PRESENT:
Cr Barry Rose (Chairman), Cr Nat Doonan, Cr Errol Cottle, Cr Deirdre Peebles, Cr Lee Watts, Cr Errol Bates, Cr Les Parsons Cr Peter Hodges and Cr John Scriven.

APOLOGIES:
Nil

IN ATTENDANCE:
Mr Daryl Dutton (General Manager), Mr David Casson (Director Environmental Services), Mr Bede Spannagle (Director Technical Services), Mr Wayne Cossens (Director Corporate Services), Mr Steve Pryor (Deputy Director Corporate Services) and Mrs Robyn Cox (Executive Personal Assistant).

ADOPTION OF MINUTES:
RESOLVED that the minutes of the ordinary meeting held on 26 February 2007 be adopted.
Moved: Cr D Peebles Seconded: Cr E Bates CARRIED

DECLARATIONS OF INTEREST:
Cr L Watts C.3.7 Development and Environmental Services Committee
Item 2 Local Orders Policy – Keeping of Animals

PUBLIC PARTICIPATION:
Naturalisation Ceremony
- Mr Thair Almusilhi
- Miss Fatima Almusilhi
- Master Mohammad Almusilhi
- Mrs Emma Ray

C.3.7 Development & Environmental Services Committee
Item 1 DA 141/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro)
- Mr Matt Dickson
# UPPPER HUNTER SHIRE COUNCIL

Ordinary Meeting - 26 March 2007

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RECOMMENDATION:

That Council:
1. note the minutes of the meeting held on Tuesday, 27 February, 2007;
2. investigate the existing provision of toilets with disability access, open 24 hours a day, in villages in the Shire and provides advice to the Committee regarding the feasibility of such toilets in Moonan Flat;
3. make application for an SBS self help solution for Upper Hunter Shire;
4. investigate the provision of facilities for radio and television transmission in smaller villages.

BACKGROUND:

A meeting of the Upper Hunter Shire Community Development Committee was held on Tuesday, 27 February 2007.

The minutes of the meeting are included as Attachment 1.

ISSUES:

As outlined in the minutes.

SUSTAINABILITY:

Not applicable.

OPTIONS:

To adopt the recommendations or not.

FINANCIAL CONSIDERATIONS:

Nil

RESOLVED that Council:
1. note the minutes of the meeting held on Tuesday, 27 February, 2007;
2. investigate the existing provision of toilets with disability access, open 24 hours a day, in villages in the Shire and provides advice to the Committee regarding the feasibility of such toilets in Moonan Flat;
3. make application for an SBS self help solution for Upper Hunter Shire;
4. investigate the provision of facilities for radio and television transmission in smaller villages.

Moved: Cr P Hodges Seconded: Cr D Peebles CARRIED
Minutes of the meeting of the COMMUNITY DEVELOPMENT COMMITTEE held at 6.32pm on Tuesday, 27 February 2007 at the Upper Hunter Shire Council Chambers, Main Street, Scone.

1.0 PRESENT:  Mr Leo Walsh (Chairperson), Mrs Marie Laurie, Cr John Scriven, Ms Judith Simos, Mr Stephen Watson, Ms Judith Simos, Cr Lee Watts, Mrs Kate Halliday, Mr John Musumeci, Mrs Maria Musumeci, Cr Deirdre Peebles, Cr John Scriven, Sgt Craig Sutton
Mrs Maisie Hibbs, (via video conference from Murrurundi)

2.0 IN ATTENDANCE: Ms Fiona Saville, Mrs Heather Ranclaud,

3.0 APOLOGIES: Ms Jeannette Armstrong, Mrs Phoebe Begg, Mr Viv Carter, Mrs Lorna Driscoll, Inspector Guy Guiana, Mrs Kath Howard, Mrs Donna Rea.

4.0 ABSENT: Nil

5.0 DECLARATION OF INTEREST: Nil

6.0 MINUTES OF THE PREVIOUS MEETING:

MOTION: that minutes of the meeting held 28 November 2006, be adopted as a true and accurate record.
Moved: Marie Laurie Seconded: Kate Halliday
CARRIED

7.0 BUSINESS ARISING:

7.1 Outcomes of Council Meeting
Noted, the outcomes of the Council meeting held on 17 December 2006.
- The minutes of the meeting held 28 November 2006 were noted.
- Lack of Police presence in Murrurundi and local crime events are raised at each Council meeting.

7.2 Moonan Flat Public Toilets
It was noted at the November meeting that the Moonan Flat toilets are located at the Camping Ground. The toilets are currently locked and have no disabled access.

MOTION: that Council investigates the existing provision of toilets with disability access, open 24 hours a day, in villages in the Shire and provides advice to the Committee regarding the feasibility of such toilets in Moonan Flat.
Moved: Stephen Watson Seconded: Judith Simos
CARRIED

7.3 Youth Services Officer
Noted:
- Ms Sally Jenkinson has been appointed as the Youth Services Officer.
- Youth Worker positions have been advertised for Merriwa, with interviews in the next week, and Scone
- Council is investigating the possibility of establishing a Youth Work Training Course with funding received from DoCS. This would assist with the skills shortage in the area.

7.4 ABC Classic FM
Fiona Saville informed the meeting that:
- There is an opportunity to participate in a fully funded self help program through SBS which could lead to Classic FM.
- The proposed transmitter has a range of about 40kms. Potential locations are at Mt Helen and Merriwa.

MOTION: that Council make application for an SBS self help solution for Upper Hunter Shire.
Moved: John Musumeci Seconded: Cr Peebles
CARRIED
MOTION: that Council investigate the provision of facilities for radio and television transmission in smaller villages.

Moved: John Musumeci Seconded: Cr Peebles
CARRIED

7.5 Disability Access and Sub Committee

Noted:
- A meeting of the Disability Access Sub Committee will be held in late March.
- Report to be provided to the following Community Development Committee meeting.

7.6 Arts–Upper Hunter

The Chairman reported that the Board will meet next week. Expressions of Interest are needed to fill a Board vacancy. Participation from Murrurundi is encouraged.

To Note: Artsbark newsletter arrives late to some postings.

8.0 GENERAL BUSINESS:

8.1 Community Development Committee Calendar

Following discussion it was agreed that the Committee will meet at locations other than Scone during 2007:

- Cassilis in March
- Murrurundi in June
- Moonan Flat in October

8.2 Clean Up Australia Day

Noted, sites have been registered at Gundy, Merriwa, Murrurundi and Scone.

8.3 International Women’s Day

Noted, the Upper Hunter Shire International Women’s Day dinner will be held at 7.30pm on 8 March 2007 in Scone with Guest speaker Ms Kay Morrison, National President of Business and Professional Women (BPW). There is a $5 booking fee.

8.4 Senior’s Week

The comprehensive program of events for the Upper Hunter Shire was tabled.

8.5 Community Directory Website Training

Noted, Website training will be held at Scone Neighborhood Resource Centre 20 March 2007, Murrurundi CTC 21 March, Merriwa Resource Centre 22 March and Aberdeen Library 3 April. For further information contact the Scone Neighborhood Resource Centre on 65452562.

8.6 Reports of Crime

Noted,
- it was reported that there has been an increase in petty crime in Aberdeen.
- St Joseph’s School has submitted an insurance claim for $12,500 to repair damage by vandals.
- Sgt Craig Sutton reported that the current crime levels do not justify an increase in staff.
- Concerns were raised about vandalism in parks with suggestions that sprinklers may deter people congregating after dark after 11pm.
- There is no support for Alcohol Free Zones in Murrurundi.
8.7 **Storm Damage**

Concerns were raised about loss of trees and safety of remaining trees following the recent storm event.

Issue to be referred to Technical Services.

8.8 **Heritage Colour Scheme in Scone**

Concerns were raised about recent repainting of a building in Kelly Street.

Matter to be raised with Heritage Committee.

8.9 **NBN Weather Report**

It was reported that NBN do not provide a report for Merriwa.

Fiona Saville to contact NBN.

8.10 **Turning the Pages Project**

Several Murrurundi artists and scientists have joined forces to develop a project involving local schools to raise awareness of the importance of local rivers.

An application has been submitted to Festivals Australia for an Artist in Residence to complete the first stage of this project.

8.11 **CASP funding**

Timor Tennis Club has applied for funding to hold an evening of opera in the local hall.

8.12 **Drink Driving and “P” plates**

Noted,

- SC Kevin Boagle based in Muswellbrook, is the Liquor Accord Liaison Officer.
- There is also a new position of School Liaison Officer

9.0 **NEXT MEETING:**

The next meeting is to be held on **Tuesday, 27 March 2007** at Cassilis commencing at **6.30pm**.

Car pool will be provided from Scone at 5.00pm

There being no further business, the Chairperson closed the meeting at 8.07pm.
Crime Prevention Issues

Please review this list and make additions as necessary for inclusion in the draft plan.

**Issues identified in Upper Hunter Community Plan**

**Business:**
- Security issues for small business
- Lack of Police presence
- Lack of reporting of crime

**Youth:**
- Secondary supply of alcohol

**Blandford:**
- Rubbish left on roadside

**Bunnan:**
- Lack of Police availability
- Theft
- Report suspicious activity, but no response
- Pushbikes on footpaths

**Cassilis:**
- Speeding
- Lack of Police presence

**Merriwa:**
- Vandalism of sprinklers and pot plants in the main street
- Rubbish dumped at Idaville Rd/ Golden Highway
- Rubbish at the Common near the racecourse

**Murrurundi:**
- Need for more Police presence and crime prevention

**Issues from Murrurundi Neighbourhood/ Rural Watch**
- Theft of firearm from rural properties and firearm storage
- Pushbikes on footpaths

**Issues from Community Development Committee**
- Street lighting

Contact Heather Ranclaud
Ph 65466024
Fax 65466599
Email hranclaud@upperhunter.nsw.gov.au
A.3.2 DEVELOPMENT APPLICATION NO. 39/07 DUPLEX & FLAT ADDITION TO EXISTING DWELLING

COUNCIL: 26 March 2007

RECOMMENDATION:

That Development Application No. 39/07 for the proposed duplex & flat addition to the existing dwelling be referred to the Development and Environmental Services Committee for further assessment and recommendation to Council.

BACKGROUND:

Owner: John Bingham
Applicant: John Bingham
Property: Lot 1 DP 1069547 (Proposed Lots 11 & 12), No 71 Satur Road Scone
Proposal: Duplex & Flat Addition to Existing Dwelling
Zoning: 2(a) Residential A Zone (Scone Local Environment Plan 1986)

The Council has received a development application for the above mentioned development proposal on Lot 1 DP 1069547 (Proposed Lots 11 & 12). The linen plan for the subdivision was approved by Council on 21 February 2007. To date one submission has been received from Scone Legal (representing the owner of 69 Satur Road) drawing attention to a covenant that restricts the development of residential flat buildings, town houses or strata units on the land.

ISSUES:

- An assessment under the Environmental Planning and Assessment Act will be finalised following the inspection and discussions.
- Clause 43(1) of the Scone LEP overrides this covenant and as such Council is not in a position to refuse the application on legal grounds.
- The proposal does not however comply with the Council’s “Code for the Erection of Residential Flat Building” – the side setbacks of the duplex exceed the 1.5 metre minimum and the frontage is less than the 18 metre minimum.
- Referral to the Development and Environmental Services Committee will allow further detailed assessment to be undertaken.

SUSTAINABILITY:

Appropriate development control which considers all relevant issues and merits of applications is an important role for Council.

OPTIONS:

To refer the application to the Development and Environmental Services Committee or to have a further report submitted to Council.

FINANCIAL CONSIDERATIONS:

Development Application fees and other charges of $7,627 have been paid.

RESOLVED that Development Application No. 39/07 for the proposed duplex & flat addition to the existing dwelling be referred to the Development and Environmental Services Committee for further assessment and recommendation to Council.

Moved: Cr N Doonan  Seconded: Cr L Parsons  CARRIED
TAG: MAYORAL MINUTE

A.3.3 DEVELOPMENT APPLICATION NO. 61/07 SUBDIVISION INTO TWO ALLOTMENTS

Council: 26 March 2007

RECOMMENDATION:

That Development Application No. 61/07 for the proposed two lot subdivision, be referred to the Development and Environmental Services Committee for, further assessment and recommendation to Council.

BACKGROUND:

Owner: Laurita Jo Amos
Applicant: Boardman Peasley Pty Ltd
Property: Lot 22 DP 555762, “Cherlaney” Timor Road, Blandford
Proposal: Two lot rural subdivision
Zoning: 1(a) Rural A Zone (Murrurundi Local Environment Plan 1993)

The Council has received a development application for the subdivision of Lot 22 DP 555762 into two rural allotments. The application has been referred to the Rural Fire Service. To date one submission has been received raising a number of concerns about the merits and the impacts of the subdivision.

ISSUES:

• An assessment under the Environmental Planning and Assessment Act will be finalised following the inspection and discussions.
• The subdivision seeks to create two rural lots with areas of 111.4ha and 131.1ha, which exceeds the minimum lot size in the 1(a) Rural A Zone (Murrurundi Local Environment Plan 1993), being 40ha.
• Referral to the Development and Environmental Services Committee will allow further detailed assessment to be undertaken.

SUSTAINABILITY:

Appropriate development control which considers all relevant issues and merits of applications is an important role for Council.

OPTIONS:

To refer the application to the Development and Environmental Services Committee or to have a further report submitted to Council.

FINANCIAL CONSIDERATIONS:

Development Application fees of $498 have been paid.

RESOLVED that Development Application No. 61/07 for the proposed two lot subdivision, be referred to the Development and Environmental Services Committee for, further assessment and recommendation to Council.

Moved: Cr P Hodges    Seconded: Cr E Bates    CARRIED
A.3.4 REQUEST FOR SPONSORSHIP – SCONE HORSE TRIALS
Council: 26 March 2007

RECOMMENDATION:
That Council contribute $2,500 to the Scone Horse Trials for their 2007 event, together with in-kind assistance as requested.

BACKGROUND:
In a letter received on 23 March 2007, the President, Scone Horse Trials requested (inter alia) a contribution of $5,000 toward the infrastructure costs involved in conducting their 2007 event. (Refer to the attached letter.)

ISSUES:
The international standard event will be held in the first week of May and will be in tandem with the Scone and Upper Hunter Horse Festival.

The Scone Horse Trial’s letter is also seeking Council in-kind assistance with several works on the “Broomfield property”, use of its generator and the waiving of tip fees. (Refer to the attached letter.)

As noted in the attached letter.

SUSTAINABILITY:
The Scone Horse Trials Association believe that, with Council’s direct and indirect financial assistance, the three day event will become more sustainable on the national eventing calendar.

The event will add a significant new aspect to the Shire’s Horse Festival and would be expected to add to its sustainability as well as the local economy.

OPTIONS:
To contribute $5000 to the Scone Horse Trials for the 2007 event, or a lesser amount.
To not contribute to the Scone Horse Trials

FINANCIAL CONSIDERATIONS:
$2,500 may be provided from S.356 Donations budget allocation of $16,000 with YTD expenditure of $5,207.

RESOLVED that Council contribute $2,500 to the Scone Horse Trials for their 2007 event, together with in-kind assistance as requested.

Moved: Cr E Bates  Seconded: Cr L Watts  CARRIED
SCONE HORSE TRIALS

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

Dear Daryl,

I wish to take this opportunity to outline the vision that Scone Horse Trials Association Incorporated (SHT) has for the future of the conduct of our International Three Day Event.

Scone Horse Trials has conducted an event in the region since the early eighties and intends to continue. For the last two years we have held an International standard three day event and will again hold such an event during the first week of May, 2007. This event is important to the Eventing community and recognised by the national Olympic selection committee as a pivotal event for selection of horse and rider combinations destined for international representation.

Scone Horse Trials funded a recent visit by the internationally qualified course designer Michael Creber to reconnoiter the area available to SHT for the conduct of our international event at the White Park facilities. Michael’s initial impression is that SHT could conduct a four star event in the area available, this would throw SHT into the ring with only five other venues worldwide including Adelaide International 3DE (the only 4 star event conducted in Australasia at this stage), Lexington, Kentucky and Badminton in the UK.

It is SHT’s vision that a move of our event from its present location to the White Park facility would allow our event to blossom and further engage the Scone Community. This year will see the first year that we conduct our event in tandem with the Scone Horse Week festival and allow us to add to the diversity of the Horse Capital beyond that of race horse breeding.

The position we hold on the national eventing calendar is much sought after by other regions (Albury, Camden, and Warrick as prime examples) and therefore, the ongoing annual conduct of our event is paramount to the sustainability of a three day event in the Scone region. To this end we invite the UHSC to support our event and request your assistance at our upcoming 2007 event in the following areas:

1. Upgrade of the existing water complex on the Broomfield property; specifically the use of a roller for compaction of a newly laid surface;
2. Construction of an entrance culvert from the Hunter road into the Broomfield property;
3. Construction of a culvert on an internal road crossing a ‘gully’ on the Broomfield property;
4. Permission to utilize the verge along the Hunter road for visitor parking over the duration of the event and appropriate traffic control assistance;

Thank you for your continued support and assistance.

Sincerely,

[Signature]
SCONE HORSE TRIALS

5. Use of UHSC’s generator for the duration of the event, with said plant being available to UHSC should the need arise;
6. The waiving of council refuse fees for approximately three rigid tipper loads of solid waste currently located on the course;
7. A monetary contribution of $5,000 toward the infrastructure costs involved in conducting the event;
8. As discussed with Bede, the opportunity to have access to wood chip (approximately two truck loads carted at our expense) located at the Scone refuse facility at no charge; and
9. Identification of timber from the recent storm, currently located at White park and the Scone refuse facility, of use for future development to be set aside where it lays.

The request for support as outline is based on our needs in order to continue the conducting an internationally recognized event in the Scone region. Failure to continue our efforts will result in the loss of the event to the area and we look forward to UHSC’s support in our efforts to complete this task in a professional manner. All support offered to our organisation is much appreciated and we look forward to continuing our relationship with the UHSC.

For your consideration,

[Signature]

Mat Dockerty
President, Scone Horse Trials
H: 02 6545 0292
M: 0428 485 672
E: president@sconehorsetrials.org.au
QUESTIONS WITHOUT NOTICE

Cr P Hodges
Middlebrook Road
Requested that the Works Program be brought forward to repair washed out section of both sides of Middlebrook Road next to tar in front of Col Pay’s property.
Director Technical Services advised that he will have maintenance staff investigate.

Cr L Parsons
Aberdeen Fire Brigade
Enquired whether Council was aware that Aberdeen Fire Brigade were having difficulty sourcing members and are manning the station with firefighters from other stations.
The General Manager advised that staff were aware of the situation and would do whatever could be done to assist.

Cr B Rose
Weeds and overgrown trees in Scott Street
Requested that weeds be removed and trees be pruned as they are growing down where people need to duck to get past.
Director Technical Services advised that they are currently developing a process of investigating the pedestrian areas.
RECOMMENDATION:

That the recommendations of the Finance Committee as circulated be adopted.

BACKGROUND:

The Finance Committee meeting has been called for Friday, 23 March 2007. Recommendations from that meeting will be available at the Council meeting.

ISSUES:

As per agenda paper.

OPTIONS:

Not applicable.

FINANCIAL CONSIDERATIONS:

As per report.

F.3.1 RESOLVED that Council note the financial report for the period.

Moved: Cr N Doonan  Seconded: Cr P Hodges  CARRIED

F.3.2 RESOLVED that Council:

1. Note the comments on the budget variations by managers.
2. Vote the funds requested and note the source of funds, as detailed by the managers.

Moved: Cr P Hodges  Seconded: Cr L Watts  CARRIED

F.3.3 RESOLVED that Council note the Portfolio Report from its investment advisor, Grove Research & Advisory, and maintain the current investment mix.

Moved: Cr N Doonan  Seconded: Cr P Hodges  CARRIED
C.3.2 MERRIWA FESTIVAL OF THE FLEECES COMMITTEE
Council: 26 March 2007

RECOMMENDATION:
That Council note the minutes of the meeting held 5 February 2007.

BACKGROUND:
The minutes of the meeting are included as attachment 1.

ISSUES:
As noted in the attached minutes.

SUSTAINABILITY:
Not applicable.

OPTIONS:
To adopt or amend the recommendation(s).

FINANCIAL CONSIDERATIONS:
Nil

RESOLVED that Council note the minutes of the meeting held 5 February 2007.

Moved: Cr D Peebles        Seconded: Cr E Cottle          CARRIED
MINUTES OF THE MERRIWA FESTIVAL OF THE FLEECES COMMITTEE MEETING HELD IN COUNCIL CHAMBERS, MERRIWA, ON MONDAY, 5 FEBRUARY 2007 COMMENCING AT 6.00pm.

1.0 PRESENT: Cr Deirdre Peebles (Chair), Mrs Shirley Hunt, Mrs Jan Cronin, Mr James Bettington, Miss Charlotte Hynes, Miss Sheree Kelly, Mr Ron Campbell

2.0 IN ATTENDANCE: Lea Luckett

3.0 APOLOGIES: Steve Pryor

4.0 CONFIRMATION OF MINUTES

MOTION: That the minutes of the Merriwa Festival of the Fleeces Committee meeting held on Monday, 4 December 2006, a copy having been distributed to all members, be taken as read and adopted.

C Hynes/Cr D Peebles CARRIED

5.0 BUSINESS ARISING FROM MINUTES

Dealt with in General Business

6.0 CORRESPONDENCE

Nil

7.0 GENERAL BUSINESS

- A letter is to be sent to the RSL regarding use of the grassed area behind the RSL building for the Festival.
- The Welcoming Centre to be approached by Steve Pryor concerning use of the car park for the Festival.
- Charlotte had investigated the cost of market tents and it was too expensive. It was suggested that spray painting sections onto the tar would be just as successful at containing the stalls.
- A note is to be added to the stall holder’s letters suggesting that they bring wet weather provisions.
- It was decided that this year powered sites would not be offered to stall holders.
- It was suggested that the school children perform on the day. Charlotte is to contact Sonia Mamim.
- Muswellbrook Shopping Centre had entertainment over the holidays for children which would be great for the Festival. Charlotte to investigate where they accessed their entertainment.
- Tess Hynes has put in an application to CASP to access grants to fund a Festival art mural for the wall of the Ironbark Cafe.
- The sponsorship letters have been drafted. Charlotte is hoping to mail them out within the next few weeks.
- The sheep dog trials still have no one to run them. All committee members to think of appropriate people. It was also suggested that a demonstration be held rather than a competition.
- A new event Sheep Poo Lotto was suggested. This requires you to lock a sheep in a square pen with the numbers 1 to 100 marked out and wherever the sheep poos the person who has picked this number wins.
- The Scarecrow competition is still running. It is hoped that the scarecrows could be placed in the backyard of the Ironbark Cafe.
- The shearers are fine to do demonstrations again this year.
- Tony Barwick is happy to do horse shoeing demonstrations again this year.
- Ben Wallace is setting up a sheep breeds stand.
• It was decided that the parade should be pushed back to 12 noon.
• Lea Luckett has a stuffed sheep which she thought could be used as the Festival mascot. The Committee thought this was a great idea.
• It was suggested that we try sheep adoption. This method was used by a farmer to try and sustain his farm. You give people a photo of their sheep and allow them to name it for a small fee. A great way of fundraising.
• Dressing people up in sheep suit was suggested as a way to incorporate the sheep theme. The Committee was to try and find out if there were any such suits available.

8.0 DATE OF NEXT MEETING

5th March 2007, 6pm, Merriwa Council Chambers.

THERE BEING NO FURTHER BUSINESS, the meeting concluded at 7.20pm.
C.3.3 ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

Council: 26 March 2007

RECOMMENDATION:
That Council:
1. Note the minutes of the Economic Development and Tourism Committee held on the 22 February 2007 (ED&TC) (attachment 1);
2. Provide a $5,000 contribution towards the construction of the History of the Australian Horse Exhibit to be built in Scone by the Australian Stock Horse Society; and
3. Erect a sign at Taylor Park Aberdeen notifying that the dumping of rubbish is prohibited; and
4. Vote $5,600 for the expenditures.

BACKGROUND:
The Economic Development and Tourism Committee meeting was held on 22 February 2007 (attached minutes).

The meeting was attended by Cr Scriven, Cr Parsons, Sean Constable (Business Development Officer) and Michael Blay (Aberdeen representative).

ISSUES:
• Support for the History of the Australian Horse Exhibit in Scone. The Exhibit will not be open on weekends to casual visitors.
• Dumping of household rubbish at Taylor Park Aberdeen
• The need for UHSC to be promoting the Shire to future potential residents.
• Future development in the Upper Hunter – impact of the upgrade of the Pacific Highway from Sydney to Brisbane and the change in traffic patterns expected in the future on the New England Highway.

OPTIONS:
• Accept the minutes.
• Accept or modify the recommendation for the contribution to Australian Stock Horse Society.
• Accept of reject the recommendation to erect a sign at Taylor Park regarding the dumping of rubbish.

FINANCIAL CONSIDERATIONS:
ASHS contribution of $5,000 and Taylor Park sign of $600 have not been included in Councils 2006/7 budget.

RESOLVED that Council:
1. Note the minutes of the Economic Development and Tourism Committee held on the 22 February 2007 (ED&TC) (attachment 1);
2. Refer to the Finance Committee for further investigation, the matter of a contribution towards the construction of the History of the Australian Horse Exhibit to be built in Scone by the Australian Stock Horse Society.
3. Erect a sign at Taylor Park Aberdeen notifying that the dumping of rubbish is prohibited;
4. Vote $600 for the expenditures.

Moved: Cr L Parsons  Seconded: Cr P Hodges  CARRIED

AMENDMENT

RESOLVED that Council:
1. Note the minutes of the Economic Development and Tourism Committee held on the 22 February 2007 (ED&TC) (attachment 1);
2. Refer to the Finance Committee for further investigation, the matter of a contribution towards the construction of the History of the Australian Horse Exhibit to be built in Scone by the Australian Stock Horse Society.
3. Erect a sign at Taylor Park Aberdeen notifying that the dumping of rubbish is prohibited;
4. Vote $600 for the expenditures.

Moved: Cr B Rose  Seconded: Cr P Hodges  CARRIED
RESOLVED that Council:
5. Note the minutes of the Economic Development and Tourism Committee held on the 22 February 2007 (ED&TC) (attachment 1);
6. Refer to the Finance Committee for further investigation, the matter of a contribution towards the construction of the History of the Australian Horse Exhibit to be built in Scone by the Australian Stock Horse Society.
7. Erect a sign at Taylor Park Aberdeen notifying that the dumping of rubbish is prohibited; and
8. Vote $600 for the expenditures.

Moved: Cr B Rose  Seconded: Cr P Hodges  CARRIED
MINUTES OF THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING
HELD ON THURSDAY 22 FEBRUARY, 2007 AT THE COUNCIL CHAMBERS, SCONE
COMMENCING AT 4.30PM

1.0 PRESENT: Cr L Parsons, Cr J Scriven, Mr S Constable (UHSC), Mr M Blay (Aberdeen Rep).

2.0 APOLOGIES: Mrs B McKenzie (UHSC), Mrs Enid Holt, Mr Chris Bell, Mr Viv Carter, Mr Daryl Dutton (UHSC)

MOTION: That the apologies be accepted
Moved: Cr Scriven   Seconded: Cr Parsons     CARRIED

3.0 CONFIRMATION OF MINUTES

MOTION: That the minutes of the meeting of the Economic Development and Tourism committee held on 23 November 2006 be accepted.
Moved: Sean Constable   Seconded: Cr Parsons    CARRIED

4.0 BUSINESS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes

5.0 GENERAL BUSINESS

5.1. History of the Australian Horse Exhibition

A presentation was delivered by Mr Ray Hynes – Australian Stock Horse Society (ASHS). Council at its meeting in January recommended that the ASHS be supported in its endeavours to develop the proposed exhibition in Scone. Council sought a recommendation from the Economic Development & Tourism Committee regarding the level of financial support for the exhibit.

Mr Hynes presented the concept of the exhibit to be constructed within the existing ASHS building. The total cost of the project is estimated at $60,000. ASHS is seeking $5,000 contribution towards the cost of the project. The exhibition will further promote the “Horse Capital” image of the Upper Hunter and contribute to horse related activities within the Shire. It would be one of the few attractions that horse lovers could visit in the Upper Hunter and will add to the tourism experience. The exhibit will not be open to casual visitors on weekends.

Motion: That Council provide Australian Stock Horse Society with a contribution of $5,000 towards the project, contingent upon Federal Government Regional Assistance Program (RAP) funding for the project.
Moved: Cr Parsons   Seconded: Michael Blay    CARRIED

Business Development Officer (BDO) to provide a letter indicating the ED&T Committee recommendation to provide the $5,000 contribution to be delivered to Mr Hynes so that he can advise his Board of the progress.

5.2 Report from Business Development Officer

Noted, the report from BDO as previously circulated.

5.3 Report from UHSC Manager Tourism

Noted, the report from Manager Tourism (MT) as previously circulated.
5.4 Country Week

Discussions were held in regards to Country Week and whether or not it is an appropriate event for UHSC to be attending. The perception is that it is an expensive event because other events may only cost around $3,000 and this one cost Council over $15,000 last time.

Noted:
- The stand space costs $3,000. Other costs (eg wages, travel, accommodation, brochures, etc) may push the budget up to $8,000 for the event.
- Volunteers could attend such events.
- Peter Bailey will be making a presentation to Council at the February meeting in support of Council attending this year.
- There is a need to look at the demographics of the people moving to the Upper Hunter and who should be encouraged to move here, and then to be promoting at events that are attracting these people.
- Other known events during the year include the Gardening Australia Expo at the Sydney Show Ground in August and the Food and Wine Festival at Darling Harbour in June/July.

If we are encouraging the tree/sea changers and retirees then we need to be sure that there are the facilities available for these demographics to want to come to the Shire. If there are gaps in the services available then these need to be identified now and projects commenced.

The Shire has great potential to attract people to visit and to live but at present these are not promoted well and are therefore underutilised. A good example is Lake Glenbawn.

We should be going somewhere to promote the Upper Hunter to the wider community.

5.5 Future Promotion of the Upper Hunter

Noted:
- the Upper Hunter region begins at Singleton
- the UH LGA is part of the Upper Hunter region
- the inclusion of the UH LGA in promotional material for the Upper Hunter region may be more cost effective and reach a larger and wider audience
- however, visitors to the Singleton/Muswellbrook area may assume that they have been to the UH LGA even though these areas are considerably different.

We need to be promoting out strong points. Future promotion should include a tourist trail through the Upper Hunter Shire taking in studs, vineyards, Lake Glenbawn, Barrington Tops, Aberdeen and Murrurundi arts, Merriwa rural sites, etc. There may be a number of trails depending on the type of activity. It should include stop-off points and accommodation and meal stops, historical and points of significance.

**MOTION:** That the BDO and MT investigate what promotional material is available through Tourism NSW and Hunter Tourism and bring it all back to the next meeting for consideration.

Moved: Cr Parsons  
Seconded: Michael Blay  
CARRIED

5.6 Taylor Park Aberdeen

Taylor Park is currently being used as a dumping ground for local residents and nearby rural residents. Plastic bags of rubbish are being left at the Taylor Park bins for collection by the regular Council service. The people dumping this household rubbish are avoiding costs in taking the rubbish to the local tip and are creating a negative impact at the park for residents and tourists who use it. Not only is it a visual problem but there are odour issues and rodent problems. Tourists are unable to use the existing facilities if the bins are being filled by locals.

**MOTION:** That a sign be erected (if legally possible) beside the Taylor Park garbage bins to the effect: “The placing or dumping of household rubbish at Taylor Park is prohibited” with a fine if applicable.

Moved: Cr Scriven  
Seconded: Sean Constable  
CARRIED
5.7 **Future development**

Cr Scriven commented on the need for camper van parks. These are different to caravan parks in that the owners are looking for a site where they can connect their van to power and water, sewer dump, etc. They may stay for one night or a week and can drive around the area on the trails.

Another issue is that, as the Pacific Highway continues to be upgraded to a dual carriageway, there will be less traffic flows on the New England Highway. This is supported by RTA estimates of declining traffic flows through the Upper Hunter in the next 10 years.

The upgrade of the freeway to Singleton will combat some of this decline but the Upper Hunter needs to be developing a plan to encourage people to use the New England Highway past Singleton and to experience the Upper Hunter. Truck and heavy vehicle traffic should also decline as the Pacific upgrade continues through to Brisbane.

Currently we are trying to get people to stop during their travels and at least eat in one of the towns and maybe stay overnight. The experience is vital for these people if they are to come again and to promote the region to others. At the moment, there are not a lot for people who experience the ‘Horse Capital’ of Australia.

7. **NEXT MEETING**

Thursday 19 April 2007 at 2.30pm, in the Council Chambers, Scone.

THERE BEING NO FURTHER BUSINESS, the meeting concluded at 6.00pm.
C.3.4  UPPER HUNTER (WEEDS AUTHORITY) COUNTY COUNCIL

Council: 26 March 2007

RECOMMENDATION:

That Council note the minutes of the Upper Hunter (Weeds Authority) County Council held on Monday, 26 February 2007.

BACKGROUND:

A meeting of the Upper Hunter (Weeds Authority) County Council was held on 26 February 2007 at the Council Chambers, Muswellbrook. Council was represented by Cr N Doonan and Cr P Hodges.

The minutes of the meeting are included as Attachment 1.

ISSUES:

As per attached minutes.

SUSTAINABILITY:

Not applicable.

OPTIONS:

Nil.

FINANCIAL CONSIDERATIONS:

Nil.

RESOLVED that Council note the minutes of the Upper Hunter (Weeds Authority) County Council held on Monday, 26 February 2007.

Moved: Cr P Hodges  Seconded: Cr N Doonan  CARRIED
MINUTES OF THE ORDINARY MEETING OF THE UPPER HUNTER COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 26 FEBRUARY, 2007 COMMENCING AT 12.06 P.M.

PRESENT: Cr N. Doonan (Chair), Cr P. Hodges, Cr G. Serhan and Cr J. Douglas and Cr G. Sharrock.

IN ATTENDANCE: Mr S. McDonald (General Manager), Mr D. Campbell (Works Co-Ordinator), Mrs M. Sandell-Hay (Administration Manager) and 1 media representative.

APOLOGIES: RESOLVED on the motion of Crs Douglas and Hodges that the apologies for inability to attend the meeting submitted by
1. Cr A. McNamara be ACCEPTED and the necessary Leave of Absence be GRANTED.

MINUTES: RESOLVED on the motion of Crs Douglas and Hodges that the minutes of the Ordinary Meeting of the Council held on 27 November, 2007, a copy of which had been distributed to all members, be taken as read and confirmed as a true record.

DISCLOSURES OF INTEREST (175.004): Nil

CORRESPONDENCE:

Inwards

1. Department of Local Government
   The General Manager tabled two letters from the Department of Local Government dated 13 February, 2007 and 22 February, 2007 concerning the proposal to increase membership on the County Council.

3. RESOLVED on the motion of Crs Hodges and Serhan that:
   The letters be received and NOTED

GENERAL MANAGER'S REPORT:

1. TENDERS FOR AUDITORS

4. RESOLVED on the motion of Crs Sharrock and Serhan that:
   Tenders be called for the appointment of Council's Auditor from 1 July, 2007 to 30 June, 2013.
MINUTES OF THE ORDINARY MEETING OF THE UPPER HUNTER COUNTY
COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION CENTRE,
MUSWELLBROOK ON MONDAY 26 FEBRUARY, 2007 COMMENCING AT
12.06P.M.


5. RESOLVED on the motion of Crs Serhan and Sharrock that:

The Management Plan review for period ending 31 December, 2006 be
ADOPTED.

Council was informed that the Weed Co-Ordination Grant was increased
by 2.5% in the current financial year.

Council requested that a letter be sent to the Department seeking a
larger increase to cover costs associated with the control of Noxious
Weeds.

3. 2007/2008 CONSTITUENT COUNCIL CONTRIBUTION

6. RESOLVED on the motion of Crs Hodges and Serhan that:

The 2007/2008 Constituent Council Contributions be set as follows:

Upper Hunter Shire Council - $111,470 plus GST
Muswellbrook Shire Council  - $61,376 plus GST
Singleton Council             - $61,376 plus GST


7. RESOLVED on the motion of Crs Hodges and Sharrock that:

(including the draft Budget and Fees and Charges) be now authorised
for placement on public exhibition from 5 March, 2007 to 2 April, 2007.

5. WORKS CO-ORDINATOR'S REPORT

8. RESOLVED on the motion of Crs Douglas and Serhan that:

The report be received and NOTED.

6. COMMITTEE MEETINGS

9. RESOLVED on the motion of Crs Douglas and Hodges that:

The Minutes of the Upper Hunter Weeds Advisory Committee meeting
held on 14 February, 2007 be received and NOTED.
MINUTES OF THE ORDINARY MEETING OF THE UPPER HUNTER COUNTY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 26 FEBRUARY, 2007 COMMENCING AT 12.06P.M.

NOXIOUS PLANTS INSPECTOR'S REPORTS

10. RESOLVED on the motion of Crs Serhan and Hodges that the District Noxious Plants Inspector's reports be received and NOTED.

QUESTIONS WITHOUT NOTICE: Nil

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12.32 P.M.

__________________________________________
Cr N. Doonan (Chair)
C.3.5 MURRURUNDI AND DISTRICT HISTORICAL SOCIETY

Council: 26 March 2007

RECOMMENDATION:

That Council note the minutes of the meeting held 12 December 2006.

BACKGROUND:

The Murrurundi and District Historical Society meet each second month.

ISSUES:

Nil

SUSTAINABILITY:

Not applicable

OPTIONS:

Nil

FINANCIAL CONSIDERATIONS:

Nil

RESOLVED that Council note the minutes of the meeting held 12 December 2006.

Moved: Cr L Watts  Seconded: Cr N Doonan  CARRIED
MINUTES OF THE MURRURUNDI & DISTRICT HISTORICAL SOCIETY, GENERAL MEETING
HELD AT THE MUSEUM, MAYNE STREET, MURRURUNDI 2338
12 DECEMBER 2006 COMMENCING AT 7.15 PM

1.0 MEMBERS: P Paton, G Alchin, C Farrow, Z Daniel, B Litvensky, B Riddell, P Mitchell

2.0 IN ATTENDANCE: Vacant

3.0 APOLOGIES: P Norvill, J Hollow, C Hughes, H Ranclaud

MOTION: That the apologies be accepted
MOVED P Mitchell SECONDED C Farrow CARRIED

4.0 ABSENT: C Drake-Brockman, V Carter, J Dysart

5.0 DECLARATION OF INTEREST: nil declared

6.0 MINUTES OF THE PREVIOUS MEETING:
MOTION: That the minutes of the previous General Meeting were read and confirmed.
MOVED C Farrow SECONDED P Mitchell CARRIED

7.0 BUSINESS ARISING:
7.1 Council has provided a new sign and nailed up the stocks.

7.2 The Museum has been granted access to the interior walls and the former altar space of the old church building for permanent SHALE works and mine display. Project for 2007.

7.3 Audio Tape conversion; Leslie Wand has completed the conversion of the old tapes to CD’s as indexed and made an MP3 master copy.

7.4 Quirindi Historical Society visited to view the information that we have on the Shale works and mine. It was a very successful visit. Mr & Mrs O’Connor travelled from Victoria to see the display and they too were very impressed. They spent four days in Murrurundi.

7.5 Council has approved the carpet installation. H Ranclaud will make the arrangements for laying early next year.
8.0 **CORRESPONDENCE:** Report given by B Riddell Seconded C Farrow

- In
  - Request from Murrurundi Public School re donation
  - Order form for book “They Were There”, Raymond Terrace & District Historical Society
  - $30 from Felicity Smith being $10 for Ben Hall & $20 donation
  - Request from Monica Irwin re Joseph Elijah Staples d. 10.4.1932
  - Advice from RAHS Journals available on Microfilm
  - Request from Wendy Swan, 78 Barrington St Gloucester 2422 re King family
  - National Library News November 2006
  - RAHS library Newsletter No 8
  - Package of A3 photocopies of 1926 newspapers from D. Durrant Qdi Hist. Soc.
  - Cheque $12.50 from L Stuart and copies of Idstein certificates and wedding photo
  - RAHS subscription renewal notice $69
  - Receipt from Murrurundi school $25
  - RAHS Journal December 2006
  - RAHS history Magazine December 2006
  - A/C from L. Wand $600
  - National Library News December 2006
  - Thank you from Norvill 2006 Committee

- Out
  - Receipt & thanks to Felicity Smith, 16 James Street, Seven Hills 2147
  - Letter to D Allen, 25 Andress Street McDowell Qld 4053 re William Martyn
  - Letter to Dorothy Durrant re visit Murrurundi Museum “Shale Mine & Works” exhibit
  - Reply to Monica Irwin re Staples etc.
  - CD-Rom to Joan Cannon, Cardiff
  - Thank you letter to D Durrant for newspaper copies
  - Receipt to L Stuart for 412.50 and thanks for certificates & photo
  - Cash $25 to Murrurundi School, executive decision

9.0 **TREASURER’S REPORT:** Given by C Farrow Seconded B Riddell

- See Minutes book. Balance @ 12 December 2006 $1,509.41
- Accounts to be paid: Balance of L.Wand’s A/c $100
- Donation to Murrurundi School: $25,
- B. Riddell for stationary & postage, CD’s $43.50 Total $168.50
- Balance in petty cash tin $20.10

**MOTION:** that accounts be paid and that $50 be added to the Petty cash

**MOVED:** C Farrow **SECONDED:** Z Daniel **CARRIED**

10.0 **COTTAGE REPORT:**

- Gwen Alchin reported that the cottage is open on Market days. Two groups have visited for special visits, Phil Cornish has provided a barrow full of soil and will tend the garden. $105 is donation box. Children from Blandford School visited the cottage.

**MOTION:** That the cottage report be accepted

**MOVED:** G Alchin **SECONDED:** B Riddell **CARRIED**
11.0 YVONNE WINER:

B Litvensky reported that the winner this year was Annabelle Honner from Willow Tree School. Tess Hynes presented the certificate and cheque to the Blandford School candidate, Bev Litvensky officiated at Blackville School, Tim Martin at Willow Tree School and B Riddell will officiate at Murrurundi School.

MOTION: that the report be accepted

MOVED: B Litvensky SECONDED: P Mitchell CARRIED

12.0 GENERAL BUSINESS:

12.1 Discussion about organizing a float for Australia Day.

MOTION: That it was not feasible to organize for 2007.

MOVED: B Riddell SECONDED: B Litvensky CARRIED

12.2 Form sent to UHSC with work to be done at the Museum in the near future. N Pinkerton came to the museum door and we measured his vehicle to ascertain if it would be able to pass through the doors OK.

12.3 Letter has been written for V Carter to send to Les Howard re fire Engine currently housed at Willow Tree.

12.4 B Riddell has copied the information held at the Murrurundi office of the Upper Hunter Shire Council in the undertaker’s old record book. This information has been placed on an excel data base and copied kept for the museum, a copy for the Shire office, a copy for the information centre and a copy to Prim Arnott for the MDA’s project on the cemetery. The information revealed was most interesting and in 1926 five people who were killed in the Murrulla train smash were buried in the cemetery.

12.5 Ann Smith has delivered 22 copies of her book “St Joseph’s Parish, Murrurundi” and are on sale for $7.

12.6 A special opening was held today for 63 Year 7 students from St Mary’s High School Gunnedah today. This is the second year that we have been visited by this school.

12.7 The Museum will be closed for the holiday period closing Thursday, 21 December and reopening Wednesday, 10 January 2007.

There being no further business the meeting closed at 8.25pm.

The next meeting will be held on Tuesday, 13 February at 7pm.
C.3.6 ADVANCING ABERDEEN COMMITTEE

RECOMMENDATION:

That the minutes of the Advancing Aberdeen Committee meeting held on 12 March 2007 be noted.

BACKGROUND:

The meeting of the Advancing Aberdeen Committee was held on Monday, 12 March 2007 at the Aberdeen RSL.

The minutes of the meeting are included as attachment 1.

ISSUES:

As per the attached minutes.

SUSTAINABILITY:

Not applicable.

OPTIONS:

Nil.

FINANCIAL CONSIDERATIONS:

Nil.

RESOLVED that the minutes of the Advancing Aberdeen Committee meeting held on 12 March 2007 be noted.

Moved:  Cr L Parsons   Seconded:  Cr J Scriven   CARRIED
Minutes of the meeting of the Advancing Aberdeen Committee
held on Monday, 12 March 2007 at the Aberdeen RSL, commencing at 7.00 pm

1. **PRESENT:** Cr Les Parsons (Chairman), Cr John Scriven, Aberdeen community representative (6) - John Driscoll, Kelly McDonald, Business operator, representing business operators (1) - Lorna Driscoll, Hotels and Clubs representative (1) - Michael Blay

2. **IN ATTENDANCE:** Wayne Cossens (Secretary), Les Hall

3. **APOLOGIES:** Nil

4. **ABSENT:** Aberdeen Whisper - Val Snow

5. **CONFIRMATION OF MINUTES**

   **MOTION:** That the minutes of the meeting of the Advancing Aberdeen Committee held on 13 November 2006 be accepted as an accurate record of the business conducted thereat.

   Moved: Lorna Driscoll  Seconded: Kelly McDonald  CARRIED

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 **AF Taylor Park**

   **Noted:**
   - Council engineers had prepared designs for the proposed carpark, toilets, and kerb and gutter which are to be reviewed by the Director Technical Services and General Manager.
   - The schedule of works and timeline for the development of Taylor Park (to be forwarded to Anglo Coal (Dartbrook Management) Pty Ltd) are awaiting quotations for the toilet building.
   - Council is holding $1555 for 62 pavers (with name/engraving details) which will be included the pathway in the park.
   - Lorna Driscoll is willing to receive further donations of $25 and to record engraving details, as the pavers will form part of the walkway in the park.

   Agreed, that an article be written for the Whisper regarding the park and the pavers.

6.2 **Northern entrance to Aberdeen, Speed Signs**

   **Noted:**
   - Council had requested the RTA to consider a speed sign regime at the northern entrance to Aberdeen of 80 kph > 50 kph ahead > 50 kph, with the 50 kph sign located on the northern side of the bridge; and,
   - The RTA had advised that the work at Halcombe Hill would be completed prior to the RTA giving further consideration to this proposal. No date is available at this time.
   - Advice from Lorna Driscoll that the new bridge was expected to be built in 2008.
6.3 Review of the Economic Development Strategic Plan

Noted, the outcomes of the community meeting in October 2006 have been forwarded to participants and a copy was distributed to each member of the Advancing Aberdeen Committee.

Further noted, action being undertaken in relation to the 10 priorities:

1. Establishment of a community centre. This is a big project and may, in part, be addressed by the proposed museum and Information Officer (Aberdeen Community Caring).
2. Traffic Survey of NE Hwy in relation to the Barton’s Newsagency corner alignment and the McAdam St right turn lane. These issues were continuing to be raised with the RTA.
3. Town lighting. Standards had been determined. A comparison of the standards and actual lighting is to be undertaken in April – June 2007. Cr Parsons to follow up with the Works and Technical Services Committee.
4. Kerb and guttering program. Priorities had been set in the Strategic and Management Plans and work was proceeding.
5. Independent Chamber of Commerce. A public meeting was held in December and few business representatives attended. The meeting decided to continue with the joint Chamber of Commerce and Progress Association arrangement.
6. Taylor Park. Engineer designs for the proposed carpark, toilets, and kerb and gutter had been completed and a schedule of works was to be finalised.
7. “Shop Locally” program. Sean Constable to arrange.
8. Town water plan. The NSW Government had committed to funding the Shire’s augmentation works if re-elected in March 2007.
9. Town entrance signs were being erected this day.
10. Graeme St park, near water towers. Aberdeen Community Caring had adopted the upgrade project.

6.4 Formation of a Chamber of Commerce and one Aberdeen Representative Body

Noted, Mr Sean Constable, Business Development Officer, was not available for this meeting to explain the proposal further, but may be available at the April meeting.

7. GENERAL BUSINESS

7.1 Aberdeen Community Caring

Ms Jodie Mailer had been appointed as Aberdeen Community Caring’s Information Officer and would be located in the Aberdeen Community Hall.

7.2 Macqueen St: State Rail Fence

Noted, advice from Cr Scriven that:
- A proposal had been put to State Rail that the fence between Graeme St and Barton’s Newsagency be relocated 3 metres closer to the rail line.
- State Rail was receptive to the proposal and was proceeding to investigate the matter.
- The proposed fence relocation would enable the storyboards to be better located in Macqueen St.
- Australian Rail Track Corporation acknowledged that a storyboard of the 1926 rail disaster on the Great Northern Railway would be located in the vicinity.

7.3 Foundation Stones

Noted, advice from Cr Scriven that:
- He had been offered the foundation stones of the former School of Arts building and the Aberdeen Memorial Hall.
- Lillian Cullen had offered to design a monument for the erection of the foundation stones.
7.4 Museum

Noted, advice from Cr Scriven that:
- Sean Constable was assisting with the location of the proposed rural museum.
- The museum will be designed by a renowned Australian architect as a living and self-sufficient museum.

7.5 Aberdeen Fire Station

Noted, advice from Lorna Driscoll that the fire station had insufficient volunteers and that a public meeting may need to be held.

8. NEXT MEETING

Monday, 16 April 2007.

There being no further business, the Chairman closed the meeting at 8.30 pm.
RECOMMENDATION:

1. that the minutes of the Development and Environmental Services Committee meeting held on March 13 2007 be noted;
2. that the following recommendations be adopted:
   Item 1 DA 141/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro)
   1.1 That DA 141/06 for the proposed garage / storage shed at lot 3 DP 127501 Crawney Rd, Timor be approved in principle subject to appropriate conditions to reduce the visual impact on the Timor Homestead.

   Item 2 Local Orders Policy – Keeping of Animals
   2.1 That an amended Policy for the Keeping of Animals be prepared and resubmitted to the D & E Committee for further consideration.

BACKGROUND:
The Development and Environmental Services Committee met on 13 March 2007. Council was presented by Councillors: P Hodges (Chairperson), B Rose, D Peebles, and J Scriven. Cr N Doonan and Mr. D Casson, Director Environmental Services, and community members were present for items as listed in the Minutes. Cr Watts declared an interest in item 2 and was an apology for the meeting. There were two items on the agenda – Item 1 DA 376/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro), and Item 2 DA Local Orders Policy – Keeping of Animals

ISSUES:
Refrer to minutes

SUSTAINABILITY:
The assessment of development applications in accordance with the Environmental Planning and Assessment Act with consideration and review by the Development and Environmental Services Committee is an important process for council consideration of more complex development issues. Ongoing review of Council’s policies is necessary under the Local Government Act and appropriate to ensure that current circumstances are taken into consideration.

OPTIONS:
To agree with the recommendations of the committee and propose an alternate recommendation.

FINANCIAL CONSIDERATIONS:
Nil

RESOLVED that:
1. the minutes of the Development and Environmental Services Committee meeting held on March 13 2007 be noted;
2. the following recommendations be adopted:
   Item 1 DA 141/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro)
   2.1 That DA 141/06 for the proposed garage / storage shed at lot 3 DP 127501 Crawney Rd, Timor be approved in principle subject to appropriate conditions to reduce the visual impact on the Timor Homestead.

   Moved: Cr P Hodges    Seconded: Cr E Bates

AMENDMENT TO THE MOTION

RECOMMENDED that Council adopt the recommendations of the Heritage Impact Statement.

   Moved: Cr N Doonan    Seconded: Cr L Parsons    LOST
RESOLVED that:
1. the minutes of the Development and Environmental Services Committee meeting held on March 13 2007 be noted;
2. the following recommendations be adopted:
   Item 1 DA 141/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro)
   2.1 That DA 141/06 for the proposed garage / storage shed at lot 3 DP 127501 Crawney Rd, Timor be approved in principle subject to appropriate conditions to reduce the visual impact on the Timor Homestead.

Moved: Cr P Hodges  Seconded: Cr E Bates  CARRIED

Crs N Doonan and L Parsons requested that their votes against the motion be recorded.

Declarations of Interest
Cr L Watts declared an interest in the following matter as a relative to the person involved. She vacated the Chamber and took no part in discussions or voting.

RESOLVED that:
   Item 2 Local Orders Policy – Keeping of Animals
   2.2 An amended Policy for the Keeping of Animals be prepared and resubmitted to the D & E Committee for further consideration.

Moved: Cr N Doonan  Seconded: Cr P Hodges  CARRIED
Minutes of the Development and Environmental Services Committee meeting
13 March 2007 – Upper Hunter Shire Council Chambers - Scone

Present: Council was represented by Councillors: P Hodges (Chairperson), B Rose, D Peebles, J Scriven

In Attendance: Cr N Doonan, Mr. D Casson, Director Environmental Services,

Apologies: Cr L Watts

Absent: Nil

Declaration of Interest: Item 2 - Cr Watts advised of a “non pecuniary interest” in the matter and did not attend the meeting.

Agenda Items
There were two items on the agenda – Item 1 DA 376/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro), and Item 2 DA Local Orders Policy – Keeping of Animals

Item 1 - DA 376/06 – Proposed garage / storage shed – Crawney Rd, Timor (F Favaro)
Community Members at the Meeting:
Mr and Mrs Favaro (applicant / owner)

Issues
- The Committee had previously carried out a site inspection in respect of the development
- A Heritage Impact Statement (HIS) had been prepared by an independent consultant and was reviewed by the Committee.
- The HIS was criticised for a number of reasons including
  o a sketched site plan which was not to scale and did not accurately reflect the situation,
  o comments regarding importing of fill for the existing dwelling on Mr Favaro’s land which were incorrect,
  o heavily weighted towards the heritage impact and did not provide a balanced view
- It was noted that while emphasis was placed on the impact of the proposed shed on people using the access road to Timor Homestead, however there had been no effort to distinguish the driveway in any way eg by tree planting etc by current or previous owners.
- The Chairman did not consider the report to be a true representation of the proposal and considered that the erection of the shed as proposed would only have a “miniscule” impact on the vista of the area.
- It was noted that additional tree planting was proposed and was necessary to provide screening. It was acknowledged that the existing trees had not provided a screen to date however the weather conditions and species selection had contributed to the situation.
- Subject to appropriate planting and maintenance, there was consensus that the shed should be approved.

Recommendation:

1.1 That DA 376/06 for the proposed garage / storage shed at lot 3 DP 127501 Crawney Rd, Timor be approved in principle subject to appropriate conditions to reduce the visual impact on the Timor Homestead.

Moved Cr Rose seconded Cr Scriven; Carried

Item 2- Local Orders Policy – Keeping of Animals
Community Members present:
Ms J Moffat (NPWS), Mrs V Whitehead, Mrs J Presland and Mrs J Simos

Issues
- The committee was advised that it was standard procedure for all Codes / Policies to be reviewed during the term of a Council.
- The Local Orders Policy – Keeping of Animals has originally been prepared for the former Scone Shire Council and had not been reviewed in the interim period.
- Recent issues regarding the keeping of native animals at a residential property had highlighted the fact that the Policy did not provide guidelines to cover the circumstances.
Jen Moffatt from the NPWS provided information regarding legislative requirements for keeping of native animals and confirmed that there are no guidelines as yet for the keeping of bats in particular and made the following points:

- People caring for / rehabilitating bats must have appropriate licences or affiliation with licensed group.
- There are no large colonies of bats in the Scone area as the required conditions / habitat are not available.
- Further information is required to answer the question regarding whether bats in cages attract other bats to the area.
- Bats and other mammals are only kept for rehabilitation and the shorter period of contact, the better.
- Keeping of reptiles including snakes and certain frogs etc requires appropriate license to be issued.

Mrs Whitehead and Mrs Presland were invited to make a presentation to the committee.

Mrs Whitehead’s main concerns were the increased risk to health of her family from potential diseases that the bats may carry, attraction of other bats to the area and in particular the silky oak tree in her back yard, noise and proper disposal of waste.

Mrs Presland provided some written information, a copy of which is provided under separate cover.

It was indicated that further information was necessary to be able to make an informed decision regarding the keeping of native animals and bat in particular in a residential area.

The issue of keeping of horses in the residential area was also raised and considered to require further review.

The committee was informed that further information would be gathered and an amended document submitted for further consideration.

Recommendation:

2.1 That an amended Policy for the Keeping of Animals be prepared and resubmitted to the D & E Committee for further consideration.

Moved Cr Rose    seconded Cr Hodges;  Carried

Meeting Closed:  11.15am

Next Meeting:  10:00am – 10th April, 2007
RECOMMENDATION:

That Council:

1. Minutes
   Note the minutes of the Upper Hunter Traffic Committee.

2. Scone RSL Club – Commercial Extension
   - Adopt drawing A11A as the preferred option to satisfy onsite parking requirements in relation to the Development Application submitted by the Scone RSL Club,
   - Request the Scone RSL Club to provide engineering design details to verify that adequate turning and manoeuvring paths are available within the onsite carpark area, and
   - Display the proposed parking and landscape plans required to satisfy onstreet parking requirements in Guernsey Street for public comment.

3. Traffic Improvements – Parker & Guernsey Streets, Scone
   - Erect “No Stopping” signs in Parker Street, as per attached plan.
   - Relocate the existing “No Stopping” sign in Guernsey Street on the southern approach to the intersection 7 metres north towards Parker Street, and
   - Implement a road safety campaign promoting “Safety over Convenience” aimed to raise awareness to the dangers of parking in illegal parking zones.

4. Kelly Street, Scone Traffic Improvements
   Note the correspondence.

5. DA 11/07 – Gould Brothers – Guernsey Street, Scone
   Make no objection to the proposed redevelopment at 40-42 Guernsey Street, Scone, based on traffic safety grounds.

BACKGROUND:

A meeting for the Upper Hunter Traffic Committee was held on 15 March 2007. Council was represented by Cr E Bates and Cr P Hodges.

ISSUES:

As detailed in minutes.

SUSTAINABILITY:

Not Applicable

OPTIONS:

To adopt or reject the Committee’s recommendations.

FINANCIAL CONSIDERATIONS:

Costs incurred are within existing budget allocation.

RESOLVED that Council:

1. Minutes
   Note the minutes of the Upper Hunter Traffic Committee.

2. Scone RSL Club – Commercial Extension
   - Adopt drawing A11A as the preferred option to satisfy onsite parking requirements in relation to the Development Application submitted by the Scone RSL Club,
   - Request the Scone RSL Club to provide engineering design details to verify that adequate turning and manoeuvring paths are available within the onsite carpark area, and
   - Display the proposed parking and landscape plans required to satisfy onstreet parking requirements in Guernsey Street for public comment.

3. Traffic Improvements – Parker & Guernsey Streets, Scone
   - Erect “No Stopping” signs in Parker Street, as per attached plan.
   - Relocate the existing “No Stopping” sign in Guernsey Street on the southern approach to the intersection 7 metres north towards Parker Street, and
   - Implement a road safety campaign promoting “Safety over Convenience” aimed to raise awareness to the dangers of parking in illegal parking zones.

4. Kelly Street, Scone Traffic Improvements
   Note the correspondence.

5. DA 11/07 – Gould Brothers – Guernsey Street, Scone
   Make no objection to the proposed redevelopment at 40-42 Guernsey Street, Scone, based on traffic safety grounds.

Moved: Cr E Bates  Seconded: Cr P Hodges  CARRIED
MINUTES OF THE UPPER HUNTER TRAFFIC COMMITTEE
HELD ON THURSDAY 15 MARCH 2007
IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 10.30AM

PRESENT:
Cr E Bates (Chairman), S Kerr (RTA), D Scott, B Ackerman (Police)

APOLOGY:
Nil

IN ATTENDANCE:
Kate Hagan (RTA), Cr P Hodges, J Berthon, J Bush (Manager Civil Assets)

DECLARATION OF INTEREST:
Nil

ADOPTION OF MINUTES

RESOLVED that the minutes of the meeting held on 8 February 2007 be adopted.
Moved: S Kerr  Seconded: D Scott  MOTION: CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

Nil

1. SCONE RSL CLUB – COMMERCIAL EXTENSION

BACKGROUND
The committee has previously considered an application for a commercial extension to the Scone RSL Club in Guernsey Street, Scone. At the previous meeting it was resolved that:
- The Scone RSL provide further assessment of total parking requirements and
- The Scone RSL investigate options to maximise on site parking or alternative off street parking.

ISSUES
Attached to the agenda papers is a table titled “Parking Demand for Proposed Additions” prepared by consultants which estimates the parking demand utilising Council’s Parking Code (area based traffic generation rates) and an estimate based on the number of patrons using the Clubs facilities. The individual assessment based on number of patrons has been adopted as the preferred indication of parking demand requirements. A total number of 116 car spaces are required during peak night time activities.

Drawing A11A has been revised to show 30 spaces on site and drawing A11B allocates 35 spaces. Drawing A11A promotes a more functional layout. The estimated cost to achieve a total of 30 car spaces on site is approximately $100,000 for the extension of existing concrete stormwater drainage channel.

Drawing P3 has been prepared to show the development of 60° angle parking and landscape works in Guernsey Street between Kingdon Street and Liverpool Street. This type of parking was previously discussed and rejected due to the restricted clearance around the central trees. If the trees are removed due to age and condition then a series of landscaped planting bays may be developed to enable the replanting of up to 9 suitable large street trees. A total number of 65 car parking spaces are available.
While there is a short fall between the total number of night time spaces (approximately 20), patrons use the courtesy bus and additional parking available in Liverpool and Kingdon Streets. The RSL Club have advised that alternative off street parking at reasonable cost is not available within the immediate area.

OPTIONS

To adopt or amend the recommendation.

FINANCIAL CONSIDERATIONS

Nil

RESOLVED that:

- The provision of parking space as outlined in drawing A11A be recommended as a preferred option to satisfy onsite parking requirements in relation to the Development Application submitted by the Scone RSL Club.
- Engineering design details be provided to verify that adequate turning and manoeuvring paths are available within the onsite carpark area, and
- The proposed parking and landscape plans for Guernsey Street outlined in drawing P3 to satisfy onstreet parking requirements be placed on public display for comment, closing 30 March 2007.

Moved: D Scott Seconded: B Ackerman MOTION: CARRIED
## Parking Demand for Proposed Additions and Alterations at Scone RSL Club Ltd

### Usage

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<td>1st Floor Entertainment Area</td>
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<td></td>
<td>1 space per 3 employees</td>
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<td><strong>Totals</strong></td>
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<td><strong>214</strong></td>
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</table>


Estimated Car Spaces: 4 people per car
Parking Provisions: Off Site = 30 to 35, On Street - Guernsey Street Scheme 3(Kingdon St to Liverpool St = 85; Total = 95 to 100
Current Parking Code (4c) specifies individual assessment of parking requirements, balance of spaces Liverpool & Kingdon Sts.

Scone RSL Club Ltd operates a courtesy bus which transports Patrons all over Scone & Satur.

JOHN F. BERTHON & ASSOCIATES - Consulting Engineers
2. TRAFFIC IMPROVEMENTS – PARKER & GUERNSEY STREETS, SCONE

BACKGROUND

Council staff have investigated current parking trends at the intersection of Parker and Guernsey Streets, Scone in relation to illegal parking in the “No Stopping” zones. This appears to be happening more often when major events are on at the swimming pool (safety over convenience).

ISSUES

Parking vehicles too closely to an intersection endangers pedestrians and other drivers by blocking their view of the traffic and by restricting other drivers’ turning space. A driver must not stop on a road within 10 meters from the nearest point of an intersecting road. This distance is measured from the kerb line.

The current and proposed layout of traffic improvement at the intersection is attached for consideration. To improve safety at the intersection it would be necessary to install additional signage along Parker Street as shown. The variation from 10 meters to 15 meters on the northern approach is to accommodate existing vehicle crossovers. The existing “No Stopping” sign on the southern approach is currently 19 meters from the kerb line. By relocating this sign 7 metres north an additional 2 parking spaces will be made available without jeopardising safety.

OPTIONS

To adopt or amend the recommendation.

FINANCIAL CONSIDERATIONS

Nil

RESOLVED that:

- “No Stopping signs be erected in Parker Street as shown on the attached drawing,
- The existing “No Stopping” sign in Guernsey Street on the southern approach to the intersection be relocated 7 metres north towards Parker Street, and
- Implement a road safety campaign promoting “Safety over Convenience” aimed to raise awareness to the dangers of parking in illegal parking zones.

Moved: D Scott  Seconded: B Ackerman  MOTION:  CARRIED
3. KELLY STREET, SCONE TRAFFIC IMPROVEMENTS

BACKGROUND

Correspondence outlining traffic concerns and suggested improvements within Kelly Street has been received and is attached for the Committee’s consideration.

ISSUES

- Designated painted parking spaces along Kelly Street
- Westbound traffic in Kingdon Street turning left onto the New England Highway
- The opening of Kingdon Street rail crossing.

In response to the issues raised the following comments are made:

Painted parking space does not allow for flexibility or tolerance and may create difficulties along a major thoroughfare. Permanent delineation would also increase maintenance costs.

Council’s proposed Street Improvement Plans for Kelly Street have identified left turn only for westbound vehicles in Kingdon Street onto the New England Highway

The request to open Kingdon Street rail crossing could be forwarded onto the Australian Rail Track Corporation for their consideration and comment.

OPTIONS

To adopt or amend the recommendation.

FINANCIAL CONSIDERATIONS

Nil

RESOLVED that the correspondence be noted.

Moved: D Scott        Seconded: S Kerr        MOTION: CARRIED
I have a few suggestions to make which may have been exhausted previously, if they have I believe the situations should be revisited.

1. Every time I visit Kelly Street I am appalled at the wasted parking spaces.

If parking lines were to be painted then I am positive we could have at least four more cars parked in each block on both sides of the Highway. Liverpool Street between the Kelly and Main Streets is a prime example of how marked parking spaces effectively makes use of parking spaces.

I am NOT suggesting we have small parking spaces marked. We have many four wheel drive vehicles being driven to town by ladies with prams, small children, and they have to load large bags of shopping etc. These have to be loaded and unloaded through the rear of the vehicle so ample space would have to be provided for them and rightly so. Our neighbouring towns may also suffer the problem we have in Scone, but I have not observed them closely so I am unable to comment with any authority.

2. The next idea relates to Kingdon Street between Main and Kelly Streets.

I think Westbound traffic in Kingdon Street should ONLY be allowed to turn left onto the Highway.

Turning right onto the Highway and crossing the Highway is now a recipe for a cruel accident to occur.

The Northbound traffic coming up the Highway is not only increasing in volume, but also speed and size and the Thoroughbred Hotel corner is a blind spot to say the least.

( Maybe another Bt**# speed camera in that vicinity maybe an answer).

3. I believe the Kingdon Street railway crossing should be reopened with the following advantages:

a. The increasing length and the higher frequency of coal trains is making traffic flow at the roundabout and in Liverpool Street a dangerous situation especially at school times.

It is not unusual for the Liverpool Street traffic to stop or hinder the Highway traffic.

On numerous occasions, when there is a train across the Liverpool Street crossing, the traffic is banked up in Liverpool Street back to Hill Street and to the Kelly Street roundabout and beyond.

b. All bus traffic to the Grammar School, Primary and Infants schools coming and going from the South would naturally use this crossing as well as any parents delivering or retrieving their children.

c. Anyone living on the Western side of the railway line and coming or going South would use this crossing.
d. Shoppers coming from the Western side of the railway line and using the Coles to Mitre 10 shopping strip would obviously use this crossing or having to enter the Highway.

e. Longer trains spanning across the two existing crossings will pose a really dangerous situation for anyone requiring the fire brigade, the ambulance, the police or S.E.S. In fact ALL of the emergency type organisations, doctors, hospital etc. are on the Eastern side of the railway line.

f. I note that there are lot of people doing a “U” turn on the Highway at the Kingdon Street intersection. A dangerous practice at best, they then proceed to the Liverpool Street intersection to go West in Liverpool Street. This practice of “U” turning would be eliminated for these people.

g. I envisage the Kingdon Street railway crossing to be a light traffic only thoroughfare.

When the above ideas are implemented, Scone will be a safer place to drive in and would alleviate the obvious bottleneck we already have and the horrendous bottleneck which will occur in the near future.

Compliments of the Season to both yourself and Jan.

(Note the wider spacing of the lines and larger print for our older eyes!)
Kind Regards Malcolm Chad

签名
4. DA 11/07 – GOULD BROTHERS – GUERNSEY STREET, SCONE

BACKGROUND

A Development Application for the demolition of existing buildings and the erection of retail/storage and car parking areas at 40-42 Guernsey Street, Scone has been submitted to Council for consideration.

ISSUES

The proposed retail centre represents a redevelopment of a large site which has existing long established retail use. It is proposed that vehicular access will include 6 meter wide ingress/egress driveways from St Aubins and Guernsey Street. Service vehicles will gain rear access from St Aubins Street.

Off street parking with the capacity of 23 car parking spaces has been provided.

The proposed access provisions for the development represent an upgrading of the existing long established access driveways. The section of Guernsey Street along the site frontage and at the intersection of St Aubins Street is relatively straight and level. Appropriate site distance is available.

The total number of parking spaces for use, the internal traffic movements throughout the proposed development, street lighting requirements and the length of “No Stopping” zones require further detailed assessment and will be addressed with the submission of detailed engineering plans.

OPTIONS

To adopt or amend the recommendation.

FINANCIAL CONSIDERATIONS

Nil

RESOLVED that no objection to the proposed redevelopment at 40-42 Guernsey Street, Scone, be raised based on traffic safety grounds.

Moved: B Ackerman   Seconded: D Scott   MOTION: CARRIED
C.3.9  SALEYARDS COMMITTEE MEETING

Council: 26 March 2007

RECOMMENDATION:

That Council note the:
1. minutes of the Saleyards Committee held on Wednesday 7 March 2007
2. Capital Works Report
4. Management Report and maintain Saleyard fees and charges at the same level as 2006/7.

BACKGROUND:

The Saleyards Committee meeting was held on Wednesday 7 March 2007. Council was represented by Cr E Bates (Chair) and Cr P Hodges.

In attendance were Mr B Spannagle and Mr M Partridge.

ISSUES:

- As detailed in the minutes
- Capital Works at Saleyards
- Scone Regional Saleyards Operating Report
- Management Report

SUSTAINABILITY:

N/A

OPTIONS:

To adopt, amend or reject the recommendations

FINANCIAL CONSIDERATIONS:

Included in current budget

RESOLVED that Council note the:
1. minutes of the Saleyards Committee held on Wednesday 7 March 2007
2. Capital Works Report
4. Management Report and maintain Saleyard fees and charges at the same level as 2006/7.

Moved: Cr N Doonan          Seconded: Cr P Hodges          CARRIED
ATTACHMENT 1

MINUTES OF THE SCONE SALEYARDS COMMITTEE HELD ON WEDNESDAY 7 MARCH 2007
COMMENCING AT 3.00PM IN THE COUNCIL CHAMBERS, MAIN STREET, SCONE

PRESENT:
Cr E Bates (Chair), Cr P Hodges, Cr E Cottle, Mr H Carrigan, Mr J Shaw, Mr D Cameron, Mr K Knight, Mr P Townsend

IN ATTENDANCE:
Mr B Spannagle, Mr M Partridge

APOLOGIES

RESOLVED that the apologies received from Mrs C Pinkerton and Mr J Kerr, be accepted

MOVED: Cr P Hodges  SECONDED:  Mr K Knight  MOTION CARRIED

CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Meeting held on 13 December 2006 as circulated be adopted.

MOVED: Mr K Knight  SECONDED:  Mr D Cameron  MOTION CARRIED

DECLARATION OF INTEREST

Nil

BUSINESS ARISING FROM MINUTES

1. Capital Works at Saleyards

BACKGROUND:
Capital works scheduled includes: loading ramps, yard replacement, sealing of carpark. Works associated with the “Sanctus Bovine” grant

ISSUES:
Works progress:
• Loading ramp improvements – 1st & 2nd ramps completed. Liaison with users (on 2 different occasions) has resulted in design changes which are currently being implemented
• Yard replacements have commenced with 2.3km of cattle railing to be installed over coming weeks
• “Sanctus Bovine’ grants works – DA for showers submitted. Survey of truckwash area completed and design proceeding.

OPTIONS:
To accept, modify or reject the recommendation

FINANCIAL CONSIDERATIONS:
Capital budget allocation and restricted asset funds

RECOMMENDED that the report be noted

MOVED: Cr E Cottle  SECONDED:  Mr D Cameron  MOTION CARRIED
2. Sheep yard sale

**BACKGROUND:**
The sale of obsolete sheepyards from the Scone Saleyards was undertaken in December/January. Fletcher International from Dubbo were the successful purchaser at a total purchase price in the vicinity of $25,000

**ISSUES:**
The sheepyards are yet to be removed by Fletchers.

**OPTIONS:**
To accept, modify or reject the recommendation

**FINANCIAL CONSIDERATIONS:**
Proceeds of the sale will be placed in RA for future capital works

RECOMMENDED that the report be noted

MOVED: Cr E Cottle  
SECONDED: Mr D Cameron  
MOTION CARRIED

**SCONE REGIONAL SALEYARDS OPERATING REPORT**

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<td>Total Income from sales</td>
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<td>Gross Value All Stock $</td>
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**NO. OF HEAD SOLD**

![Graph showing the comparison between YTD Predicted and YTD Actual number of head sold from July 06 to June 07. The graph shows a steady increase in the cumulative value, with the YTD Actual line consistently higher than the YTD Predicted line.](image-url)
RECOMMENDED that the report be noted

MOVED: Cr E Cottle  SECONDED: Mr D Cameron  MOTION CARRIED

MANAGEMENT REPORT:

BACKGROUND:
Report provided by Manager Technical Support Services and Saleyards Manager

ISSUES:
1. Requests for works
   - Shade shelters are currently being investigated for the drafting yards. A provider of shade shelters for feedlots/stockyards will be visiting Scone Saleyards in March to look at our requirements and provide quotes
   - Hay feeders – quotations currently being obtained. To build in house $350-$400 each. Requested by Wingham Beef
   - Concrete in hole on corner
   - Troughs have addressed welfare issue with calves

2. 2007/08 Budget preparation
Draft budgets are currently being prepared, including fees and charges for 2007/08. Details will be presented to the meeting.

3. Operations
Mark Partridge provided a verbal report at meeting

OPTIONS:
To accept, modify or reject the recommendation

FINANCIAL CONSIDERATIONS:
Subject to budgetary constraints

RECOMMENDED that the report be noted and that fees and charges for the Scone Saleyards remain at the same level as 2006/7.

MOVED: Cr E Cottle  SECONDED: Mr D Cameron  MOTION CARRIED
CORRESPONDENCE:

BACKGROUND:
Correspondence received by Council relating to saleyard management issues.

ISSUES:
1. Saleyard Operators Australia - Minutes Saleyard Operators Australia Meeting - 16/02/07
   Available on request
2. Saleyard Operations Australia - Australia Lot Feeders Association Media Release 07/02/07 - Responsive to Drought Influence
   Available on request
3. Saleyard Operations Australia - Electric Prodders
   Refer attached
4. Saleyard Operators Australia - Saleyard Update
   Refer attached
5. Saleyards Operators Australia - Saleyard Survey Statistics for last financial year

OPTIONS:
To accept, modify or reject the recommendation

FINANCIAL CONSIDERATIONS:
Nil

RECOMMENDED that the report be noted

MOVED: Mr K Knight SECONDED: Mr J Shaw MOTION CARRIED
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RECOMMENDATION:
That Council approve the DA, subject to:
1. the Department of Planning issuing concurrence to the State Environmental Planning Policy No. 1 Objection.
2. the conditions of consent as per attachment 1.

BACKGROUND:
Owner: PJ & DS CARR
T & C CARR
Applicant: PJ CARR
Location: LOTS 32 & 33, SECTION 6, DP 2958, 39-41 WAVERLEY STREET, SCONE
Proposal: CHANGE FROM STRATA SUBDIVISION TO TORRENS TITLE SUBDIVISION

The Council has received the above proposal to modify Development Application No. 16/05 from a Strata Subdivision to a Torrens Title Subdivision.

ISSUES:
- A section 79(c) assessment has been completed in accordance with the Environmental Planning and Assessment Act 1979 (attached).
- The 2(a) Residential A Zone under the Scone Local Environment Plan 1986 requires that an allotment has a minimum of 650 sq metres for a dwelling entitlement. The proposed Torrens subdivision will create four lots that are 506 sq metres with two duplex units.
- The applicant has submitted an objection to the Scone LEP requirements under State Environment Planning Policy (SEPP) No. 1 (see the attachment). This will require the concurrence of the Department of Planning.
- The applicant could achieve a similar outcome under a strata subdivision.

SUSTAINABILITY:
Appropriate development control which considers all relevant issues and merits of applications is an important role for Council.

OPTIONS:
That the Council either approves the proposed Torrens Subdivision (subject to SEPP1 concurrence) refers the application to the Development and Environmental Services Committee or refuses the application, stating reasons.

FINANCIAL CONSIDERATIONS:
The $250 referral fee has been paid.

RESOLVED that Council approve the DA, subject to:
1. the Department of Planning issuing concurrence to the State Environmental Planning Policy No. 1 Objection.
2. the conditions of consent as per attachment 1.

Moved: Cr N Doonan                Seconded: Cr P Hodges                CARRIED
1. RECOMMENDED CONDITIONS OF CONSENT

Linen Plan

An appropriate linen plan together with six copies shall be lodged with Council upon compliance of all relevant conditions of consent for Council’s endorsement.

2. PROPOSAL

Owner: PJ & DS Carr and T & C Carr
Applicant: PJ Carr
Location: Lots 32 & 33 Section 6 DP 2958, 39-41 Waverley Street, Scone
Proposal: Change From Strata Subdivision to Torrens Title Subdivision
ZONING: 2(a) Residential A

2.1 Description

The proposal is to subdivide Lots 32 & 33 Section 6 DP 2958 into four separate allotments of 506 sq metres each.

3.0 Comments from other Departments

Comments have been sought and received from the following:

Health and Building comments

Not required

Technical Services comments

Not required

7. ASSESSMENT OF APPLICATION

Those matters considered relevant in the determination of the application pursuant to S.79C of the EPA Act, 1979 are described below:-

(a)(i) The provisions of any environmental planning instrument.

Scone Local Environmental Plan, 1986 applies to the land. The land is within the

ZONE NO.2(a)(RESIDENTIAL “A” ZONE)

1. Objectives of zone

To limit the development of land to development for the purposes of dwelling-houses, duplex flats, maisonettes and semi-detached cottages and other purposes which have a minimal impact on the amenity of low density residential environments.

2. Without development consent

Dwelling-houses.

3. Only with development consent

Any purpose other than those included in item 2 or 4.
4. **Prohibited**

Abattoirs; advertising structures; aerodromes; animal boarding, breeding or training establishments; automotive uses; bulk stores; caravan parks; car repair stations; cemeteries and crematoria; clubs; commercial premises; extractive industries; funeral parlours; generating works; gas holders; hotels; industries (other than home industries); institutions; junk yards; liquid fuel depots; mines; motels; motor showrooms; places of assembly; public buildings; refreshment rooms; residential flat buildings (other than Class "A" or units of two storey construction for aged persons); retail plant nurseries; roadside stalls; road transport terminals; sawmills; service stations; shops; stock and sale yards; timber yards; warehouses; wholesale markets.

**Comment:** Duplex units are permissible within this zone.

**Housing in Residential Areas**

(3) Development shall not be carried out for the purposes of a dwelling-house on an allotment of land to which this clause applies unless -

(a) in the case of a hatchet-shaped allotment, the area of the allotment is not less than 1000 square metres; or

(b) in the case of any other allotment, the area of the allotment is not less than 650 square metres.

**Comment:** Within this zone the proposed Torrens Subdivision is not permissible within the zone because the resulting lot sizes are less than the 650 sq metre minimum.

**State Environmental Planning Policy No.1 (SEPP 1)**

The aims and objectives of SEPP 1 are as follows:

This Policy provides flexibility in the application of planning controls operating by virtue of development standards in circumstances where strict compliance with those standards would, in any particular case, be unreasonable or unnecessary or tend to hinder the attainment of the objects specified in section 5 (a) (i) and (ii) of the Act.

**Comment:** The applicant has initiated a SEPP 1 objection to override the provision set out in Clause 15 of the Scone LEP 1986. As such they are claiming that the 650 sq metre minimum lot size is unnecessary or unreasonable in this case. The requested variation is more than 10% of the development standard (minimum 650 sq metres) therefore approval can only be issued with the concurrence of the Department of Planning. If Council is supportive of the application, all relevant documentation will be forwarded to the Department for review.

(a)(ii) **The provisions of any draft environmental planning instrument.**

There are no draft environmental planning instruments that will apply to this proposal or to the land.

(a)(iii) **Any development control plan.**

No development control plans are applicable to the application.

(a)(iv) **Any matters prescribed by the regulations.**

There are no matters prescribed by the regulations that affect the land or the proposal.

**The likely impacts of the development.**

The proposal will have no significant impacts. The applicant could achieve a similar outcome with a Strata Subdivision however it would be necessary to establish a body corporate etc to satisfy the requirements. It is fair to say that such requirements are less attractive for a single duplex and cause ongoing costs to future owners. The duplex is permissible within the zone and it would be reasonable to assume that if people are satisfied with the reduced amount of area available in terms of lot size, that they should be able to acquire such developments under torrens title rather than strata.
The suitability of the site for the development.

The proposal is considered to be appropriate for the locality. There are no features of the site that make it unsuitable for the proposal.

Any submissions made in accordance with this Act or the regulations.

The application to change from Strata Subdivision to Torrens Subdivision was advertised from 1.03.07 to 15.03.07 and the adjoining owners were notified. No objections have been received.

The public interest.

There are no known policy statements from the Federal or State Governments that have relevance to this proposal. There are no known relevant planning studies and strategies. There is no known management plan, advisory document or credible research findings. There are no known covenants or easements. No public meeting has been held in relation to the proposal. There is no known risk to public health and safety. No public authorities were consulted in regard to the application.
REQUEST FOR A VARIATION IN DEVELOPMENT STANDARDS
UNDER
STATE ENVIRONMENTAL PLANNING
POLICY NO. 1

Applicant’s Name and Address: Peter Carr + Debbie Carr
16 Kilgallin Close.
PO Box 164 Scone NSW 2337

Proposed Development: Proposed Torrens Title
Subdivision application. Development
already has Strata Title approval.

Location of Proposal: Numbers 39 and 41 Navenby St
Scone.

I wish to lodge an objection to the following development standard(s) for the reasons indicated:

Development standard(s) in question:

Clause 15 (3) (b) of Scone LEP 1986
development for the purpose of a
dwelling less than 650 m²

less than 650 m²
Reasons why the development standard(s) is(are) unreasonable and unnecessary in this case:

(Note: The Council will consider the “underlying objective(s)” of the relevant standard in determining your request. Your comments should discuss the objective(s) of the standard and indicate why a variation would not adversely affect this objective. If so, the standard may be considered unreasonable or unnecessary in your particular circumstances. Before completing the form you should discuss the matter with Council’s Town Planning:)

We feel our development would be suitable for Torrens Title subdivision as the minimum standard for Torrens Title division is currently at 600 sqm or within 10%, our blocks are each 1013 sqm. When each duplex is completed with Strata approval or if the Torrens Title application is approved the residents will not be disadvantaged as they will have no more or no less size dwelling and yard available to them.

In the current Real Estate climate with lack of residential land in close proximity to services such as hospital, doctors and shops, restricted development of land with pressure on services (water & sewerage) smaller lots are necessary. With large sections of the community looking for alternatives to the mass 600 sqm 1/4 car land ideal we feel we will fill that gap.

Other Councils have less than 600 sqm minimum for Torrens Title division, with our development completed we will still have over 300 sqm of open space available to each resident, we feel this will support our application for Torrens Title division.

Signed by Applicant: [Signature]

Date: 22-2-57

...ok one development plan of one duplex over page.
SITE PLAN
RECOMMENDATION:

That Council note the information provided in the attached memorandum in respect of Castlerock and Rosehill Mining Exploration Areas.

BACKGROUND:

Council has recently received a memo from the Muswellbrook Coal Company advising that the exploration program in respect of Castlerock and Rosehill Mining Exploration Areas, has been delayed (see attachment). It has been established that while the exploration areas have coal reserves, the strip ratio is high and the quality of the coal is low. Consequently further work needs to be done to establish whether or not it is likely to be a viable operation.

ISSUES:

- The Rosehill and Castlerock Exploration Licence areas have been renewed by the Minister for Mineral Resources.
- The results of the first Mine Option Study show the open cut coal mining is potentially viable.
- The anticipated programme at this time is as follows:
  - 2007-2008 Further exploration and environmental monitoring
  - 2009 Further option and pre-feasibility studies
  - 2010 Detailed feasibility study – land acquisition if the study proves mining feasibility
  - 2010 Environmental assessment
  - 2013 Mining commencement (if viable)
- There has been no decision to go ahead with an open cut mine at this time.

SUSTAINABILITY:

Maintaining an awareness of potential major developments affecting the local government area is an important role for Council.

OPTIONS:

Not applicable

FINANCIAL CONSIDERATIONS:

Nil

RESOLVED that Council note the information provided in the attached memorandum in respect of Castlerock and Rosehill Mining Exploration Areas.

Moved: Cr E Bates  Seconded: Cr L Watts  CARRIED
Muswellbrook Coal Company has recently confirmed that the program for this project has been delayed.

In short, while the Exploration License areas have coal reserves, the strip ratio is relatively high and the coal quality on the low side, thus there needs to be a lot of further work done to define a viable operation. The timing of potential development has therefore been delayed to allow this work.

The following is a summary of the current status:

- The Rosehill and Castlerock Exploration Licence areas have been renewed in total by the Minister for Mineral Resources.
- The large diameter drilling has been completed and the coal seams are in the process of being analyzed.
- The first Mine Option Study has been completed.
- The results indicate that open cut mining is potentially viable.
- The viability is very dependent on the open cut mining method (dragline or truck/shovel), capital costs (infrastructure, mining equipment, land purchases) and coal quality data and development of port infrastructure.
- The anticipated program from this point in time is:
  - further exploration and environmental monitoring in 2007/2008;
  - further option studies and pre-feasibility work in 2009;
  - detailed feasibility study in 2010;
  - environmental assessment 2010;
  - land acquisition process to commence if detailed feasibility study proves mine viability;
  - if viable the earliest mining would commence would be 2013;
- This anticipated programme is where we are at the current stage of planning and this process and timing could change, however, we have provided this information in the interests of keeping landholders up to date and informed.
- Environmental baseline monitoring will continue to be undertaken for weather, dust, water and groundwater;
- There has been no decision to go ahead with an open cut mine at this point in time.

Should you have further questions please contact Brett Peterk 0249 333 802.
ENVIRONMENT/HEALTH

Section: ENVIRONMENT

E.3.1 MINING IN THE SHIRE

Council: 26 March 2007

RECOMMENDATION:
That Council refer the letter from the Pages River & Tributaries Water Users Association to the LEP Advisory Committee for consideration and recommendation to Council.

BACKGROUND:
On 6 March 2007 a letter was received from Pages River & Tributaries Water Users Association requesting that Council consider a ban on any new open cut mines in the Shire. (Refer attached)

The former Scone Shire Council attempted to include such a clause in an amendment to the Scone LEP previously, however it was not accepted by the Department of Planning. A recently released State Environmental Planning Policy (SEPP) – Mining, Petroleum Production and Extractive Industries has included a prohibition on open cut mining in the Lake Macquarie area.

The media release in respect of the SEPP stated that

“It addresses issues such as the potential conflict between mining and other nearby industries such as farming, protecting sensitive areas, water resources, transport, rehabilitation and greenhouse gas impacts.”

It would appear that the new Government policy may enable further consideration of a prohibition for open cut mining under certain circumstances. It is suggested that this is a matter that could be referred to Council’s LEP Advisory Committee for discussion at its next meeting.

ISSUES:
• Concerns regarding the potential impacts of open cut mining (particularly in respect of impact on water supply) have been evident within the local area for many years
• The proposed Bickham Coal Mine project has reinforced the concerns
• Under the current Local Environmental Plan, the mine would be permissible. The new SEPP will require issues such as those mentioned above to be closely considered
• Referral to the LEP Advisory Committee will allow further discussion amongst its members and a recommendation to be made to Council.
• A copy of the letter is attached.

SUSTAINABILITY:
The issue of coal mining and in particular open cut coal mining has been a topic of discussion and concern for an extended period. Options within a planning instrument to prohibit such an activity will only be possible with the support of the Department of Planning

OPTIONS:
To refer the matter to the LEP Advisory Committee or the Development and Environmental Services Committee, or for Council to consider the matter without such referral

FINANCIAL CONSIDERATIONS:
Nil

RESOLVED that Council refer the letter from the Pages River & Tributaries Water Users Association to the LEP Advisory Committee for consideration and recommendation to Council.

Moved: Cr N Doonan      Seconded: Cr E Bates    CARRIED
Pages River & Tributaries Water Users Association

Mr Barry Rose
Mayor
Upper Hunter Shire Council
PO Box 208
Scone NSW 2337

Dear Mr Rose

Mining in the Shire

We write to request that the Council consider a ban on any new open cut mines in the shire.

Our Members are under extreme pressure from the lack of water, and our already stressed rivers. We have studied the DIPNR report on mining in the Upper Hunter, requirements for developments of DNR, DoP and the DEC. We well know the devastation caused by mining to water, to farming, and to the people of the Hunter Valley.

As you are aware, the Bickham Coal Company is proposing to establish a mine beside the Pages River, and in the Kingdon Ponds aquifer. The government’s regulations state that the effects of mining must be considered prior to mining approvals being given, and yet the mines advance, causing havoc to the existing land use and residents.

We request that the Council do all in its power to ensure that there is no effect on the waters of the Upper Hunter Valley from the proposed Bickham, or any other, mine.

The clearest way to do this would be to include a ‘no new open cut mines’ clause in your Local Environment Plan, and to have this included in the State Environmental Planning Policy.

We request that you take strong leadership in this issue, for the sake of the existing residents, water users and future children of our Valley.

Yours sincerely

[Signature]

Peter Bennetto
President, Pages River & Tributaries Water Users Association
G.3.1 FINANCIAL LOSS CONTROL

RECOMMENDATION:
That Council implement the Financial Loss Control (FLC) proposal as submitted to the December Council meeting.

BACKGROUND:
Newcastle City Council (NCC) established the City Resource and Energy Unit within council. From this group's early work it was found that the NCC could save enormous amounts of energy and therefore money by implementing several energy saving measures. The Unit then became a commercial arm of NCC and has been advising other councils within Australia and New Zealand for many years.

From this initial work has been developed the Financial Loss Control (FLC) policy water waste program that is provided under separate cover. This program involves a series of workshops including presentations to the Executive and Management Teams, gap analyses, development of an FLC policy for Council, development of an appropriate remote monitoring system and provision of technical energy management advice.

ISSUES:
Upper Hunter Shire Council is currently spending an average $423,000 per year on electricity. This expenditure has increased by $29,000 between 2004/05 and 2005/06. Council has spent on average $40,000 per month on electricity for this financial year.

Water is a critical issue for the Upper Hunter and Council needs to be conscious of ways of reducing water use and minimising losses to reduce water pumping and delivery costs. With ever increasing demands on water within the Shire and the need to be ever vigilant with water use, it is important to review how Council uses this resource.

There are significant Green House Gas Emissions associated with energy production and usage that can be reduced through energy saving campaigns. Council needs to be a leader in implementing energy saving projects that other business and residents can then copy, to benefit the entire Shire. With new premises to be built, these issues need to be included in the concept design.

SUSTAINABILITY:
Reductions in energy use and greenhouse gas emissions should be a focus for Council and staff. Council needs to be a leader to encourage other industry and residents to follow suit.

OPTIONS:
Accept or reject the recommendation.

FINANCIAL CONSIDERATIONS:
The cost of the Financial Loss Control program is $2,500 per month for 6 months (total cost of $15,000) that includes workshops and mentoring. There could be significant savings in expenditure through implementation of the FLC principles. (A 10% reduction in electricity use equates to approximately $45,000 saving)

RESOLVED that Council implement the Financial Loss Control (FLC) proposal as submitted to the December Council meeting.

Moved: Cr P Hodges Seconded: Cr L Parsons CARRIED
**G 3.2  MERRIWA COMMUNITY BUS**

*Council: 26 March 2007*

**RECOMMENDATION:**

That Council:

1. Consult with the Merriwa Progress Association and other interested stakeholders about the proposed transfer of ownership and management of the Merriwa community bus.
2. Delegate authority to the General Manager to:-
   a) negotiate the terms of the agreement (based on the attached draft Heads of Agreement), and
   b) sign the Heads of Agreement (as amended) on behalf of Council.

**BACKGROUND:**

Council (UHSC) provides a community bus and manages the volunteer drivers of bus in Merriwa. The bus is provided for community use and represents a recognition by Council that the Merriwa community is isolated and lacks a local transport service.

The bus is used on a regular basis by many community groups, including Gummun Place Hostel, Merriwa Youth Centre, Pegasus Day Care, the Cricket, Rugby Union and Rugby League Clubs, Merriwa Senior Citizens Association, and, Merriwa Day Care Club. The bus is also used on an irregular basis by many other community groups.

Between March 2000 and January 2007, the bus recorded an average of 13,500 km per annum.


Upper Hunter Community Care Inc (UHCC) is a community based organisation which provides the following services: community transport; meals on wheels: neighbour aid; domestic assistance; and, telecare.

**ISSUES:**

UHSC wishes to maximise the use of the bus for the benefit of the Merriwa community and to minimise its management and plant costs.

UHCC's community transport services would be enhanced with the Toyota Commuter 14 seater bus.

UHCC is interested in having the bus transferred to its ownership and taking over its management, whilst protecting the interests of the Merriwa community. A draft Heads of Agreement document has been prepared as the basis for further discussion with UHCC (refer attachment) and which protects the interests of the Merriwa community.

In 1996, the former Murrurundi Shire Council transferred ownership of its community bus (with wheel-chair lift) to Upper Hunter Community Transport (the predecessor of UHCC). The Community Services Officer advises that the level of service to the Murrurundi community has not been affected by the transfer of ownership.

UHCC has advised the Merriwa Taxi Service of the proposal. The proprietor may make a submission to Council which, if available prior to the meeting, will be tabled.

**SUSTAINABILITY:**

The transfer of ownership is expected to increase the utilisation of the bus by the Upper Hunter community, whilst maintaining (or increasing) the level of service for the Merriwa community.
However, it is important to note that sections of the community in Merriwa and Murrurundi expect an increasing level of service. For example, there are residents who use motorised scooters for their independence and daily activities and UHCC is not able to provide transport for these residents and their scooters at this time.

OPTIONS:

1. Retain the Merriwa community bus in Council ownership and management.
2. Consult with the Merriwa Progress Association about the proposed transfer of ownership and management of the Merriwa community bus.
3. Transfer the Merriwa community bus to UHCC ownership and management, subject to a formal agreement which protects the interests of the Merriwa community (based on the attached draft Heads of Agreement).
4. Investigate alternative arrangements.

FINANCIAL CONSIDERATIONS:

Expenses associated with operating the bus have exceeded income ie the bus has run at a loss in the past and a net cost to Council.

RESOLVED that Council:
1. Consult with the Merriwa Progress Association and other interested stakeholders about the proposed transfer of ownership and management of the Merriwa community bus.
2. Delegate authority to the General Manager to:-
   a) negotiate the terms of the agreement (based on the attached draft Heads of Agreement), and
   b) sign the Heads of Agreement (as amended) on behalf of Council.

Moved: Cr E Cottle Seconded: Cr P Hodges CARRIED
Transfer of Bus from Upper Hunter Shire Council to Upper Hunter Community Care Inc.

Background

Upper Hunter Shire Council (UHSC) provides a bus and manages the volunteer drivers of bus in Merriwa. The bus is provided for community use and represents a recognition by Council that the Merriwa community is isolated and lacks a local transport service.

The bus service is complemented by the Merriwa Taxi Service.

Between March 2000 and January 2007, the Toyota Hiace Commuter Bus (plant 65, registered WLN645) recorded 92,055 kms, an average of 13,500 km per annum.

The bus is used on a regular basis as follows:

- Gummun Place Hostel, which accommodates 16 residents, to transport the residents on outings (approximately 1 occasion per month, between 4 – 6 hours per occasion).
- Merriwa Youth Centre, which uses the bus every Friday evening and at least one day each week in the school holidays for excursions out of town as far as Sydney.
- Pegasus Day Care, every Monday between 9.30am and 10.30 am, and 2.30pm and 3.30pm, to transport community members to and from Merriwa Hospital. (Hunter New England Health pays $200 for 6 months use.)
- Cricket Club, for travel to games away from Merriwa during the summer cricket season. (Up to 3 Saturdays per month between September - March and 10 hours per occasion. Bus is booked for every Saturday during this period as unable to confirm the game until that morning.)
- Merriwa Rugby Union Club and the Merriwa Rugby League Club during the winter season (April – September, may use it on Saturdays and Sundays.)
- Merriwa Senior Citizens Association – the fourth Tuesday of every month for 2 hours per occasion.
- Merriwa Day Care Club uses it the first and third Thursdays every month to go to the Hospital daycare room, for 2 hours per occasion.

The bus is also used on an irregular basis:

- Merriwa Swimming Club.
- Merriwa Central School and Cassilis Primary School.
- Hunter Integrated Care to transport clients on group outings
- Merriwa Senior Citizens Association, during Seniors Week and for the occasional weekday booking for a 2-3 day trip each year.
- Merriwa View Club, for occasional Thursday evenings and weekend daytime trips.
- Merriwa RSL Sub branch for Anzac Day and Remembrance Day each year. May use it occasionally to transport members to funerals.
- Council Visitor Information Centre volunteers to go to training in Scone, up to two times per year.


UHSC wishes to maximise the use of the bus for the benefit of the Merriwa community and to minimise its costs.

Upper Hunter Community Care Inc (UHCC) is a community based organisation which provides the following services: community transport; meals on wheels; neighbour aid; domestic assistance; and, telecare.

UHCC’s community transport services would be enhanced with a Toyota Commuter 14 seater bus.
Agreement

1. UHSC will transfer ownership of the Toyota Commuter 14 seater bus (registration AN31ND) to UHCC.

2. UHCC will continue to provide the bus for existing community purposes (as detailed above) and any new community purposes of the same or similar nature.

3. UHCC will continue to provide the existing community transport services it operates for the Merriwa community. The use of this bus will be supplementary to the existing service provision by UHCC.

4. UHCC will make the bus fully accessible to Gummun Place Hostel and the Merriwa Youth Service for their activities, and to all Merriwa hirers so that Merriwa groups are not disadvantaged.

5. UHCC will not charge
   - Gummun Place Hostel (or its residents) for its outings
   - members of the Merriwa community attending day care or day hospital activities at the Merriwa public health facility (currently Merriwa Hospital, proposed Merriwa Multi-Purpose Service)
   - Merriwa Youth Service (or its members and Youth Workers) for its activities which occur outside of the normal business hours of UHCC

6. UHCC may charge other users in accordance with its usual practices. Such charges may be reviewed on an annual basis and increased by the CPI (all capital cities).

7. UHCC may use the existing volunteer drivers in Merriwa, or drivers of its own choosing.

8. UHCC will replace the bus with a similar bus, at a time of its own choosing.

9. UHCC will be responsible for all costs associated with the bus and its replacement, including signwriting with the words “Servicing the Merriwa community”.

10. UHCC will ensure that the bus is kept clean after each hire and that the bus is fuelled up prior to community groups hiring it.

11. UHCC will provide Council with an annual report on the utilisation of the bus, including services provided at and away from Merriwa.

12. Disputes.
    In the event that UHSC receives complaints from the Merriwa community that the bus is not being used in accordance with this agreement, then UHSC will:
        - Investigate the complaint(s);
        - Provide information about the complaint to UHCC; and,
        - Work with UHCC to resolve the complaint.

    In the event that there are ongoing disputes about the use of the bus, then the General Managers of UHSC and UHCC will meet to conciliate a solution to the disputation.

    In the event that the ongoing disputes cannot be resolved, then the bus, or its replacement, will be returned to UHSC.

The signatories to this agreement represent that they have the authority to sign this document and enter into this agreement on behalf of their respective organisations.

Signed:

........................................................................................................
D N Dutton                  Date                  A Gordon                  Date
General Manager             General Manager
Upper Hunter Shire Council  Upper Hunter Community Care Inc
G.3.3 RISK MANAGEMENT COMMITTEE
Council: 26 March 2007

RECOMMENDATION:
That Council establish the Risk Management Committee and adopt the Committee Charter.

BACKGROUND:
Risk management is defined as the culture, processes and structures that are directed towards realizing potential opportunities whilst managing adverse effects. It requires a process of systematic application of management policies, procedures and practices to the task of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk. Risk is the chance of something happening that will impact on objectives.

Council will adopt a structured and disciplined approach to risk management by developing and implementing a risk management program in accordance with the Australian Risk Management Standard AS/NZ 4360:2004.

The Risk Management Committee will assist Council to:
• Achieve its strategic objectives and goals.
• Safeguard its assets – its people, reputation, finances, property and information.
• Create an environment where all personnel assume responsibility for risk management.
• Monitor the management and implementation of risk management processes throughout the Council.

The Internal Audit Committee is responsible for reviewing and monitoring the effectiveness of Council’s risk management, internal control and governance processes.

The Internal Auditor is responsible for reviewing compliance with internal controls including specific risk policies and procedures, as well as monitoring compliance with relevant legislation and standards.

A draft Committee Charter is attached.

ISSUES:
Establishment of the Risk Management Committee is a prudent course of action and will assist with meeting the compliance requirements of the Department of Local Government.

SUSTAINABILITY:
Establishment of the Risk Management Committee will assist with the long term sustainability of the organisation.

OPTIONS:
To establish the Risk Management Committee, or not.
To adopt, amend or reject the draft Charter.

FINANCIAL CONSIDERATIONS:
Nil

RESOLVED that Council establish the Risk Management Committee and adopt the Committee Charter.

Moved: Cr D Peebles    Seconded: Cr N Doonan    CARRIED
AIM
To assess and monitor the adequacy and effectiveness of Council’s risk management framework.

FUNCTIONS
To establish and implement risk management policies and procedures and to periodically review those policies and procedures.

To review and make recommendations to Council with respect to any areas of risk that may impact on Council’s operations and objectives.

To review the adequacy of coverage of Council’s insurance program especially in the property and liability areas.

To ensure that risk management is appropriately embedded in the planning and budgetary process.

MEMBERSHIP
Membership of the Committee is as follows:
- General Manager
- Director Corporate Services
- Director Technical Services
- Director Environmental Services
- Deputy Director Corporate Services (Secretary)

The Mayor shall ex officio be a member of the Committee and may elect to chair any meeting of the Committee.

Other officers will attend Committee meetings, as required.

MEETINGS
The Committee meets quarterly at a date and time to be determined.

AGENDAS
Agendas will be forwarded to members and invitees at least 5 days prior to the meeting date.

QUORUM
A quorum will exist when three (3) members are present.

MINUTES
A record of the Committee meetings shall be minuted. The minutes and any recommendations will be presented to the next available Council meeting.
G.3.4 WRITE-OFF OF LEGAL CHARGES

Council: 26 March 2007

RECOMMENDATION:
That Council move into closed Council to consider the write-off of legal costs as it refers to matters in regard to legal action between Council and another party in accordance with Section 10A2(g) of the Local Government Act.

BACKGROUND:
Matters involving legal action are dealt with in closed Council in accordance with the Local Government Act.

ISSUES:
Section 10A of the Local Government Act provides for Council to deal with such matters.

SUSTAINABILITY:
Nil

OPTIONS:
- To deal with in closed Council.
- To deal within open Council.

FINANCIAL CONSIDERATIONS:
Legal costs incurred of $424.80.

RESOLVED that Council move into closed Council to consider the write-off of legal costs as it refers to matters in regard to legal action between Council and another party in accordance with Section 10A2(g) of the Local Government Act.

Moved: Cr P Hodges Seconded: Cr L Parsons CARRIED

RESOLVED that the legal costs raised for private works be written off and Council’s records adjusted accordingly.

Moved: Cr N Doonan Seconded: Cr D Peebles CARRIED

Upon resuming Open Council the following recommendation was adopted:

RESOLVED that the legal costs raised for private works be written off and Council’s records adjusted accordingly.

Moved: Cr L Parsons Seconded: Cr D Peebles
G.3.5 2008 GREAT ESCAPEDE - BICYCLE VICTORIA

Council: 26 March 2007

RECOMMENDATION:

That Council provide a letter of support for the Bicycle Victoria 2008 Great Escapade and include $6,000 in the 2007/8 budget.

BACKGROUND:

Bicycle Victoria and Bicycle New South Wales are proposing to conduct a joint bike tour in 2008 over a route that includes the Upper Hunter LGA. Representatives of Bike Victoria and Council met in March to discuss the proposed route and the benefits and costs to the council if it participates.

The organisers require written commitment to the project by 16 April 2007 to allow design of the route and promotion of the Great Escapade and the regions that it will travel through.

ISSUES:

This is a fantastic opportunity for the Upper Hunter to promote itself to two states. Approximately 60% of riders have previously indicated their intention to return to the locations they ride through with family and friends following the ride.

Council will be required to provide services (where available) for riders when camping within the LGA at our own cost (see attached proposal).

SUSTAINABILITY:

The investment by Council will provide significant income flows (approximately $180,000 per day) to the shire ($60 per day per rider). Return visits by riders and their families could provide significant income streams to local businesses. Local business and community groups have an opportunity to focus on this event for town events and marketing activities whilst the ride is going through the towns.

OPTIONS:

Accept or reject the recommendation

FINANCIAL CONSIDERATIONS:

Council provide a financial contribution of $6,000 per night plus services where available, in the 2007/8 budget.

RESOLVED that Council:
1. provide a letter of support for the Bicycle Victoria 2008 Great Escapade;
2. refer the matter of financial contribution to the Budget Committee.

Moved: Cr N Doonan  Seconded: Cr L Parsons  CARRIED
Daryl Dutton  
General Manager  
Upper Hunter Shire Council  
PO Box 206  
Scone NSW 2337

Friday 16 March 2007

Dear Daryl,

Re: Request to Council for support of the 2008 Great Escapade

Last week Rebecca and I met with Sean Constable, Business Development Officer, Wayne Cossens, Director of Corporate Services and Geoff, regarding the potential for your Council to be involved in the 2008 Great Escapade.

We were very pleased with the response from all Councils we visited in your region and anticipate to receive written confirmation of support from Councils by 13 April 2007, after which time we will be able to announce the Region and Route for the 2008 Ride.

Relationship with Bicycle New South Wales  
As discussed in our presentation, Bicycle Victoria and Bicycle New South Wales will be working together to bring the Ride to New South Wales in 2008. Both organisations have extensive experience in running multi-day Rides and working collectively will be of great benefit to the Ride and all participants.

The relationship between the two organisations for the 2008 Ride was announced on the weekend during the Big Ride to over 1000 Ride Participants. The Riders were excited to hear that both organisations will be working on the 2008 Ride in New South Wales and are keen to know which region we will be exploring.

About the Ride  
The Great Escapade is traditionally a nine-day cycling holiday with a focus on tourism and exploring the Region through which it travels. With both Bicycle Victoria and Bicycle New South Wales, working in conjunction with local Councils and Tourism Organisations to promote the Ride, we predict that 2500 to 3000 Riders will participate.

The Ride demographic of Bicycle Victoria’s Interstate Ride typically has a high proportion of 40 to 60 year olds, of whom, approximately 55% of are male. Majority of Ride Participants come on the Ride to visit the Region, have a holiday and take home some fantastic memories to share with their friends and families.

Previous Rides have been recognised at the State Tourism Awards, including a Silver Accolade for the Ride in Western Australia in the category of Significant Festivals and Events.

The potential economic benefit of the Ride  
The 2006 Main Roads LifeCycle Great Western Australian Bike Ride™ had an external assessment conducted. Results showed that, in addition to the cost of the Ride, each Rider spent over $60.00 per day whilst on the Ride. Over the 14 day duration, over $3 million was invested into the State by the Riders and by Bicycle Victoria.
With support from Local Councils and Tourism Organisations, the Ride has the potential to have a significant economic impact on the Region through which it travels. This can be optimised by ensuring that local communities, traders, tourism, transport, accommodation and food operators, are prepared for the Ride and capitalise on the opportunity of having thousands of visitors.

We advocate that Communities work with the Ride to encourage Ride Participants to re-visit the Region, as the additional economic benefit of return tourism has great potential. The 2005 Great Tasmanian Bike Ride™ Post-Ride Survey showed that 63% of Ride Participants intended to return to the State within 12 months, with 52% planning to bring 2 or more people with them.

The potential community benefit of the Ride
As discussed in our presentation, there is also potential for the Councils involved with the Ride to leverage from it programs associated with promoting health and physical activity amongst the community.

The Ride additionally offers a focus for uniting your community in fundraising projects and preparing to welcome the Ride. In previous instances, those communities who leave a positive impression on Ride Participants, certainly encourage return tourism to their region.

The potential marketing and promotional opportunities of the Ride
We will work closely with local Councils and Tourism Organisations to promote both the Ride as a great holiday and the Region as a great touring destination. The ways in which this will be done include:

- Full colour magazine distributed to over 200,000 households
- Web based marketing campaign – with over 50,000 visitors to the Bicycle Victoria website each month
- Email marketing campaign – to those on the Bicycle Victoria and Bicycle New South Wales’ Databases, in addition to the potential to market to those people whose email addresses are held by organisations associated with the Ride
- A dedicated $70,000+ of promotion through the media associated with the Ride
- Bicycle Victoria and Bicycle New South Wales Customer Response Teams

Proposed dates for the Ride
It is likely that the Ride will be held between Saturday 29 March and Sunday 6 April 2008. We will work to support both the Start and Finish locations to offer Pre- and Post-Ride camping and activities to encourage Ride Participants to spend more time in New South Wales.

Factors taken into account in selecting these dates include, but are not limited to: the weather in the proposed region, Easter (21-24 March 2008), New South Wales School Holidays (12-27 April 2008) and Victorian School Holidays (21 March – 6 April), Labour Day in Victoria (10 March) and other events being held in the Region around the same time. We encourage feedback from you regarding these proposed dates.

Planning Dates
We ask that all Councils respond to our request as soon as possible in order for us to move forward with planning for the Ride and launching the marketing program. All Councils are encouraged to respond to us in writing on Council Letterhead by 13 April 2007. The Region and Route are scheduled for announcement on 16 April 2007.
Our next trip through the region will be held between **Tuesday 17 and Friday 20 April 2007** and involve planning for both the Route and Campsites, in addition to collecting all relevant marketing information from Councils and Tourism organisations to incorporate in the marketing program for the Ride.

Entry for the Ride will open in early **June 2007**, supported by the launch of the Marketing Magazine and associated information.

**Your investment**

1. **Financial Commitment**
   a. In order that the Ride can come to your Region, we ask that your Council commit a financial contribution of $5,000 (+GST) per night. This amount will contribute to the marketing and promotion of both the Region and the Ride throughout Australia and Internationally. A financial contribution from each Local Council allows the Councils and local community to have ownership and commitment to the Ride, resulting in a positive benefit for all involved.

2. **Camp Site**
   a. We ask Council to act as the convening authority to arrange agreement of all parties in relation to the use of an appropriate Campsite in the Region.
   b. Council to allow access to, and exclusive use of, a suitable camping facility within the Council region, for at least 3500 people. This would include use of buildings on site, as required.
   c. Council to agree to waive all site fees, including negotiation with any organisation or individuals leasing the site to waive site fees.
   d. Where available, Council to allow access to a phone landline for emergency use.
   e. Council to provide an appropriate Council Representative to be contactable during our stay, to act as an advisor on local infrastructure.

3. **Electricity**
   a. Council to approve access to electricity and waive associated costs, including single phase and three phase power (where available).
   b. Bicycle Victoria will provide electricity via silenced generators, when on-site power is not available.

4. **Waste**
   a. Council to provide waste collection services to the Campsite including the supply of 80 x 250 litre wheelie bins and 2 x 10 cubic metre skips.
   b. Where available, Council to provide recycling facilities for glass, cardboard and aluminium cans.
   c. Council to provide waste collection services to the Lunch Spot, including the supply of 20 x 250 litre wheelie bins and a 1 x 3 cubic metre skip on the day the Ride travels through the Council region.
   d. Council to collect and dispose of all waste from the Lunch Spots and Campsite.

5. **Potable Water**
   a. Council to provide access to a suitable supply of potable drinking water on site or a facility in the region from which a water tanker can fill with potable water. Council to waive all associated costs.
6. Black Water and Grey Water Disposal
   a. Council to provide access to black and grey water disposal on site, free of charge. Where such facilities are not available on site, Council to provide a point nearby at which the black and grey water waste from the site may be disposed.

7. Liquor Licence
   a. Council to support the Ride’s application for a limited liquor license for the Café de Canvas, the Campsite Bar. Council to waive associated costs.
   b. Council to support Bicycle Victoria’s requirement that no other club or community group be allowed to sell alcohol on site for the duration of our stay on the Campsite.

8. Emergency Management Plan
   a. Council to provide, free of charge, access to a Community Hall, or similar, in the area, to support the Ride Emergency Management Plan.

9. Route
   a. Council to provide support with the design and planning of the Ride Route through the Council region.

10. Marketing and Communication Plan
    a. Council to allow the option for Bicycle Victoria to insert Ride information into Council mail cuts, such as rates, newsletters and the local paper.
    b. Council to make mention of the Ride on the Council website and provide a link to the Ride website.
    c. Council to support the distribution of Ride signs before the Ride to warn road users of the Ride route and dates.

We seek your written agreement to the above matters on council letterhead as soon as possible, but no later than 13 April 2007. This will allow us to move forward with selecting the Region and Route and planning for the Ride. Please feel free to contact me to discuss any of the above.

I look forward to talking with you further to develop this as a memorable Ride. Please feel welcome to request any further information that you require about the Ride.

I can be contacted on 0409 707 152 or sarahg@bv.com.au.

Yours,

Sarah Greenwood-Smith
Ride Director
Bicycle Victoria
G.3.6 SPONSORSHIP - UPPER HUNTER SHOW & EXPO  
Council: 26 March 2007

RECOMMENDATION:
That Council provide $100 sponsorship to the Upper Hunter Regional Show & Expo.

BACKGROUND:
Council sponsored the Upper Hunter Regional Show & Expo in 2004, 2005 & 2006 by donating $100.
A copy of the letter is Attachment 1.

ISSUES:
Council will consider sponsorship proposals that have been reviewed by the General Manager, on an individual basis. Such sponsorship proposals may be in relation to:

(a) Upper Hunter Shire residents (individual and teams);
(b) Events which promote the following towns and themes
   • Aberdeen and “Birthplace of the Blue Heeler”;
   • Merriwa and “Breath of Fresh Air”;  
   • Murrurundi and “Crown of the Hunter”; and, 
   • Scone and “Horse Capital of Australia”
(c) Events which promote the Upper Hunter and the Upper Hunter Shire.

SUSTAINABILITY:
Not applicable.

OPTIONS:
To provide financial support or reject the request.

FINANCIAL CONSIDERATIONS:
Funds to cover an amount of $100.00 are available in the 2006/7 budget.

RESOLVED that Council provide $100 sponsorship to the Upper Hunter Regional Show & Expo.

Moved: Cr N Doonan  Seconded: Cr D Peebles  CARRIED
Dear Barry

Our committee would like to thank you for your past donations towards the Upper Hunter Show.

As you would be well aware, our 2007 Upper Hunter Show will be held just next week, and we were wondering if our local Shire Council would like to once again be a donor towards the events being held at our Show.

We apologise for our tardiness in asking for your assistance with the Show.

If we can be of any further assistance, please don’t hesitate to contact the writer on the above numbers.

Yours Faithfully

Jenny Webster
Honorary Secretary

PS: Please feel free to check out our website on: www.upperhuntershow.com.au
H.3.1 COUNCIL POLICY: RECORDS MANAGEMENT FOR COUNCILLORS

COUNCIL: 26 March 2007

RECOMMENDATION:
That Council adopt the policy INFORMATION MANAGEMENT – Records Management for Councillors.

BACKGROUND:
The draft policy for consideration at this meeting is INFORMATION MANAGEMENT – Records Management for Councillors.

ISSUES:
Policies provide guidance to the Council and its officers.

SUSTAINABILITY:
Not applicable.

OPTIONS:
Council may:-
- adopt the policy with or without alteration;
- seek additional information prior to adopting a draft policy.

FINANCIAL CONSIDERATIONS:
Nil

RESOLVED that Council adopt the policy INFORMATION MANAGEMENT – Records Management for Councillors.

Moved: Cr E Bates Seconded: Cr P Hodges CARRIED
Policy

Councillors shall take care to create and capture full and accurate records of any significant business undertaken in the course of their official duties with Council.

Objective

To ensure that full and accurate records of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to meet Council’s organisational needs and accountability requirements.

Procedures

Refer to the attached document INFORMATION MANAGEMENT – Records Management for Councillors.

References

- State Records NSW
- State Library of NSW
- Armidale/Dumaresq Council
- Shoalhaven City Council
- Council of the City of Sydney

Review Date

August 2009

Authorised by: .............................................................. Date: ........................................
D N Dutton, General Manager
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1 PURPOSE, SCOPE AND APPLICATION OF THIS DOCUMENT

1.1 Purpose of this document

The purpose of this document is to ensure that full and accurate records of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to meet the Council’s organisational needs and accountability requirements. A record management program has been established by Council in accordance with section 12(2) of the State Records Act 1998. This document provides part of the framework for that program. More information on the records management program is available in Council’s Records management policy.

1.2 Scope of this document

This document has been specifically developed to assist Councillors to meet their recordkeeping responsibilities.

1.3 Application of this document

All Councillors must comply with this document in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records.

2 STATE RECORDS

2.1 Some Councillors’ records are State records

Public offices are bound by the State Records Act 1998 which establishes rules for best practice for recordkeeping in NSW Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (section 3(1)). When discharging functions of Council, Councillors are subject to the State Records Act when they create or receive ‘State records’. A State record is ‘any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office’ (section 3(1)).

2.2 Examples of State records

Examples of State records include (but are not limited to):

- correspondence, including emails, regarding building and development matters
- a petition received from a community group
- declarations concerning a Councillor’s pecuniary interests
- speech notes made for addresses given at official Council events, and
- complaints, suggestions or enquiries by rate payers about Council services.

2.3 Examples of records that are not State records

Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be State records for the purposes of the State Records Act 1998.

Examples of records that are not State records include (but are not limited to):

- records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances
- communications regarding matters of personal/general interest rather than Council interest e.g. information from environmental or other interest groups not specific to issues being considered by Councillors or Council
- records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council
- personal records of councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

3 RECORDS AS A RESOURCE
Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- support the work of Councillors and Council’s program delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner
- provide evidence of Councillors’ actions and decisions and establish precedents for future decision making, and
- protect the rights and interests of the Council, Councillors and its clients and rate payers.

4 CREATION AND CAPTURE OF RECORDS

4.1 What records to create and capture

Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- providing advice, instructions or recommendations
- drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- correspondence received and sent relating to their work undertaken for Council.

Council is responsible for:

- creating and capturing records of Council or committee meetings where the Council is the secretary
- capturing any State records it sends to Councillors regarding Council business.

Creation of records of a confidential nature

On some occasions Councillors are approached and asked to keep matters discussed relating to Council business confidential. This indicates that confidential conversations/correspondence must still be recorded and registered into Council recordkeeping systems if they refer to Council business. There are policies and security controls in place to ensure these records have limited access (see Section 6 Security and confidentiality of records), but these records may still need to be produced under relevant legislation, e.g. subpoena, the Freedom of Information Act 1989 or s.12 of the Local Government Act 1993. With security controls in place records are likely to be less at risk than if they were not in recordkeeping systems.

4.2 How to create records

Council has a number of paper and electronic templates available for Councillors to create emails, faxes, letters and memos while conducting business for the Council. These will assist Councillors in ensuring that the essential information is recorded.

Details of significant advice, commitments etc made during telephone or verbal conversations or via SMS should be recorded using the Council’s standard file note template (e.g. time, date, parties involved, summary of discussion, commitments, advice given etc and reasons for them). Notes in Councillors’ diaries are generally not adequate where there are recordkeeping requirements: they should be converted into a formal file note. These records should be made as soon as possible after the event to ensure the information is accurate.

See Section 6 Security and confidentiality of records for information about the treatment of confidential matters.
4.3 How to capture records

Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into official Council recordkeeping systems as soon as is practicable so that Council can assist with their long term management.

Paper records

Records created or received in paper format should be forwarded to Council’s record section. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager to this fact so that appropriate security controls can be applied.

Email and electronic records

Email and other electronic records should be forwarded to Council promptly for registration into TRIM. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager to this fact so that appropriate security controls can be applied.

Councillors’ copies

If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. The routine destruction of copies of records is permitted under the State Records Act (section 21(2)). See Section 11 Disposal for more information.

It is important to recognise that these copies should be treated like the originals with regard to security controls applied (see Section 10 Handling and storage of records).

5 REGISTRATION OF RECORDS BY COUNCIL

5.1 Registration procedures

Records received from Councillors for registration will be handled in accordance with the Council’s Records management procedures.

See Section 6 Security and confidentiality of records for information about security controls applied to sensitive records.

6 SECURITY AND CONFIDENTIALITY OF RECORDS

6.1 Building controls

Council’s paper records are kept securely with security controls to protect against unauthorised access.

6.2 System controls

The Council’s records management software which controls both paper and electronic records restricts access according to security levels.

6.3 Security labels

Sensitive records in all formats have labels such as ‘Commercial in Confidence’ along with their associated management rules, as defined by the NSW Government Chief Information Office’s Guide to labelling sensitive information [Note: Councils are not bound by these rules but they can be considered best practice].

6.4 Rules for Council staff and Councillors

Council staff and Councillors are bound by Council’s Code of Conduct, preventing unauthorised access or disclosure of Council records.

See Section 10 Handling and storage of records for advice regarding Councillors’ security responsibilities when storing records.
7 ACCESS TO RECORDS OF COUNCIL

7.1 Access relating to civic duties

Councillors need to have access to information held by Council to help them make informed decisions on matters under their consideration. This information should be relevant and appropriate to the discharge of their obligations e.g. records relating to matters before Council or due to be listed for which there is notification.

As a first step, Councillors should request information through the General Manager. Records can be made available for viewing during normal business hours. Records must be viewed in the presence of a records officer or a senior staff member.

7.2 Access relating to personal interest

Councillors wishing to access records in relation to a matter of personal interest have the same rights as other members of the public. Access may be obtained, for example, under:

- Section 12(1) of the Local Government Act 1993 which allows all persons to have a right of access to certain Council records
- the Privacy and Personal Information Protection Act 1998
- the Health Records and Information Privacy Act 2002
- the State Records Act 1998, or

7.3 Refusal of access

Should a Councillor be refused access to records of Council, the Councillor will be provided with reason(s) and these reasons will be publicly available. Councillors can ask for a review of a decision to deny access in accordance with section 12A of the Local Government Act 1993. Requests for review should be directed to the Director Corporate Services.

If a Councillor is refused access to records under another Act, they should refer to any appeal provisions of that Act.

7.4 More information on access

More information on gaining access to Council records can be obtained from Director Corporate Services.

See also Section 9 Unauthorised access or disclosure of council records.

8 BORROWING RECORDS OF COUNCIL

8.1 Borrowing paper-based records

Under section 11(1) of the State Records Act, Councils are required to ensure the safe custody and proper preservation of records they are responsible for. If a Councillor needs to borrow a paper-based Council record in the course of their duties for Council, they should make a request through the General Manager.

Files can only be borrowed for a maximum period of two (2) days. They should then be promptly returned to Council storage for safety and to enable the files to be made available to other Councillors and Council staff.

8.2 Loss of records

Councillors are responsible for records marked out to them and should protect them accordingly. If a record is not able to be located, the Councillor is to advise the Records Section as soon as possible.
8.3 Archives

Council policy regarding archives is that they are not to be borrowed. They should rather be viewed within Council offices during normal working hours or at the Hunter Records Repository in the presence of a records officer. Photocopies of relevant pages can be made available to Councillors if restrictions on copying do not apply.

9 UNAUTHORISED ACCESS OR DISCLOSURE OF COUNCIL RECORDS

The Local Government Act 1993 section 664(1) prohibits the disclosure of information obtained in connection with the administration or execution of the Act, except in certain specific circumstances. Councillors are also bound by the Council's Code of Conduct not to:

- attempt to access records they are not authorised to see
- provide unauthorised access to other parties while Council records are in their care
- disclose confidential information about Council business, or disclose personal information of employees, clients etc without the subject’s consent.

These rules help to ensure that Council and its staff and clients are protected and that the requirements of relevant legislation, such as privacy legislation, are met.

10 HANDLING AND STORAGE OF RECORDS

10.1 Damage or neglect of records is an offence

Damage or neglect of a State record is an offence under section 21 of the State Records Act. Councillors should apply the storage and handling rules below to ensure records are protected.

10.2 Handling of records

When handling Council records the following rules apply:

- registered documents are not to be rearranged or removed from Council files (the order provides context for the records) and information on files should never be altered
- no food or drink is to be consumed near records (grease and food particles can attract vermin and liquids can damage records if spilt on them)
- strictly no smoking around records (due to airborne pollutants and the risk of fire)
- if records are damaged during handling, the Director Corporate Services should be informed. No attempts should be made to repair the record (as some repairs can do long term damage).

Information on handling specific formats is available in State Records’ Recordkeeping in Brief 14: Handle with care or can be provided by Council’s records staff.

10.3 Storage of records

When storing Council records temporarily the following rules apply:

- records are to be kept away from known risks such as water, fire, mould, vermin, vandalism, chemicals, direct sunlight, extreme temperatures etc
- electronic records should be protected against additional hazards such as viruses or electronic fields
- records should be secured appropriate to their level of sensitivity. No Council records should be left in plain view in vehicles or lying around the house.

Councillors who are storing records of a sensitive or confidential nature should ensure that they are appropriately protected.
11 DISPOSAL OF RECORDS

11.1 Disposal in accordance with the State Records Act

State records held by Councillors must be disposed of in accordance with the State Records Act 1998. State Records NSW has issued General Retention and Disposal Authority - Local Government records (GDA10), which outlines classes of records and how long they should be kept before being legally destroyed or transferred to archives. Periods specified are based on relevant legislation, guidelines and standards. Failure to keep records for the length of time specified in the GDA may put Councillors and Councils at risk.

Other forms of authorised disposal include:

- by order of a court or tribunal
- ‘normal administrative practice’ (NAP) where ephemeral, duplicate or facilitative records can be destroyed. State Records has produced Guidelines on Normal Administrative Practice (NAP) which provide further information on the application of NAP.

11.2 Liaison with Council for disposal

Councillors should liaise with the Council regarding the disposal of any records of Council business as Council is responsible for:

- ensuring legislative requirements are met
- ensuring destruction is undertaken appropriately (e.g. that no sensitive information is released due to inappropriate destruction methods), and
- documenting disposal decisions for accountability purposes.

The Council's records management staff should be primarily responsible for the disposal of State records, unless other arrangements are approved.

12 FOR MORE INFORMATION

For more information about the use of this policy and procedures, contact records staff.

Appendix A – Legislative Requirements for Recordkeeping


[Note: This list is not exhaustive. It is the responsibility of managers to examine legislation and government directions which govern their activities, and ensure that records arising from these activities conform with recordkeeping requirements.]

Appendix B – Best Practice Guidance for Recordkeeping

- Australian Standard AS5090-2003, Work process analysis for recordkeeping

Appendix C - Glossary of Terms

This glossary has been compiled from the *State Records Authority Glossary of Recordkeeping Terms*. Sources of terms include Australian and international standards on records management.

**Access**

Right, opportunity, means of finding, using or retrieving information. *AS ISO 15489 Part 1 Clause 3.1*

**Appraisal**

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations. *AS 4390 Part 1 Clause 4.3*

**Archives**

Those records that are appraised as having continuing value. *AS 4390 Part 1 Clause 4.5*

**Disposal**

A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. *AS 4390 Part 1 Clause 4.9*
Recordkeeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. *AS 4390-1996, Part 1.4.19*

Recordkeeping systems

Information systems which capture, maintain and provide access to records over time. *AS 4390-1996, Part 1. Clause 4.20*

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. *AS ISO 15489 Part 1 Clause 3.15*

Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. *State Records Act 1998 (NSW)*

Records management program

A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.

Retention and Disposal Authority

Documents authorised by the Board of State Records NSW that set out appropriate retention periods for classes of records.

State archive

A State record that the State Records Authority of New South Wales has control of under the *State Records Act, 1998 (NSW)*.

Appendix D – Web addresses for publications referred to in this document

See also Appendix A for links to legislation.


J.3.1 ROAD NAMING

Council: 26 March 2007

RECOMMENDATION:

That Council adopt the name of “Clifton Drive” for the new roadway created within Owens Gap development.

BACKGROUND:

K F Murphy, Surveyors, have proposed the name of ‘Clifton Drive’ for the new road being created.

ISSUES:

- Council road naming policy identifies a need to theme all road names within a subdivision/development. There is only one road in this subdivision.
- A name cannot be used which is already utilised in the Shire
- Further development in the area will involve additional road naming; these names will be selected from those identified which meet the criteria.

SUSTAINABILITY:

N/A

OPTIONS:

To adopt the name proposed or reject the proposal

FINANCIAL CONSIDERATIONS:

Gazettal costs $100

RESOLVED that Council adopt the name of “Ollerton Drive” for the new roadway created within Owens Gap development.

Moved: Cr E Bates  Seconded: Cr P Hodges  CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.59PM
Map Zoom: 4356 m