
Council Meeting Agenda

25 March 2024 at 5.00pm



Drone photos of Moonan Brook Road Project

To All Councillors

You are hereby notified that the next meeting of the Upper Hunter Shire Council will be held on Monday, 25 March 2024 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 February 2024
8. DISCLOSURES OF INTEREST

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MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON MONDAY 26 FEBRUARY 2024 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 5.00PM

PRESENT:

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

IN ATTENDANCE:

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

PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:

Nil

APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS:

24/18

RESOLVED:

That Council:

1. accept the apology received from Cr Flaherty for this meeting
2. accept the application for leave of absence received from Cr McKenzie for the May ordinary Council meeting.

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

PUBLIC PARTICIPATION:

Nil

CONFIRMATION OF MINUTES:

24/019

RESOLVED

That Council:

1. adopt the minutes of the ordinary Council meeting held on 29 January 2024; and,
2. adopt the minutes of the extraordinary Council meeting held on 9 February 2024.

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

DISCLOSURES OF INTEREST:

Nil

STANDING COMMITTEE REPORTS

SCR.02.1

INFRASTRUCTURE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Karen Boland - Governance & Executive Support Officer

24/020

RESOLVED

That Council:

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 13 February 2024; and
2. in relation to the Sewer Main Relining – Scone and Aberdeen:
 - a. approve the allocation of \$316,788 from the Sewer Reserve Funds to undertake Stage 2 relining works;
 - b. engage the services of Abergeldie as the contractor for the additional Stage 2 works as an extension to the existing contract.

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

SCR.02.2

CORPORATE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

24/021

RESOLVED

That Council adopt the:

1. minutes of the Corporate Services Committee meeting held on 16 February 2024; and
2. proposed budget variations as provided in attachment 2 to the report.

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

COMMITTEE/DELEGATES REPORTS

C.02.1

FLOODPLAIN MANAGEMENT COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

24/022

RESOLVED

That Council adopt the minutes of the Floodplain Management Committee meeting held on 5 February 2024.

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

C.02.2**UPPER HUNTER COUNTY COUNCIL (WEEDS)****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Robyn Cox - Executive Assistant

24/023

RESOLVED**That Council note the minutes of the Upper Hunter County Council meeting held on 15 February 2024.**

Moved: Cr T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

GENERAL ADMINISTRATION REPORTS**G.02.1****REQUESTS FOR DONATIONS****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Karen Boland - Governance & Executive Support Officer

24/024

RESOLVED**That Council not provide a donation to Merriwa Senior Citizens Pensioners Association for the Merriwa Seniors Home Day as unfortunately, their function does not meet the criteria for funding outlined in policy Programs – Section 356 General Donations.**

Moved: Cr J Burns

Seconded: Cr A McPhee

CARRIED

FORCouncillor Burns
Councillor Collison
Councillor McKenzie
Councillor McPhee
Councillor Watts**Total (5)****AGAINST**Councillor Campbell
Councillor Clout
Councillor Williamson**Total (3)**

G.02.2**GUIDELINES FOR RISK MANAGEMENT AND INTERNAL AUDIT IN NSW COUNCILS****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Wayne Phelps - Manager Finance

24/025

RESOLVED**That Council notes that after considering the guidelines for risk management and internal audit in NSW Councils, the role of Internal Audit Coordinator will be combined with that of the Governance and Risk Advisor.**

Moved: Cr J Burns

Seconded: Cr T Clout

CARRIED

FORCouncillor Burns
Councillor Campbell
Councillor Clout
Councillor Collison
Councillor McKenzie
Councillor McPhee
Councillor Watts**Total (7)****AGAINST**

Councillor Williamson

Total (1)

G.02.3

DISCLOSURES OF PECUNIARY INTEREST AND OTHER MATTERS

RESPONSIBLE OFFICER: Wayne Phelps - Manager Finance

AUTHOR: Ian Roberts - Governance & Risk Advisor

24/026

RESOLVED

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

Moved: Cr L Watts

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

POLICY MATTERS

H.02.1

POLICIES FOR REVIEW

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

24/027

RESOLVED

That Council adopt the policy Grants and Subsidies - Programs - Section 356 General Donations with amendments to the 'Responsibilities' section as follows:

Councillors

Councillors approve this Policy and delegate authority to the General manager to execute it. If an applicant wants redress a negative response this will be escalated to Council.

Senior Management Group

The senior Management Group will advise the General Manager for the adoption of the donations requested or not.

Particular/relevant Manager

The Finance Manager will facilitate the payment of the donations as adopted and report each donation to the Corporate Services Committee each month to keep Council apprised of donations.

Moved: Cr J Burns

Seconded: Cr L Watts

CARRIED

FOR

- Councillor Burns
- Councillor Clout
- Councillor Collison
- Councillor McKenzie
- Councillor McPhee
- Councillor Watts
- Councillor Williamson
- Total (7)**

AGAINST

- Councillor Campbell
- Total (1)**

INFRASTRUCTURE REPORTS

I.02.1 **TENDER 06/2023 SUPPLY OF SERVICES - ADDITIONAL SUPPLIERS**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Chris Agosto - Project Manager

24/028

RESOLVED

That Council accept three additional contractors for the supply of electrical, mechanical and concreting services (Tender 06/2023) for the period from 27 February 2024 to 30 August 2024:

- NOTUSE Pty Ltd, T/A Allday Concrete,
- Briken Group Servies, and
- OPMI Power.

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

DEVELOPMENT REPORTS

D.02.1 **DEVELOPMENT APPLICATION NO. 14/2024 - WARBIRDS OVER SCONE AIRSHOW**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

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

24/029

RESOLVED

That Council approve Development Application No. 14/2024 for the Warbirds over Scone Airshow (biennial event commencing on 23 and 24 March 2024) at Lot 51 DP 1081052, 10 Walter Pye Avenue, Scone and Lot 805 DP 1061912, 2 Randwick Way, Scone subject to the conditions of consent in Attachment 1.

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

CLOSED COUNCIL

24/030

RESOLVED

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

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

CR.02.1 **TENDER 20/2023 - SCONE UV SYSTEM - TENDER EVALUATION**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Gavin McKenzie - Project Manager

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

24/031

RESOLVED

That Council:

1. accept Tender No. 20/2023 from Xylem Water Solutions Pty Ltd for Scone UV for a sum of \$392,058 inclusive of GST;
2. allocate \$62,000 for motorised valves and computer control equipment not allowed for in the original tender;
3. provide delegated authority to the General Manager to approve variations within 25% of the project budget, and;
4. provide delegated authority to the General Manager to conduct all relevant functions under the contract.

Moved: Cr J Burns

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

CR.02.2 **TENDER EVALUATION ON BELLMAN HANGAR AND ASSOCIATED WORKS AT SCONE MEMORIAL AIRPORT**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Jeff Bush - Manager Strategic Assets

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

24/032

RESOLVED

That Council:

1. decline to accept any of the tenders for Tender No. 29/2024 as per Clause 178 (1)(b) of Part 7: Division 4 of the Local Government (General) Regulation 2005, as all tenders were significantly higher than the project budget;
2. not invite fresh tenders as the current market pricing for the tendered scope is significantly higher than the project budget;
3. report back to Council on construction options as well as possible scope variation, phasing of works and the use of other contractors (including Council's Works Department) undertaking portions of the work.

Moved: Cr A Williamson

Seconded: Cr A McPhee

CARRIED UNANIMOUSLY

CR.02.3

T452324HUN - PROVISION OF ROAD SAFETY BARRIER SYSTEMS

RESPONSIBLE OFFICER: Wayne Phelps - Manager Finance

AUTHOR: John Reijn - Stores and Purchasing Supervisor

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

24/033

RESOLVED

That Council:

1. **accept the following tenders as a Panel Source tender of suppliers for the period 1 April 2024 to 31 March 2026 for category 1, supply and install and Category 2, supply only:**
 - **Destraz Pty Ltd t/as D&P Fencing Contractors – Bellbird NSW**
 - **Envirochoice Industries Pty Limited – Smeaton Grange NSW – Late Tender**
 - **Fulton Hogan Industries Pty Ltd – Dapto NSW**
 - **Guardrail Infrastructure Pty Ltd t/a Guardrail Installations Australia – Thornton NSW**
 - **Guardrail Systems Pty Ltd – Mayers Flat NSW**
 - **Ingal Civil Products – Minto NSW**
 - **RBK Pty Ltd t/a Topnotch Fencing – Cowra NSW**
 - **Road Safety Barriers Pty Ltd – Mororo NSW**
 - **A J & L J Irwin Family Trust t/a Irwin Fencing Pty Ltd – Coutts Crossing NSW**
 - **Western Safety Barriers t/a Western Safety Barriers Group Pty Ltd – Parkes NSW**
2. **subject to satisfactory performance, allow a further 12 month optional extension from 1 April 2026 to 31 March 2027.**

Moved: Cr J Burns

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

RETURN TO OPEN MEETING

24/034

RESOLVED

That the meeting move back into Open Council.

Moved: Cr A Williamson

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.37PM.



General Manager's Unit

MAYORAL MINUTES

A.03.1 ***RECOGNITION OF LENGTH OF SERVICE - MICHAEL COOPER AND CHERYL SHIELDS***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION

That Council recognise:

1. Michael Cooper for his 30 years' service to Council; and,
2. Cheryl Shields for her 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).

Michael Cooper

As a qualified mechanic Michael began with the former Merriwa Shire Council as a casual in late 1993 at 23 years old working in the field as a labourer operating various machinery and equipment and was a crew member on the tar patching gang using the old hand spray wand and shovel. Michael shoveled gravel from one old Merriwa Shire boundary to the other as well as arterial roads and back again over the couple of years in that role.

Michael carried out traffic control and other requested duties on Merriwa's part of construction of the highway section, eventually renamed in 1996 as the Golden Highway link between the Upper Hunter to Dubbo in the west.

Michael commenced full time in the Merriwa workshop in 1995 and became Workshop Supervisor in 2005, working with two mechanics, a second-in-charge and an apprentice. Now there is just himself and an apprentice in Merriwa.

Some memorable moments for Michael has been the construction of the Golden Highway through Merriwa area from 1993 to 1996, the Section 44 fire in the Goulburn River National Park in 1997 and the big rain events affecting the Shire over the last few years, just to name a few.

Cheryl Shields

Cheryl Shields began her career with the former Murrurundi Shire Council on a casual basis as Cleaner/Gardener as well as working in Customer Services, an area that she previously worked in prior to starting with Council. Prior to the amalgamation Cheryl attained the Cleaner/Gardener role as a permanent position, which she continued in until the amalgamation in 2005 when she then began a fulltime position in Customer Services. Cheryl added that she credits the smooth amalgamation transition to the staff of the former Scone Shire Council.

In November 2008 Cheryl was appointed to the position of Senior Customer Service Officer which is her current role. During this time she has processed many 10.7 Planning Certificates for the Planning Team, Rates and Water, Sportsground bookings, Cemeteries enquiries and Library duties.



General Manager's Unit

The Murrurundi office was an agency for the Regional Australia Bank from 2010 for approximately 8 years and Cheryl also provided customer service in this area and enjoyed being a part of it.

Cheryl says that during her 20 years with Council she has acquired and learnt a lot of valuable skills and tasks in all areas of Council and has great memories of past and present staff, including staff coming in to her office, sitting in the 'Therapy Chair' when they feel they need to have a chat.

Congratulations to both Michael and Cheryl on your successful careers and achievements so far.

ATTACHMENTS

Nil.

Environmental & Community Services

STANDING COMMITTEE REPORTS

SCR.03.1 ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RECOMMENDATION

That Council:

1. adopt the minutes of the Environmental & Community Services Committee meeting held on 12 March 2024 (attachment 1).
2. ECSC.03.1 –
 - a. place the Upper Hunter Region Employment Lands Strategy on public exhibition for a period of 28 days.
 - b. adopt the Strategy if no submissions are received.

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, 12 March 2024.

REPORT/PROPOSAL

The committee considered a report in relation to the Upper Hunter Region Employment Lands Strategy and supported the recommendation to place the strategy on public exhibition for 28 days and adopt the strategy if no submissions are received.

ATTACHMENTS

- 1 Minutes of Environmental & Community Services Committee meeting held 12 March 2024

MINUTES OF THE ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL HELD ON TUESDAY 12 MARCH 2024 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 10.30AM

PRESENT:

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

APOLOGIES:

RESOLVED that the apology received from Cr Allison McPhee be accepted.

Moved: Cr R Campbell Seconded: Cr E Flaherty CARRIED

IN ATTENDANCE:

Mayor Maurice Collison, Cr Tayah Clout, Mr Greg McDonald (General Manager), Mr Mathew Pringle (Director Environmental & Community Services), Ms Danielle Brown (Administration Officer).

DISCLOSURES OF INTEREST:

Nil

PUBLIC PARTICIPATION:

Nil

DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE REPORTS

ECSC.03.1

UPPER HUNTER EMPLOYMENT LANDS STRATEGY

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RESOLVED

That Council:

- 1. place the Upper Hunter Region Employment Lands Strategy on public exhibition for a period of 28 days.**
- 2. adopt the Strategy if no submissions are received.**

Moved: Cr R Campbell Seconded: Cr E Flaherty CARRIED

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

COUNCILLOR QUESTIONS

Cr Flaherty asked if there were documents that can be accessed that outlined the scope of the project that was signed off by Council at the time.

Response: Taken on notice by Director Environmental & Community Services.

The meeting concluded at 10:39am

Infrastructure Services

SCR.03.2

INFRASTRUCTURE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Anna Brennan - Infrastructure Support Officer

RECOMMENDATION

That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 12 March 2024.

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, 12 March 2024. A copy of the minutes is attached.

REPORT/PROPOSAL

The Infrastructure Services Committee considered reports on the following items:

ISC.03.1 WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER AND SEWER

The KPIs for Water and Sewer are on track.

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

- Scone Water Treatment Plan (Joint with Muswellbrook Shire Council)
- Scone Sewage Treatment Plant (STP)
- Sewer Relining Program
- Water Main Renewal Work
- Integrated Water Cycle Management Plan
- Village Water Supply – Parkville/Wingen/Blandford
- Scone to Murrurundi Pipeline – Easements
- Glenbawn Dam Pipework Discharge
- Murrurundi Dam
- Miscellaneous Repair Works

ISC.03.2 WORKS PROGRAM - INFRASTRUCTURE SERVICES – WORKS DELIVERY

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

Infrastructure Services

ISC.03.3 STRATEGIC AND CAPITAL WORKS UPDATE

Strategic and Capital Works Delivery Update was reported.

ISC.03.4 MR358 WILLOW TREE ROAD UPGRADE

An update was provided on the MR358 Willow Tree Road Upgrade as of 29 February 2024.

Progress in the last month

- Received WHS, Quality and Environmental Management Plans.
- Commenced work undertaking the establishment of erosion and survey controls.
- Survey set out for open drains and stormwater controls commenced 12th Feb.
- Site sheds arrived 20th Feb.
- Testing of insitu igneous rock (strong basalt) for gabion wall construction.
- Shotcrete trial panels and pumpability of concrete mix carried out at Boral Yard Quirindi.

Upcoming activities

- Complete assessment of Management Plan submissions.
- Finalise site establishment and erosion sediment controls.
- Engage specialist contractor and commence extensive gabion wall construction.
- Continue with procurement of precast stormwater items, gabion cages, quarry material, guardrail and HDPE pipes.
- Commence cross drainage works.
- Commence material processing of rock ballast fill to reduce the amount of gabion import (currently 63,000 tonne).

ISC.03.5 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.03.6 SCONE CBD REVITALISATION PROJECT

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

ISC.03.7 QUESTIONS WITH NOTICE

A question with notice was received from Cr Clout and response provided to the Infrastructure Services Committee.

ISC.03.8 RESPONSES TO PREVIOUS QUESTIONS

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

ATTACHMENTS

- 1 Infrastructure Services Committee - 12 March 2024 - Minutes - Draft

**MINUTES OF THE INFRASTRUCTURE SERVICES COMMITTEE OF UPPER HUNTER SHIRE
COUNCIL HELD ON TUESDAY 12 MARCH 2024 IN THE COUNCIL CHAMBERS COMMENCING
AT 12.30PM**

PRESENT:

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

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Rag Upadhyaya (Director Infrastructure Services), Mr Jay Jeyakanthan (Executive Manager Works Delivery), Mr Jeff Bush (Manager Strategic Assets), Mr Grahame Wilson (Manager Water & Sewer), Mr Allan Greer (Project Manager), Mrs Anna Brennan (Infrastructure Support Officer) and Ms Karen Boland (Governance & Executive Support Officer).

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:

Nil

APOLOGIES:

RESOLVED

That the apology received from Cr Allison McPhee be accepted.

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

DECLARATIONS OF INTEREST:

Nil

PUBLIC PARTICIPATION:

Nil

INFRASTRUCTURE SERVICES REPORTS

ISC.03.1 ***WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER
AND SEWER***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Grahame Wilson - Manager Water & Sewer

RESOLVED

That the Committee receive the report and note the information.

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

COUNCILLOR QUESTIONS

Cr Campbell enquired with regard to the village water supply, how much water is being used?

Response: Taken on notice by Manager Water & Sewer to provide updated water usage figures.

ISC.03.2

WORKS PROGRAM - INFRASTRUCTURE SERVICES - WORKS DELIVERY

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Jayarajah Jeyakanthan - Executive Manager Works Delivery

RESOLVED

That the Committee receive the report and note the information.

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

ISC.03.3

STRATEGIC AND CAPITAL WORKS UPDATE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Jayarajah Jeyakanthan - Executive Manager Works Delivery

RESOLVED

That the Committee receive the report and note the information.

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

COUNCILLOR QUESTIONS

Cr Campbell enquired if the gravel pushed up at the southern end of Comialla Road is suitable to be used?

Response: Director Infrastructure Services advised the local gravel is not up to spec with the next best option being gravel sourced from Ulan however, this would incur higher transport costs. Taken on notice to provide an update on the quality testing results of the gravel.

Cr Collison requested an update of the roof over the cattle yards at White Park. (Ref line item # 178 of CAPEX report)

Response: Taken on Notice.

ISC.03.4

MR358 WILLOW TREE ROAD UPGRADE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Jeff Bush - Manager Strategic Assets

RESOLVED

That the Committee receive the report and note the information.

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

ISC.03.5 LOCAL ROADS INITIAL SEAL - PROJECT UPDATE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Chris Agosto - Project Manager

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 enquired with regard to the Moonan Brook Road initial seal project and the out of scope work for the Moonan Brook Tennis Club, can the contribution of \$4,000 from the Moonan Brook Tennis Club go back to the club if the project comes in under budget?

Response: Taken on notice by the General Manager to investigate if this is possible without breaching Council policy.

ISC.03.6 SCONE CBD REVITALISATION PROJECT

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Allan Greer - Project Manager

RESOLVED

That the Committee receive the report and note the information.

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

ISC.03.7 QUESTIONS WITH NOTICE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Anna Brennan - Infrastructure Support Officer

RESOLVED

That the Committee note the question received and response provided.

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

ISC.03.8 RESPONSES TO PREVIOUS QUESTIONS

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Anna Brennan - Infrastructure Support Officer

RESOLVED

That the Committee receive the report and note the information.

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

COUNCILLOR QUESTIONS

Cr Campbell enquired who owns the land where the Merriwa silo art is located and could a lighting project be considered?

Response: Director Infrastructure Services advised that the silos are owned by Graincorp with the land owned by ARTC and managed by UGL. All key stakeholders would need to be involved for consideration of lighting project in conjunction with grant funding opportunities.

BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 1.09PM

Corporate Services

SCR.03.3

CORPORATE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

RECOMMENDATION

That Council adopt the:

1. minutes of the Corporate Services Committee meeting held on 15 March 2024; and
2. proposed budget variations as provided in attachment 2 to the report.

BACKGROUND

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

REPORT/PROPOSAL

A meeting of the Corporate Services Committee was held on Friday, 15 March 2024. A copy of the minutes of the meeting is attached. The following reports were considered:

CORP.03.1 Financial Summary & Investment Report

A monthly Financial Summary including details and levels of investments was provided for the Committee's information together with a statement from the Responsible Accounting Officer (RAO) advising that the projected financial position as at 30 June 2024 was satisfactory.

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

The Capital Expenditure Report presented included a full list of projects with any proposed variations. An overview of the associated reasons for the requests will be provided, such as Council delay, contractor delay or pending grant funding.

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

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

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

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

Corporate Services

CORP.03.2 Property Update

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

CORP.03.3 Scone & Upper Hunter Regional Saleyards Committee

The purpose of this report is to provide the committee with details relating to the operational management of the Saleyards, including WHS, current projects, financial and performance management. The minutes of the Scone & Upper Hunter Regional Saleyards Committee meeting held 29 February 2024 were adopted by the Corporate Services Committee.

CORP.03.4 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 Draft - Corporate Services Committee - 15 March 2024 - Minutes
- 2 Finance Budget Variation Requests - February 2024

MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL HELD ON FRIDAY 15 MARCH 2024 IN THE COUNCIL CHAMBERS COMMENCING AT 9.00AM

PRESENT:

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

IN ATTENDANCE:

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

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

Nil

APOLOGIES:

RESOLVED that the apology received from Cr Elizabeth Flaherty be accepted.

Moved: Cr J Burns Seconded: Cr B McKenzie CARRIED

PUBLIC PARTICIPATION:

Nil

DISCLOSURES OF INTEREST:

Nil

FINANCE COMMITTEE REPORTS

CORP.03.1 *FINANCIAL SUMMARY & INVESTMENT REPORT*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED

That the Committee:

- 1. note the Fund and Function Summary Report;**
- 2. note the Cash and Investment Report;**
- 3. note the Responsible Accounting Officer's Statement on the January & February 2024 Investments;**
- 4. note the Loan Schedule and balances outstanding; and**
- 5. note the Capital Works Expenditure Report;**
- 6. note the Services High Level (Surplus) Deficiency Report; and**
- 7. adopt the proposed budget variations.**

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

COUNCILLOR QUESTIONS

Cr Williamson enquired what is Council's strategy for recruiting qualified educators for the ELC and the recruitment position currently?

Response: General Manager advised Council is actively recruiting qualified educators but has been unsuccessful. Council's strategy has been to offer training opportunities to existing staff as well as offering competitive salaries to attract applicants. Taken on notice to check actual stats and report back to the Committee.

Cr Williamson enquired if regional and local roads ARRB data will be reported through the Infrastructure Services Committee?

Response: General Manager advised this can be done through the RACAS dashboard that uses ARRB data which is more graphical and provides the GIS image over the mapping layer to show the condition of roads. Taken on notice to arrange a presentation to Councillors.

CORP.03.2 **PROPERTY UPDATE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Lee - Senior Administration Officer - Business Services

RESOLVED

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

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

CORP.03.3 **SCONE & UPPER HUNTER REGIONAL SALEYARDS COMMITTEE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Lee - Senior Administration Officer - Business Services

RESOLVED

That the Committee adopt the minutes of the Scone & Upper Hunter Regional Saleyards meeting held on 29 February 2024.

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

CORP.03.4 **RESPONSES TO PREVIOUS QUESTIONS**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

RESOLVED

For notation only.

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

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.48AM.

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 29 FEBRUARY 2024**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
GENERAL FUND					
Local Roads	Non-Operating Revenue	Local Roads Grant Funding	1,500,000		Received Hunter Road milestone payment on commencement of construction
Local Roads	Capital Expenditure	Hunter Road RA		1,500,000	Funds not expected to be fully spent in 2023/2024 transferred to RA
Local Roads	Operating Revenue	Remote Roads Grant Funding	350,000		Increase in scope for Pages Creek & Sargeants Gap due to available funds in project funding
Local Roads	Capital Expenditure	Pages Creek & Sargeants Gap		350,000	Increase in scope due to available funds in project funding
WATER SUPPLY					
	NIL				
SEWERAGE SERVICES					
	NIL				
		Total Variations	1,850,000	1,850,000	
		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.03.1 **COMMUNITY ADVISORY COMMITTEE - MERRIWA DISTRICT**

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Amanda Catzikiris - Manager Community Services

RECOMMENDATION

That Council:

1. endorse the minutes of the Community Advisory Committee – Merriwa District meeting held on 20 February 2024.
2. accept the quote for \$10,000 for the wheel stops in Bettington Street to be funded from the Merriwa town beautification project budget.
3. allocate up to \$15,000 from the Merriwa town beautification project budget to cover the shortfall on the Vennacher St lighting project.
4. use funds of up to \$2,000 from the Merriwa town beautification project budget to cover the shortfall on the tree costs in Bettington Street, Merriwa.
5. approve project management costs of up to 10% of total project value for the Merriwa town beautification project.
6. investigate options to fund the fence repair / replacement at Merriwa Sportsground.
7. move the capital works budget allocation in the 2023/24 Operational Plan for renovation of the showground arena, to the 2024/25 Operational Plan to allow additional time for these works.

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. These committees meet every three months in Murrurundi, Scone, Aberdeen and Merriwa.

REPORT/PROPOSAL

The Committee noted the reports for capital works projects and the Australia Day Sub-Committee – Merriwa District.

An update on the action sheet included discussion on the Cemetery Reserve, EV Charging Station, unmaintained yards in Cassilis and weed spraying required on the Golden Highway.

Items raised by the community report considered the Merriwa Town Beautification Project including installation of wheel stops, lighting in Vennacher St and the cost of tree planting. There was further discussion regarding the Silo Art and Council communication strategies with the Merriwa community.

The minutes of the Merriwa Sportsground User Group Sub-Committee were provided with consideration of three priority projects including the urgent need for repair or replacement of the fence at Merriwa Sportsground. The Committee recommended that Council investigate options to fund the works from sources such as the Merriwa Reserve Fund, Section 94A developer contributions and Local Roads and Community Infrastructure (LRCI) Phase 4 funding



Environmental & Community Services

The minutes of the Merriwa Showground Management Sub-committee were also considered, including moving the capital works budget allocation to the 2024/25 DPOP to allow additional time for these works to commence.

Further discussion included tree planting adjacent to Roach St footpath, barricades between shared paths and the road and project proposals for funding through the Open Streets Program.

ATTACHMENTS

- 1 Community Advisory Committee - Merriwa District - 20 February 2024 - Minutes

**MINUTES OF THE COMMUNITY ADVISORY COMMITTEE -
MERRIWA DISTRICT MEETING - TUESDAY 20 FEBRUARY 2024 -
5.30pm**



PRESENT: Cr Ron Campbell (Chair), Cr Tayah Clout, Sarah Thompson, Jane Hegarty, Patrick Ryan, Robert Tindall, Carlita Connell and Neil Hunt.

IN ATTENDANCE: Greg McDonald, Rag Upadhyaya (Director Infrastructure Services) and Amanda Catzikiris (Manager Community Services / minutes).

1. APOLOGIES

There were no apologies.

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

Amendment in CAC-M.11.3 Item 17. to note change from TILT submission to Energy Co submission.

RESOLVED

That the minutes of the Community Advisory Committee - Merriwa District Meeting held on 16 November 2023, as circulated, be taken as read and confirmed as a correct record.

Moved: T Clout

Seconded: J Hegarty

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

- i. **RMS Bridge on King George V Drive** – J Hegarty spoke with school representatives regarding a submission to address the safety concerns. All submissions should be addressed to the General Manager.

5. AGENDA ITEMS

CAC-M.02.1 Action Sheet Update

PURPOSE

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

The action sheet was reviewed at the meeting. There was further discussion regarding;

- Cemetery Reserve – request to Council to raise the issue of fire hazard through Crown Lands Office.
- EV Charging Station – Council has obtained a quote for \$34 320 for installation. A suitable location is to be considered. Funding options will need to be considered.
- Tidying of unmaintained yards in Cassilis – this issue is ongoing at the corner of Branksome St. Committee members are encouraged to raise a CRM.
- Haynes Awning Cassilis – no further action to date.

This is Page 1 of 5 of Minutes of the Community Advisory Committee - Merriwa District meeting of the Upper Hunter Shire Council held on Tuesday 20 February 2024.

- Weed spraying Golden Highway Cassilis – request for further spraying required for spiny burr grass and cactus.

RESOLVED

That the Committee note the issues and responses listed in the Action Sheet.

Moved: P Ryan

Seconded: T Clout

CARRIED

ACTION FOR COMMITTEE:

- i. Council to raise the issue of fire hazard in the Cemetery Reserve with Crown Lands Office.
- ii. Council to investigate funding opportunities and consider suitable location for the EV charging station.
- iii. General Manager to discuss ongoing concerns with Director Environmental & Community Services regarding tidying of unmaintained yards in Cassilis.
- iv. Councillor T. Clout to request spray treatment of spiny burr grass and cactus.

CAC-M.02.2 Items Raised By The Community

PURPOSE

The purpose of this report is to consider items submitted by committee members of the Community Advisory Committee (CAC) Merriwa District.

- i. Item 1. Merriwa Town Beautification Project – a quote of \$10 000 has been obtained for the wheel stops. A breakdown of the total funding was discussed including the allocation for tree lighting of \$40 000 which includes the vandalism cage and the footpath engraving, of which the quote of approximately \$45 000 has not been finalised. Further discussion regarding funding the shortfall on the Vennacher St intersection lighting design from the beautification fund. Consideration was given to using the balance of the funds for signage.
- ii. Item 2. Silo Art Tourist Stop – discussion regarding installation of solar lighting on the site. This will require permission from ARTC. Council to follow up. Maintaining the condition of the mural will need to be considered in the future, as the paint will fade.
- iii. Item 14. Council communication – discussion regarding the possibility of Council providing a brief one page community update each week to promote information in the Merriwa community. Council does not have the staff resources to provide this. Members are encouraged to access the Council website and Facebook for up to date information regarding news and activities across the Shire.

RESOLVED

That the Committee review the items listed in the report.

Moved: P. Ryan

Seconded: J. Hegarty

CARRIED

ACTION FOR COMMITTEE:

- i. Director Infrastructure Services to work with C Connell to explore options and seek quotes for signage using the balance of the town beautification fund.
- ii. Director Environmental & Community Services to seek permission from ARTC to explore the proposal to install solar lights around the silo art.

RECOMMENDATION TO COUNCIL

That Council

- 1. accept the quote for \$10 000 for the wheel stops.**
- 2. use funds from the town beautification project to cover the shortfall on the Vennacher St lighting project.**

This is Page 2 of 5 of Minutes of the Community Advisory Committee - Merriwa District meeting of the Upper Hunter Shire Council held on Tuesday 20 February 2024.

3. use funds of up to \$2000 from the town beautification project to cover the shortfall on the tree costs.
4. approve project management costs of up to 10% of total project value.

Moved: P. Ryan

Seconded: J. Hegarty

CARRIED

CAC-M.02.3 Australia Day Subcommittee - Merriwa District

PURPOSE

The purpose of this report is to present the minutes of the Australia Day Subcommittee – Merriwa District meetings held on 31 October 2023, 14 November 2023 and 16 January 2024.

RESOLVED

That the committee endorse the minutes of the Australia Day Subcommittee – Merriwa District meeting held on 31 October 2023, 14 November 2023 and 16 January 2024.

Moved: T Clout

Seconded: R Tindall

CARRIED

ACTION FOR COMMITTEE: Nil

CAC-M.02.4 Capital Works Projects - Merriwa

PURPOSE

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

Initial works have started on the MR358 project.

RESOLVED

That Merriwa Community Advisory Committee note this report.

Moved: T Clout

Seconded: S Thompson

CARRIED

ACTION FOR COMMITTEE: Nil

CAC-M.02.5 Merriwa Sportsground User Group Sub-Committee

PURPOSE

The purpose of this report is to present the minutes of the Merriwa Sportsground User Group Sub-Committee meetings held on 13 November 2023 and 12 February 2024.

There was discussion about the priorities that were determined by the sub-committee. Of significant concern is the fence which requires urgent repairs. The fence provides a useful safety barrier between vehicle parking and the fields.

RESOLVED

That the Committee:

1. endorse the minutes of the Merriwa Sportsground User Group Sub-Committee held on 13 November 2023 provided in Attachment 1
2. endorse the minutes of the Merriwa Sportsground User Group Sub-Committee held on 12 February 2024 provided in Attachment 2; and

This is Page 3 of 5 of Minutes of the Community Advisory Committee - Merriwa District meeting of the Upper Hunter Shire Council held on Tuesday 20 February 2024.

3. note the top 3 priorities for the Merriwa Sportsground User Group Sub-Committee that are to be actioned when funding becomes available.

Moved: T Clout

Seconded: S Thompson

CARRIED

RECOMMENDATION TO COUNCIL

That Council investigate options to fund the fence repair / replacement through the Merriwa Reserve fund, VPA money from the Energy developers or other alternative sources.

Moved: P Ryan

Seconded: J Hegarty

CARRIED

ACTION FOR COMMITTEE: Nil

CAC-M.02.6 Merriwa Showground Management Sub-Committee

PURPOSE

The purpose of this report is to present the minutes of the Merriwa Showground Management Sub-Committee meetings held on 7 February 2024 and the AGM held on 7 February 2024.

The Committee discussed the capital works funds that have been allocated in the 23/24 DPOP to renovate the arena in the showground.

The Committee would also like to thank R Tindall for his contributions to the committee for many years, in the role of Chair. R. Tindall also thanked the Committee for their support, shared vision and achievements.

RESOLVED

That the Committee endorse the minutes of the:

1. Merriwa Showground Management Sub-Committee AGM held on 7 February 2024 provided in attachment 1; and
2. Merriwa Showground Management Sub-Committee held on 7 February 2024 provided in attachment 2.

Moved: P Ryan

Seconded: R Tindall

CARRIED

RECOMMENDATION TO COUNCIL

That the capital works budget allocation in the 2023/24 DPOP for renovation of the showground arena, be moved to 2024/25 DPOP to allow additional time for these works.

Moved: P Ryan

Seconded: R Tindall

CARRIED

ACTION FOR COMMITTEE: Nil

6. ACTION SHEET

Reviewed and updated at the meeting.

This is Page 4 of 5 of Minutes of the Community Advisory Committee - Merriwa District meeting of the Upper Hunter Shire Council held on Tuesday 20 February 2024.

7. CORRESPONDENCE

Nil

8. GENERAL BUSINESS

- i. Tree planting – Committee members discussed the proposal to plant native trees beside the footpath in Roach St. Members may consider writing a submission to Council in relation to the 2024/25 DPOP to expand the tree planting budget in Merriwa.
- ii. Barricades between shared path and road – Committee members discussed the possibility of installing barricades or wheel-stops. Council will check the design to determine whether they have been included and investigate funding.
- iii. Open Streets Program - funding of up to \$150,000 to temporarily close streets to cars and open them for place-making events and activations. Can Council apply for this grant for a new event that will promote the area and encourage people to visit the town. Committee members agreed to communicate their project ideas via email and contact the Grants Officer to apply for funding.

RESOLVED

That the Committee consider a project proposal and consult with the Grants Officer to submit a funding application.

Moved: C Connell

Seconded: R Tindall

CARRIED

9. CONFIDENTIAL REPORTS

Nil

10. NEXT MEETING

21 May 2024

The meeting was declared closed at 7.10pm.



General Manager's Unit

C.03.2

UPPER HUNTER COUNTRY TOURISM ASSOCIATION

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION

That Council note the minutes of the Upper Hunter Country Tourism Board meeting held on 20 February 2024.

BACKGROUND

Upper Hunter Country Tourism (UHCT) is the peak local tourism organisation for the shires of Upper Hunter and Muswellbrook. The organisation is not-for-profit and incorporated. The Board of management comprises industry representations.

UHCT's primary role is to facilitate the development and promotion of tourism.

REPORT/PROPOSAL

The Mayor and General Manager were recently appointed to the Board of the Upper Hunter Country Tourism Association.

A meeting of the Upper Hunter Country Tourism Board was held on 20 February 2024 at Muswellbrook. Council was represented by the Mayor and General Manager. A copy of the minutes is provided to Councillors under separate cover.

ATTACHMENTS

- 1 Upper Hunter Country Tourism - 20 February 2024 - Minutes Excluded

Environmental & Community Services

C.03.3

MERRIWA AGED HOSTEL COMMITTEE

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Amanda Catzikiris - Manager Community Services

RECOMMENDATION

That Council;

1. adopt the minutes of the Merriwa Aged Hostel Committee meeting and Annual General Meeting held on 14 February 2024.
2. investigate strategies to implement a roster that includes two people on night shift as essential care staff.
3. maintain 100% external restriction for the value that equates to the total value of residential accommodation deposits (post 1 July 2014) to ensure that funds are available to repay the deposits in full as and when they fall due.
4. note that the level of the amounts held will form part of Council's investments and are in accordance with the controls and restrictions placed on Council's overall investments held.

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

The Committee discussed the need for an additional staff member for the night shift to ensure the facility could provide the best level of care for residents with high needs, including palliative care. This may allow the hostel to fill vacant rooms with higher care need residents, resulting in increased revenue for the facility. However, there are concerns that the service does not currently have a sufficient number of qualified staff to fill an additional night shift. As such, staff have been requested to prepare a draft roster to demonstrate how the night shift could be covered and to investigate the cost implications of employing an additional staff member at night.

The Manager Finance provided the Annual Liquidity Statement and Annual Audited Financial Statements for the year ended 30 June 2023.

The Annual General Meeting included election of committee members.

ATTACHMENTS

- 1 Merriwa Aged Hostel Committee - 14 February 2024 - Minutes
- 2 Merriwa Aged Hostel Committee - 14 February 2024 - Annual General Meeting - Minutes

MINUTES OF THE MERRIWA AGED HOSTEL COMMITTEE MEETING - WEDNESDAY 14 FEBRUARY 2024 - 1pm



PRESENT: Ross Bishop (Acting Chair), Barry Gherzi, Jan Cronin, Cheryl Dallimore, Julia Hardy, Deirdre Peebles.

IN ATTENDANCE: Suzanne Duggan (Hostel Supervisor), Amanda Catzikiris (Manager Community Services), Julie Wilton (Activities Officer), Sharee Witney (RN), Wayne Phelps (Treasurer - Zoom) and Mat Pringle (Director Environment & Community Services - Zoom)

1. APOLOGIES

RESOLVED:

That the apologies received from Cr Ron Campbell be accepted.

Moved: J Hardy

Seconded: J Cronin

CARRIED

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

RESOLVED:

That the minutes of the Merriwa Aged Hostel Committee Meeting held on 22 August 2023, as circulated, be taken as read and confirmed as a correct record.

Moved: J Hardy

Seconded: J Cronin

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. AGENDA ITEMS

MAH.02.1 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.

The Hostel Supervisor's report and clinical data were distributed at the meeting.

Concerns were raised about the need for an additional staff member for the night shift. There was discussion about the finances and whether the facility was adequately set up to meet the needs of residents who present with high needs. Ensuring that we increase staff numbers and that they are adequately trained in all aspects of quality care is a priority. There was further discussion about the need for regular assessment of residents so payments reflect care needs and provision of service.

This is Page 1 of 4 of Minutes of the Merriwa Aged Hostel Committee meeting of the Upper Hunter Shire Council held on Wednesday 14 February 2024.

RESOLVED

That the Committee accept the Supervisor's report.

Moved: J Cronin

Seconded: B Gheri

CARRIED

ACTION FOR COMMITTEE:

1. Hostel Administration Officer to draft a roster which provides coverage of two staff during night shift to determine feasibility and identify barriers.

RECOMMENDATION TO COUNCIL

That Council investigate strategies to implement a roster that includes two people on night shift as essential care staff.

Moved: J Cronin

Seconded: B Gheri

CARRIED

MAH.02.2 Action Sheet

PURPOSE

The purpose of this report is for the Committee to review and consider items on the action sheet for Gummun Aged Hostel.

The action sheet was reviewed at the meeting.

RESOLVED

That the Committee note the issues and response listed in the action sheet.

Moved: D Peebles

Seconded: J Cronin

CARRIED

ACTION FOR COMMITTEE: Nil

MAH.02.3 Gummun Place Hostel - Annual Liquidity Statement

PURPOSE

The purpose of this report is to seek the committee's concurrence to continue to maintain a guarantee level of cash coverage that equates to the total balance of accommodation bonds and resident accommodation deposits held from residents.

The Manager Finance provided details of the Annual Liquidity Statement.

RESOLVED

That the Committee recommend that Council:

1. maintain 100% external restriction for the value that equates to the total value of residential accommodation deposits (post 1 July 2014) to ensure that funds are available to repay the deposits in full as and when they fall due.
2. note that the level of the amounts held will form part of Council's investments and are in accordance with the controls and restrictions placed on overall Council's investments held.

Moved: D Peebles

Seconded: J Cronin

CARRIED

ACTION FOR COMMITTEE: Nil

This is Page 2 of 4 of Minutes of the Merriwa Aged Hostel Committee meeting of the Upper Hunter Shire Council held on Wednesday 14 February 2024.

RECOMMENDATION TO COUNCIL

That Council

1. maintain 100% external restriction for the value that equates to the total value of residential accommodation deposits (post 1 July 2014) to ensure that funds are available to repay the deposits in full as and when they fall due.
2. note that the level of the amounts held will form part of Council's investments and are in accordance with the controls and restrictions placed on overall Council's investments held.

Moved: D Peebles

Seconded: J Cronin

CARRIED

6. **ACTION SHEET:** Reviewed and updated at the meeting.

7. **CORRESPONDENCE:** Nil

8. **GENERAL BUSINESS**

- I. Palliative Care – Committee members discussed the possibility of converting a room into palliative care. This would require additional staff. Priority at this stage is to maintain 100% occupancy.
- II. Residential Bond – Committee members asked if the cost of the bond is a deterrent for residency at the hostel. The Hostel Supervisor indicated this is not a concern for residents.

9. **CONFIDENTIAL REPORTS :** Nil

10. **NEXT MEETING:** 1pm, 18 April 2024.

The meeting was declared closed at 2.15pm.

**MINUTES OF THE MERRIWA AGED HOSTEL COMMITTEE
ANNUAL GENERAL MEETING - WEDNESDAY 14 FEBRUARY
2024 – 2.15pm**



PRESENT: Ross Bishop (Acting Chair), Barry Gherzi, Jan Cronin, Cheryl Dallimore, Julia Hardy, Deirdre Peebles.

IN ATTENDANCE: Suzanne Duggan (Hostel Supervisor), Amanda Catzikiris (Manager Community Services), Julie Wilton (Activities Officer), Sharee Witney (RN), Wayne Phelps (Treasurer - Zoom) and Mat Pringle (Director Environment & Community Services - Zoom)

1. APOLOGIES

RESOLVED:

That the apologies received from Cr Ron Campbell be accepted.

Moved: J Hardy

Seconded: J Cronin

CARRIED

2. DISCLOSURE OF INTEREST - Nil

3. PREVIOUS MINUTES

RESOLVED:

That the minutes of the Merriwa Aged Hostel Committee Meeting held on 22 August 2023, as circulated, be taken as read and confirmed as a correct record.

Moved: D Peebles

Seconded: J Hardy

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES - Nil

5. AGENDA ITEMS

MAH.02.1 Hostel Supervisor - Annual Report

PURPOSE

The purpose of the report is to provide an overview of operational activities at the hostel over the past twelve months.

The Hostel Supervisor provided details of the operations.

RESOLVED:

That the Committee accept the Supervisor's annual report.

Moved: D Peebles

Seconded: J Hardy

CARRIED

ACTION FOR COMMITTEE - Nil

This is Page 1 of 5 of Minutes of the Merriwa Aged Hostel Committee meeting of the Upper Hunter Shire Council held on Wednesday 14 February 2024.

MAH.02.2 Chairperson's Report

PURPOSE

The purpose of the report is to provide an annual review of the hostel from the Chairperson of the Merriwa Aged Hostel Committee.

The Chairperson thanked the Hostel Supervisor for her years of service to the Hostel and the local community.

RESOLVED:

That the Committee accept the Chairperson's report.

Moved: D Peebles

Seconded: J Hardy

CARRIED

ACTION FOR COMMITTEE - Nil

MAH.02.3 Election of Committee Members

PURPOSE

The purpose of this report is to confirm election of members for the Aged Hostel committee.

Casual vacancies will be filled as per the charter.

RESOLVED:

That the nominations be accepted for the following positions on the Aged Hostel committee;

1. Chairperson – D Peebles
2. Deputy Chairperson – R Bishop
3. Ordinary members – J Cronin, J Hardy, C Dallimore and B Gheri.

Moved: J Hardy

Seconded: R Bishop

CARRIED

ACTION FOR COMMITTEE - Nil

MAH.02.4 Annual Financial Statements 30 June 2023

PURPOSE

The purpose of this report is to present the Annual Audited Financial Statements of Gummun Place Hostel for the year ended 30 June 2023.

The Manager Finance circulated the 2022-23 Audited Financial Statements to the Committee and provided a summary of the report.

RESOLVED :

That the committee note the presentation of the Annual Financial Statements for the year ended 30 June 2023

Moved: B Gheri

Seconded: C Dallimore

CARRIED

ACTION FOR COMMITTEE - Nil

This is Page 2 of 5 of Minutes of the Merriwa Aged Hostel Committee meeting of the Upper Hunter Shire Council held on Wednesday 14 February 2024.

6. **ACTION SHEET** - Nil
7. **CORRESPONDENCE** - Nil
8. **GENERAL BUSINESS** - Nil
9. **CONFIDENTIAL REPORTS** - Nil
10. **NEXT MEETING** – To be confirmed

The meeting was declared closed at 3:05pm.

This is Page 3 of 5 of Minutes of the Merriwa Aged Hostel Committee meeting of the Upper Hunter Shire Council held on Wednesday 14 February 2024.

Environmental & Community Services

C.03.4 COMMUNITY ADVISORY COMMITTEES - NOMINATIONS FOR MEMBERSHIP

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Amanda Catzikiris - Manager Community Services

PURPOSE

The purpose of this report is to review the nominations received from members of the Community and determine membership to Council Committees to fill vacant positions.

RECOMMENDATION

That Council:

1. move into Closed Council to appoint Community members to Council's committees;
2. notify all nominees of the outcome;
3. amalgamate Aberdeen and Scone Community Advisory Committees.

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. These committees meet every three months in Murrurundi, Scone, Aberdeen and Merriwa.

REPORT/PROPOSAL

Expressions of Interest were called from community members to nominate for existing vacancies on the Community Advisory Committees. Expressions of Interest closed on Monday, 12 February 2024.

A number of nominations from members of the community have been received and are provided to Councillors under separate cover. Membership selection for each of the committees will be discussed in Closed Council.

Table 1 outlines the Councillor membership of each committee, the number of community members required, number of vacant positions and the number of nominations received.

Community Advisory Committee	Councillor Membership	Community Members required	Current Positions	Vacant Positions	Nominations received.
Aberdeen District	Cr McPhee Cr Williamson	4-8	3	5	4
Merriwa District	Cr Clout Cr Campbell	4-8	7	1	5
Murrurundi District	Cr Burns Cr Flaherty	4-8	6	2	1
Scone District	Cr Flaherty Cr Burns Cr Watts	4-8	5	3	1

Table 1

A quorum was not met for the last 3 Scone Community Advisory Committee meetings.

Environmental & Community Services

In response to the ongoing lack of attendance by committee members, it is recommended that Council consider amalgamating the Scone and Aberdeen Community Advisory Committees.

In accordance with the committee charter, Council staff have written to committee members that have been absent for three consecutive meetings without an apology advising that their position has been declared vacant.

OPTIONS

1. To adopt the recommendations
2. To adopt the recommendations with amendments

CONSULTATION

- Councillors
- Community
- Senior Management Group

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.

1.2 Work collaboratively to address social disadvantage.

b. Delivery Program

- Representation in local and regional networks and interagencies to encourage collaboration and advocate on community issues and related social justice issues affecting local and regional communities

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Nil

c. Legislative Implications

Nil

Environmental & Community Services

d. Risk Implications

Nil

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

Expressions of Interest were called from community members to nominate for existing vacancies on the Community Advisory Committees. Nominations received are provided to Councillors for consideration.

Strong community representation is integral to the success of the Community Advisory Committees.

ATTACHMENTS

- 1 Community Advisory Committee - District Nominations Excluded

Environmental & Community Services

C.03.5

COMMUNITY ADVISORY COMMITTEE - MURRURUNDI DISTRICT

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Amanda Catzikiris - Manager Community Services

RECOMMENDATION

That Council:

1. adopt the minutes of the Community Advisory Committee – Murrurundi District meeting held on 7 March 2024.
2. endorse the design plans for the proposed Murrurundi Youth and Community Centre with the inclusion of a window in the office space.

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. These committees meet every three months in Murrurundi, Scone, Aberdeen and Merriwa.

REPORT/PROPOSAL

The Committee endorsed the minutes of the Australia Day Subcommittee – Murrurundi District meeting held on 20 November 2023 and noted a report regarding the Australia Day events on 26 January 2024.

An update on the action sheet included discussion on the street beautification initiatives and lack of shade at Wilson Memorial Oval.

The Manager Strategic Assets provided the Committee with an update on the Murulla Street Causeway project.

The Committee discussed the proposed Murrurundi Youth and Community Centre and endorsed the design plans.

A representative of the Murrurundi and District Historical Society gave a presentation to the committee on a proposal to install a railway carriage on Council owned land adjacent to the Murrurundi Museum. The committee requested further information on the proposal.

ATTACHMENTS

- 1 Minutes of Murrurundi and District Community Advisory Committee meeting held 7 March 2024

**MINUTES OF THE COMMUNITY ADVISORY COMMITTEE -
MURRURUNDI DISTRICT MEETING - THURSDAY 7 MARCH 2024 -
4.45pm**



PRESENT: Cr James Burns (Chair), Cr Belinda McKenzie (Zoom), Cr Adam Williamson, Gerard Howard, Ray Hynes, Philip Morgan and Peter McGill.

IN ATTENDANCE: Greg McDonald (General Manager), Mathew Pringle (Director Environmental & Community Services), Rag Vasudeva Upadhyaya (Director Infrastructure Services), Jeff Bush (Manager Strategic Assets), Jay Jeyakanthan (Manager Works Delivery), Des Duggan (Murrurundi & District Historical Society Inc. representative) and Yolanda Wynn (Community Services Officer/ minutes).

1. APOLOGIES

RESOLVED

That the apologies received from Sandra Coffey and Michael Reid be accepted.

Moved: P McGill

Seconded: J Burns

CARRIED

2. DISCLOSURE OF INTEREST

Nil.

3. PREVIOUS MINUTES

RESOLVED

That the minutes of the Community Advisory Committee - Murrurundi District Meeting held on 23 November 2023, as circulated, be taken as read and confirmed as a correct record.

Moved: P McGill

Seconded: P Morgan

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

- The Committee discussed the works on Pages River Road. There is a section of double lines missing. The absence of these lines could potentially lead to confusion or unsafe driving practices if drivers are unsure about passing regulations. Infrastructure Services will investigate and rectify.

ACTION FOR COMMITTEE: Infrastructure Services will investigate missing double yellow lines.

5. AGENDA ITEMS

MCAC1.03.1 Australia Day Sub Committee - Murrurundi District

PURPOSE

The purpose of this report is to:

- present the minutes of the Australia Day Subcommittee – Murrurundi District meeting held on 20 November 2023,
- provide an update to the Murrurundi Community Advisory Committee on the Murrurundi Australia Day events held on 26 January 2024.

This is Page 1 of 4 of Minutes of the Community Advisory Committee - Murrurundi District meeting of the Upper Hunter Shire Council held on Thursday 7 March 2024.

RESOLVED :

That the committee

1. endorse the minutes of the Australia Day Subcommittee – Murrurundi District meeting held on 20 November 2023
2. note the report regarding the Australia Day events on 26 January 2024.

Moved: P McGill

Seconded: P Morgan

CARRIED

ACTION FOR COMMITTEE: Nil.

MCAC1.03.2 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).

The committee discussed street beautification initiatives within the current budget allocation. Infrastructure services were tasked with obtaining cost estimates for works, contingent on acquiring further details about preferred tree locations and species. Adherence to the authorised tree planting policy was emphasised. Additionally, Jay Jeyakanthan, was introduced as the Manager of Works Delivery and will be involved in coordinating these efforts.

Ray Hynes advocated for the planting of additional trees at Wilson Memorial Oval to establish natural shade. The grandstand lacks any shading.

RESOLVED :

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

Moved: P McGill

Seconded: P Morgan

CARRIED

ACTION FOR COMMITTEE: Infrastructure Services to conduct obtain cost estimates for tree planting.

MCAC1.03.3 Items Raised by the Community

PURPOSE

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

Progress has been made on the riverwalk signage project with locations proposed. Installation plans are underway and QR codes will be generated for each location to enhance accessibility.

RESOLVED:

That the Committee review the items listed in the report.

Moved: R Hynes

Seconded: P McGill

CARRIED

ACTION FOR COMMITTEE: Nil.

MCAC1.03.4 Capital Works Projects - Murrurundi

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.

The Manager Strategic Assets presented the Murulla Street causeway project, which has received positive feedback from the community. The project has gone out to tender, with the deadline set for this month. Measures will be taken to ensure minimal disruption to existing trees. The new footpath

This is Page 2 of 4 of Minutes of the Community Advisory Committee - Murrurundi District meeting of the Upper Hunter Shire Council held on Thursday 7 March 2024.

installation aims to connect with the riverwalk footpaths. The residents affected will receive a letter regarding the installation costs as Council policy requires adjoining landowners to contribute.

RESOLVED :

That Murrurundi Community Advisory Committee note this report.

Moved: P McGill

Seconded: P Morgan

CARRIED

ACTION FOR COMMITTEE: Nil.

MCAC1.03.5 Murrurundi Youth and Community Centre

PURPOSE

The purpose of this report is to present the design plans for the proposed Murrurundi Youth and Community Centre.

During the general discussion, concerns were raised about the cost of covering the basketball court. However, the Director of Infrastructure Services explained this addition would serve sun safety considerations, make the space less weather dependent, reduce maintenance needs of the basketball surface, and potentially accommodate solar panels in the future. The absence of a window in the office space was noted and considered rectifiable by the committee. Additionally, Cr Adam Williamson observed the absence of an eave on the north side of the building.

RESOLVED :

That the Committee endorse the design plans for the proposed Murrurundi Youth and Community Centre.

Moved: P McGill

Seconded: J Burns

FOR	AGAINST
Councillor Burns	Gerard Howard
Councillor McKenzie	
Peter McGill	
Ray Hynes	
Philip Morgan	
Total (5)	Total (1)

ACTION FOR COMMITTEE: Council staff will consider the inclusion of an office window in the Consultant room of the Murrurundi Youth and Community Centre plans.

MCAC1.03.6 Murrurundi & District Historical Society Inc. - Request for permission to install Railway Carriage monument

PURPOSE

To consider a proposal from the Murrurundi & District Historical Society Inc. with regards to the installation of a railway carriage monument on the museum grounds.

Des Dugan presented a proposal for the installation of a commemorative railway carriage, aiming to mark the 2026 anniversary of the Murulla and tunnel disaster. The Historical Society seeks to elevate awareness and attract tourism, utilising council-owned land but advised that no funding from Council was required as they will look into grant opportunities. Committee members raised concerns regarding asbestos in the old carriages that would need further investigation if the proposal goes ahead. A Development Application (DA) should not be submitted until the proposal is endorsed by the Committee.

The committee held a closed discussion regarding the railway carriage proposal. It was noted that Transport NSW plan to install their own memorial, with ongoing negotiations underway. They expressed a need for more information before endorsing the proposal, citing insufficient details

This is Page 3 of 4 of Minutes of the Community Advisory Committee - Murrurundi District meeting of the Upper Hunter Shire Council held on Thursday 7 March 2024.

provided thus far. The committee has requested further clarification in three key areas, as outlined in the resolution below.

RESOLVED:

That the committee:

1. receive a presentation from Des Dugan of the Murrurundi and District Historical Society Inc.
2. request further information including
 - 2.1 Provide alternative orientation and configuration for the railway carriage
 - 2.2 Provide information regarding proximity to heritage buildings
 - 2.3 Provide information regarding quotes and budgeting resources needed to complete refurbishment, installation, presentation and operation of the railway carriage

ACTION FOR COMMITTEE: Council will write to the Murrurundi & District Historical Society Inc. with a request for further information.

6. ACTION SHEET

- Infrastructure Services will investigate missing double yellow lines on Pages River Road.
- Infrastructure Services to obtain cost estimates for tree planting.
- Council to investigate possibility of an office window for the Consultation room, in the Murrurundi Youth Centre and Community centre plans.
- Council will write to the Murrurundi & District Historical Society Inc. with a request for further information regarding the railway carriage proposal.

7. CORRESPONDENCE

Nil.

8. GENERAL BUSINESS

Nil.

9. CONFIDENTIAL REPORTS

Nil.

10. NEXT MEETING

Thursday 22 June 2024

The meeting was declared closed at 6.00pm.

General Manager's Unit

GENERAL ADMINISTRATION REPORTS

G.03.1 **2024 NATIONAL GENERAL ASSEMBLY - MOTIONS FOR SUBMISSION**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

PURPOSE

The purpose of this report is to nominate a delegate or delegates to attend the 2024 National General Assembly in Canberra and consider motions to be submitted for debate.

RECOMMENDATION

That Council:

1. nominate a delegate or delegates to attend the 2024 National General Assembly to be held in Canberra from 2 to 4 July 2024;
2. consider submitting motions for debate at the 2024 National General Assembly.

BACKGROUND

The National General Assembly (NGA) of Local Government is the peak annual event for Local Government, attracting in excess of 800 Mayors and Councillors each year.

This event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy, and to influence the future direction of councils and communities.

REPORT/PROPOSAL

The Australian Local Government Association (ALGA) has convened the 30th National General Assembly of Local Government to be held in Canberra from 2 to 4 July 2024. The theme of the NGA this year is "*Building Community Trust*".

It is common for the Mayor and General Manager to attend the NGA. The conference also provides an opportunity to meet with Federal ministers and advisors on any current or future funding opportunities that Council is considering.

Councillors who attend should provide a report back to a Council meeting following the event.

The ALGA has written to councils seeking motions that align with this year's theme and identify opportunities for new Federal Government programs and policies that will support councils to build trust, both in our communities and as a local delivery partner for the Australian Government.

A discussion paper, prepared by ALGA to help with the preparation of motions, is provided to Councillors on LG Hub. Motions can be submitted online and are due by Tuesday, 30 April 2024.

OPTIONS

1. Nominate a delegate or delegates to attend the 2024 National General Assembly;
2. Not nominate a delegate or delegates to attend the 2024 National General Assembly;

General Manager's Unit

3. Consider submitting motions for debate at the 2024 National General Assembly.

CONSULTATION

- Councillors
- General Manager

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Responsible Governance

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

- 5.1 Effectively and efficiently management the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.
- 5.12 Provide timely and effective advocacy and leadership on key community issues and priorities.

b. Delivery Program

- Leadership that reviews Council operations and Council wide continuous service improvement

c. Other Plans

N/A

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Nil

c. Legislative Implications

Nil

d. Risk Implications

Nil

e. Sustainability Implications

Nil

General Manager's Unit

f. Other Implications

Nil

CONCLUSION

The 2024 National General Assembly is to be held in Canberra from 2 to 4 July 2024. ALGA is seeking motions that align with this year's theme, "Building Community Trust", and identify opportunities for new Federal Government programs and policies that will support councils to build trust, both in our communities and as a local delivery partner for the Australian Government.

ATTACHMENTS

Nil.

General Manager's Unit

G.03.2

LGNSW RURAL AND REGIONAL SUMMIT

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

PURPOSE

The purpose of this report is to consider Councillor Burns' request to attend the Local Government NSW Rural & Regional Summit.

RECOMMENDATION

That Council approve the request received from Cr James Burns to attend the Local Government NSW Rural & Regional Summit to be held in Sydney on Thursday, 9 May 2024.

BACKGROUND

The LGNSW Rural & Regional Summit is a one-day event that serves as a focal point for deliberating on the pressing challenges facing rural and regional communities.

REPORT/PROPOSAL

The second LGNSW Rural & Regional Summit will be held in Sydney on Thursday, 9 May 2024. Cr Burns has requested to attend the Summit to obtain information about rural and regional LGAs' financial issues moving forward.

The Program for this year's Summit will include:

- A review of the financial model for local government
- Case studies showcasing excellence in the rural and regional local government sector
- Panel discussion on the vision for rural and regional NSW
- Updates from the NSW Reconstruction Authority

OPTIONS

1. Approve Cr Burns' attendance at the LGNSW Rural & Regional Summit
2. Not approve Cr Burns' attendance at the LGNSW Rural & Regional Summit
3. Nominate additional Councillors to attend the Summit

CONSULTATION

- General Manager

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.

5.11 To participate and encourage regional coordination and planning between councils and other organisations.

General Manager's Unit

b. Delivery Program

- Support for the Mayor and Councillors to fulfil their respective roles

c. Other Plans

N/A

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Registration fees for members are:

Early-bird (until 29 March)	\$540 incl GST
Standard	\$650 incl GST

A substitute delegate is welcome to attend at no additional charge should the registered delegate be unable to attend. Cancellations made after 5.00pm on 29 April 2024 will incur a cancellation fee of \$60.

If Councillors attending choose to stay in Sydney prior to or after the event, the cost will be approximately \$320 per night per Councillor plus meals.

c. Legislative Implications

Nil

d. Risk Implications

Nil

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

Cr James Burns has requested to attend the 2024 Local Government NSW Rural and Regional Summit to be held in Sydney on 9 May 2024. The Summit is a one-day event that serves as a focal point for deliberating on the pressing challenges facing rural and regional Communities.

ATTACHMENTS

There are no enclosures for this report

General Manager's Unit

G.03.3 **AGL MACQUARIE COMMUNITY DIALOGUE GROUP**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

PURPOSE

The purpose of this report is to nominate a Councillor to represent Council on the AGL Macquarie Community Dialogue Group.

RECOMMENDATION

That Council nominate a Councillor to represent Council on the AGL Macquarie Community Dialogue Group.

BACKGROUND

The AGL Macquarie Community Dialogue Group was established in 2017 and its membership comprises of key representatives and stakeholder groups in the region. The role of the Group is to assist AGL Macquarie Operations Team to resolve matters of environmental and social concerns relating to the closure and subsequent demolition of the Liddell Power Station.

REPORT/PROPOSAL

Council has received a request from the AGL Macquarie Community Dialogue Group to nominate a Council delegate to represent Upper Hunter Shire. Existing membership of the Group consists of community representatives and delegates from Singleton and Muswellbrook Shire Councils, Lake Liddell Recreation Area Trust, Wanaruah Local Aboriginal Land Council, Wonnaruah Nation Aboriginal Corporation, Muswellbrook and Singleton Business Chambers.

Council's previous delegate was former Councillor, Wayne Bedggood. There has not been a representative from Council on the AGL Macquarie Community Dialogue Group for some time.

OPTIONS

1. Nominate a Councillor representative on the AGL Macquarie Community Dialogue Group;
2. Not nominate a Councillor representative.

CONSULTATION

- General Manager

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.

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

b. Delivery Program

- Representation in local and regional networks and interagencies to encourage collaboration and advocate on community issues and related social justice issues affecting local and regional communities

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Nil

c. Legislative Implications

Nil

d. Risk Implications

Nil

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

Council has received a request from the AGL Macquarie Community Dialogue Group to nominate a delegate to represent the Upper Hunter Shire. There has not been a Council delegate on the Group since the former Councillor, Wayne Bedggood.

ATTACHMENTS

- 1 Request for Council Delegate for AGL Macquarie Community Dialogue Group

Articulate Solutions Pty Ltd

ABN: 20 619 800 921



14 February 2024

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

E: council@upperhunter.nsw.gov.au

Dear Mr McDonald

AGL Macquarie Community Dialogue Group

AGL's Macquarie Community Dialogue Group was established in 2017 and its membership comprises of key representatives and stakeholder groups in the region. Over the past few years, the group has met on a quarterly basis on site, where they have been kept informed of AGL's company updates as well as the transition process for the closure and subsequent demolition of the Liddell Power Station.

The role of the committee is to assist AGL Macquarie Operations Team to resolve matters of environmental and social concerns.

2024 will be an exciting year, as AGL looks to repurpose its sites, including a proposed large battery project, possible pumped hydro and employment generating developments.

Existing membership consists of community representatives and delegates from the Muswellbrook Shire Council, Singleton Shire Council, Lake Liddell Recreation Area Trust, the Wanaruah Local Aboriginal Land Council, Wonnaruah Nation Aboriginal Corporation, Muswellbrook Business Chamber and Singleton Business Chamber. Upper Hunter Shire Council's previous delegate was Councillor Wayne Bedggood, however, the group has not benefited from a representative from UHSC for some time.

Accordingly, I would welcome the nomination of a delegate to represent ratepayers, residents and Council's interests. Please note that the next meeting is scheduled for Wednesday 28 February 2024 at 3pm on site. (Attendance on site does require the completion of an induction process prior to arriving.)

Thank you for Council's consideration of this matter and should you require any further information or you wish to discuss this matter further, please do not hesitate to contact me by telephoning 0401 609 693.

Yours faithfully

Lisa Andrews
Independent Chairperson

1

Engaging communities

General Manager's Unit

G.03.4 2024 ANZAC DAY SERVICES

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

PURPOSE

Each year Councillors provide assistance to the Returned and Services League of Australia by attending Anzac Day services and ceremonies throughout the Shire and laying wreaths on behalf of Upper Hunter Shire Council.

RECOMMENDATION

That Council nominate representatives to attend the Anzac Day services and ceremonies throughout the Shire.

BACKGROUND

Councillors have previously nominated themselves to attend ceremonies relevant to their locality or availability on Anzac Day. Wreaths are arranged by Council staff for Councillors to present at the ceremonies.

REPORT/PROPOSAL

Representatives are requested for the following ceremonies on Anzac Day, Thursday, 25 April 2024. The order of proceedings are as follows:

Aberdeen: (to be confirmed)

- 5.40 am Dawn Service – Memorial, Moray Street
- 9.30 am Morning Service

Cassilis:

- 10.45 am March - Assemble at Cnr Branksome and Ancrum Streets
- Wreath Laying Ceremony – War Memorial Park Gates

Merriwa:

- 5.30 am Dawn Service at Cenotaph
- 10.30 am March – commencing from corner of Bow & Bettington Streets
- 11.45 am Main Service – Cenotaph

Murrurundi:

- 6.00am Dawn Service – Memorial Gates – New England Highway
- 10.30am March - Adelaide Street to Memorial Gates and Commemoration Service at Memorial Gates
- 1.00pm Lunch at Murrurundi Bowling Club

General Manager's Unit

Score:

- 5.30 am Assemble for 6.00am Dawn Service – War Memorial at Scone Swimming Pool
- 10.30 am Assemble at 10.30am for 11am Main Commemoration Service – March along Guernsey Street to Scone RSL Club

Gundy:

- 9.00 am March – assemble at Linga Longa Hotel
Service at Gundy RSL Hall

OPTIONS

Councillors to determine which ceremony they attend.

CONSULTATION

Not applicable

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Connected Community

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

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

b. Delivery Program

- Support for the Mayor and Councillors to fulfil their respective roles

c. Other Plans

Not applicable

IMPLICATIONS

a. Policy and Procedural Implications

Not applicable

b. Financial Implications

Minor costs associated with the purchase of wreaths. No material impact on budget.

c. Legislative Implications

Nil

d. Risk Implications

Nil

General Manager's Unit

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

Council should be represented by Councillors at the various Anzac Day services across the Shire.

ATTACHMENTS

There are no enclosures for this report

Corporate Services

G.03.5 **OPERATION OF AUDIT, RISK AND IMPROVEMENT COMMITTEE**

RESPONSIBLE OFFICER: Wayne Phelps - Manager Finance

AUTHOR: Ian Roberts - Governance & Risk Advisor

PURPOSE

To inform Council that the Audit, Risk and Improvement Committee has determined that the Terms of Reference for Council's Audit, Risk and improvement Committee should commence immediately and to put forward further minor amendments to the Internal Audit Charter and Terms of Reference.

RECOMMENDATION

That Council

1. note that the Committee determined that both the Terms of Reference for the Audit, Risk and Improvement Committee and the Internal Audit Charter is effective from the date of the ARIC meeting, 18 March 2024 and as such, Cr Allison McPhee will assume the role of Council's non-voting member on its Audit, Risk and Improvement Committee; and
2. adopt the amendments to the Audit, Risk and Improvement Committee's:
 - a. *Internal Audit Charter* as shown as "track changes" provided in attachment 1; and
 - b. *Terms of Reference* as shown as "track changes" provided in attachment 2.

BACKGROUND

Council has been considering for some time how it should respond to the revised requirements related to its Audit, Risk and Improvement Committee.

At its meeting on 18 December 2023, Council considered the implications of the Guidelines for risk management and internal audit for local government in NSW and resolved:

"That Council:

1. *Nominate Cr Allison McPhee as the non-voting Councillor Member of the Audit Risk and Improvement Committee from 1 July 2024;*
2. *Rescind the current Audit, Risk and Improvement Committee Charter and adopt the OLG model Terms of Reference as its Terms of Reference for the Audit risk and Improvement Committee;*
3. *Note that Council staff are currently assessing the best option to provide for the carrying out of the role of the head of Council's internal audit function, which will be the subject of a further report to Council;*
4. *Rescind the current Internal Audit Charter and adopt the OLG model Internal Audit Charter as its Internal Audit Charter."*

During the Audit, Risk and Improvement Committee meeting on 23 January 2024, some discussion occurred in relation to how the role of internal audit coordinator might be carried out.

Corporate Services

This matter was the subject of a further report to the Council Meeting on 26 February 2024 when it was resolved:

“That Council notes that after considering the guidelines for risk management and internal audit in NSW councils the role of Internal Audit Coordinator will be combined with that of Governance and Risk Advisor.”

REPORT/PROPOSAL

A further report was presented to the Audit, Risk and Improvement Committee (ARIC) meeting on 18 March 2024 advising that Council had noted that the role of internal audit coordinator is to be combined with that of the governance and risk advisor and will be carried out by the officer in that role. The report provided copies of the adopted Terms of Reference for the ARIC and the Internal Audit Charter.

The Committee determined that both the Terms of Reference for the Audit, Risk and Improvement Committee and the Internal Audit Charter becomes effective from the date of the ARIC meeting, 18 March 2024.

Therefore from 18 March 2024, Cr Allison McPhee became Council’s non-voting Councillor member on the Audit, Risk and Improvement Committee, while Crs McKenzie and Williamson will no longer be required to attend the ARIC meetings.

Arising from discussions in the ARIC meeting the following changes have been requested by the Committee to be made to the Internal Audit Charter:

- Comment in the section headed “Internal audit coordinator” that this role is to be combined with that of the governance and risk advisor and will be carried out by that officer
- Expansion of the comment about how conflicts of interest should be managed by the officer undertaking the role of internal audit coordinator
- In Schedule 1 to the Charter, remove from the internal audit function responsibilities, those responsibilities under Financial Management related to finance and accounting activities that should not be undertaken by the internal audit coordinator.

Provided in attachments 1 and 2 are the amended Terms of Reference for Council’s Audit, Risk and Improvement Committee and Council’s Internal Audit Charter with the proposed changes suggested by the ARIC shown as “track changes”.

OPTIONS

Council must adopt on or before 1 July 2024:

1. Internal Audit Charter
2. Terms of Reference for the Audit, Risk and Improvement Committee after consideration of the guidelines for risk management and internal audit in NSW Council’s in order to be compliant with relevant legislative requirements.

CONSULTATION

This issue was discussed with the Council’s Audit, Risk and Improvement Committee at its meeting on 18 March 2024.

Corporate Services

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

- Risk and insurance management

c. Other Plans

N/A

IMPLICATIONS

a. Policy and Procedural Implications

The provisions of the Terms of Reference for the Audit Risk and Improvement Committee and the Internal Audit Charter apply.

b. Financial Implications

N/A

c. Legislative Implications

The Local Government Act 1993 and Local Government (General) Regulation 2005 apply. In addition the provisions of the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 which becomes effective on 1 July 2024 also applies. Council is also obliged to consider the Guidelines for risk management and internal audit for local government in NSW.

d. Risk Implications

N/A

e. Sustainability Implications

N/A

f. Other Implications

N/A

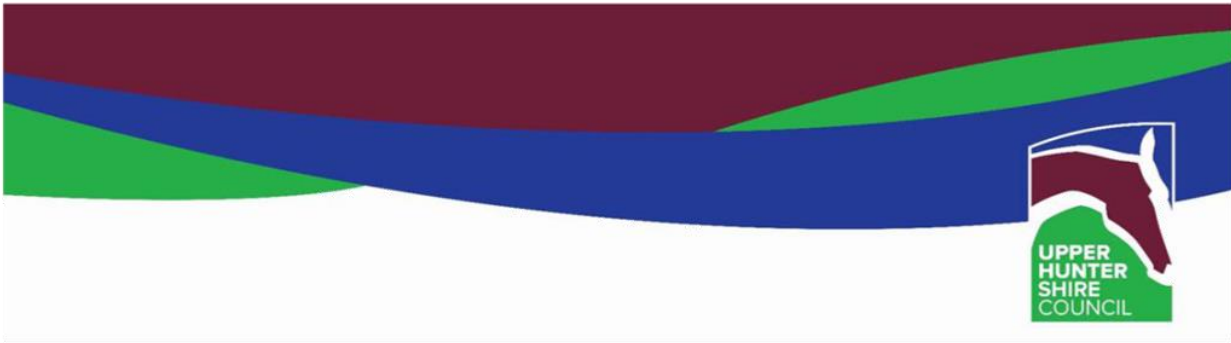
Corporate Services

CONCLUSION

Council note that the Audit, Risk and Improvement Committee has indicated that Council's adopted Terms of reference for its ARIC should be effective immediately. Both the legislative amendments and the Guidelines stipulate that councils must be compliant by 1 July 2024. There is no reason why Council should not "go live" immediately, given that the necessary procedures are effectively in place now.

ATTACHMENTS

- 1 Draft - Policy - Internal Audit Charter - Audit Risk and Improvement Committee
- 2 Amended Terms of Reference for the Audit Risk and Improvement



INTERNAL AUDIT CHARTER

Date adopted by Council	
Minute number	
Endorsed by	Audit, Risk & Improvement Committee – 18 March 2024
CM Ref	CD-9/24
Due for review	
Related documents	Audit, Risk and Improvement Committee Terms of Reference Risk Management Policy Guidelines for risk management and internal audit for local government in NSW
Responsible officer	Governance and Risk Advisor
Department/Section	Governance
Category	Risk Management
Community Strategic Plan goal	Responsible Governance Providing efficient and responsible governance in order to effectively serve the community. 5.1 Effectively and efficiently manage the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.

Internal Audit Charter



Upper Hunter Shire Council has established its internal audit function as a key component of the council's governance and assurance framework, in compliance with the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of internal audit within the council and has been approved by the governing body taking into account the advice of the council's audit, risk and improvement committee.

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the council's operations. It helps the council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, general manager and audit, risk and improvement committee about the council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists the council to improve its business performance.

Independence

Council's internal audit function is to be independent of the council so it can provide an unbiased assessment of the council's operations and risk and control activities.

Council's internal audit function reports functionally to the council's audit, risk and improvement committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the general manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by the council and the council's management has no role in the exercise of the council's internal audit activities.

The audit, risk and improvement committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

The general manager must consult with the chairperson of the council's audit, risk and improvement committee before appointing or making decisions affecting the employment of the internal audit coordinator.

Where the chairperson of the council's audit, risk and improvement committee has any concerns about the treatment of the internal audit coordinator or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The internal audit coordinator is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from the council.

¹ As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

Internal Audit Charter



Authority

Council authorises the internal audit function] to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the internal audit coordinator considers necessary for the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The internal audit coordinator and any individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the internal audit function are not to be made publicly available. The internal audit function may only release council information to external parties that are assisting the internal audit function to undertake its responsibilities with the approval of the general manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The internal audit function is to support the council's audit, risk and improvement committee to review and provide independent advice to the council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in council functions or activities (except in carrying out its own functions).

Internal audit coordinator

Council's internal audit function is to be led by a member of council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the council and the audit, risk and improvement committee. The internal audit coordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

[The role of the Governance and Risk Advisor will assume the duties and responsibilities of the Internal Audit Coordinator.](#)

Internal Audit Charter



Responsibilities of the internal audit coordinator include:

- managing the day-to-day activities of the internal audit function
- managing the council's internal audit budget
- supporting the operation of the council's audit, risk and improvement committee
- approving internal audit project plans, conducting or supervising audits and assessments and providing independent advice to the audit, risk and improvement committee
- monitoring the council's implementation of corrective actions that arise from the findings of audits
- implementing the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- ensuring the council's internal audit activities comply with the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*, and
- contract management and oversight of supplementary external providers (where appropriate)
- manage any conflicts of interest that may arise from time to time due to other duties that this officer may perform within council and not be involved in audit activities in which these conflicts arise. Conflicts are normally mitigated through the use of an external internal audit contractor, but in those instances where contracted internal audits relate to the areas of responsibility or other duties of the officer undertaking the role of internal audit coordinator, that officer will assume no involvement in those internal audits, with the responsibility in liaising with the external internal audit contractor being delegated to another Council officer.

Internal audit team

In-house internal audit team

Any members of the internal audit function are responsible to the internal audit coordinator.

Individuals that perform internal audit activities for council must have:

- an appropriate level of understanding of the council's culture, systems and processes
- the skills, knowledge and experience necessary to conduct internal audit activities in the council/joint organisation
- effective interpersonal and communication skills to ensure they can engage with council staff effectively and collaboratively, and
- honesty, integrity and diligence.

Out-sourced internal audit team

Council may contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the internal audit coordinator is to ensure the external provider:

- does not conduct any audits on specific council operations or areas that they have worked on within the last two years
- is not the same provider conducting the council's external audit
- is not the auditor of any contractors of the council that may be subject to the internal audit, and

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Internal Audit Charter



→ can satisfy the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

The internal audit coordinator must consult with the audit, risk and improvement committee and general manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by the council.

Performing internal audit activities

The work of the internal audit function is to be thoroughly planned and executed. The council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian risk management standard AS/NZS ISO31000:2018.

Internal audits may be carried out internally by staff of the internal audit function or by external service providers appointed by council.

The internal audit coordinator is to provide the findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The internal audit coordinator is to establish an ongoing monitoring system to follow up council's progress in implementing corrective actions.

The general manager, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of the council's internal audit function.

The internal audit coordinator is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel must comply with the council's code of conduct. Complaints about breaches of council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The general manager must consult with the council's audit, risk and improvement committee before any disciplinary action is taken against the internal audit coordinator in response to a breach of the council's code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

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Internal Audit Charter



Administrative arrangements

Audit, risk and improvement committee meetings

The internal audit coordinator will attend audit, risk and improvement committee meetings as an independent non-voting observer. The internal audit coordinator can be excluded from meetings by the committee at any time.

The internal audit coordinator must meet separately with the audit, risk and improvement committee at least once per year.

The internal audit coordinator can meet with the chairperson of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

The internal audit function should maintain an effective working relationship with the council and the audit, risk and improvement committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and the council, the dispute is to be resolved by the general manager and/or the audit, risk and improvement committee. Disputes between the internal audit function and the audit, risk and improvement committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

Review arrangements

The council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Internal Audit Charter



Further information

For further information on council's internal audit activities, contact the Governance & Risk Advisor on iroberts@upperhunter.nsw.gov.au or by phone 6540 1100.

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Internal Audit Charter



Schedule 1 – internal audit function responsibilities

Audit

Internal audit

- Conduct internal audits as directed by the council's/joint organisation's audit, risk and improvement committee.
- Implement the council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by the council of corrective actions.
- Assist the council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Review and advise:

- if the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the council's risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management

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Internal Audit Charter



- how the council's risk management approach impacts on the council's insurance arrangements
- of the effectiveness of the council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of the council's compliance framework, including:

- if the council has appropriately considered legal and compliance risks as part of the council's risk management framework
- how the council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- ~~→ if the council is complying with accounting standards and external accountability requirements~~
- ~~→ of the appropriateness of the council's accounting policies and disclosures~~
- of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations
- ~~→ whether the council's financial statement preparation procedures and timelines are sound~~
- ~~→ the accuracy of the council's annual financial statements prior to external audit, including:~~
 - ~~→ management compliance/representations~~
 - ~~→ significant accounting and reporting issues~~
 - ~~→ the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements~~

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Internal Audit Charter



- ~~→ appropriate management signoff on the statements~~
- ~~→ if effective processes are in place to ensure financial information included in the council's report is consistent with signed financial statements~~
- if the council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - o appropriate authorisation and approval of payments and transactions
 - o adequate segregation of duties
 - o timely reconciliation of accounts and balances
 - o review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the council are adequate
- if the council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of the council governance framework, including the council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of the council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and

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Internal Audit Charter



- how the council can improve its service delivery and the council's performance of its business and functions generally

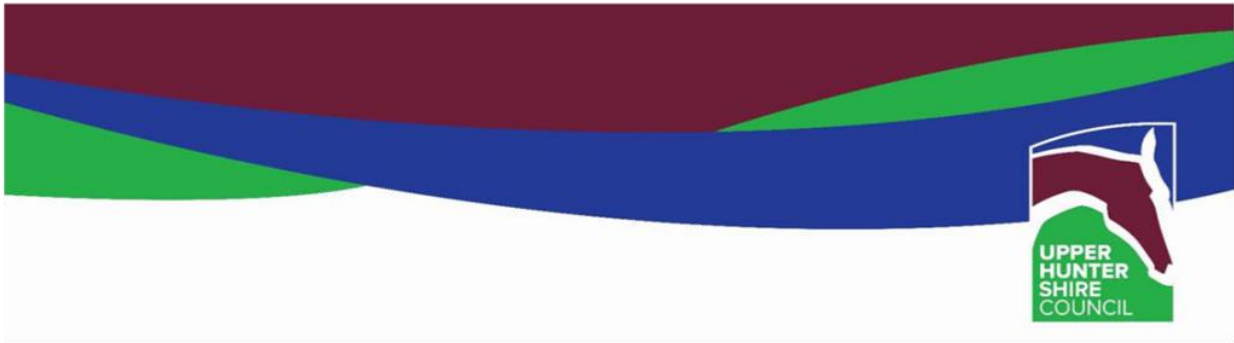
Performance data and measurement

Review and advise:

- if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the council uses are effective, and
- of the adequacy of performance data collection and reporting.

Version History

Version No.	Date	CM Ref	Reason for Review
1	25/09/2006	INT-10128/07	
2	24/08/2015	INT-7206/14	
3	27/11/2017	INT-9817/18	
4	18/12/2023	CD-6/24	Adopted the OLG model Charter as Council's Internal Audit Charter
5	Draft	CD-9/24	Review of Internal Audit Charter by ARIC



TERMS OF REFERENCE FOR THE AUDIT RISK AND IMPROVEMENT COMMITTEE

Date adopted by Council	18 December 2023
Minute number	23/249
Endorsed by	Senior Management Group
CM Ref	CD-3/24
Due for review	1 March 2028
Related documents	Internal Audit Charter Risk Management Policy Guidelines for risk management and internal audit for local government in NSW
Responsible officer	Governance and Risk Advisor
Department/Section	Governance
Category	Governance
Community Strategic Plan goal	Responsible Governance
	Providing efficient and responsible governance in order to effectively serve the community.
	5.1 Effectively and efficiently manage the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.

Terms of Reference for the Audit, Risk and Improvement Committee



Upper Hunter Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Council. The committee will provide independent advice to the Council that is informed by the Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

Authority

Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Council
- use any Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of the Council
- seek the General Manager's permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice in line with councils' procurement policies.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except

Terms of Reference for the Audit, Risk and Improvement Committee



where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

The committee consists of an independent chair and two independent members who have voting rights and one non-voting councillor, as required under the *Guidelines for risk management and internal audit for local government in NSW*.

The governing body is to appoint the chair and members of the committee. The compositions of the members is based on: ~~Current committee members are:~~

Paul-Quealey	One (1) x Independent chair (voting)
Mitchell-Morley	Two (2) x Independent members (voting)
Paul-Heaton	One (1) x Councillor member (non-voting) Independent member (voting)
Cr-Allison-McPhee	Councillor member (non-voting)

All committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. Members who have served an eight-year term (either as a member or as chair) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chair's or an independent member's term, the governing body is to undertake an assessment of the chair's or committee member's performance. Reappointment of the chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Council, the environment in which the Council operates, and the contribution that the committee makes to the Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the committee's consideration of the Council's annual financial statements.

Terms of Reference for the Audit, Risk and Improvement Committee



Terms of Reference for the Audit, Risk and Improvement Committee



Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the Council regarding the following aspects of the Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Council, and
- internal audit.

The committee must also provide information to the Council for the purpose of improving the Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and the general manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

Independent members

The chair and members of the committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement

Terms of Reference for the Audit, Risk and Improvement Committee



- act in the best interests of the Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Council
- have strong leadership qualities (chair)
- lead effective committee meetings (chair), and
- oversee the Council's internal audit function (chair).

Councillor member

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the Council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the Councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chair of the committee may recommend to the Council, that the Councillor member be removed from membership of the committee. Where the Council does not agree to the committee chair's recommendation, the Council must give reasons for its decision in writing to the chair.

Conduct

Independent committee members are required to comply with the Council's code of conduct.

Complaints alleging breaches of the Council's code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The general manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's code of conduct.

Terms of Reference for the Audit, Risk and Improvement Committee



Conflicts of interest

Once a year, committee members must provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and Australian standard ISO 31000:2018 Risk management, where applicable.

Work plans

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and the internal audit function. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Terms of Reference for the Audit, Risk and Improvement Committee



Assurance reporting

The committee must regularly report to the Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council's goals and objectives.

The committee will provide an update to the governing body and the general manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the general manager on the committee's work and its opinion on how the Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the general manager.

The committee may at any time report to the governing body or the general manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the chair of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

Administrative arrangements

Meetings

The committee will meet at least four (4) times per year, [including a special meeting to review the council's financial statements].

The committee can hold additional meetings when significant unexpected issues arise, or if the chair is asked to hold an additional meeting by a committee member, the general manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chair has the casting vote.

The chair of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The general manager and the head of the internal audit function should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chair can request the Council's chief financial

Terms of Reference for the Audit, Risk and Improvement Committee



officer, head of the risk management function, senior managers, any Councillors, any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chair at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the Council's internal audit coordinator and the Council's external auditor at least once each year.

Dispute resolution

Members of the committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the general manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The general manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chair at least three (3) days before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chair and circulated within two (2) weeks of the meeting to each member.

Resignation and dismissal of members

Where the chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give three (3) month's notice to the chair and the governing body prior to their resignation to allow the Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the chair or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or

Terms of Reference for the Audit, Risk and Improvement Committee



- experienced an adverse change in capacity or capability.

The position of a Councillor member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Council's audit, risk and improvement committee, contact the Governance & Risk Advisor on iroberts@upperhunter.nsw.gov.au or by phone 02 6540 1100.

Terms of Reference for the Audit, Risk and Improvement Committee

**Schedule 1 – Audit, risk and improvement committee responsibilities****Audit****Internal audit**

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, general manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the council:
 - on whether the council is providing the resources necessary to successfully deliver the internal audit function
 - if the council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the council internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the council are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the council's internal audit function
 - if the council's internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by the council of these corrective actions
 - on the appointment of the head of the internal audit function and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the governing body, general manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or general manager on action taken on significant issues raised in relevant external audit reports and better practice guides

Terms of Reference for the Audit, Risk and Improvement Committee**Risk****Risk management**

Review and advise the council:

- if the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the council is providing the resources necessary to successfully implement its risk management framework
- whether the council's risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the council's risk management approach impacts on the council's insurance arrangements
- of the effectiveness of the council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the council:

- whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Terms of Reference for the Audit, Risk and Improvement Committee



Compliance

Review and advise the council of the adequacy and effectiveness of the council's compliance framework, including:

- if the council has appropriately considered legal and compliance risks as part of the council's risk management framework
- how the council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the council of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the council:

- if the council is complying with accounting standards and external accountability requirements
- of the appropriateness of the council's accounting policies and disclosures
- of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations
- whether the council's financial statement preparation procedures and timelines are sound
- the accuracy of the council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the council's annual report is consistent with signed financial statements
- if the council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the council are adequate
- if the council's grants and tied funding policies and procedures are sound.

Terms of Reference for the Audit, Risk and Improvement Committee



Governance

Review and advise the council regarding its governance framework, including the council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise the council:

- of the adequacy and effectiveness of the council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the council:
 - If the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how the council can improve its service delivery and the council's performance of its business and functions generally

Terms of Reference for the Audit, Risk and Improvement Committee



Performance data and measurement

Review and advise the council:

- if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the council uses are effective, and
- of the adequacy of performance data collection and reporting.

Version History

Version No.	Date	CD Ref	Reason for Review
1	18/12/2023	CD-3/24	Adoption of OLG model Terms of Reference
2	tba	CD-3/24	Minor amendment to page 3, removal of personal names.
3			

Infrastructure Services

G.03.6 *SCONE CBD REVITALISATION - MOVIE STAR ATTRACTION*

RESPONSIBLE OFFICER: *Rag Upadhyaya - Director Infrastructure Services*

AUTHOR: *Allan Greer - Project Manager*

PURPOSE

This report provides Council with a suggestion put forward by a community member for consideration.

RECOMMENDATION

That Council recommends that the Civic Theatre creates the Movie Star Attraction inside the foyer of the renovated Civic Theatre.

BACKGROUND

Council undertook community consultation process for the design of Kelly Street, Scone and this consultation was fed into the final designs and contract that is now being delivered. The design incorporated an Equine Walk of Fame along both sides of the street.

REPORT/PROPOSAL

This report was to go to the Scone Community Advisory Committee on 6 March 2024 however due to a quorum not being met the meeting did not take place. The recommendation is now referred directly to Council for consideration.

Council has recently been approached by the owner of the Civic Theatre to consider creating a footpath out the front of the Civic Theatre, drawing inspiration from the Chinese Theatre in Hollywood. The proposal describes creating a movie star Walk of Fame attraction by either terrazzo star plaques or hand / foot prints in the footpath. As part of the attraction, once the restorations at the Civic Theatre are complete, requests could be made to film distributors to market the Civic for premieres, awards nights etc.

This is in contrast to the present design features and would need to be incorporated into the current design, which will be a time consuming process and will increase the delivery costs and timelines of CBD Revitalisation project. Due to the maturity of the Scone CBD Revitalisation, this could be undertaken as a separate venture and depending on the proposed treatment, may result in rework in the future.

Council staff are seeking the feedback if the proposal put forward is of interest for staff to discuss further.

The intention of the attraction is to entice Australian movie stars to Scone to support cinema and local economy. As part of the attraction, it is envisioned that movie premiers / screenings could also be held at the restored Civic Theatre, drawing in many celebrities and tourists to Scone.

Infrastructure Services

With the restoration of the Civic Theatre and proposed Movie Star Attraction, there possibly is a further opportunity to host the:

- Scone Short Film Festival
- Monthly films
- Focus on regionally produced films that Scone could host the premieres of eg; The Dry, The Drovers Wife etc.

OPTIONS

Option 1

Council staff to liaise with the owner of the Civic to explore Movie Star Walk of Fame with either terrazzo plaques or hand / foot prints in footpath and report to CAC for decision. It is not recommended to include this as it will result in significant delays to the project delivery and associated delay rates to be paid to the Contractor.

Option 2

Council recommends the Civic Theatre to create the Movie Star Attraction inside the foyer of the renovated Civic Theatre. This will be the recommended option as it will be delivered as a separate project outside the CBD Revitalisation project scope.

Option 3

Decline both options and do nothing.

IMPLICATIONS

a. Financial Implications

Cost estimates can be determined depending on the proposed treatment, once further discussions are carried out noting that this is not currently included in Council's budget and would require grant funding to support the project.

b. Other Implications

Nil determined at this early stage.

ATTACHMENTS

Nil.

Infrastructure Services

**G.03.7 SCONE CBD REVITALISATION - 133 KELLY STREET
MANNING LANE SIGN**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Allan Greer - Project Manager

PURPOSE

This report provides an update on the Manning Lane sign proposed for 133 Kelly Street, Scone.

RECOMMENDATION

That Council approve the proposed artwork for the Manning Lane sign.

BACKGROUND

Council, at its meeting held on 31 July 2023, resolved to officially name the laneway at 133 Kelly Street, Scone, as "Manning Lane". Manning Lane is in recognition of Charlie and Pam Manning, who owned and ran the Scone Sports Store at 133 Kelly Street for many years and their contribution to the Shire. Now that the amenities are open, council staff have investigated suitable signage for the laneway.

REPORT/PROPOSAL

This report was to go to the Scone Community Advisory Committee on 6 March 2024 however due to a quorum not being met the meeting did not take place. The recommendation is now referred directly to Council for consideration.

Council staff are recommending the Manning Lane sign in Attachment 1 due to the reasons below.

- The sign has been designed to reflect the surrounding colour scheme and aesthetics of the 133 Kelly Street space.
- The font has been selected to match the Public Toilet awning sign.
- The colour scheme has been selected from the Haymes Paint Heritage colour palette; Koala Grey background and Iris White letters.
- The nominated colours and font complement the overall space and proposed rustic treatment to the toilet block.

It is proposed the Manning Lane sign to be a blade style that projects out perpendicular from the wall opposite the mural.

OPTIONS

1. Endorse the proposed Manning Lane sign.
2. Confirm an alternative colour and font scheme.

Infrastructure Services

IMPLICATIONS

a. Financial Implications

The sign is estimated to cost \$100.00. Each design change will cost approximately \$90.00 for a new proof to be created.

b. Other Implications

Nil

ATTACHMENTS

- 1 Manning Lane Art Proof

Qty: 1
Size: 785 x 150
6mm PVC double sided street blade



Client Daracon
Job No. 159090
HiVis Rep Martin Sullivan
Designer John D'Arcy
Date 01/02/24
Proof No. 1

Please check

- ✓ Artwork/layout
- ✓ Size
- ✓ Quantity
- ✓ Spelling
- ✓ Punctuation
- ✓ Company Details

Approved by _____

Signature _____

Date _____

Any changes after approval may incur additional charges.

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General Manager's Unit

POLICY MATTERS

H.03.1

POLICIES FOR REVIEW

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

PURPOSE

To review the policies provided in the attachment to this report.

RECOMMENDATION

That Council adopt the following policies:

1. Stock Grazing & Movement on Council Roads;
2. Collection of Firewood from Council Road Reserves and Council Owned Land.

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 following draft policies are attached for review this month for consideration by Council:

- Stock Grazing & Movement on Council Roads (Ref# CD-1/24 – attachment 1)
 - Changes to policy include minor edits and the addition of an application fee as per Council's Fees and Charges.
- Collection of Firewood from Council Road Reserves and Council Owned Land (Ref# CD-55/23 – attachment 2)
 - Changes to policy include minor edits and extension to include Council owned land.

OPTIONS

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

CONSULTATION

- Senior Management Group

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Responsible Governance

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

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

General Manager's Unit

b. Delivery Program

- Advice and policy development that supports decision making

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

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

b. Financial Implications

Nil

c. Legislative Implications

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

d. Risk Implications

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

e. Sustainability Implications

Nil

f. Other Implications

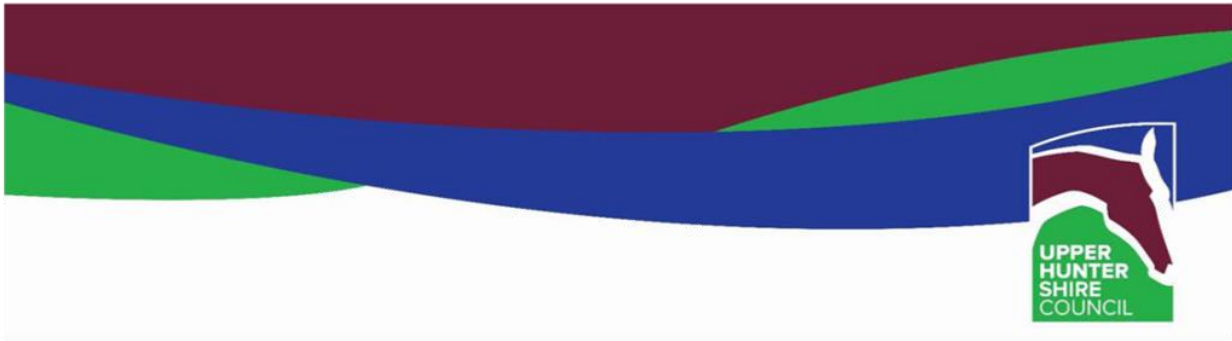
Nil

CONCLUSION

The attached policies have been reviewed by the Senior Management Group and are provided to Council for consideration in accordance with the Controlled Document operational policy.

ATTACHMENTS

- 1 Draft - Policy - Roads - Stock Grazing & Movement on Council Roads
- 2 Draft - Policy - Roads - Collection of Firewood from Council Controlled Road Reserves and Council Owned Land



POLICY

ROADS – Stock Grazing & Movement on Council Roads

Date adopted by Council	
Minute number	
Endorsed by	
CM Ref	CD-1/24
Due for review	4 years from adoption date
Related documents	INT-6976/11 Roadside Grazing Approval Application
Responsible officer	Manager Works Delivery
Department/Section	Infrastructure Services, Works Delivery
Category	Roads
Community Strategic Plan goal	<p>Goal 7 Enhance and improve the road network and bridges to meet the needs of current and future generations and communicate priorities and progress to the Community.</p> <p>CS27 Maintain and upgrade the road network and bridges.</p>

Policy: ROADS – Stock Grazing & Movement on Council Roads



Policy Statement

Council may permit stock grazing and movement on Council roads subject to the activity meeting appropriate safety and risk management standards as provided below.

Objective

- To provide guidelines for the movement and grazing of livestock on Council roads that minimise the risks arising from the grazing of stock on public roads and complies with the legislative requirements under the Act.
- To ensure consistency and fairness to those applying for the permit through the implementation of a standardised Council procedure.
- To ensure the Council is indemnified against public liability claims associated with or resulting from the grazing of stock on road reserves.
- To outline the complimentary roles of Council and LLS in granting permits.

Scope

This policy applies to the persons or groups that are applying to graze or movement stock across the Council managed road network.

Definitions

the Council	The Upper Hunter Shire Council shall be referred to as 'the Council'.
the Applicant	Any person applying for the permit shall be referred to as 'the Applicant'.
LLS	Local Land Services will be referred to as the 'LLS'.
Transport for NSW	Transport for NSW.
the Act	The Local Land Services Act 2013 will be referred to as the Act.
the Regulation	The Local Land Services Regulation will be referred to as the Regulation.

Public roads in this policy do not include public roads that are Crown roads [or State Government Roads](#).

The following Regional Roads shall be treated as "Local Roads" for the purposes of this Policy. Approvals for stock grazing or movement will be in accordance with *Section 2 – Local Roads*:

MR62	Scone – Merriwa
MR105	Scone – Moonan Flat
MR358	Merriwa – Shire boundary
MR618	Coolah Road from Golden Highway to Shire boundary
MR214	Mudgee Road from Golden Highway to Shire boundary

Adopted Date:

Status: Draft

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Policy: ROADS – Stock Grazing & Movement on Council Roads

Policy Details

1. Responsibility

A person who has charge of stock must ensure that the stock do not walk or graze on a public road without lawful excuse. Possession of a stock permit is sufficient lawful excuse.

This issuing of permit for a road is the responsibility of the LLS, however a stock permit for a public road may only be issued with the concurrence of the Council. The Council may approve the permit for a maximum of one month of grazing on Local Roads [and can be renewed with Council permission](#). The Council has the right to terminate the approval at any time within the permit period. No permits on State Roads shall be approved.

The Council is not liable for any damage to persons or property due to any incident occurring whilst the stock are located within the road reserve. The permit holder will accept all risks associated with the grazing of stock on a public road and repair any damage to [roadside furniture/road related infrastructure](#) and/or adjoining fences.

2. Application Process

The application form [to council](#) must contain a copy of the permit granted by the LLS.

The Council will only approve a permit if the application possesses documentary evidence the applicant has Public Liability Insurance coverage of at least \$20 million for the purpose of grazing stock on public roads and the Council has been endorsed on the policy as an 'Interested Party'.

Approval is subject to the following conditions being met:

- The creation of a temporary stock zone by placement of a temporary stock zone signs positioned more than 200m and less than 5km from where a vehicles will encounter stock on or adjacent to the public road (s52 of the Regulation).
- A person moving or grazing stock on or near any part of a public road that is not a permanent stock zone must display a temporary stock zone sign (s54 of the Regulation).
- To ensure the signage remains an effective tool of notification for motorists the signage must be removed when stock is no longer present on the road (s54 of the Regulation).
- The distance over which stock are being grazed does not exceed 2 kilometres at any one time
- The stock will only be grazed along the road in hours of daylight (s54 of the Regulation)
- There is at least one person supervising the stock at all times
- Any injured stock or carcasses must be removed within 24 hours. No rubbish may be deposited within the road reserve (s66 of the Regulation).
- [For medium/high risk sites an adequate Traffic Control Management Plan is required](#)
- [Application fee is payable as per Council's Fees and Charges](#)

Policy: ROADS – Stock Grazing & Movement on Council Roads



Procedures / Practice

General

1. Categories of roads are determined by the Transport for NSW and Council via its road classification (retained in the Road Register).
2. Any changes to road classifications for the purposes of this policy will be undertaken in consultation with the LLS
3. The Council will not unreasonably refuse to grant approval for a permit
4. Any fees charged for the approval will be directly related to the actual cost of processing of an application

Local and Regional Roads

1. Permits for stock grazing or movement on Local Roads are to be referred to Council for approval using the prescribed form 'Roadside Grazing Approval Application'.
2. The owner of the stock is to comply with all regulations in both the Council and LLS roadside grazing permits.

Levels of Risk

Low risk: Generally a low risk site is one where there is adequate sight distance for a vehicle to stop safely. Adequate sight distance is that which exceeds the minimum car stopping site distance as per AUST ROADS Rural Road Design Guide. E.g. for 100km/h this distance is 170 metres. For these sites stock will be permitted to use the road in accordance with the conditions set out in *Procedures/Practice - Local Roads*.

Low risk sites will be required to display a 'Stock Ahead' (T1-19) sign between 200m and 5km of a vehicle encountering stock. The signs should be displayed on each side of the mob. The sign may be displayed on either a moveable stand or a fixed folding type sign.

Medium/High risk sites: Where there is inadequate sight distance or where there are other risk factors involved, the landowner will be permitted to move stock on the road provided that adequate traffic control measures are in place.

A Traffic [Control-Management](#) Plan (TCMP) is required to be developed for these sites to ensure that appropriate safety measures are taken to protect the interests of the motoring public and the stock owner.

Council should be contacted for advice in regard to these sites.

NB: [FCPs-TMPs](#) are developed in accordance with the [RMS's Transport for New South Wales Traffic Control at Worksites Technical Manual](#) and AS1742. Typical TCMPs will include requirements for warning signage and in some cases the requirement for Traffic Controllers.

Adopted Date:

Status: Draft

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Policy: ROADS – Stock Grazing & Movement on Council Roads



5. Permanent Stock Crossing Signs

Where a location is likely to be used for crossing stock on regular occasions, permanent flip down signs may be considered. Installation is subject to approval by the Council's Traffic Committee, and all costs must be borne by the applicant.

6. Grazing on Unfenced Roads

Unfenced property (private or Crown) adjacent to a Local or Regional Road that is used for grazing of stock is considered to be a "Temporary Stock Zone" in accordance with the Clause 16 of the Rural Lands Protection (General) Regulation 2001. Stock Warning Signs shall be placed at appropriate locations at the end of each 'stock zone'.

Stock grazing within a Stock Zone shall be contained within the Stock Zone by way of grids, gates, fencing and or personnel as appropriate.

Responsibilities

Councillors

Councillors will review and adopt the policy.

Senior Management Group

The Senior Management Group will support this policy and ensure their relevant areas are implementing it consistently.

Director

The Director Infrastructure Services will ensure the policy is updated and implemented consistently.

All Managers

All Managers will support this policy and ensure it is implemented when applicable to their area and works undertaken.

Manager

The Manager Works Delivery will review, update and implement the policy. The Manager will also develop and maintain any procedures or processes required to manage the policy.

Staff

The relevant officers will have responsibility to ensure the policy is implemented and all procedures are adhered to.

Policy: ROADS – Stock Grazing & Movement on Council Roads



References and Related Legislation

- Local Land Services Act 2013
- Local Land Services Regulation 2014.
- AS1742 – Manual of Uniform Traffic Control Device – Traffic Control for Works on Roads.
- RMS's Traffic Control at Worksites Manual.
- AUSTRROADS – Rural Road Design - A Guide to the Geometric Design of Rural Roads.

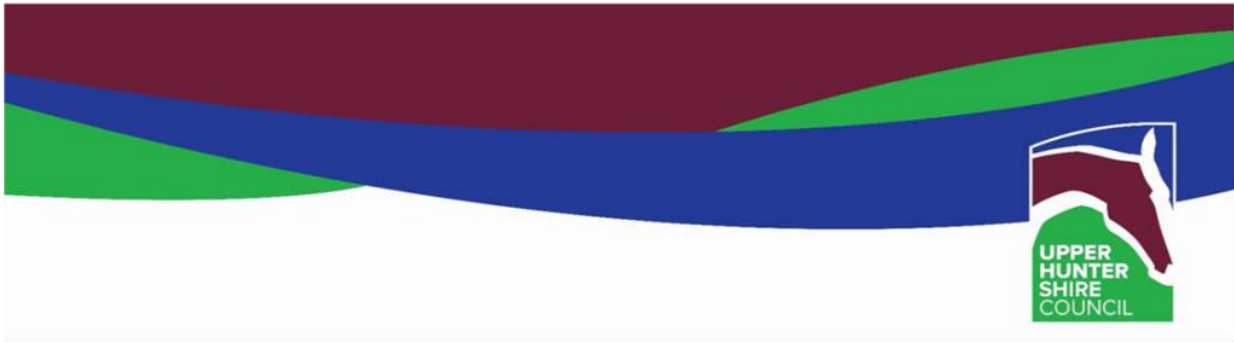
Version History

Version No.	Date	CM Ref#	Reason for Review
1	24/02/2014	INT-2202/14	
2	29/02/2016	INT-5124/16	
3	14/11/2017	INT-33794/17	
4	14/12/2020	CD-193/20	
5	Draft	CD-1/24	
6			

Adopted Date:

Status: Draft

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POLICY

ROADS – Collection of Firewood from Council **Controlled Road Reserves and Council Owned Land**

Date adopted by Council	
Minute number	
Endorsed by	Senior Management Group on 23/02/2024
CM Ref	CD-55/23
Due for review	4 years from adoption date
Related documents	Nil
Responsible officer	Executive Manager Works Delivery
Department/Section	Infrastructure Services, Works Delivery
Category	Roads
Community Strategic Plan goal	<p>Goal 7 Enhance and improve the road network and bridges to meet the needs of current and future generations and communicate priorities and progress to the Community.</p> <p>CS27 Maintain and upgrade the road network and bridges.</p>

Policy: ROADS – Collection of Firewood from Council Controlled Road Reserves and Council
Owned Land



Policy Statement

The removal of wood, either standing or fallen on Council road reserves is prohibited without the express written permission of Council.

Objective

To ensure the protection of roadside vegetation on Council road reserves [and Council owned land](#) within the Upper Hunter Shire Council area.

Scope

This policy applies to the collection of firewood from Council controlled road reserves [and Council owned land](#) and the management of this risk to the environment and public.

Policy Details

This policy applies to all persons intending to collect firewood from the road reserves [and Council owned land](#) including Council employees and contractors

Upper Hunter Shire Council acknowledges that standing and fallen wood are significant sources of habitat and food for many species of birds, mammals, reptiles and invertebrates as well as being an essential part of maintaining the woodland nutrient cycles. Removal of this wood from roadsides may represent a significant threat to the biodiversity of these environments.

Firewood collection by private parties is not regulated by detailed environmental assessment processes and as such poses a risk to roadside vegetation environments and their biodiversity. The collection of firewood on Council road reserves [and Council owned land](#) is prohibited [unless specific approval has been given](#).

Road construction activities often require the removal of vegetation to improve the infrastructure or facilitate new construction. Vegetation removal is assessed at the time of preparing a Review of Environmental Factors, considering the significance of proposed works on the local environment and mitigation measures to minimise impacts of the proposed works.

Responsibilities

Councillors

Councillors will review and adopt the policy.

Senior Management Group

The Senior Management Group will support this policy and ensure their relevant areas are implementing it consistently.

Policy: ROADS – Collection of Firewood from Council Controlled Road Reserves and Council Owned Land



Director

The Director Infrastructure Services will ensure the policy is updated and implemented consistently.

All Managers

All Managers will support this policy and ensure it is implemented when applicable to their area and works undertaken.

Manager

The Manager Works Delivery will review, update and implement the policy. The Manager will also develop and maintain any procedures or processes required to manage the policy.

Staff

The relevant officers will have responsibility to ensure the policy is implemented and all procedures are adhered to.

References and Related Legislation

- Roads Act 1993

Version History

Version No.	Date	CM Ref #	Reason for Review
1	24/02/2014	INT-2201/14	
2	09/11/2017	INT-33470/17	
3	14/12/2020	CD-189/20	
4	Draft	CD-55/23	Timed review

Infrastructure Services

INFRASTRUCTURE REPORTS

I.03.1 **JEFFERSON PARK MASTERPLAN**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Jayarajah Jeyakanthan - Executive Manager Works Delivery

PURPOSE

The purpose of this report is to present the Jefferson Park Masterplan to Council for endorsement to proceed to community consultation. The Masterplan was prepared by Bosque Landscape Architecture after consultation with user groups.

RECOMMENDATION

That Council

1. endorse the Jefferson Park Masterplan concept;
2. exhibit the Jefferson Park Masterplan concept to the public for 28 days to receive community feedback.

BACKGROUND

In September 2022, Council established the Jefferson Park User Group Sub-Committee consisting of user groups of Jefferson Park. Cr Allison McPhee was nominated and appointed as Council's representative.

REPORT/PROPOSAL

The Jefferson Park Masterplan project, funded by the NSW Government, will create a long term vision for the facility and be a shared resource for Council and user groups in developing the complex. It will allow Council and user groups to have great success when applying for funding.

Bosque Landscape Architecture have been engaged by Council to collate and create the Jefferson Park Masterplan. They have 30 years of industry experience in landscape architecture, design, horticulture and construction fields from small and multi-disciplinary offices, local government and education institutions. They have previously worked on the Parks and Playgrounds for the City of Sydney, Masterplan for Newcastle Foreshore Park and the Tomaree Sports Complex Masterplan. They have also worked on the Bill Rose Sports Complex Masterplan for UHSC.

Over the past 12 months, Bosque has been working with various user groups, stakeholders and community members to develop the Masterplan, which addresses the needs and reflects the values of the community and the facility. During the recent Jefferson Park Sub-Committee meeting held on 5 March 2024, Bosque presented the concept plan to the sub-committee. The committee endorsed the next step to take this concept Masterplan to public exhibition.

The Jefferson Park Masterplan concept attached proposes the following main objectives:

- Establish a 'strategic vision' for Jefferson Park, Aberdeen.
- Create welcoming, engaging and inclusive active sports and recreation facilities for everyone.
- Meet user needs and aspirations (sports clubs, residents, workers, and visitors).
- Provide a flexible plan that caters for increased growth and adapts to changes in demographics, sports, and recreational needs into the future.
- Make a flexible park which can accommodate events.

Infrastructure Services

- Establish McKinnon Field, stadium and facilities as the premier local (Rugby League) facility within the LGA.
- Upgrade facilities to improve usability and attract regional Rugby League games.
- Respect, respond & enhance the unique riverside character, mature trees and views.
- Establish a framework that helps prioritise and improve facilities incrementally over time to achieve a unified whole.
- Harness Jefferson Park's position and make it an attractor to encourage people to stop and visit.
- Consider and minimise life cycle cost, operational and maintenance needs.
- Enable the Council and Sports Clubs to seek and secure funding grants

The Sports User Group Committee includes the following representatives:

- Upper Hunter Shire Council
- Aberdeen Senior and Little Athletics
- Joseph's High School Aberdeen
- Aberdeen Public School
- Group 21 Rugby League
- Aberdeen Junior Rugby League
- Aberdeen Senior Rugby League
- Aberdeen Bowling Club
- Aberdeen Golf Club
- Aberdeen Highland Games
- Bill Rose Community Member

OPTIONS

To endorse as is or amend the Jefferson Park Masterplan.

CONSULTATION

- UHSC operational staff
- Jefferson Park Sub-Committee
- Director Infrastructure Services
- General Manager
- Executive Manager Works Delivery
- Community members during 2023 Aberdeen Highland Games
- Wonnarua Land Council

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Quality Infrastructure

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

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

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

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

b. Delivery Program

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

c. Other Plans

NIL

IMPLICATIONS

a. Policy and Procedural Implications

NIL

b. Financial Implications

Work will be undertaken as funds become available.

c. Legislative Implications

N/A

d. Risk Implications

N/A

e. Sustainability Implications

NIL

f. Other Implications

N/A

CONCLUSION

The Masterplan concept for Jefferson Park has been in development for the last 12 months and has undergone extensive sports user group consultation. The next step is to take the Jefferson Park Masterplan concept to public exhibition for 28 days to receive community feedback.

ATTACHMENTS

- | | | |
|---|--|----------|
| 1 | Jefferson Park Masterplan- Exhibition A1 - Overall Summary | |
| 2 | Bosque - Jefferson Park Masterplan | Excluded |

Jefferson Park

Bosqué Landscape Architecture

Draft Masterplan



Key

- 1. Main Entrance & Exit
- 2. Aberdeen Bowls Club
- 3. McKinnon Pavilion & Grandstand
- 4. Jefferson Storage Shed & Workshop
- 5. Jefferson Pavilion
- 6. Jack Walker Pavilion
- 7. Harrison Pavilion
- 8. Men's shed
- 9. Golf Starters Pavilion & Amenities
- 10. Golf course
- 11. Lake Jefferson
- 12. Multiuse courts
- 13. Jefferson Play & Recreation area
- 14. Aberdeen Bowling Green
- 15. McKinnon Oval
- 16. Harrison Oval
- 17. Gordon Oval
- 18. Jack Walker Ovals
- 19. RV & Camping Area, Overflow carpark
- 20. River Pavilion
- 21. Jefferson Loop Road
- 22. Event Link Road
- 23. Permanent Carparking
- 24. Overflow carparking
- 25. Jefferson Pedestrian Concourse
- 26. Pedestrian Link Paths
- 27. Nature Playspace
- 28. River Trail

- Shelters
- Deciduous Trees
- Evergreen Trees

Draft Masterplan for Comment



Infrastructure Services

I.03.2 **WATER SERVICE CONNECTION TO WINGEN SHOWGROUNDS**

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Grahame Wilson - Manager Water & Sewer

PURPOSE

This report is to update Council on the feasibility of using Safe and Secure Water Program (SSWP) grant funding to install the proposed water connection to the Wingen Showgrounds and other water connections to Wingen residents.

RECOMMENDATION

That Council determine the level of financial subsidy provided to the residents of Wingen across the railway line and the Wingen Sportsground.

BACKGROUND

A resolution was passed at the January 2024 Council meeting that:

Council further investigate grant funding for the connection to the Wingen Showground through the village reticulation funding and provide response from the funding body.

The estimated project cost for connecting to Wingen Showgrounds is approximately \$10k and the cost to feed 6 residences across the railway line was estimated to be \$600k-\$800k (and 6 months to complete). The proposal to SSWP was to use any leftover funds through the village reticulation program to support these projects.

REPORT/PROPOSAL

The Manager of Water and Sewer worked with the UHSC grants officer to explore the following opportunities:

- 1) Possibility of SSWP138 grant funds to cover the service installation costs to Wingen Showgrounds and residents.
- 2) Any new grant funding opportunities available for the same purpose.

Outcome of option 1: UHSC staff contacted DPE Safe and Secure Water to confirm if the existing grant funding (SSWP138) source could be used for this purpose. The response received was that it was not in alignment to the deed agreement hence the requested alternate/additional work would not be funded. The letter received from DPIE is attached for reference.

When requested for more context around this decision DPE provided the following information via an email:

- *Conditions of the funding deed SSWP138 are that works must be completed as per Schedule A of the funding deed and meet one or more of the objectives of the project*
 - **Objectives:** *Design and construction of new reticulated water systems for the three villages of Parkville, Wingen and Blandford and an additional reservoir/s in Murrurundi to provide water security for these villages. This project includes design*

Infrastructure Services

and construction of new reticulated water systems for the three villages located along the Scone to Murrurundi pipeline (including storage reservoirs as required), design and construction of an additional reservoir/s in Murrurundi.

- *Council completed the design of a new reticulated water system for the three villages. The design milestone (milestone 6 = \$100,00) can be claimed, and this design is ready to implement should there be community support*
- *Council undertook comprehensive community consultation prior to construction of the village reticulation system and a lack of support resulted in a full reticulation system not going ahead.*
- *Discussions between Council and DCCEEW determined that water dispensing stations in each of the villages would still improve water security for these villages and therefore the costs associated with installation of the water dispensing stations is able to be claimed (milestones 7 -10), although this is a lesser amount than a full reticulation system.*
- *Creation of a linkage of the water main across the railway line at Wingen to feed 6 residences does not align with the objectives of the deed*
- *Connection of the pipeline to the Wingen Showground does not align with the objectives of the deed*

The NSW Government has provided significant financial assistance to Upper Hunter Shire Council since 2015 including:

- *RNSW721_1 – Pipeline from Scone to Murrurundi and town water supply (signed in March 2015)*
 - *Committed \$11,530,000 which represented 92% of the total cost*
- *RNSW721_2 – Murrurundi water supply pipeline (Signed in October 2017)*
 - *Committed \$1,500,000 which represented 91% of the total cost*
- *SSWP138 – Murrurundi Reservoir and Parkville, Blandford and Wingen village reticulation (signed in October 2019)*
 - *Eligible items funded up to \$2,666,400 which represents 60% of the total project estimate*

It is unfortunate that community support for full reticulation of the three villages could not be achieved. Whilst this has significantly reduced the amount of money associated with the project, any use of the unspent funds linked to the funding deed must clearly align with the objectives of the project and should not be perceived as available funds for alternative projects.

Outcome of option 2: UHSC grants officer investigated if there are any other grant funding opportunities available to fund these projects and advised that there are no grants available at this stage.

OPTIONS

The following options are available for Council's consideration.

For the residents across the railway the only viable option for Council is to do nothing. Any support will need to come from Council's water fund and the size of the project would be prohibitive for Council to fund.

For the connection to Wingen showground Council could make partial or full contribution to the project using water funds. The natural limits and the costs are detailed below.

1. No contribution. This would be the normal practice for anyone requesting a water connection.

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2. Council to allocate approximately \$10,000 (headworks and connection costs) funding from the Water Reserve to install the water connection from the Council watermain to the Wingen Showgrounds boundary. The internal pipeline connection and ongoing service charges would be the responsibility of the Wingen Showground Trust Committee.
3. Council can allocate greater than \$10,000 to allow the connection to the boundary and then also subsidise the private water connection within the showground. Total costs are unknown.

CONSULTATION

External consultation with DPE – SSWP grant funding body

UHSC Internal consultation on the detail of this report includes

- Grants Officer
- Manager Water and Sewer
- Manager Financial
- Director Infrastructure Services
- General Manager

Previous consultation: There was community consultation with the villages of Parkville, Wingen and Blandford previously (in the last 24 months) regarding any private water connection works required from the Scone to Murrurundi project and there was no request made by the Showgrounds Committee for a private connection during that time.

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.

Responsible Governance

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

- 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.

b. Delivery Program

- Supply and maintenance of reticulated potable and rural water supplies

c. Other Plans

Nil

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IMPLICATIONS

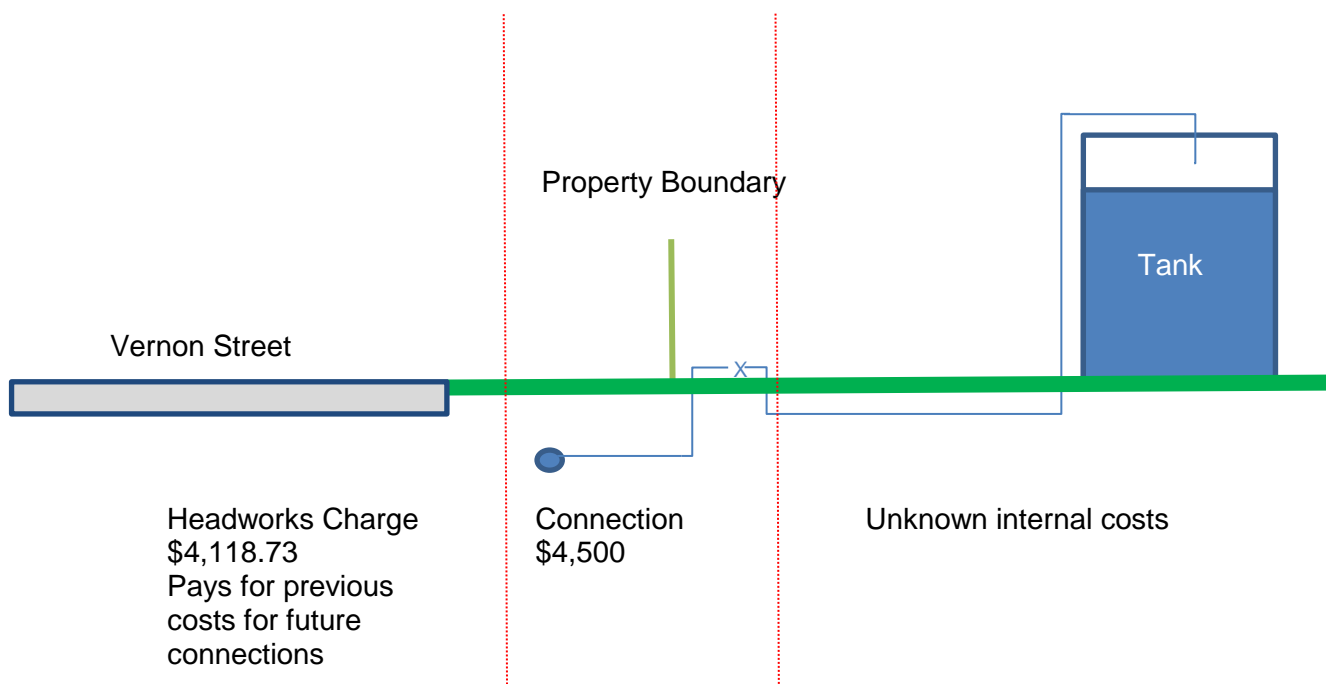
a. Policy and Procedural Implications

The process of installation is expected to follow the Council policy “Water Supply – Rural Water Connections to rising and Trunk Mains” adopted on 30 August 2021 and currently in effect.

b. Financial Implications

- Nil if no connection is to be made.
- \$10,000 approximately if Council pays for the connection and headworks only to the Wingen Showgrounds boundary.
- Greater than \$10,000 if Council pays for the connection internal connections.

A quote was previously prepared by the UHSC water team including the cost of the connection (estimated at \$4500) and the head works charges (\$4118.73) as per the Council policy “Water Supply – Rural Water Connections to rising and Trunk Mains”. The head works charges is a real cost that is allocated for future asset maintenance and renewal requirements.



c. Legislative Implications

Nil

d. Risk Implications

Rural water carries a higher risk to users due to the uncertainty of water quality (sanitation maintaining 0.2 ppm chlorine). This will be non-potable water and does not satisfy Australian Drinking Water Guidelines. In this case, the water can be provided across a large site and it will be under the control of the Wingen Showgrounds Committee.



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Any council funded water service installation or ongoing use may set a precedent for all other user-groups or facilities to request this dispensation.

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

Water in the UHSC area is provided on a user pay system. Grant funds are not available for this request. The connection of Wingen Showgrounds follows the same principles as every other user in the system as defined in the "Water Supply – Rural Water Connections to rising and Trunk Mains" Policy.

ATTACHMENTS

- 1 Letter Response to Request for Use of Unspent Funding - March 2024

Department of Climate Change, Energy,
the Environment and Water



Our ref: OUT24/2553

Grahame Wilson
Manager Water and Sewer
Upper Hunter Shire Council

07 March 2024

Subject: Response to Request for Use of Unspent Funding for Project (SSWP138)

Dear Grahame,

I am writing in response to your recent request dated 14 February 2024 for a variation to the SSWP138 Parkville, Wingen, Blandford, and Murrurundi WS – Reticulation and Reservoirs – project funding deed, to utilise unspent funding for two scopes of works: connection of the pipeline to the Wingen Showground, and creation of a linkage of the water main across the railway line at Wingen to feed 6 residences.

After thorough consideration and consultation with relevant stakeholders, including Adam Turville, it has been determined that we are unable to support the proposed variation at this time.

While we understand the importance of addressing additional scope needs, it is our assessment that the proposed variation does not align with the original objectives and priorities of the project, as outlined in the funding agreement. Therefore, we must decline the request for the proposed variation.

We appreciate your understanding in this matter. If you have any further questions or require clarification regarding this decision, please do not hesitate to contact us at sswp@dpie.nsw.gov.au.

Sincerely,

A handwritten signature in black ink, appearing to read "Carla Antunes".

Carla Antunes
Manager Grants Local Water Utilities
Department of Climate Change, Energy,
the Environment and Water



Infrastructure Services

CONFIDENTIAL REPORTS

CR.03.1 **TENDER 9/2024 - SCONE SEWER TREATMENT PLANT
SLUDGE REMOVAL - TENDER EVALUATION**

RESPONSIBLE OFFICER: Grahame Wilson - Manager Water & Sewer

AUTHOR: Julian Bailey - Project Manager

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

PURPOSE

The purpose of this report is to outline the process for the evaluation of Tender No. 09/2024 for Removal of Sludge from Scone Sewer Treatment Plant (Scone STP) and further process involved.



Planning & Infrastructure Services

CR.03.2 ***COUNCIL MAJOR SITES ELECTRICITY POWER
PURCHASING AGREEMENT***

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: John Wisniewski - Manager Sustainability

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

PURPOSE

The purpose of this report is to inform Council about Council's major sites electricity Power Purchase Agreement (PPA) tender being undertaken in conjunction with eleven other NSW Councils and to seek delegated authority for the General Manager to execute the contract and conduct all relevant functions under the contract.

Infrastructure Services

CR.03.3

***TENDER NO. 07/2024 - MURULLA STREET CAUSEWAY
UPGRADE - TENDER EVALUATION***

RESPONSIBLE OFFICER: Jeff Bush - Manager Strategic Assets

AUTHOR: Chris Agosto - Project Manager

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

PURPOSE

The purpose of this report is to outline the process that has been followed for the evaluation of Tender No. 07/2024 for the Murulla Street Causeway Upgrade and to make a recommendation to accept a tender.

