PRESENT:

Cr Michael Johnsen, Cr Wayne Bedggood, Cr Peter Bishop, Cr Lorna Driscoll, Cr Ron Campbell, Cr Deirdre Peebles, Cr Maurice Collison, Cr Lee Watts and Cr Kiwa Fisher.

APOLOGIES:

Nil

IN ATTENDANCE:

Mr Waid Crockett (General Manager), Mr Steve Pryor (Director Corporate Services), Mr Mathew Pringle (Director Environmental Services), Mr Alan Fletcher (Director Technical Services), Mr Wayne Phelps (Finance Manager), Ms Daele Healy (Communications & Community Engagement) and Miss Shinead Taylor (Administration Assistant).

ADOPTION OF MINUTES:

RESOLVED that the minutes of the ordinary Council meeting held on 28 July 2014 be adopted, as circulated, be taken as read and confirmed as a correct record.

Moved: Cr D Peebles           Seconded: Cr K Fisher          CARRIED

DECLARATIONS OF INTEREST:

Nil

PUBLIC PARTICIPATION:

A.08.1  Mayor for a Day 2014 presentation

D.08.1  DA No. 45/2014 Subdivision into 14 Lots
  Mr Kerry Nichols
  Ms Margaret Watson

G.08.1  Presentation to Council – Hunter Research Foundation
  Dr Brent Jenkins, CEO Hunter Research Foundation
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MAYORAL MINUTES

A.08.1  MAYOR FOR A DAY 2014 PRESENTATION

RESPONSIBLE OFFICER:  Steve Pryor - Director Corporate Services
AUTHOR:  Kerri Cone - Manager Community Services

RECOMMENDATION

That Council welcome the Winners of the Mayor for a Day Competition, run in Local Government Week, and announce the overall winner and runner up of the competition.

REPORT/PROPOSAL

The Mayor for a Day Competition, run as part of Local Government Week, received 244 entries from 6 Primary schools in our Shire.

Individual schools were awarded first, second, third and highly commended. The six winners along with their parents and Principals have been invited to our afternoon tea and presentation, to read their entries to Council, with the overall winner and runner up to be announced.

School Winners are:

Murrurundi Public School  Lachlan Sevil
Blandford Public School  Darcy Cornall
St Marys Primary School  Scone  Lara Towler
Aberdeen Public School  Brooke Wheadon
Scone Public School  Amelia Grimshaw
Scone Grammar School  Isla Folpp

OPTIONS

Nil

ATTACHMENTS

There are no enclosures for this report

Council welcomed the Winners of the Mayor for a Day Competition, run in Local Government Week, and announced the overall winner and runner up of the competition.
NOTICE OF MOTIONS

Nil

QUESTIONS WITH NOTICE

Nil

QUESTIONS WITHOUT NOTICE

Cr Kiwa Fisher

Asked in relation to James Horn’s letter regarding coal dust from trains, in the Scone Advocate 21 August 2014, will Council contact the NSW Minerals Council and ask them to request their member organisations to conduct the process of Coal Veneering to reduce the amount of coal dust released when trains travel through the Shire, and particularly Scone.

Response: The Mayor advised that a letter is being prepared in response to Mr Horn’s letter, and this will be considered in the process.

Cr Maurice Collison

Asked about the progress of the report (including costings) that was to be prepared in regards to the Moonan Cutting project.

Response: The Director Technical Services advised that the report is currently being compiled and will be available and the next Works & Technical Services meeting.

Cr Ron Campbell

Asked if there are any conditions in place in the development of the Scone Grammar School for the agricultural plot to be relocated, as he has received complaints from neighbouring residents about the smell produced from the animals kept there.

Response: The Mayor advised that the Director Environmental Services would take this on notice and provide a response.
C.08.1  MERRIWA AGED HOSTEL COMMITTEE

RESPONSIBLE OFFICER: Steve Pryor - Director Corporate Services

AUTHOR: Phoebe Richard - Community Services Officer - Merriwa

RECOMMENDATION

That Council:

1. Note the record of proceedings from the Merriwa Aged Hostel Committee Meeting held 11 August 2014

2. Adopt the unchanged Liquidity Statement

BACKGROUND

The Merriwa Aged Hostel Committee provides advice and recommendations to Council in relations to the provision of a 16 bed low care aged facility in Merriwa. Note of the meeting are included as Attachment 1.

REPORT/PROPOSAL

The Committee meets every two months looking at the operational and financial aspects of the facility.

The meeting failed to have a quorum present and accordingly a Record of Proceedings is attached.

Council requires a recommendation on the Annual Liquidity Statement each year for audit purposes. The Liquidity Statement remains unchanged from previous years. The Liquidity Statement for Gummun Place Hostel is as follows:

- Gummun Place Hostel will maintain 100% restriction on the value held of residents’ accommodation bonds to ensure that funds are available to repay when they fall due;
- In determining this level, consideration has been given to the understanding that this will be reviewed annually;
- The level of the bonds will form part of Council’s investments in accordance with the controls and restrictions placed on Council’s investments.

ATTACHMENTS

1. Merriwa Aged Hostel Committee - 11 August 2014 - Record of Proceedings

RESOLVED that Council:

1. Note the record of proceedings from the Merriwa Aged Hostel Committee Meeting held 11 August 2014

2. Adopt the unchanged Liquidity Statement

Moved: Cr D Peebles  Seconded: Cr L Driscoll  CARRIED
PRESENT: Cr Deirdre Peebles, Mr Barry Ghersi, Mrs Margaret Witney, Mr Ross Bishop

IN ATTENDANCE: Cr Ron Campbell, Mr Steve Pryor and Miss Phoebe Richard

1. APOLOGIES

Mrs Leone Williams, Mrs Rose Witney, Mrs Jan Cronin.

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

Merriwa Aged Hostel Committee Meeting held 10 June 2014

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. AGENDA ITEMS

a. Hostel Supervisor’s Report

OCCUPANCY- Nil Vacancies
RESIDENT REVIEWS- We are reviewing the care needs of each resident again to ensure we are not missing out on any funding we may be entitled too.
MEDICAL ALARM SYSTEM- Quotes are Still in progress as there is so many new systems out there it trying get the best system for this facility. I have been trying to get some companies to bring up some equipment to demonstrate how it will work.
AGED CARE PACKAGES- New reforms are now in place and we have received the new and updated Agreement Package. Any new resident will now be under the new reforms.
STREET STALL- We held our first street stall for the year on July 25th raising $716.00. Winners of 100 club and raffle will be in next weeks ringer
RESIDENTS – Not much activity has been happening as residents reluctant to go out in the cooler weather. The usual indoor activities are taking place.
STAFF – Advertising for new has commenced and interviews will be held around the 3rd week in August.
I would like to thank Edith Shipway for her support and wish her all best and hope to see her back soon.

b. Treasurer’s Report

Finances are looking better for 2014/15 Financial Year. Committee spoke about the financial challenges of being such a small facility and about potential future expansion.

c. Liquidity Statement

MOTION: That Gummun Place Hostel:
- Maintain 100% restriction on the value held of residents’ accommodation bonds to ensure that funds are available to repay when they fall due;
- In determining this level, consideration has been given to the understanding that this will be reviewed annually;
- The level of the bonds will form part of Council’s investments in accordance with the controls and restrictions placed on Council's investments.

d. Storage Shed
   The Upper Hunter Shire Council’s Land Development Committee has approved a recommendation that an offer be made on this land. This negotiation is to be handled by that committee.

e. Pendant System
   Investigations into the most suitable system are still underway. Trials or demonstrations of the new system is required before a decision can be made.

6. ACTION SHEET

7. CORRESPONDENCE
   a. Incoming
      i. Letter of resignation from the Merriwa Aged Hostel Committee received from Edith Shipway
      ii. Donation of $500 from Merriwa Bushman’s Campdraft and Rodeo Association
      iii. Donation from Rotary for $2000 to go towards the new pendant system.

8. GENERAL BUSINESS

9. NEXT MEETING
   MONDAY 13 OCTOBER 2014

The meeting was declared closed at 4:20pm.
RECOMMENDATION

That Council endorse the minutes of the Works and Technical Services Committee meeting held on Tuesday 12 August 2014.

BACKGROUND

The Works and Technical Services Committee provides policy direction on roads, bridges, water and sewerage works, parks, buildings and waste management. It also provides a forum for discussing services provided by Council such as Saleyards and the Airport.

REPORT/PROPOSAL

The 12 August 2014 meeting discussed the:

- Drought Management and Emergency Response Plan
- Murrurundi Water Supply Operation
- Local Roads and Bridges
- Works Program
- Capital Works Update

ATTACHMENTS

1. Works And Technical Services Committee - 12 August 2014 - Summary Minutes - attachments excluded

RESOLVED that Council endorse the minutes of the Works and Technical Services Committee meeting held on Tuesday 12 August 2014.

Moved: Cr R Campbell Seconded: Cr L Driscoll CARRIED
PRESENT:

Cr Deirdre Peabody, Cr Maurice Collison, Cr Ron Campbell (Chair), Cr Lorna Driscoll.

APOLOGIES:

Nil

IN ATTENDANCE:

Cr Wayne Bedggood, Mr Alan Fletcher (Director Technical Services), Mrs Coleen Pinkerton (Manager Technical Support Services), Mr Jeff Bush (Manager Civil Assets), Mr Paul Turri (Manager Water Waste), Mr Tony Swallow (Acting Manager Engineering Operations), Mr John Murray (Observer)

DECLARATIONS OF INTEREST:

Nil

WTS.08.1 Drought Management and Emergency Response Plan
RESPONSIBLE OFFICER: Alan Fletcher - Director Technical Services
AUTHOR: Paul Turri - Manager Water and Waste

PURPOSE

The purpose of the report is to provide Council with an updated Drought Management and Emergency Response Plan. The existing May 2010 plan is outdated and some of the water restriction triggers are no longer relevant.

ACTION FOR COMMITTEE

That Council note the Draft Drought Management and Emergency Response Plan and report back to September meeting.

Moved: M Collison Seconded: D Peebles CARRIED

WTS.08.2 Murrurundi Water Supply Operation
RESPONSIBLE OFFICER: Alan Fletcher - Director Technical Services
AUTHOR: Alan Fletcher - Director Technical Services

PURPOSE

The purpose of this report is to inform the Committee of the current Murrurundi water supply situation with algae and water restrictions and what is proposed for the medium term until a permanent solution (water treatment plant and/or pipeline) is completed.

ACTION FOR COMMITTEE

That Council note the report.

Moved: D Peebles Seconded: L Driscoll CARRIED
WTS.08.3 Local Roads and Bridges  
**RESPONSIBLE OFFICER:** Alan Fletcher - Director Technical Services  
**AUTHOR:** Jeff Bush - Manager Civil Assets  

**PURPOSE**

The purpose of this report is to provide Council with information regarding funding opportunities under the ‘Fixing Country Roads Program’ (FCR) and ‘Bridges Renewal Program’ (BRP).

The replacement of Starrs Crossing Bridge is programmed for 2015/16 under the LIRS funding loan. Owens Gap realignment is programmed for 2016/17 and 2017/18 from the general fund.

**ACTION FOR COMMITTEE**

That Council note the report.

Moved:  M Collison    Seconded:  D Peebles     CARRIED

WTS.08.4 Works Program - Technical Services Department  
**RESPONSIBLE OFFICER:** Alan Fletcher - Director Technical Services  
**AUTHOR:** Tony Swallow - Acting Manager Engineering Operations  

**PURPOSE**

The purpose of this report is to provide Council with information regarding funding opportunities under the ‘Fixing Country Roads Program’ (FCR) and ‘Bridges Renewal Program’ (BRP).

**ACTION FOR COMMITTEE**

That Council receive the report and note the information.

Moved:  R Campbell   Seconded:  M Collison     CARRIED

WTS.08.5 Capital Works Update  
**RESPONSIBLE OFFICER:** Alan Fletcher - Director Technical Services  
**AUTHOR:** Coleen Pinkerton - Manager Technical Support  

**PURPOSE**

The purpose of this report is to provide an update on capital works projects within the current budgetary period.

**ACTION FOR COMMITTEE**

That Council receive the report and note the information.

Moved:  R Campbell   Seconded:  L Driscoll     CARRIED

Cr M Collison requested a report to the September Works and Technical Services Committee on the Moonan Cutting project and costings.
RECOMMENDATION

That Council:

1. Endorse the minutes of the Development and Environmental Services Committee meeting held on 12 August 2014 (Attachment 1).

2. DESC.08.2 –

   (i) (a) Make funding available in the 2014/15 budget for the revision of the Upper Hunter Land Use Strategy.
   (b) Apply for a Planning Reform Fund grant to provide additional funding for the revision of the Upper Hunter Land Use Strategy.

   (ii) Adopt recommended actions 1, 4, 5 and 11 of the High Level Review of the Upper Hunter Land Use Strategy and complete the work when funding becomes available.

   (iii) Prepare a Draft Amendment to the Upper Hunter Land Use Strategy (when funding becomes available) to include:

      (a) A staging or sequencing plan for the development of Large Lot Residential areas.
      (b) Refine the boundaries of existing R5 Large Lot Residential areas.
      (c) Strengthening the range of criteria used for evaluating the merits of rezoning the identified “investigation” areas in accordance with the recommendations of the review.
      (d) Identification of Part Lot 610 DP 777251, Cliftlands Road, Scone (area subject to Planning Proposal) as a potential investigation area for R5 Large Lot Residential development.
      (e) Identification of Part Lot 910 DP 1152423, Invermien, Moobi Road, Scone as a potential investigation area for R1 General Residential development.

3. DESC.08.3 - Approve Development Application No. 82/2014 for a relocated dwelling with verandahs and water tank at Lot 11 Section 5 DP 758672, 1 Macartney Street, Merriwa subject to the conditions of consent in Attachment 2.

BACKGROUND

The Development and Environmental Services Committee is a Standing Committee of Council which considers reports, advice and recommendations of management regarding strategic land use planning, development applications, environmental, health and building related
Environmental Services

matters. The Committee subsequently makes recommendations to Council in relation to such matters.

A meeting of the Development and Environmental Services Committee was held on Tuesday 12 August 2014.

REPORT/PROPOSAL

DESC.08.2

In relation to item DESC.08.2 the Committee supported the recommendations of the report and made additional recommendations to Council that funding be made available in the 2014/15 budget for the revision of the land use strategy and that an application be made to the NSW Department of Planning and Environment for a Planning Reform Fund Grant.

In relation to the identification of Part Lot 610 DP 777251, Cliftlands Road, Scone as an investigation area in the land use strategy, it was agreed that the investigation area should be limited to that part of the site subject to the planning proposal. The recommendation to Council has been amended accordingly.

DESC.08.3

In relation to item DESC.08.3 the Committee raised some concerns in relation to the proximity of the proposed dwelling to a natural drainage gully and the potential impacts of stormwater flows and localised flooding on the development. The Committee recommended that additional conditions of consent be imposed requiring the structure to be certified by a structural engineer as being able to withstand the flow of floodwaters and that some earthworks be undertaken on the site to divert stormwater around the dwelling. Accordingly, Condition Nos. 7 and 8 have been included in the recommended conditions of consent (Attachment 2).

ATTACHMENTS

1. Minutes of the Development and Environmental Services Committee - 12 August 2014
2. DA 82/2014 - Recommended Conditions of Consent

RESOLVED

That Council:

1. Endorse the minutes of the Development and Environmental Services Committee meeting held on 12 August 2014 (Attachment 1).

2. DESC.08.2 –

   (i) (a) Make funding available in the 2014/15 budget for the revision of the Upper Hunter Land Use Strategy.
   (b) Apply for a Planning Reform Fund grant to provide additional funding for the revision of the Upper Hunter Land Use Strategy.

   (ii) Adopt recommended actions 1, 4, 5 and 11 of the High Level Review of the Upper Hunter Land Use Strategy and complete the work when funding becomes available.
(iii) Prepare a Draft Amendment to the Upper Hunter Land Use Strategy (when funding becomes available) to include:

(a) A staging or sequencing plan for the development of Large Lot Residential areas.
(b) Refine the boundaries of existing R5 Large Lot Residential areas.
(c) Strengthening the range of criteria used for evaluating the merits of rezoning the identified “investigation” areas in accordance with the recommendations of the review.
(d) Identification of Part Lot 610 DP 777251, Cliftlands Road, Scone (area subject to Planning Proposal) as a potential investigation area for R5 Large Lot Residential development.
(e) Identification of Part Lot 910 DP 1152423, Invermien, Moobi Road, Scone as a potential investigation area for R1 General Residential development.

3. DESC.08.3 - Approve Development Application No. 82/2014 for a relocated dwelling with verandahs and water tank at Lot 11 Section 5 DP 758672, 1 Macartney Street, Merriwa subject to the conditions of consent in Attachment 2.

Moved: Cr K Fisher  Seconded: Cr W Bedggood  CARRIED

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PRESENT:

Cr Kiwa Fisher (Chair), Cr Peter Bishop, Cr Deirdre Peebles, Cr Lee Watts.

APOLOGIES:

Nil.

IN ATTENDANCE:

Cr Wayne Bedggood, Cr Maurice Collison, Cr Ron Campbell, Mr Mat Pringle (Director Environmental Services), Mr Raymond Jacobson, Mrs Margaret Jacobson, Ms Karen Fulljames, Ms Becky Avramovski, Ms Madeline Kelaher.

DECLARATIONS OF INTEREST:

Nil.

PUBLIC PARTICIPATION:

A number of issues were raised in public participation and are summarised as follows:

DESC.08.2 – Review of Upper Hunter Land Use Strategy

The Director Environmental Services was asked to explain a comment made in the review in relation to the impacts of rural-residential development on adjoining agricultural land. In response, the Director explained that there is often land use conflict at the interface of rural and rural residential land use and examples of the types of impacts associated with farming operations includes spray drift from pesticide use, noise impacts from tractor operations at night such as hay making and odour impacts associated with livestock. These impacts often result in complaints from neighbouring properties and can impede agricultural operations adjacent to rural-residential areas in the long term.

The Committee requested that a typing error on page 5 of the report be corrected to state: “Subdivisions which create additional basic water right entitlements on rivers or streams or within catchments subject to high stress should NOT be supported”.

The Committee questioned a comment made in the report that there is currently no budget commitment to undertake a review of the Upper Hunter Land Use Strategy contrary to previous advice to Council in July 2013. The Director Environmental Services confirmed that there is currently no budget allocation for this work.

The Committee agreed that a recommendation should be made that Council make funding available for the review.

Ms Karen Fulljames addressed the Committee and confirmed that she was the owner of a property adjoining Mr and Mrs Jacobson’s land on Cliftland Road. Ms Fulljames suggested that the recommendation to Council be amended by separating the two proposed investigation areas (ie Cliftland Road and Invermien) to avoid any confusion regarding the proposed zonings.

Ms Fulljames advised that she objects to Mr and Mrs Jacobson’s planning proposal as it will result in the loss of prime agricultural land and will impact her plans for a future boutique horse business on
her property. In addition, Ms Fulljames pointed out that the site does not directly adjoin an existing R5 Large Lot Residential zone. Rather, the site adjoins land zoned RU4 Primary Production Small Lots.

Ms Fulljames requested the Committee to restrict any investigation area to the area subject to the planning proposal (8 lots fronting Cliftlands Road) rather than the entire property owned by Mr & Mrs Jacobson. The Committee agreed and amended the recommendation to Council accordingly.

Mr Ray Jacobson spoke in regard to his planning proposal and confirmed that he had originally submitted a rezoning application to Council for his land 12 years ago. Mr Jacobson added that the agricultural industry has declined over the years and as such is seeking to subdivide his property into nine lots.

Mrs Margaret Jacobson addressed the Committee and read a detailed submission in support of the proposal to identify her land as an investigation area in the Land Use Strategy.

DESC.08.3 – DA 82/2014 – Relocated Dwelling with Verandahs and Water Tank

The Director Environmental Services advised the Committee that the proposal had been amended to address concerns in relation to the proximity of the proposed dwelling to a natural water course. In this regard, the dwelling had been relocated as far as practicable from the water course and the floor level raised above the top of the gully. The Director also advised the committee that the property fronts an unsealed road and that numerous dwellings were being constructed along this road. As such, it is likely that Council would receive requests to seal the road in the future.

In response to concerns that the dwelling may be impacted by localised flooding and/or stormwater flows, the Director Environmental Services advised that an additional condition of consent would be imposed requiring certification to be provided by a structural engineer that the dwelling could withstand the flow of floodwaters. In addition, a condition would be recommended that the existing ground levels be modified to provide a level building pad and to prevent surface water from entering the sub-floor space of the dwelling.

OTHER MATTERS

Drayton South Mine

Cr Fisher requested the Committee’s support to address the Planning Assessment Commission (PAC) on behalf of Council in relation to the Drayton South Mine proposal. Cr Fisher would be speaking in relation to Council’s submission on the proposal.

Cr Watts advised that she would be addressing the PAC as a candidate for the seat of Upper Hunter. As such, Cr Watts abstained from voting on this matter.

Cr Fisher moved that he address the PAC on behalf of Council. The motion was seconded by Cr Bishop and carried.

Meeting closed at 11:30am.
DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE REPORTS

DESC.08.2 REVIEW OF UPPER HUNTER LAND USE STRATEGY

RESPONSIBLE OFFICER: Waid Crockett - General Manager

AUTHOR: Mathew Pringle - Director Environmental Services

PURPOSE

The purpose of this report is to present the results of a high-level review of the Upper Hunter Land Use Strategy together with a more detailed review of the strategic provisions relating to large lot residential development in accordance with a resolution of Council.

RECOMMENDATION

That Council:

1. Adopt recommended actions 1, 4, 5 and 11 of the High Level Review of the Upper Hunter Land Use Strategy and complete the work when funding becomes available.

2. Prepare a Draft Amendment to the Upper Hunter Land Use Strategy (when funding becomes available) to include:

   (a) A staging or sequencing plan for the development of Large Lot Residential areas.
   (b) Refine the boundaries of existing R5 Large Lot Residential areas.
   (c) Strengthening the range of criteria used for evaluating the merits of rezoning the identified “investigation” areas in accordance with the recommendations of the review.
   (d) Identification of Part Lot 610 DP 777251, Cliftlands Road, Scone and Part Lot 910 DP 1152423, Invermien, Moobi Road, Scone as potential investigation areas for R5 Large Lot Residential development and R1 General Residential development.

BACKGROUND

The Upper Hunter Land Use Strategy (UHLUS) was produced for the Upper Hunter Shire Council and endorsed by the then Department of Planning and Infrastructure in 2010. It provides the basis for the Upper Hunter Local Environmental Plan as well as a suite of actions and policies for Council to implement.

Council, at its meeting held on 22 July 2013, resolved the following:

‘That Council:

   a) Adopt the Draft UHLEP 2013 (as exhibited) as the final version of the draft plan, subject to the proposed amendments outlined in Appendix A to this report.

   b) Forward the final adopted version of Draft UHLEP 2013 and all required supporting documentation to the Minister for Planning and Infrastructure as required under section 68 (repealed legislation) in the Environmental Planning and Assessment Act 1979 with a request to obtain the Parliamentary Counsel opinion and for the Minister to make the Plan.'
c) Initiate a review of the land use strategy in 2013/2014 to address concerns raised in the submissions to the Draft UHLEP 2013.

Planning consultants ‘Strategy Hunter’ were subsequently commissioned to undertake a review of the Upper Hunter Land Use Strategy in accordance with item c) of the above resolution.

**Submissions to Draft Upper Hunter Local Environmental Plan 2013**

**R & M Jacobson 112 Cliftlands Road, Scone**

In response to the exhibition of the Draft UHLEP 2013, Council received a submission from Mr & Mrs Jacobson requesting the draft LEP be amended to rezone Part Lot 610 DP 777251, Cliftlands Road, Scone from RU4 Primary Production Small Lots to R5 Large Lot Residential, thereby allowing the potential for subdivision. In a report to the Development and Environmental Services Committee meeting held on 9 July 2013, the following comment was provided in response to the submission:

‘The proposed rezoning of the land owned by Mr Jacobson has been a subject of ongoing discussion with Council and the Department of Planning and Infrastructure since at least 2002. While Mr Jacobson notes that the Council has previously indicated its support for the rezoning of the land, the fact remains that when a rezoning application was made by Mr Jacobson to the Council and referred to DOPI in 2010, the Department responded by determining that the proposal should not proceed for the following reasons:

1. The proposal is inconsistent with the Upper Hunter Shire Land use Strategy which was endorsed by the Director General of Planning in January 2010.
2. Endorsement of the proposal would weaken the intent of the strategy and set an undesirable precedent.

The fundamental problem with the application then and now, is that the land is not identified as an investigation area for potential large lot residential and rural small holdings in the Land Use Strategy (LUS) and therefore has no strategic justification for being rezoned. Numerous correspondence has been received from Mr Jacobson and subsequently from DOPI in relation to the matter, confirming that the Department will not consider rezoning the land until such time as the LUS is reviewed and there is a strategic justification for including the land as an investigation area. In the meantime the Department has advised that even land identified in the LUS as investigation areas will not be considered for rezoning as part of the draft LEP process, but would require separate rezoning applications to be approved.

Mr Jacobson’s submission highlights the importance of Council reviewing its LUS to identify if the land can reasonably be included as an investigation area. Council intends to undertake a review of the LUS in 2014/15 and has made a budget commitment accordingly.

Response - No change recommended to draft LEP’.

Further discussion in relation to the rezoning of Part Lot 610 DP 777251, Cliftlands Road, Scone is provided in a later section of this report.

Notwithstanding the above advice, there is currently no budget commitment for a review of the land use strategy in 2014/15.

**G. White – Invermien Pty Ltd PO Box 289 Scone**

In response to the exhibition of the Draft UHLEP 2013, Council received a submission from Mr G. White requesting the inclusion of Part Lot 910 DP 1152423 777251, Cliftlands Road, Scone in the review of the land use strategy to enable the land to be rezoned to R5 Large Lot.
Residential and R1 General Residential and facilitate subdivision. In a report to the Development and Environmental Services Committee meeting held on 9 July 2013, the following comment was provided in response to the submission:

‘The proposed rezoning of the subject land has been stymied by the same issues facing the land owned by Mr Jacobson. That is, the LUS does not identify the land as an investigation area for potential large lot residential and rural small holdings and therefore a rezoning does not have the support of the Department, for the same reasons provided above.

Mr White’s submission highlights the importance of Council reviewing its LUS to identify if the land can reasonably be included as an investigation area. Council intends to undertake a review of the LUS in 2014/15 and has made a budget commitment accordingly’.

Response - No change recommended to draft LEP.

Further discussion in relation to the rezoning of Part Lot 610 DP 777251, Cliftlands Road, Scone is provided in a later section of this report.

Notwithstanding the above advice, there is currently no budget commitment for a review of the land use strategy in 2014/15.

**REPORT/PROPOSAL**

The review of the Upper Hunter Land Use Strategy has been undertaken in two parts, as follows:

1. High Level Review of the Upper Hunter Land Use Strategy to determine:

   (a) whether the direction and policies of the UHLUS are still relevant and current, and
   (b) identify the priorities for further work to fill gaps, update or implement the UHLUS.

2. Detailed review of the Upper Hunter Land Use Strategy with respect to R5 Large Lot Residential zones.

A copy of each part is provided in Attachments 1 and 2 respectively. The key findings and conclusion of each review is summarised below:

**High Level Review of the Upper Hunter Land Use Strategy**

The review found the UHLUS is generally still relevant and current, however it needs to be updated to incorporate the implications of more recent socio-economic trends, the resources boom, the implementation of the Upper Hunter Strategic Regional Land Use Plan (UHSRLUP) and other more recent information. The consolidated DCP needs to be supplemented to fill remaining gaps in the development guidelines, and certain aspects of the UHLUS need to be refined to improve its effectiveness in delivering the desired planning outcomes.

The following list represents the most important actions required to address the matters requiring attention that have been identified by the review. Actions numbered 1, 4, 5 and 11 below appear to be the most important and/or urgent:

1. Demographic analysis including identification of trends update using 2011 Census data in order to ensure the UHLUS in responsive to current trends.

2. Economic situation analysis update, including such matters as impacts of the resources boom, the status of the equine industry, and likely developments/demand at Scone Airport.
3. Urban Land Monitor to include:
   - Time series data on vacant residential and industrial zoned land, and on the number and spatial distribution of development sites.
   - Industrial land floorspace vacancies or vacant sites with a water connection.
   - Commercial development, including the size and distribution of vacant lots, and floorspace vacancies.

4. Growth Strategies for Scone and Aberdeen:
   - Informed by a water and sewer infrastructure strategy.
   - Ensure large lot residential and rural residential housing does not impede future urban expansion.
   - Include a staging plan for the release of fringe residential and large lot residential land based on infrastructure sequencing and projected land demand with an ongoing 5 year supply target.

5. Undertake a water and sewer infrastructure strategy for Scone and Aberdeen including an assessment of service capacity in existing areas as well as options for staged network expansion, and a review of developer charges.

6. Undertake a housing Strategy including affordable housing, aged housing and services, and catalyst sites for infill.

7. Revise the DCP to ensure it addresses such issues as:
   - Impediments to medium density housing.
   - Highway development and amenity.
   - Town centre design and form controls.
   - Urban design and streetscape of towns and villages.
   - Consistency and triggers for the Rural Lands SEPP.
   - Protection of agricultural land.
   - Protection of biodiversity and natural ecosystems, rural landscapes, and the water resource.
   - Details of existing and proposed provision for water entitlements. Subdivisions which create additional basic water right entitlements on rivers or streams or within catchments subject to high stress should not be supported.
   - Criteria for assessing and resolving resource based land use impacts and conflicts (UHLUS).
   - Specific hazard issues such as bushfire, flooding and salinity.
   - Clear council policy guidelines (or development control plan provisions) relating to service standards and requirements.
   - Flood standards for specific types of development.
   - Land capability criteria for subdivisions and development.
   - Triggers for heritage studies heritage issues, scenic and cultural landscapes.

8. Review the UHLEP for:
   - Minimum lot size in:
     - Urban areas.
     - Rural areas, based on clear criteria and agricultural capability/suitability.
   - The need for an industrial zone in Murrurundi (there is none).
   - Town Centre Strategy and zoning for Aberdeen, Merriwa, Murrurundi, and Scone, including the use and coverage of the B4 zone and the existence of commercial activities within the R1 zoned area on the Highway strip at Murrurundi.
   - The permissible land uses in the IN1 and IN2 zones particularly with regard to the potential of such uses as office premises and bulky goods retailing to weaken the viability of town centres.
9. Update and complete flood studies and flood management plans for urban centres (Aberdeen flood study has recently been completed) and for other centres and localities, as relevant.

10. Undertake a more detailed study of agricultural land suitability, the equine cluster and associated lot sizes, building on the work associated with the UHSLUP.

11. Ensure that full capital costs of required infrastructure are contributed by new development through mechanisms such as Section 94, Planning Agreements or the Local Government Act, and so on, and:
   - Urgently update Council’s S94 plans.
   - Develop a Planning Agreement Policy.

12. Undertake biodiversity and habitat corridor studies including links between key areas with a “critical mass” of biodiversity qualities to supplement work already undertaken by HCCREMS.

13. Undertake a specialist study to identify important landscapes, and scenic areas, and develop criteria for assessment for incorporation in the DCP.

**Review of the Upper Hunter Land Use Strategy - R5 Large Lot Residential zones**

The review considered the supply of, and demand for, R5 Large Lot Residential zoned land based on data obtained from the land and housing supply monitor. Modelling indicates a more than sufficient supply of R5 zoned land to meet the market demand for the next 5 years. Notwithstanding this R5 zoned land may not be being developed and/or in the right lot sizes or locations to meet latent market demand.

It is important that the development of R5 zoned land does not impede the urban growth of centres. The UHLUS identifies the need for urban growth plans for these centres. Until urban growth plans for Scone and Aberdeen have been produced, further zoning of land zoned R5 should not occur in order to ensure that future urban growth options are not reduced. Associated with the need for urban growth plans is a need for a water and sewer servicing strategy. Such a strategy will enable more efficient use of infrastructure investment and provide one of the major considerations when developing a logical growth sequence for the expansion of urban centres.

The review concludes that the boundaries of the investigation areas are conceptual in nature, and do not follow precise cadastral or other boundaries. Council should consider undertaking further planning studies, perhaps financed by an increase in rezoning fees, to more precisely refine the boundaries of the investigation areas. This should be done in conjunction with the development of the urban growth plans and a large lot residential sequencing release plan.

In addition there is a need to develop a development control plan to guide a co-ordinated approach to the development of specific R5 zoned areas as a whole, rather than as a series of separately planned and designed property developments. This should achieve improved development form, infrastructure efficiencies and greater certainty. Should it be rezoned, the investigation area along Middlebrook Road is an example of an area that would benefit from such an approach.

The UHLUS identified a range of criteria that should be used for evaluating the merits of rezoning the identified “investigation” areas. These criteria are sound, but should be strengthened by requiring Planning Proposals to also address:
• How the Proposal supports the strategic framework of the UHLUS and any urban growth plan for the nearby urban area, Council infrastructure strategies such as for reticulated water and sewer, and other related policy/planning documents;
• Impact on future urban expansion options for any nearby urban area;
• Impact on infrastructure provision and staging;
• Market supply and demand for land, and
• An agricultural suitability and impact assessment.

A staging or sequencing plan needs to be developed for the timing of future rezonings, based on supply and demand factors as well as infrastructure strategy. A staging plan will provide greater certainty for the community and the development industry and provide a focus for discussion of the merits of rezoning specific parcels of land within the “big picture”.

Potential urban land releases and R5 zoned land releases could be covered by the same Plan, and be classified as short, medium and long term. The classification of areas would be based on an assessment which determined the extent to which they met the timing and location factors described in the report.

• Short term releases would be those likely to be supported for rezoning in the next 0-5 years (subject to detailed planning investigations);
• Medium term releases would be those likely to be supported for rezoning in the next 5-10 years (subject to detailed planning investigations), and
• Long term release would be those likely to be supported for rezoning in the more than 10 years (subject to detailed planning investigations).

The timing of the above actions and revision of the Upper Hunter Land Use Strategy is dependent on funding being available either through a budget commitment or from other funding sources such as government grants.

Planning Proposals

In relation to the planning proposal to rezone Part Lot 610 DP 777251, Cliftlands Road, Scone, the review concludes that the development of this land would impede the agricultural potential of adjacent land, just as large lot development to the north of the subject land has impeded its agricultural operations and should not proceed on this basis.

Notwithstanding this, consideration should be given to the inclusion of this land as an investigation area for R5 Large Lot Residential development for the following reasons:

1. Council has previously supported the rezoning of this land to R5 Large Lot Residential.
2. The land is a logical extension of an existing area of R5 zoned land and can be more easily serviced by existing infrastructure than other R5 investigation areas identified in the UHLUS.
3. Issues regarding land use conflict can be addressed through appropriate subdivision design, limiting the area of rezoning and provision of buffers at the rezoning stage.

Should Council wish to identify the subject land as an investigation area, it may need to review the extent and importance of other investigation areas, such as Scone West to ensure that the number and size of investigation areas remains viable. Furthermore, the inclusion of this land
as an investigation area should occur in conjunction with or following the implementation of other recommendations made in the review.

With respect to the planning proposal to rezone Part Lot 910 DP 1152423, Invermien, Moobi Road, the review identifies a number of matters that need to be addressed such as visual amenity, lot density and land use conflict and suggests that a modified proposal could have merit as a residential extension of the Scone urban area which already extends northwest on Satur Road. On this basis, consideration should be given to including this land as an investigation area for future residential development but not before a number of other recommended actions are completed such as an urban growth plan and infrastructure strategy.

**OPTIONS**

1. That Council:
   1. Adopt recommended actions 1, 4, 5 and 11 of the High Level Review of the Upper Hunter Land Use Strategy and complete the work when funding becomes available.
   2. Prepare a Draft Amendment to the Upper Hunter Land Use Strategy (when funding becomes available) to include, subject to suitable funding arrangements, the following:
      (a) A staging or sequencing plan for the development of Large Lot Residential areas.
      (b) Refine the boundaries of existing R5 Large Lot Residential areas.
      (c) Strengthening the range of criteria used for evaluating the merits of rezoning the identified “investigation” areas in accordance with the recommendations of the review.
      (d) Identification of Part Lot 610 DP 777251, Cliftlands Road, Scone and Part Lot 910 DP 1152423, Invermien, Moobi Road, Scone as potential investigation areas for R5 Large Lot Residential development and R1 General Residential development.

2. That Council not support the recommendation.

3. That Council modify the recommendation.

**CONSULTATION**

Consultation with the NSW Department of Planning and Environment was undertaken during preparation of the Draft reviews. The Department was generally supportive of the objectives and recommended actions of each review and suggested that further consultation be undertaken with the Department once a draft revision of the UHLUS is prepared and/or as further planning studies and strategies are progressed in accordance with the recommended actions of each review.

**STRATEGIC LINKS**

a. **Community Strategic Plan 2013+**

The ongoing review and updating of the Upper Hunter Land Use Strategy is consistent with Aspiration Goals 3, 5 and 6 of the Community Strategic Plan: “(3) Protect the natural and built environment and plan for a sustainable future for our Shire and our planet; (5) Enhance economic and employment opportunities and promote development and (6) Maintain and enhance civil infrastructure and community assets to meet the needs of current and future generations”. 
b. Delivery Program

The recommended actions from the review of the Upper Hunter Land Use Strategy are consistent with the objectives for town planning, particularly “To provide an ongoing review to the local planning instruments to ensure that they are appropriate for current local and regional circumstances”.

c. Other Plans

Any revision of the Upper Hunter Land Use Strategy will need to consider the Upper Hunter Strategic Regional Land Use Plan which was released by the State Government following the adoption of the current land use strategy.

**IMPLICATIONS**

a. Policy and Procedural Implications

NIL

b. Financial Implications

There is currently no budget allocation in the Delivery Program and Operational Plan to fund a revision of the Upper Hunter Land Use Strategy or to implement the recommended actions of the reviews. Some of the recommended actions could be funded from other sources such as:

i) The water and sewer infrastructure strategy should be funded from the water and sewer fund.
ii) The update of Council’s Section 94 Plans could be funded by Section 94 contributions.
iii) The revision of the Upper Hunter Land Use Strategy could be funded from a Planning Reform Fund grant.

The estimated cost of preparing a revised Land Use Strategy and implementing the recommended actions would be in the order of $100,000.

If Council wishes to fast track the completion of this work, it will need to source funding from elsewhere in the budget and forego expenditure on other items. Otherwise, the speed at which this work progresses is subject to funding from other sources as noted above.

c. Legislative Implications

NIL

d. Risk Implications

NIL

e. Other Implications

Failure to revise and update the Upper Hunter Land Use Strategy on an ongoing basis may result in poor planning outcomes for the Shire and compromise the orderly and efficient use of land and provision of infrastructure. This may adversely impact on Council’s Community Strategic Objectives in the long term.
CONCLUSION

The High Level Review of the Upper Hunter Land Use Strategy (UHLUS) has determined that the direction and policies of the UHLUS are still relevant and current and has identified a number of priorities for further work to fill gaps and update the UHLUS. The detailed review of the strategy with respect to R5 Large Lot Residential zones has found there is a more than sufficient supply of R5 zoned land to meet market demand for the next five (5) years. Notwithstanding this R5 zoned land may not be being developed and/or in the right lot sizes or locations to meet latent market demand. It is critical that any rezonings are assessed according to the proposed amended criteria suggested in the review, and in the context of an urban growth plan and infrastructure strategy for Scone and Aberdeen.

With respect to the planning proposals for Part Lot 610 DP 777251, Cliftlands Road, Scone and Part Lot 910 DP 1152423, 'Invermien', Moobi Road, Scone, consideration should be given to identifying these sites as potential investigation areas for R5 Large Lot Residential and R1 General Residential development respectively, however this should occur in conjunction with, or following, the implementation of other recommendations made in the review.

RECOMMENDATION

That Council:

1. (a) Make funding available in the 2014/15 budget for the revision of the Upper Hunter Land Use Strategy.
   (b) Apply for a Planning Reform Fund grant to fund the revision of the Upper Hunter Land Use Strategy.

2. Adopt recommended actions 1, 4, 5 and 11 of the High Level Review of the Upper Hunter Land Use Strategy and complete the work when funding becomes available.

3. Prepare a Draft Amendment to the Upper Hunter Land Use Strategy (when funding becomes available) to include:
   (a) A staging or sequencing plan for the development of Large Lot Residential areas.
   (b) Refine the boundaries of existing R5 Large Lot Residential areas.
   (c) Strengthening the range of criteria used for evaluating the merits of rezoning the identified “investigation” areas in accordance with the recommendations of the review.
   (d) Identification of Part Lot 610 DP 777251, Cliftlands Road, Scone (area subject to Planning Proposal) as a potential investigation area for R5 Large Lot Residential development.
   (e) Identification of Part Lot 910 DP 1152423, Invermien, Moobi Road, Scone as a potential investigation area for R1 General Residential development.

Moved: P Bishop Seconded: L Watts CARRIED
DESC.08.3  DEVELOPMENT APPLICATION NO. 82/2014 RELOCATED DWELLING WITH VERANDAHS AND WATER TANK

RESPONSIBLE OFFICER: Waid Crockett - General Manager
AUTHOR: Mathew Pringle - Director Environmental Services

PURPOSE

On 8 May 2014, Council received Development Application No. 82/2014 for a relocated dwelling with verandahs and water tank at Lot 11 Section 5 DP 758672, 1 Macartney Street, Merriwa.

The application is being reported to the Development and Environmental Services Committee as two (2) submissions have been received following notification of the application.

RECOMMENDATION

That Council approve Development Application No. 82/2014 for a relocated dwelling with verandahs and water tank at Lot 11 Section 5 DP 758672, 1 Macartney Street, Merriwa subject to the conditions of consent in Attachment A.

BACKGROUND

Application No: DA 82/2014
Applicant: Mrs L Miller
Owner: Mrs L Miller
Proposal: Relocated dwelling with verandahs and water tank.
Location: Lot 11 Section 5 DP 758672, 1 Macartney Street, Merriwa
Lodged: 8 May 2014
Zone: R1 General Residential

The subject land is vacant and has been primarily used for grazing.

There is no record of any previous development applications in respect of the land on Council’s files.

REPORT/PROPOSAL

The proposed development involves the relocation of a single storey weatherboard clad, two (2) bedroom dwelling from another Local Government Area to the subject land and the installation of a rainwater tank.

Access to the development will be via a new vehicular access from Macartney Street.

A detailed assessment of the proposal against Section 79C of the Environmental Planning and Assessment Act 1979 is provided in the attached assessment report.

OPTIONS

1. That Council approve Development Application No. 82/2014 subject to the attached conditions of consent.

2. That Council refuse Development Application No. 82/2014 stating the reasons for refusal.

3. That Council defer Development Application No. 82/2014 stating the additional information required for a determination.
CONSULTATION

Surrounding properties were notified of the development between 22 May 2014 and 5 June 2014. An advertisement was placed in the Scone Advocate on 22 May 2014.

Two (2) submissions were received by Council. The issues raised in the submissions are addressed in the attached report.

The application was assessed by Council's Health and Building Surveyor, Works Engineer and Water and Waste Department as satisfactory subject to appropriate conditions of consent.

STRATEGIC LINKS

a. Community Strategic Plan 2013+

The proposed development is consistent with the Key Focus Areas and Aspiration Goals 3 and 5 of the Community Strategic Plan: "(3) Protect the natural and built environment and plan for a sustainable future for our Shire and our planet; (5) Enhance economic and employment opportunities and promote development".

The proposal will not have a significant detrimental impact on the natural and built environment, is a sustainable form of the development and provides for a growing population by providing additional housing choice.

b. Delivery Program

Assessment of the application is in accordance with the Community Strategic Objectives for town planning: "Facilitate and provide for a growing population, including for example, affordable housing, community amenities, health and welfare services".

This includes the administration of development applications to ensure compliance with the statutory requirements of the Environmental Planning and Assessment Act 1979.

c. Other Plans

NIL.

IMPLICATIONS

a. Policy and Procedural Implications

A detailed assessment of the application against relevant Council policies is provided in the attached report.

b. Financial Implications

Development application and other relevant fees totaling $1,812.00 have been paid by the applicant.
c. Legislative Implications

An assessment of the development application has been undertaken pursuant to Section 79C of the Environmental Planning and Assessment Act 1979 (see attached report). The proposed development is permissible with consent within the R1 General Residential zone.

d. Risk Implications

Council determinations of development applications in relation to local development can be appealed by a third party in the Land and Environment Court in circumstances where incorrect legal process has been applied. In the case of this development application the relevant considerations under the Environmental Planning and Assessment Act 1979 have been made. There is a low risk of any third party legal appeal in relation to this development application.

e. Other Implications

There are no other implications of granting approval to the application.

CONCLUSION

The application has been assessed as satisfactory against Section 79C of the Environmental Planning and Assessment Act 1979, State Environmental Planning Policy No. 55 Remediation of Land, Upper Hunter Local Environmental Plan 2013 and Council’s policy for relocated dwellings.

The proposal is in keeping with the site context, is an appropriate form of development for the site and is unlikely to result in any significant adverse impacts.

RECOMMENDATION

That Council approve Development Application No. 82/2014 for a relocated dwelling with verandahs and water tank at Lot 11 Section 5 DP 758672, 1 Macartney Street, Merriwa subject to the conditions of consent in Attachment A and additional conditions in relation to the protection of the dwelling from localised flood impacts and stormwater flows.

Moved: K Fisher
Seconded: P Bishop
CARRIED
Recommended Conditions of Consent

Identification of approved plans:

1. The development being carried out in accordance with the development application and the drawings referenced below and Statement of Environmental Effects dated 8 May 2014, except where amended by the following conditions.

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<th>JOB REFERENCE NO</th>
<th>SHEET NO</th>
<th>REVISION NO</th>
<th>DRAWN BY</th>
<th>DATE</th>
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<td>A</td>
<td>Kneebone, Beretta &amp; Hall Pty Ltd</td>
<td>11/03/2014</td>
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</table>

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

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

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

(Reason: Prescribed by legislation)

3. Home Building Act Requirements
   (1) Building work that involves residential building work (within the meaning and exemptions provided in the Home Building Act) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:

   (a) in the case of work to be done by a licensee under that Act:
      i. has been informed in writing of the licensee’s name and contractor licence number, and
      ii. is satisfied that the licensee has complied with the requirements of the Home Building Act, or

   (b) in the case of work to be done by any other person:
      i. has been informed in writing of the person’s name and owner-builder permit number, or
      ii. has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.

   Note: The amount referred to in paragraph (b)(ii) is prescribed by regulations under the Home Building Act 1989. As at the date on which this Regulation was Gazetted, that amount was $5,000. As those regulations are amended from time to time, that amount may vary.

   (2) A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence
that the person has complied with the requirements of that Part.

(3) If arrangements for doing residential building work are changed while the work is in progress so that the information submitted to Council is out of date, further work must not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council), has given the Council written notice of the updated information.

(Reason: Prescribed by legislation)

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

4. A full set of construction plans demonstrating compliance with the National Construction Code Series shall be submitted to, and approved by, the certifying authority prior to the release of the Construction Certificate.

The following matters either require greater clarification or information to demonstrate compliance with the BCA:-

- Structural Engineer details of the reconnection method of the dwelling.

(Reason: Prescribed by legislation.)

5. Prior to the issue of a Construction Certificate and/or relocation of the dwelling, an asbestos clearance certificate signed by an appropriately qualified person (being an asbestos removal contractor, Occupational Hygienist or Environmental Consultant) must be submitted to the Principal Certifying Authority (and a copy forwarded to Council) for the building which certifies the following:-

(a) the building is free of asbestos, internally and externally

Note: Further details of licensed asbestos waste disposal facilities can be obtained from www.dec.nsw.gov.au

(Reason: To ensure that relocated buildings complies with Council's Policy on Relocated Dwellings.)

6. A contribution as specified hereunder for the services detailed in column A and, for the amount detailed in column C shall be made to Council.

<table>
<thead>
<tr>
<th>Contribution type (A)</th>
<th>Amount per lot (B) ($)</th>
<th>Total (C)</th>
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</thead>
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<tr>
<td>Sewer</td>
<td>$1,036.80</td>
<td>$1,036.80</td>
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</table>

Documentary evidence shall be submitted to the Certifying Authority confirming that the contribution has been paid prior to the issue of a Construction Certificate.

The level of contributions shall be in accordance with Council’s Fees and Charges at the time of payment.

(Reason: To retain a level of service for the existing population and to provide the same level of service to the population resulting from new development)

7. An assessment, report and certification by a qualified practising Consulting Engineer stating that the proposed structure has been designed to withstand the flood pressures, including debris and buoyancy forces, imposed in the event of a 1% AEP flood and that the structure will not sustain unacceptable damage from the impact of floodwater and debris is to be submitted to, and approved by the Certifying Authority prior to the release of the Construction Certificate.
8. Existing ground levels below the dwelling shall be modified to provide a level building pad and to minimise the potential for surface water to enter the subfloor space.

Plans demonstrating compliance with this requirement shall be submitted to, and approved by the Certifying Authority prior to the issue of a Construction Certificate.

(Reason: Prevention of damage to buildings as a result of flood events)

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

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

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

10. Site facilities
   (a) If the development involves building work or demolition work it is recommended that the work site be fully enclosed by a temporary security fence (or hoarding) before work commences. Any such hoarding or fence is to be removed when the work has been completed.
   (b) A minimum width of 1.2m must be provided between the work site and the edge of the roadway so as to facilitate the safe movement of pedestrians. If trees are present in the footpath the minimum width must be provided to one side of the trees.
   (c) A garbage receptacle fitted with a tight fitting lid for the reception of all food scraps and papers from the work site must be provided prior to building work commencing and must be maintained and serviced for the duration of the work.
   (d) Adequate toilet facilities must be provided on the work site. Each toilet provided must be a standard flushing toilet, connected to a public sewer, or if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or an approved temporary chemical closet.

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

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

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

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

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

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

(Reason: Statutory requirement)

12. A water meter as issued and installed by Upper Hunter Shire Water & Waste department must be connected to the town’s reticulated water supply prior to any commencement.

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

(Reason: To ensure an adequate supply of potable water is provided to the site)

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

(Reason: Prescribed – Statutory)

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

14. Second hand materials shall not be used unless specifically approved by the Certifying Authority or Principal Certifying Authority in writing.

(Reason: To maintain standard of materials used in the construction process.)

15. No trees on public property (footpaths, roads, reserves, etc.) unless specifically approved in this consent shall be removed or damaged during construction including for the erection of any fences, hoardings or other temporary works.

(Reason: Protection of existing environmental infrastructure and community assets)

16. Any person acting on this consent must ensure that:-

(a) materials must not be burnt on the site.

(b) vehicles entering and leaving the site with soil or fill material must be covered.

(c) dust suppression measures must be carried out to minimise wind-borne emissions in addition odour suppression measures must also be carried out where appropriate so as to prevent nuisance occurring at adjoining properties.

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

17. The applicant shall bear the cost of all works associated with the development that occurs on Council’s property.

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

18. Any person acting on this consent shall ensure that:-

(a) building construction activities are only carried out during the following hours:
   i. between Monday to Friday (inclusive)—7.00am to 5.00pm,
   ii. on a Saturday—8.00am to 5.00pm.
(b) building construction activities must not be carried out on a Sunday or a public holiday unless prior approval has been obtained

(c) demolition and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.

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

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

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

20. Any person acting on this consent must ensure that:-

(a) all excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.

(b) all excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

(c) demolition work must be undertaken in accordance with the provisions of AS2601-Demolition of Structures.

(d) the builder is to ensure that persons working on the site comply with the WorkCover Authority’s requirements.

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

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

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

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

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

23. The relocated dwelling shall be delivered & completed on site in accordance with Upper Hunter Shire Council's Policy “Relocated Dwelling”

(Reason: To ensure compliance with development consent)

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

24. Prior to the issue of an Occupation Certificate the person acting upon this consent must apply to Upper Hunter Shire Council and receive written confirmation of the allocated street address(es) or house number(s) for the completed project and shall be permanently displayed at the property in accordance with the provisions of AS/NZS 4819:2003 – Geographic information – Rural and urban addressing.

(Reason: To ensure that Council records are accurate, and that house numbering complies with the requirements of the Australian Standards. Proper house numbering also assists emergency services in readily locating properties.)
25. Prior to the issue of any Occupation Certificate signage in accordance with AS3500.1 shall be installed to all taps that supplied by the rainwater tank where mains reticulated water supply is provided to the site.

(Reason: To ensure non-reticulated water supplies are identified.)

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

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

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

(Reason: Prescribed - Statutory.)

28. Prior to the issue of an Occupation Certificate a works as executed plan drawn on Department of Fair Trading approved template detailing the layout and location of the sewer and stormwater pipe work is to be submitted to Upper Hunter Shire Council.

Note: The original copy of works as executed drawing must be submitted to Council.

(Reason: Prescribed – Statutory.)

29. Prior to the issue of an Occupation Certificate a sealed driveway shall be constructed from the lot boundary to the road carriageway in Macartney Street in accordance with AS 2890.1 and Council’s standard drawing number RPA-001.

Approval under Section 138 of the Roads Act 1993 is required prior to the commencement of any works within the road reserve.

(Reason: To facilitate appropriate vehicular access to private sites, without disruption to pedestrian and vehicular traffic and to minimise the risk of pollution to waterways from the carrying of soil from the site onto the roadway.)

30. Prior to the issue of any Occupation Certificate and at all times, stormwater from the development including all hardstandings and overflows from rainwater tanks is to be collected and disposed of by way of properly constructed stormwater lines to:

   (a) drainage gully, such outlets must be provided with a rock mattress to prevent erosion of the gully.

(Reason: To ensure suitable disposal of stormwater.)

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

31. At all times the implementation and intensity of this development shall not adversely affect the amenity of the neighbourhood by reason of excessive levels of illumination (internal or external), solar glare arising from the building materials utilised in any construction processes or fit-out, the emission of noises, noxious fumes, odours and waste.

(Reason: To ensure that the amenity of the surrounding locality is not adversely affected by the nature of the approved activity.)

32. The development shall be completed and a final Occupation Certificate issued within twelve (12) months from the date on which the dwelling is relocated to the site.

(Reason: To ensure compliance with development consent.)
C.08.4  

**UPPER HUNTER COMMUNITY ADVISORY GROUP**  
**COUNCILLOR REPRESENTATIVE**

**RESPONSIBLE OFFICER:** Waid Crockett - General Manager  
**AUTHOR:** Steve Pryor - Director Corporate Services

**PURPOSE**

The purpose of this report is for Council to nominate a representative and an alternate representative to the Community Advisory Group that has been set up under the Hunter Local Land Services.

**RECOMMENDATION**

That Council determine a Councillor representative for the Hunter Local Land Services Community Advisory Group and an alternate.

**BACKGROUND**

Council has received an invitation from the Hunter Local Land Services to provide a representative and an alternate for the Upper Hunter Community Advisory Group (CAG). Each CAG will meet twice a year. Meetings will generally commence at 1pm and finish before 5pm.

**REPORT/PROPOSAL**

The function of the CAG is to provide a communication, consultation and engagement forum with key stakeholder representatives to:

1. Liaise and gain stakeholder advice and input into LLS functions and service delivery across:
   a. Agricultural Production Advice and Extension  
   b. Plant and Animal Biosecurity  
   c. Emergency Management and  
   d. Natural Resource Management  
2. Establish effective communication networks between key stakeholder groups and HLLS for information exchange.  
3. Identify and develop collaborative partnership arrangements between stakeholder groups and the HLLS across the functional area.  
4. Identify and discuss emerging issues across the functional areas and for the development and implementation of appropriate collaborative actions to address issues.  
5. Engage and consult on the development of the HLLS Strategic Plan.  
6. Capitalise on investment opportunities to deliver priority projects.  
7. Identify information and research needs and appropriate collaborative actions to address.  
8. Provide comments and recommendations to the HLLS Board on issues as required.  
9. Assist in the monitoring and reporting on outcomes of the collaborative delivery and adaptive improvement for the HLLS CAG consultation and engagement process.

Membership will be sought in two ways:

1. Through invitation to local groups in the area that represent the interests of the following sectors. The relevant local groups will be identified by HLLS with a small
number of places left available for groups that wish to put forward a case to be involved.
2. Through an open “expression of interest” process seeking community representatives from across the district to make up membership to 25 people.

Membership will be sought from the following sectors:
- Agriculture, fisheries and forestry industries
- Biosecurity interests
- Animal Health interests
- Landcare
- Country Women’s Association
- Conservation interests
- Natural Resource Management interests
- Aboriginal communities
- State Agencies (limited to the 3 most relevant Agencies for that district)
- Local government (1 elected rep per LGA in the district)
- Educational & research sector
- Other industries relevant to the region (eg mining, tourism, water supply etc)

Membership will be a maximum of 30 people to maximise the productivity of the group.

OPTIONS
1. Nominate representatives as requested
2. Decline the request

CONSULTATION
- Internal consultation between Director Corporate Services and General Manager.
- Community Advisory Group to be formed.

STRATEGIC LINKS
a. Community Strategic Plan 2013+

CIVIC LEADERSHIP
7. Provide community leadership through open, accountable and efficient governance.
   26. Participate in and encourage regional and local alliances with other Councils, Government or nongovernment partners.

b. Delivery Program

To effectively and efficiently manage a shire that meets the needs of the community.

c. Other Plans

Nil
IMPLICATIONS

a. Policy and Procedural Implications
   Nil

b. Financial Implications
   Nil

c. Legislative Implications
   Nil

d. Risk Implications
   Nil

e. Other Implications
   Nil

CONCLUSION

That Council nominate a Councillor representative and an alternate.

ATTACHMENTS

There are no enclosures for this report

RESOLVED that Cr Maurice Collison will be the representative for the Hunter Local Land Services Community Advisory Group and Cr Kiwa Fisher will be the alternate.

Moved: Cr R Campbell    Seconded: Cr D Peebles    CARRIED
C.08.5 LIVERPOOL RANGE WIND FARM COMMUNITY CONSULTATIVE COMMITTEE

RESPONSIBLE OFFICER: Steve Pryor - Director Corporate Services

AUTHOR: Sean Constable - Manager Economic Development & Tourism

RECOMMENDATION

That Council note the minutes of the meeting held on 8 August 2014.

BACKGROUND

The Liverpool Range Wind Farm is a project located between Cassilis and Coolah. It is being developed by Epuron.

The Community Consultative Committee (CCC) was formed to provide advice and direction to the proponents during the planning phase of the project. The CCC is also the communication conduit back to local communities that may be affected by the proposed development.

The wind farm project is still in the planning phase but indications are that, if approval is gained in 2015, construction could commence by the end of 2015. This will be dependant on continued support for renewable energy projects and a company taking on the construction phase.

REPORT/PROPOSAL

The project Environmental Assessment is now on public exhibition until 1 October 2014. During the exhibition period Epuron plans to:

- Make a presentation to each of the 4 councils
- Conduct two Open Days
  - Coolah Monday 8 September
  - Cassilis Tuesday 9 September
- Prepare and distribute a newsletter to the regions involved

The CCC is continuing discussions with Epuron about a Community Enhancement Fund that could be used to fund local projects within the affected LGAs.

Epuron has agreed to organise a tour to a wind farm under construction to enable interested parties to see first hand what is involved. This would also include discussions with firms involved in the construction phase.

ATTACHMENTS

1 Liverpool Range Wind Farm CCC minutes 8 August 2014

RESOLVED that Council note the minutes of the meeting held on 8 August 2014.

Moved: Cr D Peebles  Seconded: Cr R Campbell  CARRIED
Minutes of Meeting

Liverpool Range Wind Farm
Community Consultation Committee

Present: Danielle Annells, Independent Chairperson, DA
         Greg Piper, Uninvolved landowner, GP
         Graeme Booker, Coolah Caravan Park, GB
         Ant Martin, Involved landowner, AM
         Anne-Louise Capel, Involved landowner, ALC
         Pauline Dunne, Observer (OEH), PD
         Alia Samar, Warrumbungle Shire Council, AS
         Daniel Gilbert, Euron, DG
         Gordon Fraser, Regional Co-ordinator OEH, GF

Apologies: Catherine Van Laeren, Mid-Western Regional Shire Council, CVL
           Donna Ausling, Liverpool Plains Shire Council, DA1
           Councillor Ron Campbell, Upper Hunter Shire Council, RC
           Sean Constable, Upper Hunter Shire Council, SC
           Linda Gant, Uninvolved landowner, LG
           Brian Hall, Euron, BH
           Julia Irrie, Mudgee District Environment Group, JJ

Date: 8 August 2014
Venue: Teleconference / Webinar
Purpose: Meeting No 7
<table>
<thead>
<tr>
<th>Item</th>
<th>Agenda / Comment / Discussion</th>
<th>Action</th>
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</table>
| 1    | DA opened the Community Consultation Committee (CCC) meeting number 7 at 10 am. This scheduled meeting was to discuss the status of the project and plan for the upcoming open days. Copies of the meeting agenda and minutes of the last meeting were distributed to CCC members prior to the meeting.  
Meeting apologies were accepted from;  
  - Cr Ron Campbell, Upper Hunter Shire Council.  
  - Donna Ausling, Liverpool Plains Shire Council.  
  - Catherine Van Laeren, Mid-Western Regional Shire Council.  
  - Julia Imrie, Mudgee District Environment Group.  
  - Sean Constable, Upper Hunter Shire Council.  
  - Linda Grant, Uninvolved Landowner.  
  - Julia Imrie, Mudgee District Environment Group.  
  - Brain Hall, Epuron | Noted.  |
| 2    | DA asked all CCC members present to confirm they had received minutes of the previous meeting. After reviewing the minutes during the course of the meeting there were no changes proposed. As there were no changes DA moved that the minutes be accepted. The minutes were accepted by all CCC members present. | Noted.  |
| 3    | GF discussed his visit to the Bungendore Wind Farm the previous day as his role as Renewable Energy Co-Ordinator. GF found the visit extremely worthwhile and noted the quiet nature of the wind turbines, the economic focus of the visit and the state and federal members in attendance. CCC members expressed interest and agreed that the wind farm tour discussed in previous CCC meetings should be addressed later in the CCC meeting. | Noted.  |
| 4    | DG presented current project information including development status and key activity since the last meeting. Key comments, questions, feedback and action points from the discussion were (listed in no particular order);  
  - DG will be looking after the project until BH returns from holiday at the start of September 2014.  
  - The Liverpool Range Wind Farm project has been accepted and is now on exhibition from the 1st of August to the 1st of October (62 days).  
  - Epuron has been organising to do a presentation to each of the four local councils during the exhibition period.  
  - Epuron has been organising to do an Open Day during the exhibition period. Due to feedback from the CCC and others, Epuron has decided to do two separate Open Days, one in Coolah on Monday the 8th of September from 12pm-7pm at the Coolah Sports Club and then one in Cassilis on Tuesday the 9th of September from 11am-6pm at the Cassilis | Noted.  |

LIVERPOOL RANGE WIND FARM
Bowling Club. It was discussed if the Pandora Gallery would be a better location for the Coolah Open Day but it was decided that it would be too small.

e. Epuron discussed plans to do a newsletter and local newspaper advertising after the CCC meeting.

f. Epuron discussed plans to organise BH to go on Coolah radio after he returns from leave. ALC suggested do go on the radio before and after the open days. Coolah diary is on the Wednesday 27th August and the Saturday 30th August is the radio show. ALC warned that 22nd August is the final day to get advertising in for the local Coolah newspaper. CCC asked for DG to send around newspaper advertisement to CCC members.

5 Further discussion raised by members of the CCC meeting included:

a) Tea & coffee and snacks are needed at the Open Days.

b) The CCC members would come to the Open Days if they were available. It was suggested that CCC members should come at a specific timeslot of 5pm. AM stated that he is likely busy that week with cattle sale.

c) It would be good to specifically invite some groups to the Open Day, and suggest they come at the CCC timeslot of 5pm. These groups include:

i. Farmers Association NSW

ii. Businesses

iii. Councillors

iv. Service Clubs

v. Landcare Dunedoo

vi. LLS catchment management

vii. P&Cs from schools

viii. Rural Fire Service

ix. SES (VRMA)

x. National Parks

xi. TAFE NSW

d) It was suggested that further community engagement could include school newsletters or a presentation at the school assembly.

e) Advertising for the Open Days were discussed and these methods were suggested:

i. Project Newsletter

ii. Local newspapers

iii. Letterbox drop (contact Coolah and Cassilis post offices)

iv. School Newsletters

v. Radio interview

vi. Business mail out

f) GF had to leave the meeting to catch a flight at 10.30 am.

g) Resources available at the Open Day were discussed and DG stated that Epuron would provide a copy of the EA as well as large maps, photomontages and feedback forms. AS requested that large maps of vegetation mapping be included. DA asked for the feedback forms to be sent through to CCC members to see if any further questions should be added to it (for example specific questions about the Community Enhancement Fund). It was also suggested that Epuron provide an ongoing video of turbine construction on a laptop or similar.

h) PD discussed the wind farm tour and requested that it be named...
Renewable Energy Open Day (REOD). It should be at least 2 days and 1 night and pick up people from Coolah, Cessanitl and Mudgee. It should show wind farms operating and during construction and a solar farm. It should maximise the economic and community aspects. PD stated that OEH were not in a position to fund the REOD, at least not in a large capacity. It was agreed that attendees of the Open Days should be able to request information or attendance at the REOD, possibly through the feedback forms. PD to send around an EOI for the REOD and itinerary.

i) The Community Enhancement Fund (CEF) was discussed. It was agreed that the CEF should be discussed in detail at the next CCC meeting which will be in person. CCC members asked whether the CEF is part of the development consent given to wind farms. DG stated he did not know but would look it up.

<<Note: Since then DG has sent through information showing that the CEF for the Gullen Range Wind Farm currently under construction (also designed by Epuron) had the CEF as part of the development consent.>>

ALC noted that the CEF needed to be administered by locals.

j) PD stated that the biodiversity offset program by OEH is currently under review and that she can advise of its outcome once it is completed. ALC noted that the Warrumbungle Shire Council has been losing its rate income recently due to mining companies buying land for biodiversity offsets. DG stated that Epuron (and the company likely to buy the wind farm once it is approved) have no plans to purchase land, and that the required biodiversity offset for the wind farm is small. AS asked if this meant there would be rate exceptions or not for that land. PD stated she would find out the details for the next CCC meeting. DG noted that this topic would likely be important at Epuron’s meeting with local councils.

k) DA suggested that the CCC need to put together a submission for the project, possibly at the next CCC meeting. GB stated that it should include a request for the Department of Planning and Environment (DP&E) to include the CEF as development consent.

l) PD suggested contacting Neville Osborn at the DP&E regarding the CEF being part of development consent. GP actioned to write letter.

m) AS asked ALC about TAFE in Coolah and whether TAFE NSW should be invited to the Open Days, as well as Dundeeke Youth Express. It was accepted that they should be invited.

n) It was requested that Epuron bring a list of wind farm related jobs to the Open Day. PD suggested that there is some information on the Clean Energy Council website.

o) DG was advised that CCC minutes/summary is often put in the local newspapers. DG was not aware, but can organise this to happen in regards to this CCC meeting. Minutes will also be emailed to CCC members and put on the Epuron website.

<p>| 6 | DA ran through items from the previous meeting minutes. | Noted. |
| 7 | The following are general ongoing discussion items to be carried forward at future meetings; | All. |
| | a. Identifying and maximising project benefits available to the community. | |
| | b. Impacts on local councils, mainly roads in Warrumbungle Shire. | |
| | c. Ensuring the CCC continues to communicate more broadly. | |
| | d. Channelling community feedback to and from the CCC. | |</p>
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<tr>
<th>Item No</th>
<th>Description</th>
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<tr>
<td>8</td>
<td>DA suggested the next meeting to be held around the Open Day dates (ie. 8th - 10th September 2014) and would set up an Agree-A-Date website to find the best time. This meeting would be face to face in Coolah or Cassils. Details of next meeting: Date: TBC, Time: TBC, Venue: Coolah or Cassils. Agenda details for next meeting to be circulated 1-2 weeks beforehand.</td>
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<tr>
<td>9</td>
<td>DA closed the meeting at 11.55 am.</td>
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</tbody>
</table>
RECOMMENDATION

That Council :-
1. Endorse the minutes of the Community Services Committee meeting held on 12 August 2014;
2. Adopt the following Youth Policies including the amendments outlined in the minutes:
   a. Service Ethos & Values
   b. Youth Services Policies & Procedures
   c. Work Health & Safety
3. Accept the revised Community Services Charter incorporating the Youth Services Subcommittee;
4. Appoint Helen Hope to the Community Services Committee.
5. Support one person from each Tidy Towns project nominated in 2014 to attend the Award function at Nundle in 2014, through the payment of the registration fee
6. Accept the “Literary Long Weekend” Committee as a subcommittee of the Community Services Committee specifically for the running of this event.

BACKGROUND

The Community Services Committee meets every two months and incorporates reports from the Youth Services Subcommittee and the Community Safety Precinct Subcommittee.

REPORT/PROPOSAL

Information is noted in the Community Services Committee Minutes from 12 August 2014.

ATTACHMENTS

1. Community Services Committee - Minutes - 12 August 2014
2. Community Services Committee - Charter - Revised August 2014

RESOLVED that Council :-
1. Endorse the minutes of the Community Services Committee meeting held on 12 August 2014;
2. Accept the revised Community Services Charter incorporating the Youth Services Subcommittee;
3. Appoint Helen Hope to the Community Services Committee.
4. Support one person from each Tidy Towns project nominated in 2014 to attend the Award function at Nundle in 2014, through the payment of the registration fee.
5. Accept the “Literary Long Weekend” Committee as a subcommittee of the Community Services Committee specifically for the running of this event.

Moved:  Cr L Driscoll    Seconded:  Cr W Bedggood    CARRIED
MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
OF THE UPPER HUNTER SHIRE COUNCIL HELD ON TUESDAY 12
AUGUST 2014 AT BARRY ROSE COMMITTEE ROOM
COMMENCING AT 4.00pm

PRESENT: Cr Lee Watts, Cr. Lorna Driscoll, John Driscoll, Beryl Bates,
Inspector Guy Guiana, Snr Constable Sheree Gray, Phoebe Begg;
Trent Kembrey (UH Youth Council)

IN ATTENDANCE: Kerri Cone, Mary Spora, Mat Whatman

1. APOLOGIES

RECOMMENDATION
That the apologies received from Justine Witney and Jake Speck be accepted.
Moved Cr Driscoll Seconded: Inspector Guiana CARRIED

2. DISCLOSURE OF INTEREST

There were no disclosures of interest.

3. PREVIOUS MINUTES

Moved that the previous minutes dated 10 June 2014 be accepted as a true and correct record.
Moved: Beryl Bates Seconded: Inspector Guiana CARRIED.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Aberdeen Skatepark Update
Matt Whatman reported that tenders had closed with three received. All tenders will meet the budget, and some have provided additional ideas for the structure. The Skatepark is anticipated to be built by Christmas 2014. The tenders do not include lighting, fencing, seating, bubblers or footpaths which are likely to need further community support to achieve. The location is in the vicinity of the Tennis Courts.

4.2 Youth Services Planning Meeting
Kerri Cone reported that she had held a consultation meeting with the Regional Youth Network and documented comments from members in regard to youth needs in the Upper Hunter which were shared with Committee (Sent with Meeting notices). These comments would be included in the Youth Strategy development and presented back to the committee. Major issues included lack of transport, lack of drug and alcohol and mental health services and lack of accommodation.

Mary Spora commented that her Youth Opportunities funding grant had a significant allocation for transport to functions, but generally young people had not taken this option up. Further research is needed. Other members commented that adult drug and alcohol services in Muswellbrook were not funded to deal with adolescent usage, and mixing the age groups may be inappropriate.
4.3 Youth Policies for adoption:
Service Ethos and Values, Youth Services Policies and procedures and Work, Health and Safety Policy (sent with Meeting Notices)
These policies were discussed and the following amendments recommended for the WHS Policy:
- All staff to hold current First Aid Certificates
- First Aid Kits to be checked in line with Council’s schedule, or by the First Aid Officer on a Quarterly basis.

RECOMMENDATION TO COUNCIL:
That Council adopt the Policies including the above amendments.

Moved: Beryl Bates   Seconded: Cr Driscoll   CARRIED.

(Administrative Principles signed off by the General Manager)

5. **AGENDA ITEMS**

5.1 Youth Services Officer Report
The report was read by Kerri Cone, as a late report from the Youth Services Officer who was unable to attend the meeting due to external urgent issues.

ACTION FOR THE COMMITTEE:
It was noted by the Chair that in future, such reports need to be presented to the Committee with the Agenda a week prior to the meeting.

Moved that the report be accepted.

Moved: Cr Driscoll   Seconded Snr Con. Gray and Trent Kembrey

5.2 Upper Hunter Youth Council Report (sent with Meeting Notices)
Mary Spora and Trent Kembrey presented the Youth Council report, noting a very positive response to the Youth Movie Night at Scone Public School held within the last week.

Moved that the report be accepted.

Moved: Snr Con. Gray   Seconded: Inspector Guiana   CARRIED.

6. **ACTION SHEET**
Nil

7. **CORRESPONDENCE**
Nil

8. **GENERAL BUSINESS**
Nil

9. **NEXT MEETING**
Tuesday 14 October 2014, commencing 4pm

The Youth Services Subcommittee meeting was declared closed at 4.50pm.
Following afternoon tea, the meeting reconvened as the COMMUNITY SERVICES MEETING

PRESENT:
Cr Lee Watts, Cr. Lorna Driscoll, John Driscoll, Inspector Guy Guiana, Snr Constable Sheree Gray, Rodney Swansborough (teleconferencing from Murrurundi)
Present for first part of Meeting: Phoebe Begg; Beryl Bates,

IN ATTENDANCE:
Kerri Cone, Phoebe Richard, Heather Ranclaud and Helen Hope (teleconferencing)

10. APOLOGIES

RECOMMENDATION
That the apologies received from Amanda Catzikiris, Brad Keegan, Marie Laurie be accepted.

Moved: Snr Con. Gray Seconded: John Driscoll CARRIED

11. Community Safety Precinct Report
Inspector Guy Guiana presented the recent Upper Hunter Crime Statistics indicating the higher categories of Crime in June 2014 to be Steal from Dwellings, Malicious Damage and Steal from Motor Vehicles. (Report attached)

The draft of the Updated Crime Prevention Plan 2014-18 which was provided as a late report, was discussed in a preliminary way, indicating that Snr Constable Gray had been involved with Community Services worker, Heather Ranclaud in its development, and felt it reflected accurate and achievable actions. As Committee members had insufficient time to read the document, it was deferred for discussion at the next meeting.

12. PREVIOUS MINUTES

Moved that the previous minutes of the Community Services Committee dated 10 June 2014 be accepted as a true and correct record.

Moved: Cr Driscoll Seconded: Inspector Guiana CARRIED.

13. BUSINESS ARISING FROM PREVIOUS MINUTES

13.1 Forum on Health Services and Ageing
Rodney Swansborough indicated that he had spoken to the General Manager, and agreed that the forum, which will focus on Health Services in Rural Australia, and where we will be in 5-10 years time, would be held in the second half of 2015 to enable time to develop a strong positive response.

13.2 Community Services and Youth Services Charter
Following review and discussion of the draft combined Charter, it was refined as attached.

RECOMMENDATION TO COUNCIL

That Council accept the revised Community Services Charter incorporating the Youth Services Subcommittee.

Moved: John Driscoll Seconded: Cr Driscoll CARRIED.
AGENDA ITEMS

14.1 Committee Membership
Mrs Helen Hope of Murrurundi has nominated to join the Committee.

RECOMMENDATION TO COUNCIL:
That Council appoint Helen Hope to the Community Services Committee.

Moved: Cr Driscoll   Seconded Inspector Guiana   CARRIED.

14.2 Social Strategies
Heather reported that a Farm Crime Prevention Day had been held in Murrurundi on 16 July with over 20 participants who assessed the day as excellent. Heather thanked Inspector Guiana and the Local Area Commander and other police who attended and contributed to the day. Workcover also attended and provided very good input. It was suggested that further days should include information about security cameras and CCTV.

The UH Museum’s Network will revise the Museums Strategy at their next meeting. A community consultation was held on 31st July to start to develop a Disability and Ageing strategy, with good attendance and response.

A meeting was held in Scone on 5 August to develop the Crime Prevention Plan

14.3 National/State Celebratory Weeks and Days
Committee members reviewed the report and indicated that Council should remain involved in the following Days/Weeks for 2014-5 and review the chosen days each year for future planning:

- Australia Day – High Involvement
- Clean Up Australia Day – High involvement
- International Women’s Day – High Involvement
- Harmony Day – Medium with partnership involvement
- Seniors Week – High with partnership involvement
- Youth Week – High involvement
- Australia’s Biggest Morning Tea – Council staff involvement
- National Sorry Day – low involvement – Flying of Indigenous Flag
- NAIDOC Week – Low involvement – Activities within sections of Council eg Library, ELC, support Koori Kids Competition, Fly indigenous Flag
- National Tree Day – low involvement - supply trees
- Local Government Week – High involvement
- Anti Poverty Week – low involvement eg Posters displayed
- Children’s Week -low involvement - activities within Council eg FDC, ELC Library, SOOSH
- White Ribbon Day –Low involvement – sale of merchandise
- International Volunteer Day – Medium involvement– recognise sector volunteers
- Tidy Towns – High involvement

14.4 Community Services Staff Activities were noted.

14.5 Tidy Towns Sustainable Communities entries 2014 – it was noted that 10 entries had been supported. It was further discussed that the Award functions enabled people to gather and share impressive community ideas from throughout NSW, and there was significant value in the networks and ideas developed at this type of function, that could enhance our Shire.
RECOMMENDATION TO COUNCIL:

That Council support one person from each project nominated to attend the Award function at Nundle in 2014, through the payment of the registration fee (approx $145 for full weekend).

Moved: Cr Watts  Seconded: Cr Driscoll  CARRIED

14.6 Literary Long Weekend
A “Literary Long Weekend” is planned for 3-6th October 2014.

RECOMMENDATION TO COUNCIL:

That Council accept the “Literary Long Weekend” Committee as a subcommittee of the Community Services Committee specifically for the running of this event.

Moved: Cr Driscoll  Seconded: John Driscoll  CARRIED

15. ACTION SHEET

Nil

16. CORRESPONDENCE

Nil

17. GENERAL BUSINESS

17.1 Honouring Anzacs
Mr Rodney Swansborough reported that he had spoken to Council staff to enable the Libraries to subscribe to www.honouringanzacs.net.com during the next year. The subscription would enable people to look up local information in regard to Anzacs.

Cr Lee Watts reported that the Neighbourhood Centre had obtained funding to teach older people the skills in accessing these websites.

Mr Swansborough reported that Quirindi RSL sub branch has subsidised access for school students to access it.

18. NEXT MEETING

Tuesday, 14 October 2014, commencing 4pm

The Community Services Meeting was declared closed at 6.30pm.
COMMUNITY SERVICES COMMITTEE
CHARTER

AIM

To provide leadership, direction and input into Community and Youth Services in the Upper Hunter Shire on the functional responsibilities listed below.

SCOPE AND LIMITATIONS

The Community Services Committee is an advisory committee constituted under section 355 of the Local Government Act and makes recommendations to Council. It has no delegated authority. Committee members will receive an agenda and reports from appropriately delegated Council officers, consider the items for discussion and make recommendations to the next Ordinary Council meeting.

RESPONSIBILITIES

The following is a list of functions assigned to the Community Services Committee:

Community Consultation
Develop a Community Profile and appropriate community information documents;
  o Crime Prevention Plan,
  o Disability Action Plan,
  o Cultural Plan,
Strategies for:
  o Youth,
  o Older Persons and an ageing community,
  o Children's Services,
  o Disability Services,
  o Harmony, Culturally and Linguistically Diverse & Aboriginal and Torres Strait Islander community
  o Museums,
Facilitate nominations from across the Upper Hunter Shire in the Tidy Towns Sustainable Communities program,
Provide a forum for Local Area Command to facilitate Community Safety Precinct meetings.
Provide input into Council’s Delivery Program and Operational Plan

Youth specific activities through the Youth Services Sub-committee
  1. Youth Consultation
  2. Youth related events eg. Youth Week, Youth Forum, Careers Expo, Pirate Quest,
     Young Endeavour Scheme
  3. Youth Development
  4. Youth Services including
     • Buildings and improvements
     • Calendars/activities
     • Promotion
     • Publications
     • Policies
     • Statistics
MEMBERSHIP

Up to fifteen (15) representatives drawn from a broad cross-section of the Upper Hunter Shire community:
- Two (2) Councillor representatives, one of whom shall be the Chairperson
- A diverse range of representatives from across the Upper Hunter Shire

Youth Services Sub-committee:
Up to fourteen (14) representatives drawn from a broad cross-section of the Upper Hunter Shire community:
- Two (2) Councillor representatives, one of whom shall be the Chairperson
- A diverse range of people from across the Upper Hunter Shire
- Youth Representatives

Community Services staff from Merriwa, Murrurundi and Scone offices of Upper Hunter Shire Council will provide secretary services to the Committee and coordinate the dissemination of committee agendas and minutes.

A member ceases to be a member of a committee if the member:

(a) has been absent for three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences; or
(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

MEETINGS

The meeting time and date will be scheduled by members at the first meeting following their appointment to the Committee. Meetings will not be held in December and January of each year.

Meetings shall be open to the general public.

Persons attending meetings may take part in the debate but will have no voting rights nor are they able to move or second motions.

Meetings shall be in accordance with Council’s Code of Meeting Practice.

VENUE

Meetings will be held at the Upper Hunter Shire Chambers, Main Street, Scone and via video conference in Merriwa Administration office, Vennacher Street, Merriwa and at the Murrurundi Administration Centre, Mayne Street, Murrurundi.

At least one community consultation meeting is scheduled to be held in the Upper Hunter Shire with community and service representatives invited to attend.

QUORUM

A quorum will consist of five (5) members, where one (1) member is a Councillor.

DISSOLUTION OF THE COMMITTEE

The Committee may be dissolved by Council at any time.
The Committee shall cease to hold office at the end of October each year or otherwise at the expiration of one month after the general election of the Council next following upon the appointment of the Committee but shall be eligible of reappointment.
### Upper Hunter Crime Stats - June - 11 August 2014

<table>
<thead>
<tr>
<th>Assault (Alcohol &amp; Non DV)</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Total</th>
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<td>Scone</td>
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<td>Assault (DV)</td>
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<td>Gundys</td>
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<td>Merriwa</td>
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<td>3</td>
</tr>
<tr>
<td>Break And Enter - Dwelling</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Merriwa</td>
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<td>1</td>
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<tr>
<td>Murrurundi</td>
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<td>Scone</td>
<td>2</td>
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<tr>
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<td>Glenbawn</td>
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<td>Fraud - Fail To Pay</td>
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<td>Willow Tree</td>
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<td>Steal From Motor Vehicle</td>
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<td>Steal From Retail Store</td>
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<tr>
<td>Scone</td>
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</table>
C.08.7  SCON & UPPER HUNTER REGIONAL SALEYARDS COMMITTEE

RESPONSIBLE OFFICER:  Alan Fletcher - Director Technical Services

AUTHOR:  Coleen Pinkerton - Manager Technical Support

RECOMMENDATION

That Council:

1. Endorse the report recommendations of the Scone & Upper Hunter Regional Saleyards meeting held on 13 August 2014.
2. i. Officers investigate the cost of purchasing the MLA publication “Fit for Load”.
   ii. Distribute copies of the publication to all vendors, transport operators, and agents using the Scone & Upper Hunter Regional Saleyards.
   iii. Undertake a media campaign based around the responsibilities outlined.

BACKGROUND

The Scone & Upper Hunter Regional Saleyards Committee met on Wednesday 14 August 2014.

REPORT/PROPOSAL

The Committee considered items relating to:

1. The Operations & Management Report of the saleyards for the financial year to date.
2. Work Health and Safety Consultation Group report to the committee.
3. Australian Livestock Markets Association annual expo held in July and attended by the Saleyards Operations Manager, Steve Kemp.
4. General maintenance and operational issues

ATTACHMENTS

1. Scone & Upper Hunter Regional Saleyards - 13 August 2014 - Minutes

RESOLVED that Council:

1. Endorse the report recommendations of the Scone & Upper Hunter Regional Saleyards meeting held on 13 August 2014.
2. i. Officers investigate the cost of purchasing the MLA publication “Fit for Load”.
   ii. Distribute copies of the publication to all vendors, transport operators, and agents using the Scone & Upper Hunter Regional Saleyards.
   iii. Undertake a media campaign based around the responsibilities outlined.

Moved:  Cr K Fisher  Seconded:  Cr W Bedggood  CARRIED
MINUTES OF THE SCOME & UPPER HUNTER REGIONAL SALEYARDS
MEETING OF THE UPPER HUNTER SHIRE COUNCIL HELD ON
WEDNESDAY 13 AUGUST 2014 AT BARRY ROSE ROOM, 135
LIVERPOOL ST, SCONE COMMENCING AT 3.00pm

PRESENT: Cr. M Collison (Chairman), Cr R Campbell, Cr W Bedggood, Mr P Townsend, Mr K Knight, Mr E Bates

IN ATTENDANCE: Mr A Watts (Transport Operator), Mrs C Pinkerton (Manager Technical Support Services), Mr A Fletcher (Director Technical Services) and Mr S Kemp (Saleyards Operations Manager.

1. APOLOGIES

RECOMMENDATION TO COUNCIL:

That the apologies received from Cr P Bishop and Mr A Carter be accepted.

Moved: W Bedggood Seconded: R Campbell
CARRIED

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

RECOMMENDATION TO COUNCIL:

That the Minutes of the Scone & Upper Hunter Regional Saleyards Meeting held on 13 May 2014, as circulated, be taken as read and confirmed as a correct record.

Moved: K Knight Seconded: E Bates
CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

5. AGENDA ITEMS

SUHRS.08.1 Operations & Management Report

PURPOSE

The Operations & Management Report provides details relating to the financial and performance management of the saleyards for the financial year to date.

Discussion was held regarding:

- Head bail relocation to western end.
- Outstanding debtor accounts and impact on operations. Need to finalise over 90 days.
- Review terms and interest on accounts.
- Grant opportunities and application for same to increase capital works program.

ACTION FOR COMMITTEE:

That the Operations & Management Report for the Scone & Upper Hunter Regional Saleyards for the period ending 31 July 2014, be noted.

Moved: W Bedggood Seconded: R Campbell
CARRIED
**ACTION FOR COMMITTEE:** Refer to Action Sheet: Items 10 - 12

**SUHRS.08.2 Work Health and Safety**

**PURPOSE**
The purpose of this report is to provide an update on work health and safety issues relating to the Saleyard operations.

Discussions regarding this matter also included:
1. Hydraulic gate and cable operation failure:
   - Need to monitor and assess capability of cable;
   - Monitor effectiveness of current pulley with possibility of increase to larger pulley (eg 6") as more effective;
   - Manual gate to be installed adjacent to hydraulic gate as emergency backup in case of any failure of equipment;
   - Replacement of button control with lever control to be further investigated by Saleyard Operations Manager.
2. The Manager Technical Support Services provided update from Committee meeting held on 12 August 2014, including:
   - audit list;
   - WHS priority issues identified;
   - Incident reports;
   - SWMS review

**ACTION FOR COMMITTEE:**
That the Committee notes the WHS report for the Scone & Upper Hunter Regional Saleyards.

Moved: E Bates  
Seconded: W Bedggood
CARRIED

**ACTION FOR COMMITTEE:** Refer to Action Sheet: Items 13-16

6. **ACTION SHEET**

**ACTION FOR COMMITTEE:**
That the Committee adopt the Action Sheet for the Scone & Upper Hunter Regional Saleyards.

Moved: W Bedggood  
Seconded: E Bates
CARRIED

7. **CORRESPONDENCE**

**SUHRS.08.3 Correspondence**

**Correspondence**

1. Correspondence received from Anthony White, Executive Officer, ALMA

Providing details of the Australian Livestock Markets Association (ALMA) Annual Expo held in Cairns on 23 & 24 July.
Saleyards Operations Manager, Steve Kemp, provided a report on the Expo.

Discussions regarding this matter also included a detailed analysis of the Fit for Load responsibilities on all elements of the chain of control of livestock entering and leaving the saleyards.

**ACTION FOR COMMITTEE:**
That the Council receive the ALMA Expo report as presented.

Moved: W Bedggood  
Seconded: E Bates

CARRIED

**RECOMMENDATION TO COUNCIL:**
That Council:
1. Officers investigate the cost of purchasing the MLA publication “Fit for Load”.
2. Distribute copies of the publication to all vendors, transport operators, and agents using the Scone & Upper Hunter Regional Saleyards.
3. Undertake a media campaign based around the responsibilities outlined.

Moved: W Bedggood  
Seconded: R Campbell

CARRIED

**ACTION FOR COMMITTEE:** Refer to Action Sheet: Item 17

8. **GENERAL BUSINESS**

8.1 Construction of a roof over livestock crush(s)  
Animal welfare and WHS considerations.

**ACTION FOR COMMITTEE:** Refer to Action Sheet: Item 18

8.2 Power box location  
Potential for impact with body. Alleged incident (not reported)

**ACTION FOR COMMITTEE:** Refer to Action Sheet: Item 19

8.3 Use of undercover area for small store sales  
Committee advised that usually small store sales are small lots, not suitable to use large yards undercover.

**ACTION FOR COMMITTEE:** Notation

8.4 North West Weighs of Loads activities  
Questions asked of the Committee regarding function of this group and ‘targeting’ of transport operators at the saleyards.

Committee advised of group’s role (ie to police truck weight load limits to protect road assets) and recent instances of violations regarding overloading.

**ACTION FOR COMMITTEE:** Notation
8.5 Impounding pen at saleyards
Staff were requested to investigate pound area at the saleyards in regard to suitability for large animals, especially those known to be able to jump fences.

**ACTION FOR COMMITTEE:** Refer to Action Sheet: Item 20

9. **NEXT MEETING**
   Wednesday 12 November 2014

*The meeting was declared closed at 4.15pm.*
### ACTION SHEET

<table>
<thead>
<tr>
<th>Item</th>
<th>Outstanding Since</th>
<th>Details</th>
<th>Action Taken</th>
<th>Responsible Officer/s</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ongoing</td>
<td>Work Health &amp; Safety Consultation Group – actions</td>
<td>To be reviewed at each meeting</td>
<td>MTSS</td>
<td>Ongoing</td>
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<td>2</td>
<td></td>
<td>Capital works project updates</td>
<td></td>
<td>MTSS</td>
<td>June 2015</td>
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<tr>
<td>3</td>
<td></td>
<td>• Yardworks</td>
<td>Rail replacement commenced</td>
<td>SOM</td>
<td>June 2015</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>• Saleyards security system</td>
<td>Finalisation of grant funded project – now complete</td>
<td>MTSS/SOM</td>
<td>July 2014</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>• Saleyards water reuse strategy</td>
<td>Implementation of plan – entire project dependent on grant funding includes possible land purchase. Grants under investigation</td>
<td>MTSS</td>
<td>June 2015</td>
</tr>
<tr>
<td>6</td>
<td>August 2014</td>
<td>• Drainage and stormwater improvements</td>
<td>Quotations sought for dam cleanout. Further works to be designed</td>
<td>MTSS/SOM</td>
<td>December 2014</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>• Refurbish toilets</td>
<td>Quotations for fitouts being obtained</td>
<td>SOM/Building Maintenance Off.</td>
<td>October 2014</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>• Staff amenity upgrades</td>
<td>Designs being undertaken and costed</td>
<td>SOM/Building Maintenance Off.</td>
<td>December 2014</td>
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<tr>
<td>9</td>
<td></td>
<td>• Truckwash upgrades</td>
<td>Design completed. Quotations received. To be included in NHVSP grant application</td>
<td>MTSS</td>
<td>October 2014</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Head bail relocation to western end of yards</td>
<td>To be relocated</td>
<td>SOM</td>
<td>October 2014</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Outstanding debtor accounts</td>
<td>Discussions with Finance Manager regarding accounts. Review of process for interest charges to be applied</td>
<td>MTSS / DCS</td>
<td>October 2014</td>
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<tr>
<td>12</td>
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<td>Grant applications</td>
<td>Application to NHVSP</td>
<td>MTSS</td>
<td>28/8/2014</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Hydraulic gate operation</td>
<td>Monitor and assess capability of cable; Monitor effectiveness of current pulley</td>
<td>SOM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Manual gate</td>
<td>To be installed adjacent to hydraulic gate as emergency backup in case of any failure of equipment</td>
<td>SOM</td>
<td>October 2014</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Hydraulic gate controller</td>
<td>Replacement of button control with lever control</td>
<td>SOM</td>
<td>September 2014</td>
</tr>
<tr>
<td>Item</td>
<td>Outstanding Since</td>
<td>Details</td>
<td>Action Taken</td>
<td>Responsible Officer/s</td>
<td>Expected Completion Date</td>
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<tr>
<td>16</td>
<td></td>
<td>WHS activities</td>
<td>Implement actions from working group</td>
<td>MTSS</td>
<td>Ongoing</td>
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<tr>
<td>17</td>
<td></td>
<td>MLA publication “Fit for Load”.</td>
<td>Investigate the cost of purchasing the MLA publication “Fit for Load”. Distribute copies of the publication Undertake a media campaign based around the responsibilities outlined.</td>
<td>MTSS</td>
<td>End August 2014</td>
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<tr>
<td>18</td>
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<td>Roof over crush(s)</td>
<td>Investigate costs and implement as maintenance activity</td>
<td>SOM</td>
<td>End October 2014</td>
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<td>19</td>
<td></td>
<td>Power box location</td>
<td>Investigate location and possible relocation/engineering</td>
<td>SOM</td>
<td>September 2014</td>
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<tr>
<td>20</td>
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<td>Impounding pen</td>
<td>Investigate suitability ie height</td>
<td>SOM</td>
<td>End September</td>
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Note:
MTSS (Coleen Pinkerton - Manager Technical Support Services), SOM (Steve Kemp - Saleyards Operations Manager), Group (WHS Consultation group)
C.08.8 HERITAGE ADVISORY COMMITTEE

RESPONSIBLE OFFICER: Waid Crockett - General Manager

AUTHOR: Mathew Pringle - Director Environmental Services

RECOMMENDATION

That Council:

1. Endorse the minutes of the Heritage Advisory Committee meeting held on 18 July 2014.

2. Consider including a section in the Draft Development Control Plan that deals with tree preservation on heritage listed sites.

BACKGROUND

The Heritage Advisory Committee is a Section 355 Committee of Council which meets on a quarterly basis unless otherwise advised. The Committee represents the interests of the broader community on heritage related matters, undertakes heritage projects which assist Council in meeting its community strategic objectives and supports the Council and Heritage Advisor in preparing and reviewing strategic planning documents related to heritage matters.

A meeting of the Heritage Advisory Committee was held on Friday 21 February 2014.

REPORT/PROPOSAL

The issues discussed were as raised in the Agenda and recorded in the attached Minutes.

As noted in the minutes, the Committee recommended that Council include a section in the Draft Development Control Plan that deals with Tree Preservation on heritage listed sites. This section will be prepared and referred to the Committee for review and comment once complete.

The Committee has been provided with a draft heritage policy for its consideration. The policy will provide the Committee with some clear guidance and direction on its roles and responsibilities.

The Committee has suggested that the Merriwa CBD upgrade should consider the findings and recommendations of the Merriwa Main Street Study.

ATTACHMENTS

1. Minutes of Heritage Advisory Committee Meeting - 18 July 2014

RESOLVED that Council endorse the minutes of the Heritage Advisory Committee meeting held on 18 July 2014.

Moved: Cr L Driscoll Seconded: Cr L Watts CARRIED
**PRESENT:**
Cr Deirdre Peebles, Bryan Baker, Ray Hynes, Graeme Woodlands, Mary Woodlands, Bev Atkinson,

**IN ATTENDANCE:**
Elizabeth Evans (Heritage Advisor), Mat Pringle (Director Environmental Services)

**APOLOGIES:**
RECOMMENDED that the apologies received from Cr Bedggood, Cr Driscoll, Matt Dickson, Geoff Field, Gordon Halliday and Kate Halliday be accepted.

Moved: Bev Atkinson  Seconded: Mary Woodlands

**PREVIOUS MINUTES:**
RECOMMENDED that the Minutes of the Heritage Advisory Committee Meeting held on 23 May 2014, as circulated, be taken as read and confirmed as a correct record.

Moved: Bev Atkinson  Seconded: Bryan Baker

1. **DISCLOSURE OF INTEREST**
Nil

2. **BUSINESS ARISING FROM PREVIOUS MINUTES**

**Preparation of Draft Heritage Policy - Update**

Elizabeth Evans tabled a Draft Heritage Policy for the Heritage Advisory Committee and provided a summary of the key principles of the policy. The Committee was asked to review the policy and provide feedback at the next meeting.

**Establishing a Tree Preservation Order for the Upper Hunter Shire**

Mat Pringle spoke in relation to the preparation of a DCP chapter which deals with tree preservation on heritage listed sites.

**RECOMMENDATION TO COUNCIL:** That Council include a section in the Draft Development Control Plan that deals with Tree Preservation.

Moved: Ray Hynes  Seconded: Bryan Baker  CARRIED

The draft chapter would be circulated to Committee members for comment once it was prepared.

3. **AGENDA ITEMS**

3.1 **Addition of Local Newspapers on Trove – Project Update – Mary Woodlands**

Mary Woodlands provided the Committee with an update on the progress of this project.
3.2 Review and Update of the Register of War Memorials, Honour Rolls and Monuments in Upper Hunter Shire

Mary Woodlands provided the Committee with an update on the progress of this project.

Ray Hynes suggested that the Committee simply record the information on the honour rolls at the moment. This would be a starting point.

Bryan Baker commented that the honour rolls were incomplete.

Mary Woodlands advised that she doesn’t have the time to carry on with the project at this stage.

3.3 Old Court Theatre Project

Cr Peebles provided the Committee with an update on the progress of this project.

3.3 Murrurundi Swinging Bridge

The Committee was advised that the bridge work was well underway and almost complete. The Committee seemed pleased with the work carried out to date.

3.4 Development Application Update

The Committee were advised of three recent development applications being assessed by Council which involved heritage related issues:

(i) Development Application No. 109/2014 – Relocate garage and garden shed, remove trees and demolish hall – 117 Bettington Street, Merriwa

It was noted that Bryan Baker had submitted an objection to the proposal given the heritage significance of the building.

(ii) Development Application No. 104/2014 – Alterations and additions to the Royal Hotel, Cassilis

(iii) Development Application No. 96/2014 – Storage shed ancillary to the Royal Hotel, Cassilis

3.5 Recent Grants under Local Heritage Assistance Fund

The Committee was advised that there had been no heritage assistance fund grants provided since the last meeting.

4. CORRESPONDENCE

Nil.

5. GENERAL BUSINESS

5.1 Mary Woodlands thanked Council for providing funding towards the printing of the publication entitled ‘A History of the Upper Hunter District Cricket Association’.
5.2 Bryan Baker spoke about the Merriwa Main Street Study and suggested that the Merriwa CBD upgrade should consider the findings and recommendations of the Merriwa Main Street Study. Mr Baker also spoke about the NSW Heritage Grants Annual Report.

5.3 Bev Atkinson suggested to the Committee that new owners of heritage items and sites should be educated on the conservation of these sites and items and that more should be done by Council. Mat Pringle suggested that information could be sent out with 149 Certificates issued by Council.

5.4 Mat Pringle was requested by the Committee to check the revision number of its proposed heritage listing as contained in the Rural Heritage Study.

5.5 Mat Pringle was requested by the Committee to speak to Libby Morrow about funding for the repair of the Haynes Building awning in Cassilis. It was suggested that a group such as the Men’s Shed could be involved in carrying out the work.

6. **NEXT MEETING**

   19 September 2014 at 3.00pm

*The meeting was declared closed at 3.30pm.*
RECOMMENDATION

That Council:
1. Endorse the report recommendations of the Merriwa Showground Management Committee meeting held on 13 August 2014.
2. Advise the Department of Primary Industries of the acceptance of the grant for $40,000 to upgrade cattle yards, replacement of boundary fencing and guttering for the stables.
3. Not waive the fees in relation to development applications for the demolition of the old shed.

BACKGROUND

The Merriwa Showground Management Committee is a S355 Committee of Council. The Committee comprises of representatives of all the various users of the Merriwa Showground.

The aim of the Committee is to progress the long term plans for upgrade works at Merriwa Showground.

REPORT/PROPOSAL

The Committee meets to discuss various aspects of work required on the facility by different users as a joint body to determine priorities, arrange works to be undertaken and to look at additional funding opportunities.

In relation to the Development Applications for the demolition of the old shed, the Committee has requested that the fees totaling $997 be waived.

It is proposed not to waive these fees as the cost would come from Council’s allocation for 2014/15 to the projects at the Merriwa Showground.

ATTACHMENTS

1. Minutes - Merriwa Showground Management Committee - 13 August 2014

RESOLVED that Council:
1. Endorse the report recommendations of the Merriwa Showground Management Committee meeting held on 13 August 2014.
2. Advise the Department of Primary Industries of the acceptance of the grant for $40,000 to upgrade cattle yards, replacement of boundary fencing and guttering for the stables.
3. Not waive the fees in relation to development applications for the demolition of the old shed.

Moved: Cr D Peebles  
Seconded: Cr R Campbell  
CARRIED
PRESENT: Mr Rob Tindall, Mr David Cameron, Mr Roger Moore, Mr Allen Reed, Mr Pat Ryan, Ms Cassandra McLaren, Hugh Kraefft

IN ATTENDANCE: Mr Tony Swallow

APOLOGIES: Nil

MINUTES: Not Tabled

1. BUSINESS ARISING FROM PREVIOUS MINUTES
   Nil

2. AGENDA ITEMS

   2.1 Crown Lands Funding Grant

   An application was made through the Crown Lands Funding Program for funds to facilitate the upgrade of Cattle yards, replacement of boundary fencing and guttering for the stables. This application was successful with $40,000 allocated.

   RECOMMENDATION TO COUNCIL: That the $40,000 Crown Lands Funding Grant be accepted, along with its associated terms and obligations.

   Moved: P Ryan  Seconded: D Cameron
   CARRIED

   2.2 User Groups Shed

   The DA has been submitted and is in the system for assessment. There may be some drainage issues that may require a tank to be included. Shed is ordered and ready to go up. Tony to talk to Environmental Services with a view to fast-tracking its assessment. The old shed has been demolished to allow for the new shed to be constructed.

   The Application fees will be charged as per any normal DA Quoted $997

   Motion: That Council be requested to Waive the DA Fees for the Shed.

   Moved: A Reed  Seconded: D Cameron
   CARRIED

3. GENERAL BUSINESS

   3.1 Grant for Irrigation System

   There is a possibility of securing additional funding through a second round. Pat Ryan is to put in an application for $15,000 for the Irrigation systems.
3.2 Cattleyards

These have been ordered and will be arriving in 4 weeks time, one week before the show. The washbay has had the concrete base put in place, however there is some work still required.

3.3 Electrical Upgrade

The Second Quote is to come in for the power upgrade. Tony to chase up.

3.4 Tank on CWA Pavillion

This tank has no leaf filter and the gutter has no gutter-guard. David Cameron has volunteered to sort this out. Materials required for this works is to be supplied by council.

4. NEXT MEETING

TBA – In 4 weeks time, to be scheduled as to not clash with Tourism and Economic development meeting.

The meeting was declared closed at 7.00pm.
**DEVELOPMENT REPORTS**

**D.08.1 DEVELOPMENT APPLICATION NO. 45/2014 SUBDIVISION INTO 14 LOTS**

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental Services  
**AUTHOR:** Paul Smith - Environmental Planning Officer

**PURPOSE**

On 18 March 2014 Council received Development Application No. 45/2014 to subdivide Part Lot 6 DP 6009 to create 14 rural residential lots.

Council, at its meeting held on 28 July 2014 resolved the following:

“That Council defer consideration of Development Application No. 45/2014 for the subdivision of Part Lot 6 DP 6009, 280 Moobi Road, Scone (approved Lot 621) pending the completion of an independent assessment of the suitability of the proposed lots for onsite effluent disposal, including a peer review of the geotechnical investigation report prepared by Douglas Partners”.

Whitehead and Associates were subsequently commissioned to undertake the independent assessment which has now been completed. Accordingly, the application is being referred back to Council for determination.

**RECOMMENDATION**

That Council approve Development Application No.45/2014 for the subdivision of Part Lot 6 DP 6009, 280 Moobi Road, Scone (approved Lot 621) subject to the conditions of consent in Attachment 1.

**BACKGROUND**

Applicant: HDB Town Planning and Design  
Owner: Noogee Investments Pty Ltd  
Proposal: Subdivision of 1 Lot into 14 lots  
Location: Part Lot 6 DP 6009, No 280 Moobi Road Scone  
Lodged: 18 March 2014  
Zone: R5 Large Lot Residential

Development Application No. 219/2013 for the subdivision of Lot 6 DP 6009 into two (2) lots was approved under delegated authority on 5 February 2014. The consent was subsequently modified on 13 March 2013 and approved the creation Lot 61 (65.91ha) and Lot 62 (40ha).

Development Application No 44/2014 for the subdivision of Lot 62 was approved by Council on 26 May 2014. The consent gave approval to create Lot 621 with an area of 16.49ha and Lot 622 with an area of 23.65 ha.

The current application to subdivide approved Lot 621 into 14 rural residential lots was lodged with Council on 18 March 2014.
The application was reported to the meeting of Council held on 28 July 2014 because one submission (which included a petition containing 15 signatures) was received objecting to the proposed subdivision. Council resolved to defer consideration of the application pending the completion of an independent assessment of the suitability of the proposed lots for onsite effluent disposal, including a peer review of the geotechnical investigation report prepared by Douglas Partners.

**REPORT/PROPOSAL**

The current development application proposes to subdivide Lot 621 into 14 large residential lots. Proposed Lots 101 to 113 will have areas of approximately 3,800m², and Lot 114 (residual lot) will have an area of 16.9ha and will be part of future subdivision stages.

Proposed Lots 101 to 113 will have direct access to Moobi Road and it is proposed to construct shared access crossings for proposed Lots 102 to 113. Access to proposed Lot 101 will be a single access and the access to proposed Lot 114 will be via an access handle that will become a road reserve for the future stages of the subdivision. It is also proposed that access ways to the proposed lots will be constructed to the appropriate rural property access standard (including sealing) and finished with timber post and rail fences and landscaping treatments (refer to access concept plan in Attachment 6).

Proposed Lots 101 to 113 will be provided with a reticulated water service. Sewerage disposal would require the installation of appropriate on-site sewerage management systems (OSSM) which would be incumbent on future lot owners.

An independent review of the suitability of the site for on-site sewage management and Cumulative Impact Assessment has been undertaken by Whitehead and Associates Environmental Consultants Pty Ltd which provides the following advice:

*The proposed land application of effluent via surface spray irrigation, whilst not supported by W&A, may be considered by Council discretion based on the aforementioned conditions. Given the rural residential setting and proposed lot sizes, SSI (sub-surface irrigation) is the preferred method of land application.*

*The proposed 625m² irrigation area is appropriately sized and sufficiently conservative to reliably assimilate the expected hydraulic and nutrient loads from each dwelling.*

*A cumulative impact assessment (attached to this report) addresses the relative environmental and public health risks associated with the proposed OSSM servicing solution for the 40-lot subdivision.*

*Based on our analysis, the risk of nutrient, hydraulic and pathogen export to surface waters and groundwater posed by the proposed SI and SSI systems will not be significant. Appreciable impacts of effluent on neighbouring properties or Dartbrook Creek are considered unlikely, and OSSM will pose a low risk to environmental health.*

*This application should proceed; however, (as per the Report recommendations) “further effluent disposal assessment will be required for each allotment once the type of system is selected, the location of the application area finalised and the waste stream separation (if any) determined”.*
In relation to the preferred method of onsite effluent disposal, a condition of consent has been recommended (Condition No. 20) requiring a positive covenant to be registered on the titles of Lots 101-113 requiring any domestic wastewater generated on the lots to be disposed of by sub-surface irrigation only.

**OPTIONS**

1. That Council
   
   (i) Approve Development Application No.45/2014 for the subdivision of Part Lot 6 DP 6009, 280 Moobi Road, Scone (approved Lot 621) subject to the conditions of consent in Attachment 1.
   
   (ii) Refer the concerns raised by residents regarding traffic safety issues on Moobi Road to the Local Traffic Committee for consideration.

2. That Council
   
   (i) Approve Development Application No.45/2014 for the subdivision of Part Lot 6 DP 6009, 280 Moobi Road, Scone (approved Lot 621) subject to the conditions of consent in Attachment 2 (including a condition requiring the proposed lots to be connected to Council’s reticulated sewerage system).
   
   (ii) Refer the concerns raised by residents regarding traffic safety issues on Moobi Road to the Local Traffic Committee for consideration.

3. That Council refuse Development Application No.45/2014 for the subdivision of Part Lot 6 DP 6009, 280 Moobi Road, Scone (approved Lot 621) stating the reasons for refusal.

**CONSULTATION**

Surrounding properties were notified of the development proposal between 27 March 2014 and 10 April 2014. An advertisement was placed in the Scone Advocate on 27 March 2014.

One submission was received objecting to the development due to increased stormwater runoff, traffic hazards from driveways and increased traffic movement along Moobi Road. The submission was accompanied by a petition signed by 15 other residents along Moobi Road and Allan Cunningham Road (A copy of the submission is provided in Attachment 4). The proponent has provided as response to the issues raised (refer to Attachment 5).

The development application was referred to the Technical Services Department in relation to water, stormwater and road infrastructure. Full comments from the Technical Services Department are provided in the planning assessment report in Attachment 1.
In relation to the proposed method of sewage disposal, the Technical Services Department advise that it is technically feasible to connect the subdivision to the Council’s reticulated sewerage service. This would require the installation of a pump and appropriate infrastructure. The Director of Technical Services advises that given the close proximity of the site to the reticulated system, there is a risk future residents/owners may seek to subdivide the lots further (which is possible) and then request Council to extend the sewerage service. Given that it is technically feasible, the Technical Services Department recommendation is that connection to the sewer is preferable.

The development application was referred to NSW Local Land Services which provided a detailed submission raising concerns about the subdivision in relation the potential for road and stormwater infrastructure failure, reliance on on-site sewerage disposal, construction on expansive clay soils, use of land for stock grazing and the use of non-endemic trees and shrubs as part of the landscape treatment.

The development application was referred to NSW Rural Fire Service (RFS). The RFS subsequently issued a bush fire safety authority pursuant to Section 100B of the Rural Fires Act 1997. General terms of approval require that at the issue of the subdivision certificate and in perpetuity the entire area of proposed Lot 101-113 be managed as an inner protection area (IPA). A condition of consent has been recommended in this regard.

Following the completion of the independent review of the Douglas Partners report, no further consultation has been undertaken in relation to the issue of on-site sewage management. Council’s Technical Services Department’s position is that the subdivision should be connected to the reticulated sewage system because it is technically feasible.

**STRATEGIC LINKS**

a. **Community Strategic Plan 2013+**

The Community Strategic Plan 2013+ identifies the community vision for the Local Government Area through the identification of priorities and aspirations for the future. This is done through four key focus areas. Of relevance to this development are Key Focus Area 3: *Protect the natural and built environment and plan for a sustainable future for our Shire and our planet*; and Key Focus Area 5: *Enhance economic and employment opportunities and promote growth for a sustainable, vibrant future*.

b. **Delivery Program**

Assessment of the application is in accordance with the Community Strategic Objectives for town planning: “Facilitate and provide for a growing population, including for example affordable housing, community amenities, health and welfare services”.

c. **Other Plans**

According to the Upper Hunter Shire Land Use Strategy the site is not within a Sewer Service Area or Water Service Area. In this regard it is difficult for Council to require the proponent to connect to Council’s reticulated sewerage system. Notwithstanding, the proponent is proposing to connect to the reticulated water system.
IMPLICATIONS

a. Policy and Procedural Implications

The Code for Soil and Water Management of Urban Lands is applicable. The development will involve the disturbance of the ground surface for the construction of infrastructure. The applicant has not submitted an erosion and sediment control plan. A condition of consent is recommended requiring the applicant to submit an erosion and sediment control plan prior to the issue of a construction certificate.

b. Financial Implications

Development application and other fees totalling $1,274 have been paid.

c. Legislative Implications

An assessment of the development application has been undertaken pursuant to Section 79C of the Environmental Planning and Assessment Act 1979. The proposed development is permissible with consent within the R5 Large Lot Residential zone.

The land is identified within a bushfire hazard zone and as such the proposal is Integrated Development pursuant to Section 91 of the Environmental Planning and Assessment Act 1979.

The review of the suitability of the site for on-site sewage management and Cumulative Impact Assessment has been undertaken by Whitehead and Associates Environmental Consultants Pty Ltd. The review provides Council with a more comprehensive understanding of the likely impacts of allowing on-site sewage management.

d. Risk Implications

Council determinations of development applications in relation to local development can be appealed by a third party in the Land and Environment Court in circumstances where incorrect legal process has been applied. In the case of this development application the relevant considerations under the Environmental Planning and Assessment Act 1979 have been made. There is a low risk of any third party legal appeal in relation to this development application.

e. Other Implications

The Cumulative Impact Assessment concludes that the site is suitable for long-term on-site sewage management systems and effluent disposal. However it recommends that the land application method be via subsurface irrigation, rather than by surface irrigation systems. A condition of consent has been recommended in this regard.

The subdivision proposes to create 13 lots with areas of 3,800m² in an area where the minimum lot size is set at 2,000m². In this regard there is a risk that future residents/landowners/developers may try to further subdivide the lots (which is possible under Clause 4.6 of the Upper Hunter LEP 2013) to create lots with areas of around 1,900m² and request Council to extend the reticulated sewerage service. Notwithstanding, in the absence of reticulated sewerage future subdivision of the lots would not be desirable and would be difficult to support.
Accordingly, a condition of consent is recommended requiring a restriction as to user to be registered on the title of Lots 101 to 113 prohibiting the subdivision of the lots unless they are connected to Council’s reticulated sewerage system.

**CONCLUSION**

The application has been assessed as satisfactory against Section 79C of the Environmental Planning and Assessment Act 1979, Upper Hunter Local Environmental Plan 2013 and the Upper Hunter Shire Development Control Plan 2008.

The proposal is in keeping with the site context, is an appropriate form of development for the site and is unlikely to result in any significant adverse impacts.

Accordingly, it is recommended that the application be approved subject to appropriate conditions of consent.

**ATTACHMENTS**

1. Recommended Conditions of Consent (with onsite sewage management)
2. Alternative Conditions of Consent (connection to reticulated sewer)

**RESOLVED**

That Council approve Development Application No.45/2014 for the subdivision of Part Lot 6 DP 6009, 280 Moobi Road, Scone (approved Lot 621) subject to the conditions of consent in Attachment 1.

Moved: Cr P Bishop
Seconded: Cr L Driscoll
CARRED

FOR
Councillor Peebles
Councillor Watts
Councillor Driscoll
Councillor Bedggood
Councillor Campbell
Councillor Bishop
Councillor Collison
Councillor Fisher
Councillor Johnsen

Total (9)

AGAINST

Total (0)
DA 45/2014 – Recommended Conditions of Consent

Identification of approved plans:

1. The development being carried out in accordance with the development application and the drawings referenced below and Statement of Environmental Effects dated March 2014, except where amended by the following conditions.

<table>
<thead>
<tr>
<th>JOB REFERENCE NO</th>
<th>SHEET NO</th>
<th>REVISION NO</th>
<th>DRAWN BY</th>
<th>DATE</th>
</tr>
</thead>
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<td>Proposed Subdivision – Stage 1</td>
<td>1 of 1</td>
<td>C</td>
<td>HDB</td>
<td>15.01.2014</td>
</tr>
<tr>
<td>Drawings No. L001</td>
<td>1/5</td>
<td>B</td>
<td>HDB</td>
<td>21.01.2004</td>
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<td>Drawings Nos. L002 – L005</td>
<td>2-5</td>
<td>C</td>
<td>HDB</td>
<td>28.01.2004</td>
</tr>
</tbody>
</table>

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

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

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

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

2. The water main(s) and related infrastructure shall be constructed in accordance with the requirements of the Upper Hunter Shire Council’s Technical Services Department. The applicant shall submit design and construction details to Council’s Water and Waste Division for all works associated with the water main construction. The work shall comply with AS/NZS 3500, Plumbing and Drainage Standards, and Council’s Engineering Guidelines for Subdivision and Development.

Plans and design details demonstrating compliance with the requirements of the Water and Waste Division shall be submitted to, and approved by the Certifying Authority prior to the issue of a Construction Certificate.

The developer shall be responsible for the acquisition and registration of any easements required for the extension of reticulated water to the subdivision site.

(Reason: To ensure satisfactory arrangements are in place for the provision of water.)

3. The applicant shall engage an appropriately qualified person to undertake the survey, design and preparation of plans for all works located within Council’s property or all
works that revert to Council’s care and control upon completion of the development. The design plans are to be certified by an appropriately qualified and practising Civil Engineer to confirm compliance with appropriate Australian Standards shall be submitted to, and approved by, the Certifying Authority prior to the release of the Construction Certificate.

(Reason: To ensure the provision of public infrastructure is of an appropriate standard)

4. The applicant shall design the sealed vehicular access ways in accordance with the approved plan and the following requirements.

(a) the vehicular access way shall be designed to ensure that vehicles will not scrape/strike the surface of the carriageway, layback or vehicular access way.

(b) the vehicle access way is to be constructed of road base material with a minimum depth of 300 mm consolidated from the existing road to the property entrance gate;

(c) the width of the vehicle access way shall be a minimum of 7.2 metres;

(d) the property entrance gate and associated boundary fencing must be setback a minimum 17 metres from the Moobi Road centreline.

(e) the boundary fence at its junction with the driveway setback shall be splayed on either side at an angle of no less than 45° to intersect with the front boundary fence.

(f) vegetation within the area enclosed by the splayed fencing line and the continuation of those sightlines to the road edge shall be of low level native grasses and maintained at a height of no more than 450mm.

(g) where there is a table drain present the construction of a minimum 450 mm piped culvert (or equivalent) with associated concrete headwalls will be required, the culvert shall be setback to the natural line of the table drain

(h) any twisting of the vehicle access way shall occur entirely within the subject property; and

(i) a detailed plan and cross section along the centre-line of the vehicle access way to the nominated setback distance at a scale of 1:50 taken from the centre of the road and shall include all changes of grade both existing and proposed is to be provided.
Plains demonstrating compliance with the above shall be submitted to, and approved by the Consent Authority prior to the release of the Construction Certificate.

(Reason: To facilitate appropriate vehicular access to private sites, without disruption to roadside stormwater drainage)

5. The stormwater system shall be constructed to an appropriate standard in compliance with the Council's Engineering Guidelines for Subdivisions and Developments.

The existing table drain on the northern side of Moobi Road along the full frontage of the development to the discharge point at Dartbrook shall be modified and re-shaped where necessary to ensure that stormwater flows are contained within the drain and do not discharge onto the road carriageway or into adjoining properties.

Detailed engineering drawings of the proposed stormwater drainage system including the detention basins and the road table drain along the northern side of Moobi Road shall be submitted to and approved by the Certifying Authority prior to the release of the Construction Certificate.

(Reason: To ensure adequate provision is made for stormwater drainage from the site in a proper manner that protects adjoining properties and public infrastructure)

6. Prior to the issue of a Construction Certificate for each stage of the development the person acting on this consent shall submit a Landscape Design Plan for Street Tree plantings. The plan shall demonstrate the use of endemic native plant species and identify the regular location of plantings in relation to the road and allotment boundaries.

(Reason: To enhance amenity of the road corridor within the development.)


Plans and calculations for such erosion controls shall be submitted prior to the issue of a Construction Certificate. Minor additional works may be approved by the Principal Certifying Authority during construction works.

(Reason: To ensure adequate measures are taken to mitigate the impacts of potential erosion and sedimentation from the development.)

8. Prior to the issue of a Construction Certificate the person acting on this consent shall apply to the NSW Roads and Maritime Service to reduce the speed limit along the section of Moobi Road fronting the development from 80km/hr to 60km/hr. Documentary evidence demonstrating compliance with the condition shall be submitted to the Certifying Authority prior to the issue of a Construction Certificate.

(Reason: To ensure the traffic conditions are appropriate for the subdivision.)
Conditions that must be addressed prior to commencement:

9. The current NAT-SPEC Construction Specifications (which must be complied with during all civil constructions works as in force or amended at the time of design/construction) contain a number of Witness Points (WPs), Test Points (TPs) and Inspection Points (IPs) throughout the construction period which require reference to or the attention of a Council engineering officer.

All such points relevant to the scope of works for all civil infrastructure shall be assembled in a series of Inspection and Test Procedures (ITPs) and provided to Council for approval prior to the commencement of construction work.

The ITPs and test results (subgrade compaction, road materials, road and lot fill compactions, water commissioning, Benkelman beam tests, concrete compressive tests) shall be held on-site and copies of test results provided to the Principal Certifying Authority as soon as they become available throughout the course of the construction. Defective materials and test results are to be rectified and tests repeated such that the material/test results comply with relevant standards, prior to the issue of any subdivision certificate.

(Reason: To ensure that civil infrastructure is constructed to an acceptable standard and enable review at critical stages of construction.)

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

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

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

11. Unless an existing stabilised site access is utilised, stabilised site access consisting of at least 200mm of aggregate at 30–60mm in size be a minimum of 3m in width and must be provided from the road edge and extend a minimum of 6m in length. In addition the proposed internal access road to the construction site shall be clearly identified to ensure all vehicular traffic moving to and from the construction site utilises the nominated access route.

The installation must be approved by the principal certifying authority prior to the commencement of site works.

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

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

(Reason: Prescribed – Statutory)
13. An approval under Section 138 of the Roads Act 1993 is required prior to the commencement of any work within the road reserve. Appropriate plans, designs and specifications shall be submitted to Council as part of the Section 138 application.

(Reason: Prescribed – Statutory)

14. The applicant shall reconstruct/construct the carriageway shoulder and verge to the full frontage of Moobi Road adjacent to the subject land: to include drainage, pavement construction, sealing and service adjustments. All work as a minimum shall be designed in accordance with Council’s Engineering Guidelines for Subdivisions and Developments.

A certificate and detailed constructional drawings prepared by an appropriately qualified and practising Civil Engineer, shall be submitted to, and approved by Council under Section 138 of the Roads Act 1993 prior to the commencement of works.

The design plans must include provision for the relocation of the existing bus layback on Moobi Road and include provision for a shelter to be constructed at full cost to the developer.

(Reason: To ensure the provision of public infrastructure of an appropriate quality arising from the development works to service the development)

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

15. Any person acting on this consent must ensure that:-

   (a) materials must not be burnt on the site.

   (b) vehicles entering and leaving the site with soil or fill material must be covered.

   (c) dust suppression measures must be carried out to minimise wind-borne emissions in addition odour suppression measures must also be carried out where appropriate so as to prevent nuisance occurring at adjoining properties.

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

16. The applicant shall bear the cost of all works associated with the development that occurs on Council’s property.

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

17. Any person acting on this consent shall ensure that:-

   (a) construction activities are only carried out during the following hours:

       i. between Monday to Friday (inclusive)—7.00am to 5.00pm,

       ii. on a Saturday—8.00am to 5.00pm.
(b) construction activities must not be carried out on a Sunday or a public holiday unless prior approval has been obtained

(c) excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.

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

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

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

19. In the event that any artefacts of cultural heritage significance are unearthed outside or within the immediate areas during construction, site works must cease and the NSW Office of Environment and Heritage (OEH) EnviroLine (phone 131 555), must be informed immediately. The site is to be recorded and management strategies put in place for protection before any further work can commence in the area.

(Reason: To ensure that measures are in the event that items of Aboriginal cultural significance are unearthed.)

Conditions that must be complied with prior to the issue of any strata subdivision or subdivision certificate:

20. All easements, rights-of-way, right-of-carriageway, and restrictions-as-to-user as indicated on the plans submitted with the application for a Subdivision Certificate are to be registered on the title of the relevant LOTS, together with the following additional easements/ rights of carriageway/ restrictions naming Upper Hunter Shire Council as the sole authority empowered to release or modify the same:

a. An easement to benefit Upper Hunter Shire Council shall be provided over the detention basins on Lot 61 to allow for access and maintenance.

b. A restriction as to user shall be registered on the titles of Lots 101 to 113 prohibiting further subdivision unless the lots are connected to Council’s reticulated sewerage system.

c. A positive covenant shall be registered on the titles of Lots 101-113 that requires all domestic wastewater to be treated by an accredited Aerated Wastewater Treatment System (AWTS) and disposed of by sub-surface irrigation only.

(Reason: To ensure proper management of land.)

21. Prior to the issue of a Subdivision Certificate all civil works including road works, stormwater drainage and access driveways shall be constructed in accordance with the approved design plans.
22. Prior to issuing a Subdivision Certificate, the person acting upon this consent must apply to Upper Hunter Shire Council and receive written confirmation of the allocated street names and addresses (house number) and unit numbers for the building and any approved allotments within the completed project. These are the street names and numbers that will be recorded in Council records and must be displayed at the property in accordance with the provisions of AS/NZS 4819:2003 – Geographic information – Rural and urban addressing.

To assist Council when applying for street name and number allocations, a draft proposal for street naming and numbering within development should be submitted for concurrence to Council at an early stage of construction, as these numbers will be used to maintain Council’s property and mapping database, and the proposed street names must be formally agreed and adopted by Council.

(Reason: To ensure that Council records are accurate, and that building and unit numbering complies with the requirements of Council’s House Numbering Policy. Proper building and unit numbering also assists emergency services in readily locating properties.)

23. Certification of Civil works
   a) An appropriately qualified and practising Civil Engineer shall certify to the Principal Certifying Authority that the stormwater drainage system has been constructed in accordance with this consent and the provisions of AS3500. The applicant shall, upon completion of the development works and prior to the issue of a Subdivision Certificate, submit to Council a copy of the aforementioned letter of certification.

   b) An appropriately qualified and practicing Civil Engineer shall certify to the Principal Certifying Authority that the vehicular intersections, associated works and road works, have been constructed in accordance with the approved plans. The applicant shall, upon completion of the development works and prior to the issue of a Subdivision Certificate, submit to Council a copy of the aforementioned letter of certification.

(Reason: To ensure compliance with the conditions of consent.)

24. Certified Works-as-Executed (WAE) drawings demonstrating that all subdivision construction works have been completed in accordance with the approved engineering drawings shall be submitted to, and approved by the Certifying Authority prior to the issue of a Subdivision Certificate.

(Reason: To ensure subdivision works have been completed in accordance with the approved drawings)

25. Prior to the issue of a Subdivision Certificate, the applicant shall submit to Council one set of electronic files in both Portable Document Format (.pdf) and in CAD Drawing (.dwg) format (MGA co-ordinates), with each of the services on a separate layer eg separate out water, storm water to their own layers) and one set of paper copies of the works as executed plans for the road, water and stormwater infrastructure.
Each sheet is to include a bar scale or scales adjacent to the title block showing the scale (the works as executed plan is to be scaled at 1:500) and each sheet is to be properly signed and dated by the person responsible for the carrying out of those works. Further, the works are to comply with Upper Hunter Shire Council’s Engineering Guidelines for Subdivision and Development.

NOTE: The provision of a table on the works as executed plan which details: the distance from the centre of the downstream manhole to each sideline, house connection, and dead end; the depths to invert; and the length of such sidelines.

(REASON: So that Council may ensure that the construction is in accordance with Council’s requirements, and so that a permanent record of the design as constructed may be held by Council, to assist in future maintenance, or for the information of the emergency services. Section 79C(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.)

26. All roads and drainage reserves shall be dedicated to Council at no cost to Council.

(Reason: To ensure public access is provided to roads and drainage reserves)

27. Prior to the issue of a Subdivision Certificate the applicant or person acting upon this consent is to lodge a Maintenance Bond for all works that are nominated to revert to the care and control of Council, being a minimum of 5% of the total cost of subdivision construction works for each stage of the development. The bond shall be in place prior to the approval of any subdivision certificate and shall remain in place for a required maintenance period of twelve (12) months from the date of Council’s endorsement of the Subdivision Certificate.

Council will accept a bank guarantee for the purpose of any bond imposed by these conditions of consent. Such bank guarantee shall be in a form acceptable to the Council.

(Note: Upon the expiration of the 12 month maintenance period, the applicant may apply for release of the bond. Council may deduct from the bonded amount the cost of any maintenance work required to be undertaken by Council as a result of incomplete or substandard works or the like.)

(Reason: To ensure that works have been constructed to an acceptable standard and allow for remedying any defects in any such public work that arise within 12 months after the work is completed.)

28. Prior to the issue of a Subdivision Certificate all landscaping shall be completed in accordance with the approved landscape design plans.

(Reason: To enhance the amenity of the road corridor within the subdivision.)

29. All disturbed areas of land shall be fully rehabilitated to prevent soil erosion and migration prior to the issue of a Subdivision Certificate.
30. At the conclusion of all earthworks, lots within the subdivision shall be classified for residential building construction in accordance with AS 2870-1996 (as amended) at the cost of the applicant.

Building envelopes are to be identified on the Engineering Plans, lot classifications shall be based on test locations within the building envelopes. If cut and fill is carried out within such building envelopes as part of the construction of the subdivision, level pads for residential building construction are to be provided.

Lot classification tests shall be carried out after all cut and fill and compaction has been completed. Classification test results demonstrating compliance with the above shall be provided to Council prior to the issue of the Subdivision Certificate.

31. A contribution pursuant to the provisions of Section 64 of the Local Government Act, 1993 and Section 94 of the Environmental Planning and Assessment Act 1979 as specified hereunder for the services detailed in column A and, for the amount detailed in column B shall be made to Council.

<table>
<thead>
<tr>
<th>Contribution type (a)</th>
<th>amount per lot (B) ($)</th>
<th>Total (C)</th>
</tr>
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<tbody>
<tr>
<td>Water</td>
<td>$6,922</td>
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</tr>
<tr>
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<td>$1,057</td>
<td>$14,798</td>
</tr>
<tr>
<td>Open Space</td>
<td>$211</td>
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</tr>
<tr>
<td>Cycleway</td>
<td>$592</td>
<td>$8,288</td>
</tr>
<tr>
<td>total contribution</td>
<td></td>
<td>$122,948</td>
</tr>
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Documentary evidence shall be submitted to the Certifying Authority confirming that the contribution has been paid prior to determination of the application for Subdivision Certificate.

The above amount shall be in accordance with Council’s Fees and Charges at the time of payment.

32. Notification of arrangements to connect services and utilities to each LOT shall be provided to the Certifying Authority with the Subdivision Certificate:

(a) telecommunication services
(b) electrical reticulation
All adjustments to existing utility services made necessary by the development are to be undertaken by the developer at no cost to Council.

(Reason: To ensure adequate servicing of the development.)

33. Prior to the issue of a Subdivision Certificate separate water service connections to each lot must be provided in accordance with the requirements of the Upper Hunter Shire Technical Services Department. The person acting on this consent shall liaise with Council’s Water and Waste Division regarding the details for all works associated with the water connections. The work shall comply with AS/NZS 3500, Plumbing and Drainage Standards, and Council’s Engineering Guidelines for Subdivision and Development. All required works shall be undertaken at full cost to the applicant.

Written documentation from Upper Hunter Shire Council Technical Services Department confirming that the water connections have been completed shall be submitted to, and approved by the Principle Certifying Authority prior to the issue of any Subdivision Certificate.

(Reason: To ensure appropriate infrastructure is available so the allotments can be connected to the reticulated water supply.)

34. Prior to the issue of a Subdivision Certificate appropriate provision shall be made in relation to the National Broadband Network Companies Act 2011; and the Telecommunications Legislation Amendment (National Broadband Network Measures – Access Arrangements) Act 2011. The person acting on this consent shall submit a letter to the Certifying Authority confirming that the development complies with these legislative requirements prior to the issue of a Subdivision Certificate.

(Reason: To ensure that appropriate measures have been taken for the National Broadband Network.)

35. Prior to the issue of a Subdivision Certificate the person acting on this consent shall submit a written and signed statement to the Certifying Authority for approval that demonstrates how each part of the subdivision complies with the Rural Fire Service’s General Terms of Approval.

(Reason: To ensure the development complies with the General Terms of Approval issued by the Rural Fire Service.)

36. Prior to the issue of a Subdivision Certificate the plan of subdivision of Part Lot 6 DP 6009 approved under Development Consent No. 44/2014 shall be registered with NSW Land and Property Information.

(Reason: To ensure the subdivision cannot occur until the land has been registered on title.)

General terms of approval pursuant to section 91a of the environmental planning and assessment act 1979 (as amended):

37. In accordance with the General Terms of Approval issued by the NSW Rural Fire Service (Dated 30 April 2014, Ref No. D14/0828), the following bushfire prevention measure shall be provided to the development:-
(a) at the issue of the subdivision certificate and in perpetuity the entire area of proposed Lot 101-113 be managed as an inner protection area (IPA) as outlined within Section 4.1.3 and Appendix 5 of ‘Planning for Bush Fire Protection 2006’ and the NSW Rural Fire Service’s document ‘Standards for asset protection zones’.

(Reason: To comply with the General Terms of Approval issued by the NSW Rural Fire Service.)
Identification of approved plans:

1. The development being carried out in accordance with the development application and the drawings referenced below and Statement of Environmental Effects dated July 2011, except where amended by the following conditions.

<table>
<thead>
<tr>
<th>JOB REFERENCE NO</th>
<th>SHEET NO</th>
<th>REVISION NO</th>
<th>DRAWN BY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Subdivision – Stage 1</td>
<td>1 of 1</td>
<td>C</td>
<td>HDB</td>
<td>15.01.2014</td>
</tr>
<tr>
<td>Drawings No. L001</td>
<td>1/5</td>
<td>B</td>
<td>HDB</td>
<td>21.01.2004</td>
</tr>
<tr>
<td>Drawings Nos. L002 – L005</td>
<td>2-5</td>
<td>C</td>
<td>HDB</td>
<td>28.01.2004</td>
</tr>
</tbody>
</table>

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

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

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

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

2. The water main(s) and related infrastructure shall be constructed in accordance with the requirements of the Upper Hunter Shire Council’s Technical Services Department. The applicant shall submit design and construction details to Council’s Water and Waste Division for all works associated with the water main construction. The work shall comply with AS/NZS 3500, *Plumbing and Drainage Standards*, and Council’s Engineering Guidelines for Subdivision and Development.

Plans and design details demonstrating compliance with the requirements of the Water and Waste Division shall be submitted to, and approved by the Certifying Authority prior to the issue of a Construction Certificate.

The developer shall be responsible for the acquisition and registration of any easements required for the extension of reticulated water to the subdivision site.

(Reason: To ensure satisfactory arrangements are in place for the provision of water.)
3. The Council’s reticulated sewer service shall be extended to service proposed Lots 101 to 113.

The sewer main(s) and related infrastructure shall be constructed in accordance with the requirements of the Upper Hunter Shire Council’s Technical Services Department. The applicant shall liaise with Council’s Water and Waste Division regarding the submission of design and construction details for all works associated with the sewer main construction. The work shall comply with AS/NZS 3500, *Plumbing and Drainage Standards*, and Council’s Engineering Guidelines for Subdivision and Development. All required works shall be undertaken at full cost to the applicant.

Plans and design details demonstrating compliance with the requirements of the Water and Waste Division shall be submitted to, and approved by the Certifying Authority prior to the issue of a Construction Certificate.

(Reason: To ensure satisfactory arrangements are in place for the disposal of sewage.)

4. The applicant shall engage an appropriately qualified person to undertake the survey, design and preparation of plans for all works located within Council’s property or all works that revert to Council’s care and control upon completion of the development. The design plans are to be certified by an appropriately qualified and practising Civil Engineer to confirm compliance with appropriate Australian Standards shall be submitted to, and approved by, the Certifying Authority prior to the release of the Construction Certificate.

(Reason: To ensure the provision of public infrastructure is of an appropriate standard)

5. The applicant shall design the sealed vehicular access ways in accordance with the approved plan and the following requirements.

(a) the vehicular access way shall be designed to ensure that vehicles will not scrape/strike the surface of the carriageway, layback or vehicular access way.

(b) the vehicle access way is to be constructed of road base material with a minimum depth of 300 mm consolidated from the existing road to the property entrance gate;

(c) the width of the vehicle access way shall be a minimum of 7.2 metres;

(d) the property entrance gate and associated boundary fencing must be setback a minimum 17 metres from the Moobi Road centreline.

(e) the boundary fence at its junction with the driveway setback shall be splayed on either side at an angle of no less than 45º to intersect with the front boundary fence.
(f) vegetation within the area enclosed by the splayed fencing line and the continuation of those sightlines to the road edge shall be of low level native grasses and maintained at a height of no more than 450mm.

(g) where there is a table drain present the construction of a minimum 450 mm piped culvert (or equivalent) with associated concrete headwalls will be required, the culvert shall be setback to the natural line of the table drain

(h) any twisting of the vehicle access way shall occur entirely within the subject property; and

(i) a detailed plan and cross section along the centre-line of the vehicle access way to the nominated setback distance at a scale of 1:50 taken from the centre of the road and shall include all changes of grade both existing and proposed is to be provided.

Plans demonstrating compliance with the above shall be submitted to, and approved by the Consent Authority prior to the release of the Construction Certificate.

(Reason: To facilitate appropriate vehicular access to private sites, without disruption to roadside stormwater drainage)

5. The stormwater system shall be constructed to an appropriate standard in compliance with the Council’s Engineering Guidelines for Subdivisions and Developments.

The existing table drain on the northern side of Moobi Road along the full frontage of the development to the discharge point at Dartbrook shall be modified and re-shaped where necessary to ensure that stormwater flows are contained within the drain and do not discharge onto the road carriageway or into adjoining properties.

Detailed engineering drawings of the proposed stormwater drainage system including the detention basins and the road table drain along the northern side of Moobi Road shall be submitted to and approved by the Certifying Authority prior to the release of the Construction Certificate.

(Reason: To ensure adequate provision is made for stormwater drainage from the site in a proper manner that protects adjoining properties and public infrastructure)

6. Prior to the issue of a Construction Certificate for each stage of the development the person acting on this consent shall submit a Landscape Design Plan for Street Tree plantings. The plan shall demonstrate the use of endemic native plant species and identify the regular location of plantings in relation to the road and allotment boundaries.

(Reason: To enhance amenity of the road corridor within the development.)

Plans and calculations for such erosion controls shall be submitted prior to the issue of a Construction Certificate. Minor additional works may be approved by the Principal Certifying Authority during construction works.

(Reason: To ensure adequate measures are taken to mitigate the impacts of potential erosion and sedimentation from the development.)

8. Prior to the issue of a Construction Certificate the person acting on this consent shall apply to the NSW Roads and Maritime Service to reduce the speed limit along the section of Moobi Road fronting the development from 80km/hr to 60km/hr. Documentary evidence demonstrating compliance with the condition shall be submitted to the Certifying Authority prior to the issue of a Construction Certificate.

(Reason: To ensure the traffic conditions are appropriate for the subdivision.)

Conditions that must be addressed prior to commencement:

9. The current NAT-SPEC Construction Specifications (which must be complied with during all civil constructions works as in force or amended at the time of design/construction) contain a number of Witness Points (WPs), Test Points (TPs) and Inspection Points (IPs) throughout the construction period which require reference to or the attention of a Council engineering officer.

All such points relevant to the scope of works for all civil infrastructure shall be assembled in a series of Inspection and Test Procedures (ITPs) and provided to Council for approval prior to the commencement of construction work.

The ITPs and test results (subgrade compaction, road materials, road and lot fill compactions, water commissioning, Benkelman beam tests, concrete compressive tests) shall be held on-site and copies of test results provided to the Principal Certifying Authority as soon as they become available throughout the course of the construction. Defective materials and test results are to be rectified and tests repeated such that the material/test results comply with relevant standards, prior to the issue of any subdivision certificate.

(Reason: To ensure that civil infrastructure is constructed to an acceptable standard and enable review at critical stages of construction.)

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

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

(Reason: To protect the environment from the effects of sedimentation and erosion from development sites)
11. Unless an existing stabilised site access is utilised, stabilised site access consisting of at least 200mm of aggregate at 30–60mm in size be a minimum of 3m in width and must be provided from the road edge and extend a minimum of 6m in length. In addition the proposed internal access road to the construction site shall be clearly identified to ensure all vehicular traffic moving to and from the construction site utilises the nominated access route.

The installation must be approved by the principal certifying authority prior to the commencement of site works.

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

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

(Reason: Prescribed – Statutory)

13. An approval under Section 138 of the Roads Act 1993 is required prior to the commencement of any work within the road reserve. Appropriate plans, designs and specifications shall be submitted to Council as part of the Section 138 application.

(Reason: Prescribed – Statutory)

14. The applicant shall reconstruct/construct the carriageway shoulder and verge to the full frontage of Moobi Road adjacent to the subject land: to include drainage, pavement construction, sealing and service adjustments. All work as a minimum shall be designed in accordance with Council’s Engineering Guidelines for Subdivisions and Developments.

A certificate and detailed constructional drawings prepared by an appropriately qualified and practising Civil Engineer, shall be submitted to, and approved by Council under Section 138 of the Roads Act 1993 prior to the commencement of works.

The design plans must include provision for the relocation of the existing bus layback on Moobi Road and include provision for a shelter to be constructed at full cost to the developer.

(Reason: To ensure the provision of public infrastructure of an appropriate quality arising from the development works to service the development)

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

15. Any person acting on this consent must ensure that:-

(a) materials must not be burnt on the site.

(b) vehicles entering and leaving the site with soil or fill material must be covered.
(c) dust suppression measures must be carried out to minimise wind-borne emissions in addition odour suppression measures must also be carried out where appropriate so as to prevent nuisance occurring at adjoining properties.

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

16. The applicant shall bear the cost of all works associated with the development that occurs on Council’s property.

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

17. Any person acting on this consent shall ensure that:-

(a) construction activities are only carried out during the following hours:
   i. between Monday to Friday (inclusive)—7.00am to 5.00pm,
   ii. on a Saturday—8.00am to 5.00pm.

(b) construction activities must not be carried out on a Sunday or a public holiday unless prior approval has been obtained.

(c) excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.

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

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

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

19. In the event that any artefacts of cultural heritage significance are unearthed outside or within the immediate areas during construction, site works must cease and the NSW Office of Environment and Heritage (OEH) EnviroLine (phone 131 555), must be informed immediately. The site is to be recorded and management strategies put in place for protection before any further work can commence in the area.

(Reason: To ensure that measures are in the event that items of Aboriginal cultural significance are unearthed.)

Conditions that must be complied with prior to the issue of any strata subdivision or subdivision certificate:

20. All easements, rights-of-way, right- of-carriageway, and restrictions-as-to-user as indicated on the plans submitted with the application for a Subdivision Certificate are to be registered on the title of the relevant LOTS, together with the following additional easements/ rights of carriageway/ restrictions naming Upper Hunter Shire Council as the sole authority empowered to release or modify the same:

   a. An easement to benefit Upper Hunter Shire Council shall be provided over the detention basins on Lot 61 to allow for access and maintenance.
b. An easement (minimum 3 metres wide) to benefit Upper Hunter Shire Council shall be provided over all sewer mains servicing the proposed lots.

(Reason: To ensure proper management of land.)

21. Prior to the issue of a Subdivision Certificate all civil works including water, sewer, road works, stormwater drainage and access driveways shall be constructed in accordance with the approved design plans.

(Reason: To ensure subdivision works have been completed in accordance with the approved drawings)

22. Prior to issuing a Subdivision Certificate, the person acting upon this consent must apply to Upper Hunter Shire Council and receive written confirmation of the allocated street names and addresses (house number) and unit numbers for the building and any approved allotments within the completed project. These are the street names and numbers that will be recorded in Council records and must be displayed at the property in accordance with the provisions of AS/NZS 4819:2003 – Geographic information – Rural and urban addressing.

To assist Council when applying for street name and number allocations, a draft proposal for street naming and numbering within development should be submitted for concurrence to Council at an early stage of construction, as these numbers will be used to maintain Council’s property and mapping database, and the proposed street names must be formally agreed and adopted by Council.

(Reason: To ensure that Council records are accurate, and that building and unit numbering complies with the requirements of Council’s House Numbering Policy. Proper building and unit numbering also assists emergency services in readily locating properties.)

23. Certification of Civil works

a) An appropriately qualified and practising Civil Engineer shall certify to the Principal Certifying Authority that the stormwater drainage system has been constructed in accordance with this consent and the provisions of AS3500. The applicant shall, upon completion of the development works and prior to the issue of an Subdivision Certificate, submit to Council a copy of the aforementioned letter of certification.

b) An appropriately qualified and practicing Civil Engineer shall certify to the Principal Certifying Authority that the vehicular intersections, associated works and road works, have been constructed in accordance with the approved plans. The applicant shall, upon completion of the development works and prior to the issue of an Subdivision Certificate, submit to Council a copy of the aforementioned letter of certification.

(Reason: To ensure compliance with the conditions of consent.)

24. Certified Works-as-Executed (WAE) drawings demonstrating that all subdivision construction works have been completed in accordance with the approved engineering drawings shall be submitted to, and approved by the Certifying Authority prior to the issue of a Subdivision Certificate.
(Reason: To ensure subdivision works have been completed in accordance with the approved drawings)

25. Prior to the issue of a Subdivision Certificate, the applicant shall submit to Council one set of electronic files in both Portable Document Format (.pdf) and in CAD Drawing (.dwg) format (MGA co-ordinates), with each of the services on a separate layer eg separate out water, storm water to their own layers) and one set of paper copies of the works as executed plans for the road, water, sewer and stormwater infrastructure.

Each sheet is to include a bar scale or scales adjacent to the title block showing the scale (the works as executed plan is to be scaled at 1:500) and each sheet is to be properly signed and dated by the person responsible for the carrying out of those works. Further, the works are to comply with Upper Hunter Shire Council’s Engineering Guidelines for Subdivision and Development.

NOTE: The provision of a table on the works as executed plan which details: the distance from the centre of the downstream manhole to each sideline, house connection, and dead end; the depths to invert; and the length of such sidelines.

(REASON: So that Council may ensure that the construction is in accordance with Council's requirements, and so that a permanent record of the design as constructed may be held by Council, to assist in future maintenance, or for the information of the emergency services. Section 79C(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.)

26. All roads and drainage reserves, water and sewage infrastructure shall be dedicated to Council at no cost to Council.

(Reason: To ensure legal access is provided to all public infrastructures)

27. Prior to the issue of a Subdivision Certificate the applicant or person acting upon this consent is to lodge a Maintenance Bond for all works that are nominated to revert to the care and control of Council, being a minimum of 5% of the total cost of subdivision construction works for each stage of the development. The bond shall be in place prior to the approval of any subdivision certificate and shall remain in place for a required maintenance period of twelve (12) months from the date of Council's endorsement of the Subdivision Certificate.

Council will accept a bank guarantee for the purpose of any bond imposed by these conditions of consent. Such bank guarantee shall be in a form acceptable to the Council.

(Note: Upon the expiration of the 12 month maintenance period, the applicant may apply for release of the bond. Council may deduct from the bonded amount the cost of any maintenance work required to be undertaken by Council as a result of incomplete or substandard works or the like.)
(Reason: To ensure that works have been constructed to an acceptable standard and allow for remedying any defects in any such public work that arise within 12 months after the work is completed.)

28. Prior to the issue of a Subdivision Certificate all landscaping shall be completed in accordance with the approved landscape design plans.

(Reason: To enhance the amenity of the road corridor within the subdivision.)

29. All disturbed areas of land shall be fully rehabilitated to prevent soil erosion and migration prior to the issue of a Subdivision Certificate.

(Reason: To prevent disturbed areas from causing soil erosion and sedimentation.)

30. At the conclusion of all earthworks, lots within the subdivision shall be classified for residential building construction in accordance with AS 2870-1996 (as amended) at the cost of the applicant.

Building envelopes are to be identified on the Engineering Plans, lot classifications shall be based on test locations within the building envelopes. If cut and fill is carried out within such building envelopes as part of the construction of the subdivision, level pads for residential building construction are to be provided.

Lot classification tests shall be carried out after all cut and fill and compaction has been completed. Classification test results demonstrating compliance with the above shall be provided to Council prior to the issue of the Subdivision Certificate.

(Reason: To ensure each allotment is capable of development for residential development in accordance with accepted Australian Standards.)

31. A contribution pursuant to the provisions of Section 64 of the Local Government Act, 1993 and Section 94 of the Environmental Planning and Assessment Act 1979 as specified hereunder for the services detailed in column A and, for the amount detailed in column B shall be made to Council.

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<thead>
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<th>amount per lot (B) ($)</th>
<th>Equivalent 14 lots</th>
<th>Total (C)</th>
</tr>
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<td></td>
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</tr>
<tr>
<td>total contribution</td>
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<td>$ 144,550</td>
</tr>
</tbody>
</table>
Documentary evidence shall be submitted to the Certifying Authority confirming that the contribution has been paid prior to determination of the application for Subdivision Certificate.

The above amount shall be in accordance with Council's Fees and Charges at the time of payment.

(Reason: To retain a level of service for the existing population and to provide the same level of service to the population resulting from new development)

32. Notification of arrangements to connect services and utilities to each LOT shall be provided to the Certifying Authority with the Subdivision Certificate:

(a) telecommunication services
(b) electrical reticulation

All adjustments to existing utility services made necessary by the development are to be undertaken by the developer at no cost to Council.

(Reason: To ensure adequate servicing of the development.)

33. Prior to the issue of a Subdivision Certificate separate water and sewer service connections to each lot must be provided in accordance with the requirements of the Upper Hunter Shire Technical Services Department. The person acting on this consent shall liaise with Council’s Water and Waste Division regarding the details for all works associated with the water connection and sewer junction installation. The work shall comply with AS/NZS 3500, Plumbing and Drainage Standards, and Council’s Engineering Guidelines for Subdivision and Development. All required works shall be undertaken at full cost to the applicant.

Written documentation from Upper Hunter Shire Council Technical Services Department confirming that the water connections and sewer junctions have been completed shall be submitted to, and approved by the Principle Certifying Authority prior to the issue of any Subdivision Certificate.

(Reason: To ensure appropriate infrastructure is available so the allotments can be connected to the reticulated water supply.)

34. Prior to the issue of a Subdivision Certificate appropriate provision shall be made in relation to the National Broadband Network Companies Act 2011; and the Telecommunications Legislation Amendment (National Broadband Network Measures – Access Arrangements) Act 2011. The person acting on this consent shall submit a letter to the Certifying Authority confirming that the development complies with these legislative requirements prior to the issue of a Subdivision Certificate.

(Reason: To ensure that appropriate measures have been taken for the National Broadband Network.)

35. Prior to the issue of a Subdivision Certificate the person acting on this consent shall submit a written and signed statement to the Certifying Authority for approval that demonstrates how each part of the subdivision complies with the Rural Fire Service’s General Terms of Approval.
(Reason: To ensure the development complies with the General Terms of Approval issued by the Rural Fire Service.)

36. Prior to the issue of a Subdivision Certificate the plan of subdivision of Part Lot 6 DP 6009 approved under Development Consent No. 44/2014 shall be registered with NSW Land and Property Information.

(Reason: To ensure the subdivision cannot occur until the land has been registered on title.)

General terms of approval pursuant to section 91a of the environmental planning and assessment act 1979 (as amended):

37. In accordance with the General Terms of Approval issued by the NSW Rural Fire Service (Dated 30 April 2014, Ref No. D14/0828), the following bushfire prevention measure shall be provided to the development:

   (a) at the issue of the subdivision certificate and in perpetuity the entire area of proposed Lot 101-113 be managed as an inner protection area (IPA) as outlined within Section 4.1.3 and Appendix 5 of ‘Planning for Bush Fire Protection 2006’ and the NSW Rural Fire Service’s document ‘Standards for asset protection zones’.

(Reason: To comply with the General Terms of Approval issued by the NSW Rural Fire Service.)
GENERAL ADMINISTRATION REPORTS

G.08.1

PRESENTATION TO COUNCIL - HUNTER VALLEY RESEARCH FOUNDATION

RESPONSIBLE OFFICER: Waid Crockett - General Manager

AUTHOR: Robyn Cox - Executive Personal Assistant

PURPOSE

The purpose of this report is to introduce Dr Brent Jenkins, CEO, Hunter Valley Research Foundation to Council.

RECOMMENDATION

That Council welcome Dr Brent Jenkins, CEO, Hunter Valley Research to give a presentation to Council.

BACKGROUND

A request has been received by Dr Brent Jenkins, to make a short presentation to Council.

Dr Jenkins is the new CEO of Hunter Valley Research Foundation (HVRF) following the retirement of Dr Wej Paradice late last year.

REPORT/PROPOSAL

Dr Jenkins has requested to address Council at this month’s meeting to introduce himself and provide a presentation including the following:

- A general introduction – credentials
- Building a new vision for the HVRF and embracing their charter to make a valuable contribution to the region
- How HVRF might engage in regional solutions in key areas like health, transport, land use, infrastructure, innovation, manufacturing and mining, and how this might relate to local governments
- Invite feedback and input from Council

OPTIONS

Nil

CONSULTATION

- Hunter Valley Research Foundation

STRATEGIC LINKS

a. Community Strategic Plan 2013+

SOCIAL

2) Promote wellbeing, through health, education, recreation and culture for a healthy, vibrant and fulfilling life for our community.
6. Support existing education facilities and enhance learning opportunities.

b. Delivery Program

To participate in and encourage regional and local alliances with other councils, government or non-government partners.

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Council provides an annual contribution to Hunter Valley Research Foundation. This year the donation was $2,500.

c. Legislative Implications

Not applicable.

d. Risk Implications

Nil

e. Other Implications

Nil

CONCLUSION

Dr Jenkins will address Council to introduce himself as the new CEO of Hunter Valley Research Foundation and provide a presentation.

ATTACHMENTS

There are no enclosures for this report

Council welcomed Dr Brent Jenkins, CEO, Hunter Valley Research to give a presentation to Council.
G.08.2  

**DRAFT COMMUNICATIONS STRATEGY**

**RESPONSIBLE OFFICER:** Waid Crockett - General Manager  
**AUTHOR:** Waid Crockett - General Manager

**PURPOSE**

The purpose of this report is for Council to adopt the Draft Communications Strategy following public exhibition which closed on 12 August 2014.

**RECOMMENDATION**

That Council adopt the Draft Communications Strategy.

**BACKGROUND**

Council has in place a Community Engagement Strategy, which was approved by Council on 17 December 2012. The Community Engagement Strategy 2012/13 – 2016/17 outlines the major Community Engagement activities to be undertaken during the current council term. The activities outlined in the strategy ensure that council is meeting the requirements of relevant external agencies and its own Community Interaction Policy.

Although the Community Engagement Strategy presents the activities to be undertaken by Council to involve community and stakeholder groups in decision making activities, it does not cover other communication activities.

**REPORT/PROPOSAL**

The Communication Strategy sets a minimum standard for communicating with key stakeholders and outlines strategies to assist with the implementation of a customer focused organisational culture. It also highlights the key communication projects Council will develop over the next four years to ensure clear, consistent messaging, the best use of communication resources and the timely, effective distribution of information.

A Communication Strategy focuses communication efforts with an agenda and a plan. The plan involves promoting the brand of an organisation, urging people to undertake specific actions and advocating on behalf of the community. Corporate communication promotes:

- A strong corporate culture  
- A coherent corporate identity  
- A genuine sense of corporate citizenship  
- An understanding of communication tools and technologies  
- A productive and professional relationship with media

The strategy highlights the linkages to the Community Strategic Plan and specific outcomes that Council wishes to achieve through the plans.

According to the community survey undertaken in 2013, UHSC residents are more satisfied than our LGA Benchmark score for 6 of the 26 comparable measures and equal to 5. UHSC is below the benchmark for the remaining 15 comparable measures, including ‘overall
satisfaction with Council’ and ‘overall satisfaction with the level of communication Council has with the community. This is another reason to ensure that we continue to improve the communication from the organisation.

The Draft Communications Strategy was placed on public exhibition for 28 days with submissions closing on 12 August 2014.

No submissions were received.

**OPTIONS**
1. That Council adopt the Draft Communications Strategy.
2. That Council adopt the Draft Communications Strategy with any amendments.
3. That Council not adopt the Draft Communications Strategy.

**CONSULTATION**
- Senior Management Group
- Communications Staff

**STRATEGIC LINKS**

a. **Community Strategic Plan 2013+**

The community’s strategic plan 2013+ highlights the importance of communication under the key focus areas of:

*Enhance Economic and Employment Opportunities and Promote Development*
- Encourage Shire and Local Area Recognition through Promotion and Marketing.

*Provide Community Leadership through Open, Accountable and Efficient Governance*
- Encourage an open and participatory Council, with an emphasis on community engagement, action and response.

*Advocate for the Community to other levels to Government and Non-Government Organisations*
- Encourage and build local community capacity and connectivity within the context of both the Upper Hunter Shire and local areas

b. **Delivery Program**

Through the consolidation of Council’s long term strategies identified in the Community Strategic Plan 2013+, it can be determined the organisation’s primary communication objectives in the delivery plan are to:
- Promote and communicate Council’s brand, functions and identity
- Improve Council’s relationship with the community and encourage community involvement
- Promote the Upper Hunter Shire to visitors and new residents
- Effectively utilise all forms of media
- Deliver effective internal communication
c. Other Plans

There are linkages to the Community Engagement Strategy 2012.

**IMPLICATIONS**

a. Policy and Procedural Implications

The Strategy may require some minor amendments to relevant policies or the introduction of new policies and procedures.

b. Financial Implications

The will be some financial implications from the implementation of the Strategy, but these have already been identified during budget considerations. Major expenditure will require a separate report to Council for their consideration.

c. Legislative Implications

NIL

d. Risk Implications

NIL

e. Other Implications

By not implementing such a strategy the community may not be informed or consulted on matters in a timely manner. Councils' profile in the community may suffer as a result.

**CONCLUSION**

The Communication Strategy sets a minimum standard for communicating with key stakeholders. It is an essential tool for modern organisations to ensure that the community is informed on matters that may impact them.

**ATTACHMENTS**


RESOLVED that Council adopt the Draft Communications Strategy.

Moved: Cr W Bedggood  
Seconded: Cr D Peebles  
CARRIED
SUBJECT: SPONSORSHIP - WINGEN CAMPDRAFT & RODEO ASSOCIATION

RESPONSIBLE OFFICER: Waid Crockett - General Manager

AUTHOR: Steve Pryor - Director Corporate Services

SUMMARY

Request for sponsorship of annual campdraft being held in Wingen from 29-31 August 2014.

RECOMMENDATION

That Council provide sponsorship of $200.00 to the Wingen Campdraft & Rodeo Association to assist in the running of their Campdraft in 2014.

BACKGROUND

Council has received a request for financial support from the Wingen Campdraft & Rodeo Association towards their annual Campdraft that will be held from 29-31 August 2014.

Council has provided assistance in previous years to this event.

REPORT/PROPOSAL

Council has provided financial assistance to this event over a number of years under its donation policy.

It is proposed to continue to provide financial assistance to the levels previously provided.

OPTIONS

1) Council can decline the request for sponsorship.
2) Council can agree to provide the sponsorship.

CONSULTATION

Council’s donation policy is available on the website.

STRATEGIC LINKS

a. Community Strategic Plan 2013+

Promote wellbeing, through health education, recreation and culture for a healthy, vibrant and fulfilling life for our community.

b. Delivery Program

Facilitation healthy lifestyles through participation by and in partnerships with the community in sports and cultural activities.
c. Other Plans

Nil.

**IMPLICATIONS**

a. Policy and Procedural Implications

The request fits within Council’s donation policy.

b. Financial Implications

The sponsorship of $200.00 is available within Council’s donation budget.

c. Legislative Implications

Nil.

d. Risk Implications

Nil.

e. Other Implications

Nil.

**CONCLUSION**

That Council provide sponsorship of $200.00 in line with funds made available in previous years.

**ENCLOSURES**

1. Wingen Campdraft & Rodeo Association Inc - Request for Sponsorship - Annual Campdraft - August 2014

RESOLVED that Council provide sponsorship of $200.00 to the Wingen Campdraft & Rodeo Association to assist in the running of their Campdraft in 2014.

Moved: Cr M Collison
Seconded: Cr L Driscoll
CARRIED
Wingen Campdraft & Rodeo Association Inc

ABN: 99 399 845 522
PO Box 563, Scone NSW 2337

President: Tim Nolan 0417 140 712  Secretary: Emma Sharpe 0411 521 704  Treasurer: Renee Park 0427 422 733

24th July 2014

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

Dear Sir/Madam,

I write to you seeking sponsorship for our annual campdraft being held on the 29th, 30th and 31st August 2014.

2014 marks the 4th year of operation for the Wingen Campdraft after a dormant period in excess of 5 years. We started back with a 1 day event and over the past three years, through hard work and dedication from the local community of Wingen, developed the event into a 3 day program.

We have been able to upgrade facilities at the Sports Grounds in Wingen from the proceeds from the past two years and plan to continue to upgrade and maintain the facilities at the grounds. The upgrades and maintenance of the grounds by the campdraft committee has seen an increase in the utilisation of the sporting grounds and has enabled many different and diverse groups in the Wingen area to have access to much needed facilities. The grounds are utilised by small groups and the wider community of Wingen including Wingen Pony Club, Bunnan Polocrosse, Upper Hunter Teams Penning and many varies Equestrian learning clinics, Wingen Hall Charity Auctions plus many social functions. It is also the only public park available for the Wingen community and gets utilised as a playground and cricket grounds for many of the families living in the area.

Your favourable consideration of our request would be greatly appreciated.

Yours Faithfully,

Renee Park
Treasurer
G.08.4  LOCAL GOVERNMENT NSW ANNUAL CONFERENCE
RESPONSIBLE OFFICER:  Waid Crockett - General Manager
AUTHOR:  Steve Pryor - Director Corporate Services

PURPOSE

The purpose of this report is to seek nominations from Councillors to attend the Local Government NSW Annual Conference to be held from 19 to 21 October 2014 at Coffs Harbour.

RECOMMENDATION

That Council:
1. Nominate two (2) voting delegates to attend the 2014 Conference;
2. Determine whether any other Councillor wishes to attend the 2014 Conference as non-voting delegates.

BACKGROUND

The second annual conference of the recently formed Local Government NSW will be held from 19 to 21 October 2014 at Coffs Harbour.

Council is entitled to have two (2) voting delegates for motions and for the Board members. Other Councillors may also attend, but would not have voting entitlements.

REPORT/PROPOSAL

Council will need to register attending Councillors so it is requested that Councillors determine who will be representing Council at the Conference and if there are additional Councillors who wish to attend.

OPTIONS

1. Nominate a maximum of two (2) voting delegates to attend the conference;
2. Nominate additional Councillors to attend as non-voting delegates;
3. Not attend the conference.

CONSULTATION

Nil.

STRATEGIC LINKS

a. Community Strategic Plan 2013+

CIVIC LEADERSHIP
8) Advocate for the community to other levels of Government and non-government organisations.
   28. Advocate to State and Federal Government for a fair and equitable share of fiscal resources and provision of Government services for the community.
b. **Delivery Program**

To effectively and efficiently manage a Shire that meets the needs of the community.

c. **Other Plans**

Nil.

**IMPLICATIONS**

a. **Policy and Procedural Implications**

Nil.

b. **Financial Implications**

Funds for attendance at the conference are available under the Governance budget.

c. **Legislative Implications**

Nil.

d. **Risk Implications**

Nil.

e. **Other Implications**

Nil.

**CONCLUSION**

That Council determine the made-up and level of attendance at the Local Government NSW Annual Conference to be held from 19 to 21 October 2014.

**ATTACHMENTS**

1. LGNSW Annual Conference - Draft Program

RESOLVED that Council:

1. Nominate Cr Deirdre Peebles and Cr Ron Campbell as the voting delegates to attend the 2014 Conference (subject to circumstances at the Conference);

2. Nominate Cr Michael Johnsen, and the General Manager or a Director to attend the 2014 Conference as non-voting delegates.

Moved: Cr M Collison  Seconded: Cr L Driscoll  CARRIED
Local Government NSW Annual Conference 2014

DRAFT PROGRAM 19 - 21 October, 2014 (as of 29 July 2014)
Main conference venue is C.ex Coffs, 1 Vernon Street, Coffs Harbour

**Sunday 19 October**

3.00pm – 7.00pm  Registration opens, Upstairs Auditorium Lobby (off Blue Room)

5.00pm – 7.00pm  President’s Welcome Reception at C.ex Coffs
                  Welcome To Country (Performance)
                  Welcome from Cr Denise Knight, Mayor of Coffs Harbour City Council
                  Welcome from Cr Keith Rhoades AFSM, President, LGNSW

**Monday 20 October**

Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, C.ex Coffs

8.00am – 5.00pm  Registration opens in Trade Expo. Distribution of voting materials and electronic handsets

8.30am – 9.00am  Address from The Hon Mike Baird MP, Premier of New South Wales

9.00am – 11.00am Address from Cr Keith Rhoades AFSM, President LGNSW. Opening of the Business session, Adoption of Standing Orders and Consideration of Motions chaired by the President (includes discussion about future conference format)

11.00am – 11.30am Morning tea in Trade Exhibition sponsored by Local Government Super

11.30am – 11.35am Message from Mr Peter Lambert, Chief Executive Officer, Local Government Super

11.35am – 1.00pm  Consideration of Conference business continued chaired by the President

1.00pm – 1.50pm  Lunch in Trade Exhibition sponsored by Local Government Super

1.50pm – 2.00pm  Message from sponsor

2.00pm – 2.05pm  Short address from the Mining Related Councils

2.05pm – 2.15pm  Treasurer’s Report

2.15pm - 3.00pm  Consideration of Government’s response to the Local Government Review Panel’s *Revitalising Local Government*

3.00pm – 4.00pm  Consideration of Conference Business continued, chaired by the President
                  Collection of all electronic handsets and voting cards

4.00pm – 5.00pm  Happy hour in Trade Exhibition

5.00pm – 5.30pm  Delegate transfers back to accommodation for dinner

7.00pm – 7.30pm  Transfers for delegates arriving at Dinner

**Conference Dinner, Bonville Golf Resort, North Bonville Road, Bonville**

7.30pm  Arrivals drinks and canapés
        Entertainment with Soulmatic O’Gaia
8.15pm Delegates seated and main course served
Welcome from the President
Introduction of Major Sponsor Statewide Mutual
Presentation of Outstanding Service Awards

8.30pm Entertainment with Lisa Hunt

9.30pm Dessert served

10.00pm First transfers offered

11.00pm Function finishes, final transfer buses

Tuesday 21 October
Business Session Day 2, C.ex Coffs
8.00am – 5.00pm Registration opens in Trade Expo

9.00am – 9.05am Introduction by Master of Ceremony, Ellen Fanning

9.05am – 9.10am Address on Association Business from Cr Keith Rhoades AFSM, President, LGNSW

9.10am – 9.25am Address from Mr Les Turner, Chief Executive Officer, NSWALC

9.25am – 9.45am Address from The Hon Paul Toole MP, Minister for Local Government

9.45am – 10.00am Facilitated Q and A with the Minister for Local Government

10.00am – 10.15am Presentation of the AR Bluett Awards

10.15am – 10.30am Address from Hon Sophie Cotsis MLC, Shadow Minister for Local Government

10.30am – 11.15am Claire Madden, Research Director, McCrindle Forecasts, Demographic Change, Emerging Generations and the Future

11.15am – 11.35am Morning tea in Trade Exhibition sponsored by NSW EPA

11.40am – 11.45am Message from NSW EPA

11.45am – 12.30pm Paul Clitheroe AM, Director Ipac Securities, Chairman Financial Literacy Foundation, Chairman Money Magazine on Economic Trends in Australia

12.30pm – 1.00pm Address from Mr Mike Mrak, Secretary, Federal Department of Infrastructure and Regional Development, on transport and Infrastructure (Invited)

1.00pm – 2.00pm “Future Cities”: a panel facilitated by MC, Ellen Fanning, with panellists Chris Johnson, CEO, Urban Taskforce, Elizabeth Farrell, Journalist and Commentator, and David Borger, Western Sydney Director, Western Sydney Business Chamber.

2.00pm – 2.15pm Close of Conference

2.15pm – 3.00pm Lunch sponsored by NSW EPA (Conference closing)

This program is correct at the time of printing; speakers and program details may have changed due to unforeseen circumstances.
G.08.5

SPONSORSHIP - SCONE ART PRIZE

RESPONSIBLE OFFICER: Waid Crockett - General Manager

AUTHOR: Steve Pryor - Director Corporate Services

PURPOSE

The purpose of the report is to determine whether Council should provide sponsorship to Scone Arts & Crafts towards the 50th Anniversary of the Scone Art Prize.

RECOMMENDATION

That Council provide sponsorship of $500.00 to the Scone Arts & Crafts towards the 50th Anniversary of the Scone Art Prize.

BACKGROUND

Council has been a major sponsor of the Scone Art Prize for several years and has in recent years provided the following sponsorships:

- 2008 – 2010 $500
- 2012 – 2013 $250

No request was made in 2011.

Council originally received a request for sponsorship for $500 for 2014. 2014 represents the 50th anniversary of the Scone Art Prize. Council subsequently received a request to increase to $2,000.

REPORT/PROPOSAL

Council has provided financial assistance to this event over a number of years under its Donations policy.

Council has a Cultural Activities Grant Program with a budget of $13,700. It is proposed that this fits under that program and the Council contribute the original request of $500 due to being the 50th anniversary of the Scone Art Prize. This is twice the amount provided in 2013.

OPTIONS

1. Accept the recommendation and provide sponsorship to the value recommended;
2. Provide sponsorship to the value of $2,000 as per the second submission;
3. Provide sponsorship of a different value;

CONSULTATION

Council’s Donations policy is available on the website.
STRATEGIC LINKS

a. Community Strategic Plan 2013+

SOCIAL
2) Promote wellbeing, through health, education, recreation and culture for a healthy, vibrant and fulfilling life for our community.

b. Delivery Program

Facilitation of healthy lifestyles through participation by and in partnerships with the community in sports and cultural activities.

c. Other Plans
Nil.

IMPLICATIONS

a. Policy and Procedural Implications

The request fits within Council’s Donations policy – Item 6G.

b. Financial Implications

The sponsorship of $500 is available within Council’s Cultural Activities Grants Program.

c. Legislative Implications
Nil.

d. Risk Implications
Nil.

e. Other Implications
Nil.

CONCLUSION

That Council provide sponsorship of $500 to the 50th Anniversary of the Scone Art Prize.

ATTACHMENTS

1. Scone Arts & Crafts Inc - First Request for Sponsorship for Scone Art Prize 2014 - 50th Anniversary

2. Scone Arts & Crafts Inc - Request to increase the usual donation by $1500.00

RESOLVED that Council provide sponsorship of $500.00 to the Scone Arts & Crafts towards the 50th Anniversary of the Scone Art Prize.

Moved: Cr P Bishop Seconded: Cr W Bedggood CARRIED
Dear Robyn

Scone Art Prize – 50th Anniversary

I hope that the Upper Hunter Shire Council will see fit to once again contribute $500.00 in sponsorship towards Scone Art Prize 2014.

This is a very special year for us as 2014 is the 50th Anniversary of Scone Art Prize.

I would appreciate a phone call from you to confirm Councils commitment. I can be reached on 6545 9493 or 0418 441 128.

Thanking you in anticipation

Pam Saunderson-McLeay
Hon. President
Scone Arts & Crafts Inc.
Mr. Waid Crockett  
General Manager  
Upper Hunter Shire Council  
P.O. Box 208  
SCONE NSW 2337  

Dear Sir,  

As Honorary President of the Scone Arts & Crafts Inc. I wish to put a proposal, via yourself, to the Upper Hunter Shire Council.

On behalf of the Scone Art Prize Committee I have just last week written to the Council requesting that you continue to sponsor this years Art Prize, in the usual amount of $500.00. I would now like to request the Upper Hunter Shire Council increase this amount by $1,500.00. making this a total sponsorship of $2,000.

This request has come about due to the passing of our previous sponsor Mr George Jennings who had sponsored the full amount for the previous three years. This prize was then titled ‘The Pam Jennings Memorial Art Prize’.

As this is the 50th Anniversary of Scone Art Prize it is a very special occasion for art in the Upper Hunter and an opportunity for the Upper Hunter Shire Council to become involved in a more visual manner. You would have the choice of naming the prize, perhaps “The UPPER HUNTER SHIRE COUNCIL 50TH ANNIVERSARY SCONE ART PRIZE”.

The Scone Art Prize has been an annual event for fifty years and has great credibility in the national art world and entries come in from artists from all over Australia. There are nine different sections for the artists to enter, which are all awarded prizes. The main prize being the “Open Section”, which individually attracts more entries than the other
eight but they are none the less very popular. These eight are:
Figurative & Portraiture; Water Colour; Print & Drawing; Miniature;
Pastel; Local – (artists from the UH area only); Sculpture; & Ceramics.

This year's Scone Art Prize has its opening night Friday 5th September
@ 6pm. Entry fee is $15 for adults who will be served canapés and a
drink on arrival. All the sponsors of the nine prize sections are invited
to attend, at no cost to them, and asked to present their individual prize
to the winner.

We are fortunate to have sponsorship for all the other sections but have
at this time, not been able to attract sponsorship for the main prize.

Scone Art Prize will be open for viewing by the public every day from
10am to 4pm from Sat 6th until Sat 13th September and 10am to 2pm on
Sunday 14th. Public entry cost is $3 donation for adults, children under
16 are free. At 2pm the artists start arriving to collect their unsold
works.

As this is a ‘one-off’ request and our 50th celebration, I would hope that
the Upper Hunter Shire Council will see fit to increase their already
generous financial assistance and give serious consideration to this very
worthwhile annual, local event in September 2014.

Thanking you in anticipation,

Sincerely

Pam Saunderson-McLeay
Hon. President
Scone Arts & Crafts Inc.

Cc: Michael Johnsen
REQUEST TO WAIVE FEES - MERRIWA LITTLE SPROUTS

RESPONSIBLE OFFICER: Waid Crockett - General Manager
AUTHOR: Steve Pryor - Director Corporate Services

PURPOSE

A request has been made to waive fees associated with hiring the Merriwa School of Arts for the annual Little Sprouts Community Reading Day from Merriwa Central School.

RECOMMENDATION

That Council provide a donation to the value of the fees of $87.00 being the fees applicable for the hire of the Merriwa School of Arts on 22 August 2014.

BACKGROUND

Merriwa Central School has written to Council requesting that the fees applicable for hiring the Merriwa School of Arts on 22 August 2014 be waived. Merriwa Central School organizes an annual Little Sprouts Community Reading Day where students from surrounding school and in Merriwa come together to read with members of the community at local businesses and take part in various activities. This year they are hosting 250 children and providing recess, lunch, activities and books for all participants.

REPORT/PROPOSAL

Council has previously supported the event over a number of years. The school is happy to provide acknowledgement of Council’s assistance at the event.

OPTIONS

1. Accept the recommendation and provide donation.
2. Amend the recommendation and provide an alternative amount.
3. Reject the recommendation and not provide a donation.

CONSULTATION

Nil

STRATEGIC LINKS

a. Community Strategic Plan 2013+

SOCIAL

2) Promote wellbeing, through health, education, recreation and culture for a healthy, vibrant and fulfilling life for our community.

7. Facilitate healthy lifestyles through participation by and in partnership with the community in sports and cultural activities.

b. Delivery Program

To promote and financially support cultural activities in the Shire and encourage civic pride.
c. Other Plans

Nil.

**IMPLICATIONS**

a. Policy and Procedural Implications

The request falls within sections 4(b) and (c) of the Grants and Subsidies Policy as it both promotes an event for a local town and the Shire as a whole.

It falls outside of the policy however, due to the value and is accordingly referred to Council for determination.

b. Financial Implications

This request is applicable to the 2014/15 Budget. The proposed donation of $87.00 is available under that budget.

c. Legislative Implications

Nil.

d. Risk Implications

All events require a risk evaluation to be undertaken prior to the event.

e. Other Implications

Nil.

**CONCLUSION**

The recommendation, to provide assistance to the Merriwa Little Sprouts Community Reading Day to be held on 22 August 2014 at the Merriwa School of Arts.

**ATTACHMENTS**

1. Merriwa Central School - Request to Waive Hire fees for the School of Arts for Little Sprouts

RESOLVED that Council provide a donation to the value of the fees of $87.00 being the fees applicable for the hire of the Merriwa School of Arts on 22 August 2014.

Moved: Cr R Campbell          Seconded: Cr D Peebles          CARRIED
Robyn Cox

From: Allison, Kara [KARA.ALLISON@det.nsw.edu.au]
Sent: Friday, 8 August 2014 3:25 PM
To: Council Internet Mail
Subject: Hire of the School of Arts for Little Sprouts day

Dear Mr Crockett,

I am writing to you to ask if the council would consider waiving the cost of the hire for the School of Arts hall on the 22nd August, 2014 for MERRIWA CENTRAL SCHOOL. Merriwa Central School organises an annual Little Sprouts community reading day where students from surrounding school and in Merriwa, come together to read with members of the community at local businesses and take part in various activities. This year we are hosting 250 children and proving recess, lunch, activities and books for all participants. If you require any further information or would like to discuss further please don’t hesitate to contact me.

We would greatly appreciate your assistance in this matter and look forward to your reply.

Many thanks,

Kara Allison

Instructional Leader
Merriwa Central School
Ph: 6548 2101
Fax: 6548 4797

**************************************************************************
This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender.
**************************************************************************
POLICY MATTERS

H.08.1  POLICY ON COUNCILLOR EXPENSES AND FACILITIES

RESPONSIBLE OFFICER:  Waid Crockett - General Manager
AUTHOR:  Steve Pryor - Director Corporate Services

PURPOSE

To seek endorsement from Council to place its policy on Councillors Expenses and Facilities on public exhibition prior to considering at its September meeting.

RECOMMENDATION

That Council:
1. Endorse the draft policy “Payment of Expenses & Provision of Facilities;
2. Place the draft policy on public exhibition for a period of 28 days; and,
3. Consider any submissions from the public at the September Council meeting.

BACKGROUND

Section 252 of the Local Government Act requires Council to adopt a policy on Councillor expenses by 30 November each year. The draft policy needs to be placed on public exhibition for a minimum of 28 days regardless of whether there is substantial change or not.

REPORT/PROPOSAL

That the draft policy be placed on public exhibition as required by S252 of the Local Government Act 1993.

OPTIONS

1. No options in regard to the placing on public exhibition of the draft policy.
2. Council may amend the draft policy prior to adopting this report.

CONSULTATION

Draft policy to be placed on public exhibition.

STRATEGIC LINKS

a.  Community Strategic Plan 2013+

CIVIC LEADERSHIP

7)  Provide community leadership through open, accountable and efficient governance.
   25  Encourage an open and participatory Council, with an emphasis on community engagement, action and response.

b.  Delivery Program

To effectively and efficiently manage a Shire that meets the needs of the community.
c. Other Plans

Nil.

IMPLICATIONS

a. Policy and Procedural Implications

Policy sets guidelines for payment of expenses and facilities to Councillors for the next twelve months. Policy unchanged from previously adopted.

b. Financial Implications

Funds available under Governance budget.

c. Legislative Implications


d. Risk Implications

Nil.

e. Other Implications

Nil.

CONCLUSION

The draft policy is required by Local Government Act to be placed on public exhibition for a minimum of 28 days.

ATTACHMENTS

1 Policy - Payment of Councillor Expenses and Provision of Facilities

RESOLVED that Council:

1. Endorse the draft policy “Payment of Expenses & Provision of Facilities;
2. Place the draft policy on public exhibition for a period of 28 days; and,
3. Consider any submissions from the public at the September Council meeting.

Moved: Cr L Driscoll    Seconded: Cr K Fisher    CARRIED
Policy

Councillors will receive payment of expenses and will be provided with facilities, in accordance with this policy.

Objective

To ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by councillors. The policy also ensures that the facilities provided to assist councillors to carry out their civic duties are reasonable.

Objectives and Coverage of the Policy

To comply with the provisions of Section 252 of the Local Government Act, 1993, the Local Government (General) Regulation 2005 and the updated Guidelines released by the Department of Local Government (October 2008) concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and Councillors in relation to discharging the functions of Civic Office. Council does not pay a general allowance for expenses or provisions of facilities.

This policy excludes annual fees paid to the Mayor and Councillors under sections 248 - 251 inclusive of the Local Government Act.

1. PAYMENT OF EXPENSES

1.1 Payment of expenses generally

Allowances and expenses:

Expenses and costs incurred by Councillors in discharging the functions of civic office on approved Council business will only be reimbursed in accordance with this policy.

Councillors must make a claim for reimbursement of expenses in accordance with this policy within one month following the incurrence of the expense.

Payment in advance:

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by this policy.

However, Councillors must fully reconcile all expenses against the cost of the advance as soon as possible following the incurrence of the expense.

Requests for payment in advance should be made to the General Manager.

Reimbursement and reconciliation of expenses:

Where the expenses are not paid for in advance by Council in accordance with this policy, then the Councillor shall:

- Retain all documentation substantiating the incurrence of such expenses.
- Complete a claim form for all expenses incurred.
- Attach all relevant documentation.
- Lodge the claim form for payment with the General Manager within one month after the completion of the specific Council business.
1.2 Establishment of monetary limits and standards

Identifying and publishing monetary limits allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids situations where Councillors incur costs that are unforeseen or considered unreasonable by other Councillors and the public. Subsequently, where practical and appropriate, this policy sets out the monetary limits for all the expense provisions available to Councillors, as well as the standards for the provision of equipment and facilities provided to Councillors.

1.3 Approval arrangements

Approval for attendance at conferences etc, where possible should be approved at a Council meeting. If this is not possible, then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval, it should be given jointly by the Deputy Mayor and the General Manager.

Approval for discretionary trips such as attendance at community meetings should be obtained from the Mayor and General Manager.

1.4 Spouse and partner expenses

Council will, in limited circumstances, reimburse Councillors for expenses incurred by the Councillor for their spouse, partner or accompanying person in the performance of his or her official duties. An accompanying person is considered to be a person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor.

Council will reimburse the reasonable costs of a spouse, partner or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature, are within the local government area, and where there is a reasonable community expectation that the Councillor’s spouse, partner or accompanying person will attend. Examples could include Australia Day ceremonies, citizenship ceremonies, civic receptions, events formally supported by Council, service club annual changeover functions, award nights, and debutante balls where generally partners are invited and the Mayor or Councillor attends as a representative of the Council.

Council will also reimburse the reasonable expenses incurred by the spouse, partner or accompanying person of the Mayor, or a Councillor representing the Mayor, when they are called on to attend an official function of Council or carry out an official ceremonial duty while accompanying the Mayor outside of the Council area, but within the State. Examples include charitable functions, award ceremonies and other functions to which the Mayor has been invited and is representing the Council.

Council will not reimburse any expenses incurred by a Councillor’s spouse, partner or accompanying person when they are accompanying a Councillor to a conference, seminar or the like. An exception to this is the Local Government and Shires Association’s (LGSA) annual conference, where Council will reimburse the cost of registration and the official conference dinner incurred by Council’s elected delegates’ spouse, partner or accompanying person when accompanying a Councillor to this conference. Expenses incurred by a Councillor’s spouse, partner or accompanying person, where this Councillor is only attending the LGSA annual conference as an observer will not be reimbursed by Council.

The payment of expenses for a spouse, partner or accompanying person for attending appropriate functions as permitted above is limited specifically to the ticket, meal (up to $150.00) and/or the direct cost of attending the function. Council will not reimburse peripheral expenses incurred by a spouse, partner or accompanying person such as transport, special clothing or grooming.
2. **SPECIFIC EXPENSES FOR THE MAYOR AND COUNCILLORS**

2.1 Conference, Seminar, Training and Educational Expenses

Councillors wanting to attend a conference/seminar/training/educational activity will make an application on the prescribed form to the General Manager or Mayor for subsequent approval by Council. Attendance at these functions is subject to annual budget limits.

Councillors are encouraged to undertake relevant training and skills development to ensure they carry out their functions as effectively as possible.

Council will be responsible for the expenses of the Councillors attending conferences, seminars, training, educational activities, meetings and official engagements and functions, where the Councillor has been duly authorised by the Council or is deputising for the Mayor.

The General Manager’s Personal Assistant may make all necessary arrangements for Councillors in accordance with this part of the policy, if requested.

These expenses include registration fees, accommodation, travel, meals, incidentals and associated tours (meals and incidentals up to $150.00 per day) where they are relevant to the business and interest of Council.

a. Accommodation

   i. Councillors will be accommodated in the hotel where the conference/seminar/training/educational activity or other Council business is being held or the nearest hotel of a similar standard.

   ii. Council will provide accommodation for delegates at the rate of a double room.

b. Travel

Councillors attending a conference/seminar/training/educational activity or other Council business will be transported via an economy class air ticket or Council will reimburse the travelling expenses as detailed below:

   i. Council will reimburse Councillors with travelling expenses incurred in his/her own vehicle, on the basis of the rate per kilometre set down in the Notional Agreement Preserving the Local Government (State) Award. Parking Station fees will also be met but claims for repairs or accidental damage to the Councillor’s own car will be covered in the payment per kilometre.

   ii. A Councillor who travels on Council business shall -

   - Travel with due expedition and any time incurred in anything other than Council business shall not be included in expenses paid by Council.

   - Travel by the shortest practical route.

   iii. Council will meet the cost of transferring delegates from their place of abode to the airport and return from the airport to their place of abode.

   iv. Council will meet the cost of transferring delegates from the airport to the hotel and return at the conclusion of the conference/seminar/training course or other Council business.

   v. Should a delegate be accommodated in a hotel not being the site of a conference/seminar/training/educational activity or other Council business, and the delegate is travelling in their own vehicle, Council will meet the cost of travelling from the hotel to the site of the conference/seminar/training course and return each day of the conference/seminar/training/educational activity or other Council business.

   vi. Where as a result of attending a conference/seminar/training/educational activity or other Council business a Councillor visits another council in the course of his/her elected member duties or to further his/her knowledge of Local Government, and the Councillor is travelling in their own vehicle, Council will meet the cost of transfer of the delegate from his/her hotel to the Council visited and return.

   vii. All other transfers are to be met by the delegate.
c. Meals

Council will meet the cost of breakfast, lunch and dinner (up to $150.00 per day) for Councillors where any of these meals are not provided as part of the conference/seminar/training/educational activity or other Council business. Council will also meet the cost of reasonable drinks accompanying the meal. The payment of meals and drinks for persons who are not Council's authorised representatives will be met by Council where it is reasonably necessary to reciprocate hospitality to other councils' representatives.

Page Break Deleted

d. Incidentals

Telephone

Council will meet the reasonable cost of telephone calls from the Councillor to his/her family and to Council during the period of the conference/seminar/training/educational activity or other Council business (up to $20.00 per day) and other telephone expenses are to be paid for by the Councillor.

Laundry

Council will not meet the cost of laundry or dry cleaning services. Such services are to be met by the Councillor.

Tipping

Council will not meet the cost of any tips provided by the Councillor.

Bar Fridge

Council will not meet the costs of incurred from the use of the bar fridge provided in a hotel room.

Bar Service

Council will not meet the cost of any expenses incurred at the a bar.

Car Parking

Council will meet the cost of car parking at the site of the conference/seminar/training/educational activity or hotel each day of the conference/seminar/training course or other Council business.

After returning from the conference/seminar/training course, a Councillor (or a member of staff accompanying the Councillor), should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community. (No written report is required for the annual conference of the Shires Association)

2.2 Travel Arrangements

General travel arrangements:

All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport, subject to any personal medical considerations.

Interstate and Overseas Travel:

Any travel by Councillors interstate or overseas must be approved on an individual trip basis at an open meeting of Council and is subject to budgetary constraints.

Applications for interstate travel must include full details of the travel, including itinerary, costs and reasons for travel.
Application for overseas travel must include detailed proposals of the nomination of the Councillors undertaking the trip, purpose of the trip and expected benefits. The duration, itinerary and approximate total costs of each overseas trip must also be provided.

For the purpose of this policy the Australian Capital Territory (ACT) is considered to be a part of New South Wales (NSW).

**Council provided vehicle**

Councillors will be entitled to travel to a conference/seminar/training/educational activity and official engagements and functions, where the Councillor has been duly authorised by the Council or is deputising for the Mayor, at the expense of the Council, by Council vehicle, unless specifically authorised otherwise by Council resolution.

When a Council vehicle is allocated to a Councillor for use on Council business, only a Councillor, a staff member or a licensed driver authorised by the Councillor should operate the vehicle.

Where a Council vehicle is provided, Council shall reimburse the Councillor for any incurred fuel, oil, parking fees or similar vehicle costs.

Any traffic or parking fines incurred while travelling in a private or Council vehicle on Council business is the responsibility of the person driving at the time of the offence, Council will not reimburse any of these costs.

**Provision of own Motor Vehicle**

Where a Councillor is required to utilise his/her own private vehicle in connection with approved Council business, he/she will be paid a rate per kilometre equivalent to the appropriate engine capacity rate of an employee's vehicle as contained in the Local Government (State) Award 2014.

Where a Councillor’s private vehicle is provided, Council shall reimburse the Councillor for any incurred parking fees.

Where a Councillor is required to use their own vehicle, they should advise their comprehensive insurance provider that the vehicle will be used on Council business.

**Claims For Travelling Expenses**

a. Claims for travelling expenses shall be submitted no later than one (1) month after the expenses were incurred.

b. Such claims shall state the following:-
   i. Time and place of departure
   ii. Time and place of arrival
   iii. Distance travelled
   iv. Fares and parking fees paid, attaching receipts where possible
   v. Number of days and hours occupied in travelling to and from the conference/seminar/training/educational activity and attending Council meetings or on the authorised business of Council
   vi. Total amount of claim

c. **Travelling Expenses**

   The rate of calculation of the amount payable for travel in a Councillor's own car shall be the rate payable for claims in the Local Government (State) Award 2014.

**2.3 Refreshments at Meetings and Functions**

Council may provide suitable refreshments prior to, at or following Council and Committee meetings.

Council may provide food and beverage when hosting meetings, civic receptions, citizenship ceremonies, and other functions.

The standard of the food and beverage provided will be determined by the Mayor in consultation with the General Manager.
2.4 Care and other related Expenses

Council will reimburse Councillors the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their Council business obligations. The provisions for these expenses are as follows:

a) Childcare expenses for children up to and including the age of 16 years are payable when a Councillor attends:
   - Council meetings, inspections, formal briefing sessions and civic or ceremonial functions convened by the Mayor or Council;
   - Committee meetings;
   - Meetings scheduled by Council or the Mayor;
   - Meetings arising as a result of a Councillor being appointed by Council to an outside body or committee; or
   - A meeting or function or other official role as a representative of Council or the Mayor.

b) Expenses are paid to registered carers or approved child care services up to one hour before and one hour after such functions set out above (based on advertised starting time), less any rebate, subsidy or the like that may be applicable.

c) A maximum amount of $200 per month per Councillor will be paid in accordance with this provision.

d) Claims are to be submitted, with necessary documents such as tax invoices or where required doctor's certificate or the like, to the General Manager within one month after the occurrence of expenses under this provision.

2.5 Reasonable Legal Expenses

Council may disburse money only if the disbursement is authorised by the Local Government Act 1993, either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.

Council may reimburse reasonable legal expenses in the following circumstances:

a) A Councillor defending an action arising from the performance in good faith of a function under the local Government Act (section 731 refers); or

b) A Councillor defending an action in defamation provided the statements complained of were in good faith in the course of exercising a function under the Act; or

c) A Councillor for proceedings before the Local Government Petitionary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantively favourable to the Councillor.

Expenses will not be covered in relation to
- proceedings arising merely from something that a Councillor has done during his or her term in office.
- a Councillor seeking advice in respect of the Councillor taking possible defamation action, or in seeking a non-legalistic remedy for possible defamation. (OGL Cicular 05/08).
- proceedings if initiated by a Councillor under any circumstance or if the legal outcome is not in favour of the Councillor.

Council may lawfully obtain insurance cover against the risk of having to meet the costs of or to reimburse a Councillor provided that the costs or reimbursements are ones that Council is authorised to meet.
2.6 Insurance

Council will provide all Councillors with personal accident cover, Councillors’ & Officers’ Liability Insurance and other appropriate insurance cover required in the discharge of their official duties.

3. PROVIDE OF FACILITIES

3.1 Provision of facilities generally

Council will provide facilities to support the Mayor and the Councillors to undertake their role as elected members of the Council.

3.2 Use of Council resources

Use of Council resources is subject to the provisions of the Code of Conduct and Council’s policies.

Council facilities, equipment and services are not to be used to produce election material or for any other political purpose.

3.3 Return of facilities

At the end of involvement with Council, all property of the Council must be delivered to the General Manager.

Council may provide Councillors with the opportunity to purchase Council equipment previously allocated to them at the cessation of their duties. If Council makes available such an option, the item for sale should be purchased at an agreed fair market price or written down value.

3.4 Private use of equipment and facilities

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonus or any other loyalty schemes. However, Council acknowledges that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

Where private use occurs, the Councillor will discuss the matter with the General Manager and reimburse the agreed sum.

3.5 Provision of Equipment and Facilities for Councillors

Each Councillor will be provided with the following upon election to office:-

b. A suitable name badge and business cards.
c. A fax/printer machine, if required, which remains the property of Council and must be returned to Council upon the Councillor ceasing to hold office. Replacement paper and printer cartridges will be provided for Council purposes.
d. An interest free loan up to a maximum amount of $3000 for the purchase of information technology equipment (computer and peripherals), which is to be repaid by a deduction from fees over a maximum period of 3 years and with a minimum payment of $90 per month. Any balance outstanding is to be paid on cessation of office with Council.e. Provision of a tablet/IPad, if required, which remains the property of Council and must be returned to Council upon the Councillor ceasing to hold office.
f. Access to and use of Council photocopiers, telephones, facsimile or computers at Council offices for official Council use.
g. Stationery in the form of a diary, writing pads, pen, facsimile or printer paper for official Council use.
h. Sufficient personalised Councillor letterhead for use by Councillors for official correspondence:
   - Council letterheads may be used by Councillors only for the purpose of communicating with constituents on matters of general Council concern;
   - Copies of all correspondence written to and from Councillors including letters and emails regarding Council business are to be provided to Council’s Records.
Department for registration into its Electronic Document Management System (TRIM).

- The letterhead cover must NOT be used for promoting the political interests of Councillors or of any State or Federal Political Party or representative;
- Council's letterhead should not be used to express opinions or beliefs which are in contradiction to a decision which has been made, or policy adopted, by Council;
- Council will not be held responsible for the content of correspondence distributed under the hand of an individual Councillor and reserves the right to withdraw the supply of the letterhead from individual Councillors at any time should this policy be contravened;
- Councillor letterhead/faxsimile cover page shall include the contact details of the Councillor (and a photo if requested). Groups and affiliations are not to be displayed on Council supplied letterhead;
- Council stationery is not to be converted or modified in any way; and
- The Councillor letterhead supplied to Councillors may carry the following disclaimer: "The statements made in this correspondence are the view of the individual Councillor and do not necessarily reflect the views or the position of the Council or Management of Upper Hunter Shire Council".

h. Provision of corporate ties or scarves.

i. Any facility made available to the Mayor, as deemed appropriate by the Mayor

3.6 Provision of Additional Equipment and Facilities for the Mayor

The Mayor will be provided, at the Mayor's discretion, with the following:-

a. An office suitably furnished.

b. An allotted parking space adjacent to the Council Chambers.

c. A suitable name badge for the Mayor and Mayoresses and business cards.

d. A beverage fridge located in the Mayoral office which, at the discretion of the Mayor, will be maintained and stocked by Council subject to an annual limit of $500.

e. Council will provide tea, coffee and refreshments to the Mayor when fulfilling the Mayoral duties as required.

f. Sufficient Mayoral letterhead for use by the Mayor for official correspondence

g. A mobile phone will be provided, if required, for official Council use including cost of telephone calls for official duties

h. Provision of a tablet/iPad, if required, which remains the property of Council and must be returned to Council upon the Councillor ceasing to hold office.

i. A Corporate Credit Card may be provided for expenses incurred in official duties in accordance with this policy.

j. Secretarial support by the General Manager's Personal Assistant.

k. Access key to Council's administrative offices and chambers in Scone.

l. Council may provide a fully maintained motor vehicle for official duties for the Mayor and private use in accordance with Council's policy for motor vehicles for staff. This vehicle will be available to other Councillors and staff representing Council at functions when the Mayor is not attending.

Where provided, the vehicle shall always remain the property of the Council.

The Mayor will be entitled to use the motor vehicle for purposes other than the discharge of functions of the civic office and the performance of Council business. Fees payable to the Mayor will not be reduced for any private benefit gained from the private use of the vehicle.

The Mayor is entitled to authorise any licensed driver to drive the Mayoral vehicle (where provided).

The vehicle may be fitted with a dedicated E-tag for tollways within the State, at the discretion of the Mayor. Council will be responsible for the associated costs and any accumulated fares accrued by utilising the E-tag.

3.7 Provision of Additional Equipment and Facilities for the Deputy Mayor

The Deputy Mayor, at the sole discretion of the Mayor, may have the use of the facilities provided to the Mayor and when the Deputy Mayor is acting in the position of Mayor due to the absence of the Mayor, the Deputy Mayor will have use of the following facilities:-

a. Mayoral Office.
b. Council will provide tea, coffee and refreshments to the Deputy Mayor when fulfilling the
Mayoral duties as required.
c. A suitable name badge.
d. Use of the Mayoral motor vehicle (where provided) when representing Council at functions
when the Mayor is not attending.
e. In the absence of the Mayor, Secretarial support by the General Manager’s Personal
Assistant.

Any aforementioned equipment provided to the Mayor, Deputy Mayor and Councillors remains
the property of the Council and is to be returned immediately the Mayor, Deputy Mayor or
Councillor ceases to hold office.

4. OTHER MATTERS

4.1 Reporting Requirements

Sections 423 (2) (f) and (g) of the Local Government Act 1993 requires a Council to include in
its Annual Report:

a) Total amount of money expended during the year on Mayoral and Councillor fees;
b) Council’s policy on the provision of facilities for, and the payment of expenses to
Councillors;
c) Total amount of money expended during the year on providing those facilities and paying
those expenses.
d) Such other information the Local Government (General) Regulations 2005 may require.
e) Section 217 of the Local Government (General) Regulations 2005 requires Council to
include in its annual report:
- details (including the purpose) of overseas visits undertaken during the year by
  Councillors, staff, or other persons representing the Council (including visits
  sponsored by other organisations);
- the total cost of expenses and the provision of facilities for the Mayor and all
  Councillors;
- the cost of phone calls including mobiles, home located landlines, facsimile and
  internet services
- spouse/partner accompanying person expenses
- conference and seminar expenses
- training and skill development expenses
- interstate travel expenses
- overseas travel expenses
- care and other related expenses
- the cost of the provision, including rental, of dedicated office equipment allocated to
  councillors on a personal basis such as laptop computers, mobile phones,
  telephones and facsimile machines and internet installed in the councillors’ homes.
  *This item does not include the costs of using this equipment, such as calls.*

In addition to the statutory reporting requirements, Councils should report other costs where
these are significant. For example, Councils should report the cost of the provision of facilities
and equipment where such provision is above what would normally be required for the day-to-
day running of the Council.

4.2 Disputes

Any disputes should be referred to the General Manager for resolution.

References

1. Legislative Provisions
   Local Government Act 1993 – Sections 23A, 252-254 and 428
   Local Government (General) Regulations 2005 – Sections 217 and 403

   Department of Local Government “Guidelines for payment of expenses and provision of facilities”.

4. This policy is to be considered by Council at its meeting on 22 September 2014 after being placed on public exhibition.

Review Date

September each year, by the General Manager and Mayor.

Authorised by: ................................................................. .................................................................
Waid Crockett, General Manager Date
**COUNCILLOR APPLICATION FOR A**
**CONFERENCE/SEMINAR/TRAINING/EDUCATIONAL ACTIVITY/EVENT**

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Complete the following and, if a course, please attach course details brochure or, if an event, provide a brief description.

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<td>Incidental and other costs:</td>
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<td>Total charge to job number: 3020.330.644</td>
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Approval for attendance at conferences etc where possible should be approved at a Council meeting. If this is not possible then approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval, it should be given jointly by the Deputy Mayor and the General Manager.

Approval for discretionary trips such as attendance at community meetings should be obtained from the Mayor and General Manager.

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<th><strong>Approved by Council resolution:</strong></th>
<th><strong>Item No:</strong></th>
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Councillor Computer Purchase Agreement form

Council will make available funds to enable the purchase of personal computers and peripherals by Councillors. The funds will represent an interest free loan and are subject to the following conditions:-

1. Maximum amount to be lent per Councillor is $3,000.
2. Maximum period for repayment 3 years with minimum payment of $50 per month.
3. Any balance outstanding is to be paid on cessation of office with Council.
4. Purchase and maintenance of the personal computer and peripherals is the responsibility of the Councillor.

The purchase price includes goods and services tax.

By signing this form, the Councillor acknowledges that the loan is to facilitate the development of personal computer skills and agrees to the conditions contained herein.

Please complete the following section and return it to the Mayor, with a copy of the supplier’s invoice.

Total cost of the personal computer, peripherals and software purchased $……………..

Repayment to be over ……………….. months.

Amount of repayments $…………….. per month.

I authorize the amount of $…………….. to be deducted from my fees each month.

.................................................. ..................................................
Councillor (signature) Date

.................................................. ..................................................
Mayor Date

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### INVOICE

On account of ............................................................... (Councillor)

To UPPER HUNTER SHIRE COUNCIL

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<th>Date</th>
<th>Purpose</th>
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(B) Other (attach receipts)

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Signature: Date:

Approved: Date: Account 3020.330.619

* The Local Government (State) Award 2014, Part B, Monetary Rates, Table 2, Allowances: Clause 13(viii)
WORKS/TECHNICAL REPORTS

J.08.1 SCONE & UPPER HUNTER AIRPORT MANAGEMENT COMMITTEE NOMINATIONS

RESPONSIBLE OFFICER: Alan Fletcher - Director Technical Services

AUTHOR: Coleen Pinkerton - Manager Technical Support

PURPOSE

The purpose of this report is to consider nominations received for the vacant positions on the Scone & Upper Hunter Airport Management Committee.

RECOMMENDATION

That Council:
1. Select 2 Aviation Industry Operators from the 3 nominations.
2. Select 1 community representative from the 3 nominations.

BACKGROUND

Upper Hunter Shire Council recently sought nominations from interested airport operators and community members who would like to contribute to the planning and development of the Scone & Upper Hunter Airport as members of the Scone & Upper Hunter Airport Management Committee.

REPORT/PROPOSAL

Council recently amended the charter of the Committee to include membership from:
- Two (2) Councillors, one being the chairperson – currently Crs. Collison and Bedggood.
- Four (4) operators from the aviation industry located within the airport precinct. Currently Mr Geoff Shopland (private operator) and Mr Neville Partridge (Nevapart Aviation Welding) serve as 2 of these representatives. 2 vacancies exist for aviation based operators.
- One (1) community representative – position currently vacant.

It is envisaged that the role of community representative is filled by a person who is not an airport operator but perhaps has a keen interest in the development of the airport and the impact on the community from airport operations.

The following nominations were received for the Committee:
- Aviation operators located within the airport:
  Ross Pay, Pays Air Service
  Ben Wyndham, Airspeed Aviation
  Geoff Pinfold
- Community representative:
  Geoff Pinfold (if unsuccessful for Aviation Operators nomination)
  Robin Foxcroft
  Barrie Lawn
Further information on the backgrounds of the community representatives is being sought for Council to consider an informed decision and will be provided under separate cover.

**OPTIONS**

1. To accept the nominations as presented.
2. To call for additional nominations.
3. To ratify committee membership from the nominations received.

**CONSULTATION**

This matter has been discussed at recent meetings of the Committee in addition to newspaper advertisements and media release.

**STRATEGIC LINKS**

a. **Community Strategic Plan 2013+**
   - Effectively and efficiently manage the business of the Council within its Charter.
   - Support and develop a thriving and growing business community with increased employment and available commercial and industrial land.

b. **Delivery Program**
   - To provide an airport; approved by the Civil Aviation Safety Authority that caters for private and commercial aviation operators.
   - An airport facility is provided which operates on a user pays basis and meets the needs of commuters to and from Scone.
   - Improve airport facilities and infrastructure to meet community and user expectations.
   - Ongoing certification of the airport in accordance with CASA guidelines.
   - To continue development and sale of airport light industrial land and hangar sites.

c. **Other Plans**
   - Scone & Upper Hunter Airport Strategic Plan as adopted in July 2014.

**IMPLICATIONS**

a. **Policy and Procedural Implications**
   The election of delegates will ensure the implementation of the Committee Charter for the Scone & Upper Hunter Airport Management Committee.

b. **Financial Implications**
   Nil

c. **Legislative Implications**
   The operation of the airport is legislated by the Civil Aviation Safety Authority and is required to meet the Manual of Standards (MOS).

d. **Risk Implications**
   Consultation with the Committee on airport management and operations decisions mitigates the risk to airport operations and allows for community engagement.
e. **Other Implications**
   The impact on the environment from airport operations especially noise requires constant monitoring.

   Impact on the airport operations from drainage, development, wildlife etc impacts on current and future usage of this facility.

**CONCLUSION**

The ratification and election of delegates to the Committee will ensure the Committee Charter requirements are appropriate and also assist with the ongoing management of the facility.

**ATTACHMENTS**

1. Geoff Pinfold - Airport Committee - nomination
2. Robin Foxcroft - Airport Committee - nomination
3. Barrie Lawn - Nomination as community representative on Scone & Upper Hunter Airport Committee - 25/07/14

RESOLVED that Council:

1. Appoint Ross Pay (Pays Air Service) and Ben Wyndham (Airspeed Aviation) to the Scone & Upper Hunter Airport Management Committee as Aviation Industry Operators.
2. Appoint Barrie Lawn to the Scone & Upper Hunter Airport Management Committee as a community representative.

Moved: Cr M Collison    Seconded: Cr L Driscoll    CARRIED
Robyn Cox

From: Geoff Pinfold [geoff.pinfold@ampfp.com.au]
Sent: Wednesday, 25 June 2014 8:18 PM
To: Coleen Pinkerton
Subject: Airport Users Committee Nomination

Hi Coleen

Following the discussion at the end of the Strategic Planning meeting today, I’d like to nominate myself for membership of the Airport Users Committee. If there are no actual Airport User positions available, I’d like to apply for the Community Member position on the committee.

Thanks

Geoff Pinfold
14 Kilgoolin Close Scone NSW 2337 Australia
Ph: +61 429 810 008 E: geoff.pinfold@ampfp.com.au
Hi Coleen,

Robin Foxcroft came into the office this morning and asked me to tell you that he would like to nominate himself onto the airport committee.
Contact: 0413 176 156.

Thankyou

Taylor Farrell | Trainee Administration Assistant
Ph: 6540 1171
Fac: 6545 2671
tfarrell@upperhunter.nsw.gov.au

A Quality Rural Lifestyle - In a vibrant, caring and sustainable community
www.upperhunter.nsw.gov.au
Barrie Lawn
134 Mareeba Road
PARKVILLE 2337

General Manager
Upper Hunter Shire Council
PO Box 208
Scone  2337

Dear Waid

I wish to nominate as the community representative on the Scone & Upper Hunter Airport Committee.

I believe I possess the skills and ability to serve this committee as a community member having:

- Strong community identity, well known across the shire
- Previous flying experience
- Knowledge of the businesses at the airport
- Sound mechanical knowledge and background, especially useful with fuelling, aircraft repairs etc.

Thank you for considering my application

Yours sincerely

Barrie Lawn
STAFF/RESOURCES REPORTS

K.08.1 QUESTIONS WITH/WITHOUT NOTICE

RESPONSIBLE OFFICER:  Waid Crockett - General Manager
AUTHOR:  Robyn Cox - Executive Personal Assistant

At the ordinary Council meeting of 23 June 2014 the following questions were asked:

Cr Watts
Asked if Council could investigate options for parenting rooms in Aberdeen, Merriwa and Murrurundi.

Officer’s Response:
It is proposed that this matter is referred to the next Community Strategic Planning process for inclusion in future plans or is considered as part of the Delivery Program & Operational Plan. In the interim officers will consider if there is an opportunity to establish something at minimal cost.

Cr Watts
Is it possible for green waste to be taken to the tip for free?

Officer’s Response:
The Director Technical Services advised that this could be reviewed however any “free” service would result in a net loss to Council due to Council still having to pay the State Government Waste Levy fees and other costs such as staff wages and machinery.

Cr Watts
Asked why there would be different charges for tipping the same size load of rubbish on two separate occasions.

Officer’s Response:
Council currently has fees and charges for various loads and allowances for discounts for part loads. Staff endeavour to provide a consistent approach in charging fees. The long term goal is to have a weighbridge where all loads are weighed and charged accordingly.

Cr Peebles
Could funding be included in the budget or sought from grants for a rural health initiative that would include activities like Tai-Chi or Yoga to improve mental and physical health and falls prevention?

Officer’s Response:
There is no budget currently available. It is recommended that this is referred to the next Community Strategic Planning process or Delivery Program & Operational Plan for possible inclusion. Council staff will look at any grant funding opportunities that may arise.

ATTACHMENTS

Nil.
CLOSED COUNCIL

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

Moved: Cr W Bedggood  Seconded: Cr M Collison  CARRIED

CONFIDENTIAL REPORTS

CR.08.1 REQUEST TO WRITE-OFF CHARGES

RESPONSIBLE OFFICER: Waid Crockett - General Manager
AUTHOR: Steve Pryor - Director Corporate Services

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

PURPOSE

This report has been prepared following a request for Council to write-off some water and trade waste charges.

CR.08.2 TENDER - PROVISION OF LABOUR HIRE SERVICES

RESPONSIBLE OFFICER: Waid Crockett - General Manager
AUTHOR: Steve Pryor - Director Corporate Services

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

PURPOSE

Regional Procurement has called a tender on behalf of Councils in the Hunter region for the Provision of Labour Hire Services. The purpose of the report is to seek Council’s endorsement of their recommendation.

CR.08.3 TENDER 09/2013 EVALUATION AND RECOMMENDATION FOR AWARD - GARLANDS BRIDGE AND DOOLANS GULLY BRIDGE

RESPONSIBLE OFFICER: Alan Fletcher - Director Technical Services
AUTHOR: Matthew Whatman - Project Manager

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

The purpose of this report is to outline the process that has been followed for the complete evaluation of the tender 09/2013 received for the bridge replacements of Garlands Bridge, Stewarts Brook Road, Wooloma; and Doolans Gully Bridge, Cullingral Road, Merriwa.

RETURN TO OPEN MEETING

RESOLVED that the meeting move back into Open Council.

Moved: Cr R Campbell  
Seconded: Cr D Peebles  
CARRIED

Upon resuming Open Council the recommendations as outlined in the confidential minutes were adopted.

Moved: Cr R Campbell  
Seconded: Cr D Peebles  
CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.20PM.