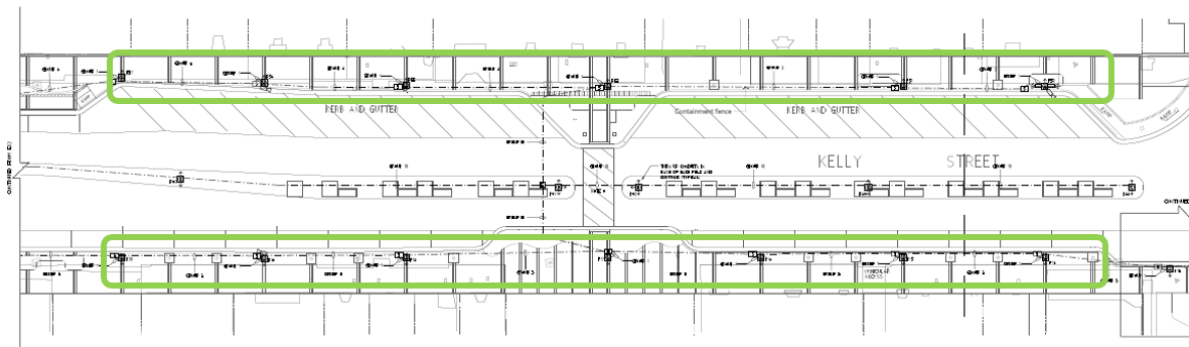
The purpose of this report is to recommend replacing the pedestrian lights with centre median lighting and kerb-side lighting for the Scone CBD Revitalisation Project.

RECOMMENDATION

That Council support the recommendation on replacing the pedestrian lights with centre median lighting and kerb-side lighting for the Scone CBD Revitalisation Project.

BACKGROUND

The concept design for the Scone CBD Revitalisation project provided new pedestrian lighting with CCTV and Wi-Fi. This meant that the existing Ausgrid street light poles will be preserved with a combination of 18 Ausgrid poles at 13m in height and 47 new heritage style black poles 4m in height along Kelly Street, between Kingdon and St Aubins Streets. The location of works is illustrated below.



REPORT/PROPOSAL

Since the construction commenced, the following issues have been identified.

1. Ausgrid poles need to be replaced

During the approval process, Ausgrid have directed Council to remove and replace 10 existing streetlights between Kingdon Street and St Aubins Street with a “like for like” pole. This is due to previous works undertaken on Kelly Street where footpath heights have been increased covering the base plate causing corrosion of the poles and might lead to a potential collapse.

Infrastructure Services



- Remove and replace streetlight
- Remove streetlight

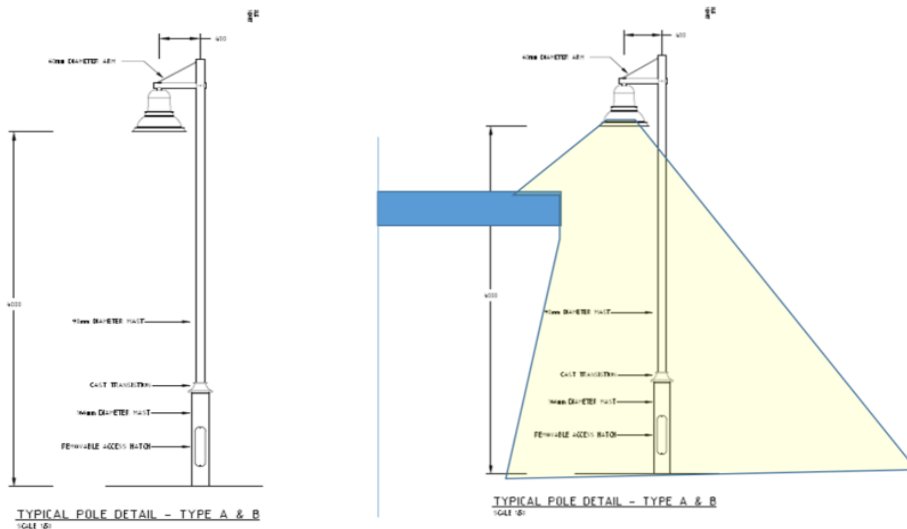
Remove and replace Ausgrid lights ~ \$250K



In addition, the Ausgrid lights are currently positioned in the middle of the new footpath in many locations. To ensure compatibility with the design, these lights will need to be relocated out of pathways. This will affect both new and existing light poles. With the alignment of the 18 Ausgrid poles and 47 new heritage style pedestrian lights, there is a concern regarding the number of poles being mismatched, delivering a poor aesthetic outcome.

2. Awnings blocking Pedestrian Lighting performance

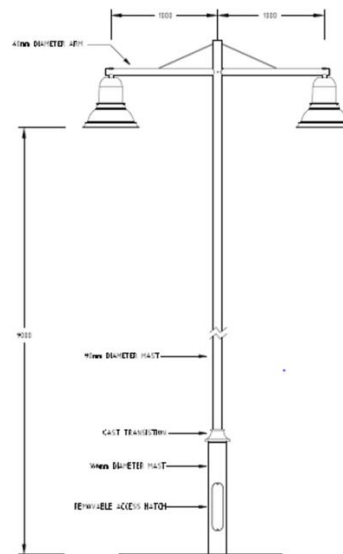
The pedestrian lighting is a 4m pole (to underside light) with a single outreach and fitting. Concerns have been raised regarding the effectiveness of the pedestrian lighting in locations where an awning is present. The location of the awnings will affect the performance of the light as illustrated below.



Actions Taken

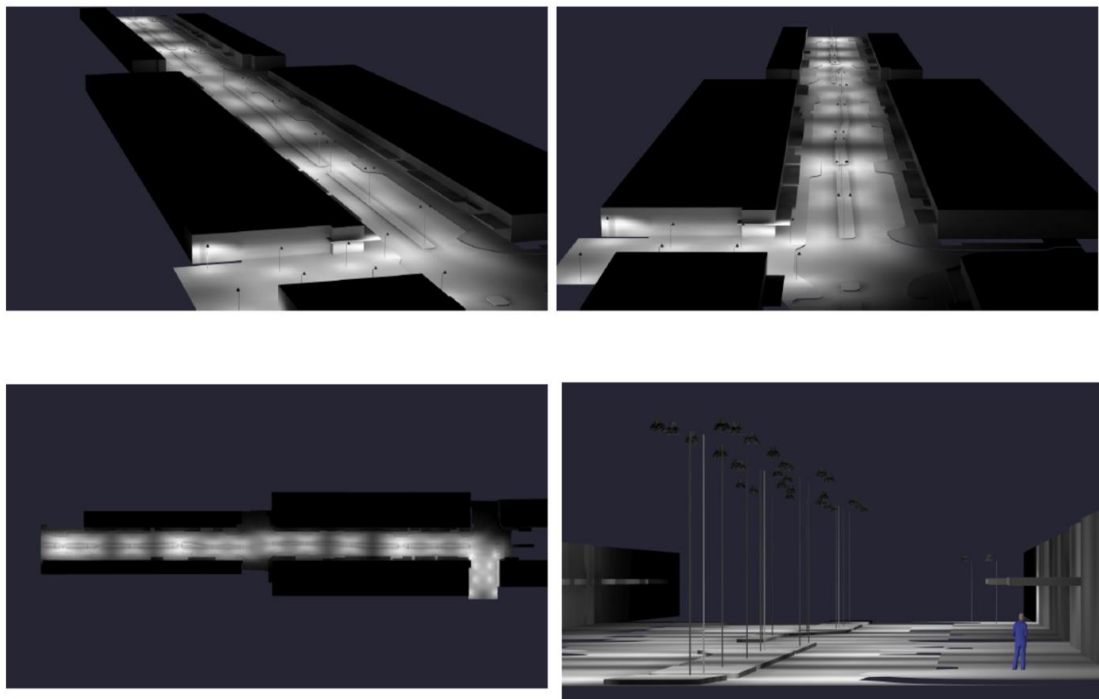
UHSC has discussed with Ausgrid whether their lighting could be removed and replaced with a private lighting network owned and maintained by UHSC. Ausgrid confirmed their agreement to this. The original design has been preliminary reviewed by Electrical Projects Australia (EPA), with the resolution to remove all footpath street lighting and instead install centre median lighting with a similar heritage look as illustrated below.

Infrastructure Services



TYPICAL POLE DETAIL - TYPE C & D
SCALE = 1:5

As part of the review, EPA undertook a preliminary analysis and determined that the required pedestrian lighting lux levels can be achieved by installing the centre median lighting (refer to lighting contours below).



Therefore, the replacement of pedestrian lighting with the centre median lights will have negligible effect on the lighting levels and will not disturb the awning location. Further, it was also advised that there will be kerb-side lighting on the footpath where the center median is narrow at intersections.

This report was sent to Scone CAC in July 2023 for their approval and we have received one supporting response from the committee and no response against the recommended proposal.

Infrastructure Services

IMPLICATIONS

a. Financial Implications

Preliminary design calculations outline that there will be material savings on the supply of poles (conduit, cabling and install costs are comparable to both options). Although 17 larger lights being utilized, there are less of them when compared to 47 smaller lights. This results in a potential saving of \$86,000 on the supply of light poles as outlined below.

Contract - Kerbside Lighting (current option)			
TYPE	RATE	QTY	TOTAL
A (4m Pole)	\$ 6,520.00	41	\$ 267,320.00
B (4m Pole)	\$ 5,760.00	6	\$ 34,560.00
Total cost			\$ 301,880.00
Median Lighting (proposed recommended option)			
TYPE	RATE	QTY	TOTAL
C (7m Pole)	\$ 10,770.00	8	\$ 86,160.00
D (7m Pole)	\$ 14,405.00	9	\$ 129,645.00
Total cost			\$ 215,805.00
Saving			\$ 86,075.00

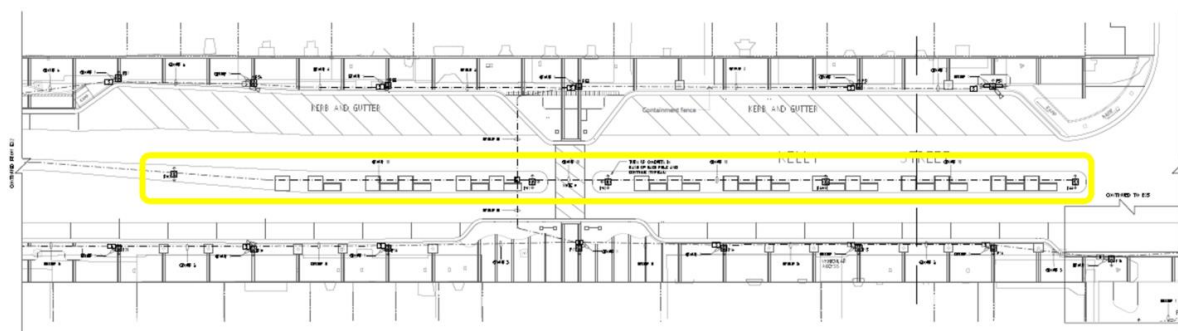
Likewise, the current budget for removal and replacement of 10 existing Ausgrid poles is approximately \$250,000 (for 10 poles). If these were removed and not replaced, this cost will not be realised.

Overall, adopting the proposed recommendation will result in potential **total savings of \$330,000** for the Stage-1 project work.

b. Other Implications

Nil.

CONCLUSION



 Proposed new scope

Infrastructure Services

Transitioning from kerb side to median lights will save money and provide better lighting as well as a unified aesthetic to the main street.

These lights would be the same style as those specified for the footpath, except they have a double outreach and are taller in height. CCTV and Wi-Fi capability will still be incorporated into the new design.

The feasibility of solar lighting will also be considered if the aesthetic of the proposed lighting can be matched.

ATTACHMENTS

Nil.

Infrastructure Services

I.07.2 **TENDER 06/2023 SUPPLY OF SERVICES - ADDITIONAL SUPPLIERS**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Gavin McKenzie - Project Manager

PURPOSE

The purpose of this report is to recommend additional suppliers for inclusion in Tender 06/2023 for the supply of services.

RECOMMENDATION

That Council accept the three additional contractors for the supply of services (Tender 06/2023) for the period from 1 August 2023 to 30 August 2024.

BACKGROUND

Previous Council reports

This report follows Council Report 29 August 2022 CR.08.05 where Council approved 111 contractors for the supply of services during the period from 29 August 2022 to 30 August 2024, Council Report 19 December 2022 CR.12.3 where Council approved an additional 2 contractors to this list during the service period and Council Report 29 May 2023 CR.05.1 where Council approved an additional 3 contractors to this list during the service period.

A list of the current preferred suppliers is attached.

Background to the process

Tenders were invited for the supply of services to allow companies to supply its good or service through a competitive and transparent procurement process.

The Tenders are a formal offer to supply specified services and a statement of the price that the tendering company will charge.

From the Tender process UHSC has a list of preferred suppliers.

UHSC warrants or gives no guarantees as to the amount or frequency of orders any listed Service Provider may receive during the contract period.

UHSC is not bound to hire exclusively from the Service Provider listed on the list. UHSC may in its absolute discretion hire from any other Service Provider.

REPORT/PROPOSAL

UHSC has received three additional offers from suppliers seeking to join the preferred supplier list. These offers are for skills in high demand: concreting, civil works, engineering and project management.

Infrastructure Services

Tender Scope

The Tendered scope includes:

- Period of contract
- Pricing
- Insurance
- Work Health and Safety Management

The summary list of additional suppliers name and services they supply.

Company	Services Offered
Rycon Civil Pty Limited	Concreting Civil Works
Civil Construction Solutions Pty Ltd	Civil Engineering Project Management
Keane Civil Pty Ltd	Civil Works

Assessment

A Council officer has assessed these offers as providing reasonable 'market rates' and value to Council.

Engagement

When Council engage a supplier, Council will check that the supplier meets the criteria outlined in the Tender and that all relevant documentation submitted is compliant and current before any supply of service commences. Council will monitor and manage this continuously throughout the life of the Tender 06/2023.

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Quality Infrastructure

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

- 4.3 Provide safe and reliable water and sewerage services to meet the demands of current and future generations.
- 4.2 Provide inviting public spaces that are clean, green, properly maintained, well designed, encourage active participation, family friendly and accessible to all.
- 4.4 Upgrade and maintain the road network and bridges.
- 4.5 Advocate and improve access to communication services.
- 4.1 Provide for replacement, improvement and additional Community and open space infrastructure through investment, best practice and risk management.

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.

Infrastructure Services

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.
- 2.2 Encourage and support community participation to care for our environment.
- 2.5 Provide efficient and effective advisory, assessment and regulatory services focused on being customer 'friendly', responsive and environmentally responsible.
- 2.6 Plan, facilitate and provide for a changing population for current and future generations.

Connected Community

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

- 1.2 Work collaboratively to address social disadvantage.
- 1.4 Enhance partnerships to maintain a safe community.
- 1.5 Advocate for, support and provide services and facilities for the community.

Thriving Economy

Strengthening our vibrant industries and economy while seizing emerging opportunities.

- 3.1 Broaden and promote the range of business and industry sectors.
- 3.2 Encourage retail and commercial business to increase local employment opportunities.
- 3.3 Provide attractive and functional town centres and support revitalisation of the towns and villages including investment in built heritage and improvement of existing buildings.
- 3.5 Promote the Upper Hunter's unique brand identity.
- 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.
- 4.3 Provide safe and reliable water and sewerage services to meet the demands of current and future generations.

Responsible Governance

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

- 5.1 Effectively and efficiently management the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.
- 5.2 Council is focused on innovation and continuous improvement to ensure a high quality of service which is aligned with business needs and community priorities.
- 5.5 Community is effectively engaged, can provide opinion and contribute to decisions that plan for the present and future of the Upper Hunter Shire.
- 5.7 Effective management of risk underpins all Council decisions, service delivery and behaviours.
- 5.10 Encourage and build strong partnerships between the Community, business and all levels of government to support implementation of the CSP 2032 and to deliver the Community priorities.
- 5.11 To participate and encourage regional coordination and planning between councils and other organisations.

b. Delivery Program

The report addresses the following objectives for works up to 30 June 2023 as described in the 2022/23 and 23/24 DPOP:

Infrastructure Services

- Increase effectiveness of preventative maintenance work as part of maintenance management works practices
- Asset information, construction, survey and design service
- Community engagement
- Service improvement
- Timely, efficient and accurate payment of suppliers and staff
- Hardware and software applications that meets the needs of the organisation
- Effective mapping and information management systems
- Management of the Infrastructure Services activities of Council
- Effective financial control in relation to the Maintenance and Capital Works Programs set out in Council's Delivery Program and Operational Plan
- The development and management of major capital projects
- Joint purchasing and contract functions with Hunter councils and other prescribed entities whenever possible and where applicable
- Purchasing and contracts to ensure most cost effective results are obtained
- Facilitate and support programs that protect and sustain our environment
- Support and encourage Community participation in the protection of the environment
- Encouragement for the sustainable economic development in the Upper Hunter Shire
- Infrastructure design and construction for developers, business, individuals and other government departments
- Road/driveway maintenance and construction activities

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

This Tender has been prepared under the requirements of Council's Procurement Policy, Local Government Act 1993 Tendering Provisions and the Local Government (General) Regulations 2005.

b. Financial Implications

The Tenders aim to obtain services at a value for money price. Prices Tendered are for a two (2) year period of contract. Prices are fixed for this period.

c. Legislative Implications

The Tenders meet the requirements of:

- Local Government Act 1993 Tendering Provisions.
- Local Government (General) Regulation 2005

d. Risk Implications

The Tender requirements call for Tenderers to detail:

- Insurances
- Work Health & Safety Management
- Quality Assurance



Infrastructure Services

e. Other Implications

Nil

CONCLUSION

The three additional tenders submitted provide useful and competitive services at reasonable prices. There is benefit in them being added to the preferred suppliers list.

ATTACHMENTS

- [1](#) Summary of Preferred Suppliers of Services – approved to 30 August 2024

Summary of current Preferred Suppliers – approved to 30 August 2024

Company	Services
2M Communications Pty Ltd	Translations
ACB Infracind	Service Locating
Access Environmental Planning	Environmental Assessment Town Planning GIS Administration
Active Tree Services Pty Ltd	Vegetation Management
Alliance Automation	Engineering Consultancy Project Management
API Engineering	Servicing and repairs
ATI Australia	Telecommunications & Construction
Australian Pipeline Management	Pipe Maintenance Surveying
Barker Ryan Stewart Pty Ltd	Engineering and Surveying
Barnson Pty Ltd	Engineering Consultancy Surveying
Barr Property and Planning Pty Ltd	Environmental Assessment Surveying
Beca HunterH2O	Water & Waste water engineering
Beveridge Williams & Co	Utility Locating Surveying CCTV
Biosis Pty Ltd	Heritage Impact Zoologist Botanist Ecologist
BKA Architecture Pty Ltd	Architectural consultancy
BMD Services Pty Ltd	Vegetation Management
BMR Quarries Pty Ltd	Road Material and Haulage Blasting and Crushing
Bosque Landscape Architecture	Architecture Landscape
Brooks Bros Pty Ltd	Fabrication
Chris Bates & Associates Pty Ltd	Civil Engineering
CJ + JM Vero + Sons	Electrician
Constructive Solutions Pty Ltd	Engineering
Cory David Vero	Refrigeration
Coutts Lawyers and Conveyancers Pty Ltd	Law Services
CPR Pest Management Services	Pest Management
CT Management Group Pty Ltd	Project Management Governance Planning Engineering
D & P Fencing Contractors	Fencing Supply and Install
Department of Regional NSW - Soil Conservation Service	Environmental Services
Doito Pty Ltd	Industrial Painting
Duncan Denis Gordon	Excavating
DWP Australia Pty Ltd	Architectural consultancy
East West Enviroag Pty Ltd	Geotechnical

Company	Services
EJC Engineering and Project Management Services Pty Ltd	Engineering Project Management
EMF Group Pty Ltd	Electrical Pumps Fabrication
ENCAT Pty Ltd	Fabrication Labour
Energy and Management Services Pty Ltd	Environmental Services
Engenicom	Project Management Commercial Management Environmental Assessment
Enviroscience Solutions	Environmental Services
Evolve Electrical Services Pty Ltd	Electrician
Facility Design Group Pty Ltd	Architecture
Faulkner Electrical Pty Ltd	Electrician
Finn Valley Plant & Civil Pty Ltd	Labour Hire Construction
Fitt Resources Pty Ltd	Pipe and Pump Work Labour Electrician
Fyfe Pty Ltd	Surveying GIS
GBS Civil & Construction	Road Maint & Construct
GHD Pty Ltd	Design Project Management
H3C Plus	Electronic Security
Hall & Wilcox	Law Services
Hazmat Services Pty Ltd	Safety Project Management
Hiflow Industries NSW Pty Ltd	Safety Electrical
HillPDA Pty Ltd	Planning
Holzy's Tinting	Window tinting
Hunter Civilab	Geotechnical Civil Engineering
HVTC Pty Ltd	Recruitment
Interflow Pty Ltd	Water and Sewer Stormwater
J.A.C Pump Services Pty Ltd	Pipe and Pump Work Crane Truck Utility
JDK Geotech	Geotechnical Engineering Project Engineering Geology
JHK and Associated T/A C.W. Henstock & Associates	Civil Engineering
JR & EG Richards Pty Ltd	Vacuum Trucks CCTV
KCE Pty Ltd	Project Management Labour
Kleinfelder Australia	Environmental Services
Knock Contractors Pty Ltd	Water and Wastewater Services
Kove Power Pole Inspection Specialists	Electrical

Company	Services
Kyearn Architecture	Architecture
Mecone	GIS Planning
Midcoast Under Road Boring Pty Ltd	Road Maint & Construct
MM Hyndes Bailey & Co	Surveying and Town Planning Civil Engineering
Moir Landscape Architecture	Architecture
Monteath & Powys Pty Ltd	Surveying and Town Planning Project Management
MU Group Consulting Pty Ltd	Engineering Project management
Mullane Construction Plumbing Pty Ltd	Construction W/S
MW JL Wilson Electrician	Electrician
Newcastle Locating Services	Services Locating Vacuum Trucks CCTV Inspection
Newcastle Weighing Services Pty Ltd	Weighbridge Repairs Weighbridge Calibration
Newpave Pty Limited	Material Testing Blasting and Crushing Profiling Services Project Management
No Bull Building Pty Ltd	Road Maint & Construct
North Projects Pty Ltd	Surveying
NSW Spray Seal Pty Ltd	Pavement Maintenance
Olympic Fencing (NSW) Pty Ltd	Fencing
Orion Consulting Engineers Pty Ltd	Design Civil Engineering
Oz Landscapes Supplies	Softfall
Ozark Environment and Heritage	Environment and Heritage
PB Eveleigh Plan Service	Civil Engineering Environmental Assessment Heritage Impact
Pensar Water Pty Ltd	Service Locating Water and Waste Water
Principal Asset Services Pty Ltd	Cleaning Services
Project Surveyors	Surveying
Projence Pty Ltd	Project Management Labour Hire
QA Electrical Pty Ltd	Electrician
R A Peasley Consulting Pty Ltd	Surveying and Town Planning
RBK Pty Ltd	Labour Hire
RCA Australia	Geotechnical Environmental
Reeves Haulage & Plant Hire Pty Ltd	Road Maint & Construct
Regional Geotechnical Solutions Pty Ltd	Geotechnical
RHM Consulting Engineers	Civil Engineering
Richard Guilfoyle Electrical	Electrician

Company	Services
RPS Australia East Pty Ltd	Project Management Environmental Heritage
Saba Civil Management & Consultancy Pty Ltd	Project Management
Safe group Automation	Electronics
SAW Building Pty Ltd	Building Construction
Shawn Cain Electrical & Electronics	Electrical Electronic Works
Signature Project Management	
Specialised Pavement Services Pty Ltd	Street Sweeping
Sportsturf Design & Consulting	Sports Design
Strategy Hunter	Consultation Town Planning
Supersealing	Road Maint & Construct
TCm Civil Pty Ltd	Road Maint & Construct Water and wastewater
TDM Pipeline Solutions	Water and Sewer Stormwater
The Flying Builder T/A TFB Constructions	Building Construction
The Spatial Lab	GIS
The Trustee for LFA Pacific Unit Trust	Town Planning Architecture
Trane Technologies	Refrigeration Mechanic
TSA Management Pty Ltd	Consultancy
Vishal Lakhia Architect	Architecture
Vision Excavations Pty Ltd	Road Material and Haulage Blasting and Crushing
Wear Construction Pty Ltd	Concreting Masonry Works
Workforce Road Services Pty Ltd	ROL TGS TMP Labour - Traffic Management

General Manager's Unit

NOTICES OF MOTION

NM.07.1 ***NOTICE OF MOTION - MERRIWA DE-AMALGAMATION
COMMUNITY CONSULTATION***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

The following Notice of Motion was received from Cr James Burns:

MOTION

That Council:

1. Call for community submissions regarding the de-amalgamation of Merriwa from Upper Hunter Shire for a period of 28 days from the commencement of consultation.
2. If the results indicate that the community are in favour of de-amalgamation, forward the results to the Minister for Local Government and Member for Upper Hunter for the state government to act on the data as appropriate.
3. If results are negative report to Council and do nothing further.

STAFF COMMENT

While there have been comments of de-amalgamating in the media and social media networks previously, Council has never been formally approached by anyone regarding the de-amalgamation of Merriwa from Upper Hunter Shire, however in the last fortnight the ABC reached out to the General Manager for comments on the NSW Farmers' Association Merriwa branch motion to call for an investigation into amalgamated Councils to ensure all amalgamated Councils were getting their fair share. The General Manger provided the following summary on radio in response to questions of comparison between Merriwa and Scone and this information (while at a very high level) should be provided to the community as a minimum so that they understand the financial implications of de-amalgamating when making a submission.

Summary of cost impacts of de-amalgamation

- Merriwa is smaller than Scone so there are less properties paying rates
- Merriwa average residential rate is \$600 per property compared to \$1,000 for Scone – 40% lower.
- Farmland rate is the same across the whole shire
- Business rates in Merriwa are on average less than half that in Scone
- As a result of lower rates per property **and** lower numbers of properties paying, they naturally generate a lower rate income than Scone by comparison.
- Council budget is split into two components – Operating and Capital
- Operating budget runs the day to day maintenance and includes maintaining roads, parks, buildings, community events, operating services such as pools, cemeteries, street lighting, street cleaning, sportsground maintenance, health services and running community and youth services and events, providing town planning and development services and of course all the administrative services including HR, payroll, finance and IT. This budget is primarily funded from rates and some grants we receive from the government.

General Manager's Unit

- The Capital Budget is used for building things – new or replacement roads, new or replacement buildings, new plant etc and is funded from specific grants as well as developer contributions.
- The Capital grants are usually very specific in where they get spent so Council can't spend capital money on assets that weren't part of the grant.
- Just to confuse things a little there is also a Water and Sewer budget and it is also split into operating and capital. These budgets though can't be spent in the general areas so the money in the account stays and gets spent in the account.

The first aspect to consider is whether a newly formed Council could be financially sustainable. To do this, focus should firstly be on the operating budget as that is the part of the budget that essentially determines whether you can "keep the lights on" or not.

The rate income generated in the old Merriwa LGA is approximately \$2.9 million. If they were a standalone Council they would be entitled to also receive government grants of a further \$2 million which gives a total of \$4.9 million in operational income raised in the old Merriwa LGA.

Table 1 clearly shows that the operational spend is well over the \$4.9 million before even considering expenditure on such facilities as Community Services, public amenities, cemeteries, street lighting, street cleaning, museums and public halls, town planning services, DA processing, health services, emergency services and tourism.

	Annual Expenditure (\$,000)
Roads, bridges & stormwater	\$2,700
Pool	\$181
Sports grounds and parks	\$318
Waste facilities	\$209
Library	\$108
Proportional admin and governance	\$1,600
Total	\$5,100

Table 1 – Major operating expenses in Merriwa former LGA if de-amalgamation were to occur.

General Manager's Unit

NM.07.2

NOTICE OF MOTION - MANNING LANE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

The following Notice of Motion was received from Cr Maurice Collison:

MOTION

That Council officially name the laneway at 133 Kelly Street, Scone, "Manning Lane".

RATIONALE

Now that the works at 133 Kelly Street are complete and the amenities are open, it is fitting that the laneway between Kelly Street and Farram Lane be named "Manning Lane" in recognition of Charlie and Pam Manning who owned and ran the Scone Sports Store at 133 Kelly Street for many years and had a strong commitment and dedication to the Shire's sporting community and business groups.

General Manager's Unit

CORRESPONDENCE ITEMS

COR.07.1

CORRESPONDENCE

RESPONSIBLE OFFICER: *Greg McDonald - General Manager*

AUTHOR: *Robyn Cox - Executive Assistant*

RECOMMENDATION

That Council note the correspondence received from:

1. Hon Ron Hoenig, Minister for Local Government in response to Council's correspondence regarding the Emergency Services Levy contributions.
2. Hon Jenny Aitchison, Minister for Regional Transport and Roads, in response to Council's correspondence regarding access to the Scone Lawn Cemetery from New England Highway.

Correspondence

The following correspondence has been received:

1. Hon Ron Hoenig, Minister for Local Government in response to Council's correspondence regarding the Emergency Services Levy contributions.
2. Hon Jenny Aitchison, Minister for Regional Transport and Roads, in response to Council's correspondence regarding access to the Scone Lawn Cemetery from New England Highway.

ATTACHMENTS

- 1↓ Hon Ron Hoenig MP
- 2↓ Hon Jenny Aitchison - Minister for Transport

The Hon. Ron Hoenig MP

Leader of the House in the Legislative Assembly
Vice-President of the Executive Council
Minister for Local Government



Your Ref: OUT-4229/23
Our Ref: A864710

His Worship the Mayor
Cr Maurice Collison
Upper Hunter Shire Council
PO Box 208
SCONE NSW 2337

via email: council@upperhunter.nsw.gov.au

Dear Mayor,

Thank you for your letter of 1 June 2023 about Upper Hunter Shire Council's objection to the NSW Government discontinuing its subsidy toward the 2023/24 Emergency Services Levy contributions.

I acknowledge Council's concerns about its financial sustainability and I appreciate you sharing your views on this matter.

While I note Council's position, tough budgetary decisions are being taken across the NSW government sector to ensure the financial sustainability of NSW and to provide priority services and infrastructure to communities and councils.

Council emergency services contributions have not risen since 2019-20 because of the annual ad-hoc subsidy by the former Government. However, at the same time the costs of emergency services has risen significantly. This situation is unsustainable in the current fiscal climate. Due to pressures on the NSW Budget and the lack of funding made available in the forward estimates, the NSW Government is not able to apply a subsidy to council contributions this financial year.

NSW emergency services agencies including Fire and Rescue NSW, NSW Rural Fire Service and the NSW State Emergency Service have long been funded through a three-way cost-sharing arrangement. Local government contributions to the cost of emergency services date back to the 1800s. These costs are a shared responsibility, and we all need to do our part to ensure communities get the services they deserve.

Please be assured that the newly elected NSW Government and the Office of Local Government are committed to supporting the financial capabilities of all local councils across NSW. We have a commitment to implement a review of financial modelling for councils to address concerns about resources and the increasing cost burdens on councils and their residents. The NSW Government is committed to working with the sector to address the financial sustainability of councils into the future.

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GPO Box 5341 Sydney NSW 2001

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I will continue to advocate on behalf of all NSW local councils for continued financial support to assist with their operational functions.

Yours sincerely,



The Hon. Ron Hoenig MP
Leader of the House in the Legislative Assembly
Vice-President of the Executive Council
Minister for Local Government

cc: The Hon. Jihad Dib MP, Minister for Emergency Services

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads



Ref: 01775720
Your Ref: OUT-2712/23

Mr Dave Layzell MP
Member for Upper Hunter
20 Bridge Street
Muswellbrook NSW 2333

Dear Dave,

Thank you for your correspondence on behalf of Mr Greg McDonald, General Manager at Upper Hunter Shire Council, about upgrading the New England Highway and Common Road intersection and extending Makybe Diva Street to provide safer access to the Scone Lawn Cemetery.

I appreciate Council's concerns about safe access to this important community facility during funerals and I have asked Transport for NSW to investigate this issue.

I am advised that this project has been identified for a future funding program and that Transport for NSW will be happy to work with Council on options to implement safer access to the Lawn Cemetery. These options include discussing planning for a possible extension of Makybe Diva Street. Funding sources will be subject to the project meeting eligibility criteria for the various grants available to support Council in this work.

For further information I encourage Council to contact Ms Vicky Sisson, Director Planning North at Transport for NSW via email at vicky.sisson@transport.nsw.gov.au.

Thank you for taking the time to write to me. I genuinely appreciate the effort you have made to raise this matter with the Government.

Sincerely,

A handwritten signature in blue ink that reads "Jenny Aitchison".

07/07/2023

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads

52 Martin Place Sydney NSW 2000
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Infrastructure Services

CONFIDENTIAL REPORTS

CR.07.1

***TENDER 1/2023 - WHITE PARK ELECTRICAL
CONSTRUCTION - TENDER EVALUATION***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Gavin McKenzie - Project Manager

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

PURPOSE

The purpose of this report is to outline the process that has been followed for the evaluation of Tender No. 1/2023 for White Park Electrical Construction, to make a recommendation to award the tender.