
Council Meeting Agenda

25 October 2021



Swimming Pools opened this month

To All Councillors

You are hereby notified that the next meeting of the Upper Hunter Shire Council will be held on Monday, 25 October 2021 in the COUNCIL CHAMBERS commencing at 5.00PM, for the purpose of transacting the undermentioned business.

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

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

**GREG MCDONALD
GENERAL MANAGER**

1. PRAYER
2. ACKNOWLEDGEMENT OF COUNTRY
3. APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK
4. APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS
5. PUBLIC PARTICIPATION
6. CONFIRMATION OF MINUTES
 - Ordinary Council Meeting held on 27 September 2021
7. DISCLOSURES OF INTEREST

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MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON MONDAY 27 SEPTEMBER 2021 IN THE COUNCIL CHAMBERS COMMENCING AT 5.00pm

PRESENT:

Cr Maurice Collison (Mayor), Cr Kiwa Fisher (Deputy Mayor), Cr Ron Campbell, Cr Lorna Driscoll, Cr Lee Watts and Cr Sue Abbott (via Zoom).

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Kristian Enevoldson (Director Corporate Services), Mr Mathew Pringle (Director Environmental & Community Services), Ms Karen Davies (Director Infrastructure Services), Mr Wayne Phelps (Finance Manager), Ms Claire Killeen (Senior Communications Advisor) and Mrs Robyn Cox (Executive Assistant).

1. PRAYER

2. ACKNOWLEDGEMENT OF COUNTRY

3. APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

RESOLVED That Council approve the application received from Cr Abbott to attend the meeting via video link.

Moved: Cr L Watts

Seconded: Cr K Fisher

CARRIED UNANIMOUSLY

APOLOGIES:

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

Moved: Cr R Campbell

Seconded: Cr K Fisher

CARRIED UNANIMOUSLY

PUBLIC PARTICIPATION:

SCR.09.2 Infrastructure Services – ISC.09.2 Works Program Water & Sewer

E.09.1 Draft Climate Change Strategy and Action Plan

Gerard Howard (via Zoom)

D.09.1 DA 122/2021 – Tennis Clubhouse & Storage Shed – 45 Hill St, Scone

Kirsty Cole (via Zoom)

CONFIRMATION OF MINUTES:

RESOLVED that the minutes of the ordinary Council meeting held on 30 August 2021 be adopted.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

DISCLOSURES OF INTEREST:

SCR.09.1 Development & Environmental Services Committee

DESC.09.2 DA 98/2021 – Patio – Lot 35 DP 5417, 29 Parker Street, Scone

Cr Lee Watts declared a pecuniary interest / significant conflict for the reason that she is the owner of the property. Cr Watts advised that she would leave the meeting and take no part in discussion or voting.

G.09.2 Cultural Activity Grants 2021

Cr Lee Watts declared a non-pecuniary interest / insignificant conflict for the reason that she is the Manager of a service, Scone Neighbourhood Resource Centre, listed as recommended to receive a grant. Cr Watts advised that she would leave the meeting and take no part in discussion or voting.

G.09.3 Relocation of Scone Neighbourhood Resource Centre

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

G.09.4 Scone Neighbourhood Resource Centre – Annual Presentation

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

CR.09.2 General Manager's Performance Review

Mr Greg McDonald, General Manager, declared a pecuniary interest / significant conflict for the reason that the matter directly affects his employment contract with Upper Hunter Shire Council. Mr McDonald advised that he would leave the meeting and take no part in discussion.

A.09.1 THE PASSING OF JOHN DRISCOLL

RESPONSIBLE OFFICER: Maurice Collison - Mayor

AUTHOR: Robyn Cox - Executive Assistant

RESOLVED That Council acknowledge the passing of John Driscoll.

Moved: Cr M Collison

CARRIED UNANIMOUSLY

A.09.2 INFRASTRUCTURE CONTRIBUTIONS REFORMS

RESPONSIBLE OFFICER: Maurice Collison - Mayor

AUTHOR: Greg McDonald - General Manager

RESOLVED That Council:

- 1. Call on the NSW Government to withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament.**
- 2. Call on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system.**
- 3. Call on the NSW Government to de-couple the Independent Pricing and Regulatory Tribunal led review of the rate peg to include population growth from the infrastructure contributions reforms.**
- 4. Write to the local State Member(s) Dave Layzell, the Premier the Hon Gladys Berejiklian MP, the Deputy Premier the Hon John Barilaro, Treasurer the Hon Dominic Perrottet MP, Minister for Planning and Public Spaces the Hon Rob Stokes MP and Minister for Local Government the Hon Shelley Hancock MP seeking them to withdraw the Bill.**

5. Write to the Shadow Treasurer the Hon Daniel Mookhey MLC, Shadow Minister for Planning and Public Spaces Mr Paul Scully MP, Shadow Minister for Local Government Mr Greg Warren MP, The Greens Mr David Shoebridge MLC, Shooters, Fishers and Farmers Party the Hon Robert Borsak MLC, Pauline Hanson's One Nation the Hon Mark Latham MLC, Animal Justice Party the Hon Emma Hurst MLC, Christian Democratic Party (Fred Nile Group) the Hon Fred Nile MLC, Independent Mr Justin Field, Portfolio Committee Chair The Greens Ms Cate Faehmann, Portfolio Committee Deputy Chair Animal Justice Party the Hon Mark Pearson MLC and Committee members Liberal Party the Hon Catherine Cusack MLC and the Hon Shayne Mallard MLC, The Nationals the Hon Ben Franklin MLC and Australian Labor Party the Hon Rose Jackson MLC and the Hon Adam Searle MLC seeking their support in securing the withdrawal of the Bill from the NSW Parliament and outlining council's concerns with the Bill.
6. Affirm its support to LGNSW and requests LGNSW continue advocating on our behalf to protect local government from any amendments to infrastructure contributions which leaves councils and communities exposed to expending ratepayer funds on new infrastructure made necessary by new development, currently the responsibility of developers.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

B.09.1

ELECTION OF DEPUTY MAYOR

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RESOLVED

1. That the Returning Officer conduct the election for the position of Deputy Mayor;
2. That nominations for the position of Deputy Mayor be accepted.
3. That in the event of there being more than one nominee, Council determine by resolution, the method by which the election be conducted being preferential ballot, ordinary ballot or open voting.

Moved: Cr R Campbell

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

The Returning Officer called for nominations for the position of Deputy Mayor. There being only one (1) nomination received and being in order, Cr Kiwa Fisher was declared elected as Deputy Mayor of Upper Hunter Shire Council for the remainder of the Council term.

SCR.09.1

DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RESOLVED That Council:

1. adopt the minutes of the Development & Environmental Services Committee meeting held on 14 September 2021.

Moved: Cr K Fisher

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

RESOLVED That Council:

2. DESC.09.1 – defer the determination of Development Application No. 65/2021 for a rural worker's dwelling at Lot 9 DP 752472 Hunter Road, Ellerston pending further assessment of the dwelling location.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

DISCLOSURE OF INTEREST

Cr Lee Watts declared a pecuniary interest / significant conflict for Recommendation 3 for the reason that she is the owner of the property. Cr Watts left the meeting and took no part in discussion or voting.

RESOLVED That Council:

- DESC.09.2 – approve Development Application No. 98/2021 for the construction of a patio at Lot 35 DP 5417, 29 Parker Street, Scone, subject to the conditions of consent in Attachment 4 to the report.**

Moved: Cr K Fisher

Seconded: Cr L Driscoll

CARRIED UNANIMOUSLY

FOR	AGAINST
Councillor Abbott	
Councillor Campbell	
Councillor Collison	
Councillor Driscoll	
Councillor Fisher	
Total (5)	Total (0)

Cr Watts returned to the meeting.

SCR.09.2 *INFRASTRUCTURE SERVICES COMMITTEE*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Davies - Director Infrastructure Services

RESOLVED That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 14 September 2021.

Moved: Cr R Campbell

Seconded: Cr L Driscoll

CARRIED UNANIMOUSLY

SCR.09.3 *CORPORATE SERVICES COMMITTEE*

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED That Council adopt the minutes of the Corporate Services Committee meeting held on 17 September 2021.

Moved: Cr L Watts

Seconded: Cr K Fisher

CARRIED UNANIMOUSLY

C.09.1 *MERRIWA TOURISM & PROMOTION COMMITTEE*

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Rebecca Morrison - Tourism & Events Coordinator

RESOLVED That Council:

- adopt the minutes of the Merriwa Tourism & Promotion Committee meeting held on 9 August, 2021.**

2. endorse the installation of the historical information boards at the Astros Theatre, The Merriwa Bakery, The Barber Shop and Billiard Hall, CWA, Merriwa Motors Garage, The Oasis Café, Budden's Saddlery, Ted Ell Store, The Merriwa Arcade and the Street Lamp.
3. provide support in regard to arranging the road closure for the Christmas event but alert the Committee that they will need to manage the event.
4. note the Committee's request that minutes of meetings be distributed to the business houses of Merriwa, and advise that minutes are located on Council's website as part of the Council meeting agenda papers.

Moved: Cr R Campbell

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

C.09.2 *WHITE PARK MANAGEMENT & DEVELOPMENT COMMITTEE*

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: David Gatwood - Manager Business Services

RESOLVED That Council:

1. adopt the minutes of the White Park Management and Development Committee meeting held on 1 September 2021;
2. make application for funding through the Bushfire Recovery Fund for the campdraft arena panel yards and catwalk;
3. make application for funding through the Regional Sporting Facilities Grant for shade sails for the eastern end of the covered arena.

Moved: Cr K Fisher

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

D.09.1 *DEVELOPMENT APPLICATION NO. 122/2021 - TENNIS CLUBHOUSE & STORAGE SHED - 45 HILL STREET, SCONE*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RESOLVED That Council approve Development Application No. 122/2021 for demolition of an existing building and construction of a new tennis clubhouse, storage shed and car parking at Lot 1 Section 22 DP 758898, 45 Hill Street, Scone subject to the conditions of consent in Attachment 1 to the report.

Moved: Cr K Fisher

Seconded: Cr L Watts

CARRIED UNANIMOUSLY

FOR	AGAINST
Councillor Abbott	
Councillor Campbell	
Councillor Collison	
Councillor Driscoll	
Councillor Fisher	
Councillor Watts	
Total (6)	Total (0)

E.09.1 ***DRAFT CLIMATE CHANGE STRATEGY AND ACTION PLAN***

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Paul Jakes - Manager Waste & Sustainability

RESOLVED That Council:

1. endorse the draft Climate Change Strategy and Action Plan
2. place the draft strategy on public exhibition for 28 days and resubmit to Council for consideration with consultation outcomes.

Moved: Cr K Fisher

Seconded: Cr S Abbott

CARRIED UNANIMOUSLY

F.09.1 ***REFERRAL OF DRAFT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021 FOR THE CONDUCT OF AUDIT***

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED That Council refer the draft Annual Financial Statements for the year ended 30 June 2021 to the Audit Office of NSW via the external auditor, RSM Australia Pty Ltd, for auditing purposes.

Moved: Cr K Fisher

Seconded: Cr L Driscoll

CARRIED UNANIMOUSLY

G.09.1 ***SPECIAL FLOOD CONSIDERATION CLAUSE - UPPER HUNTER LEP***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RESOLVED That Council adopt Clause 5.22 Special Flood Considerations of the Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021, as presented in Attachment 1 to the report, for inclusion in the Upper Hunter Local Environmental Plan 2013.

Moved: Cr L Watts

Seconded: Cr L Driscoll

CARRIED UNANIMOUSLY

G.09.2 ***CULTURAL ACTIVITY GRANTS 2021***

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Amanda Catzikiris - Community Services Officer

DISCLOSURE OF INTEREST

Cr Lee Watts declared a non-pecuniary interest / insignificant conflict for the reason that she is Manager of a service, Scone Neighbourhood Resource Centre, listed as recommended to receive a grant. Cr Watts left the meeting and took no part in discussion or voting.

RESOLVED That Council endorse the recommended grants totaling \$15,000 for the 2021/22 applications as detailed in Attachment 1 to the report and that any payment is conditional on receipt of completed acquittal documents for 2020 grants by 31 October 2021.

Moved: Cr K Fisher

Seconded: Cr S Abbott

CARRIED UNANIMOUSLY

G.09.3

RELOCATION OF THE SCONE NEIGHBOURHOOD RESOURCE CENTRE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Kristian Enevoldson - Director Corporate Services

DISCLOSURE OF INTEREST

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

RESOLVED That:

- 1. Council approve the relocation of the Scone Neighbourhood Resource Centre into the Scone Visitor Information Centre.**
- 2. a further report be brought to the October 2021 Council meeting in relation to the changes required to the Visitor Information Centre and the associated costs and impacts on the VIC operations, and the basis for apportioning the ongoing operational costs.**
- 3. the current rental arrangement remain in place until exclusive occupation occurs upon the relocation of the current Visitor Information Centre to Campbell's Corner.**

Moved: Cr K Fisher

Seconded: Cr L Driscoll

CARRIED UNANIMOUSLY

G.09.4

SCONE NEIGHBOURHOOD RESOURCE CENTRE - ANNUAL PRESENTATION

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Kristian Enevoldson - Director Corporate Services

DISCLOSURE OF INTEREST

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

RESOLVED That Council:

- 1. receive a presentation from the Scone Neighbourhood Resource Centre.**
- 2. further to the August 2015 resolution, provide a donation of \$6,000 including CPI.**

Moved: Cr K Fisher

Seconded: Cr L Driscoll

CARRIED UNANIMOUSLY

Cr Watts returned to the meeting.

H.09.1

DRAFT RISK MANAGEMENT FRAMEWORK

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Amber Moloney - Manager Governance & Risk

RESOLVED That Council adopt the revised Risk Management Framework provided in Attachment 1 to the report.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

I.09.1 ***MURULLA STREET CAUSEWAY UPGRADE***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Davies - Director Infrastructure Services

RESOLVED That Council approve the construction of a low level bridge in line with the approved funding deed.

Moved: Cr L Watts

Seconded: Cr K Fisher

CARRIED

FOR	AGAINST
Councillor Campbell	Councillor Abbott
Councillor Collison	
Councillor Driscoll	
Councillor Fisher	
Councillor Watts	
Total (5)	Total (1)

NM.09.1 ***NAMING REQUEST "BOB PATON" AT ROSEDALE COMPLEX MURRURUNDI***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Davies - Director Infrastructure Services

RESOLVED That Council advertise for 28 days its intent to name the new canteen facility at Wilson Memorial Oval, Murrurundi, in honour of Bob Paton and report the consultation results back to Council.

Moved: Cr M Collison

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

QWN.09.1 ***QUESTIONS WITH NOTICE***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

The questions with notice and responses were noted.

CLOSED COUNCIL

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

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

CR.09.1

2022 WARBIRDS OVER SCONE EVENT MANAGEMENT.

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: David Gatwood - Manager Business 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.

RESOLVED That Council enter into an agreement with Paul Bennet Airshows to promote, manage and conduct the 2022 Warbirds over Scone event on Saturday 26 & Sunday 27 March 2022.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED

FOR

Councillor Campbell
Councillor Collison
Councillor Driscoll
Councillor Fisher
Councillor Watts

Total (5)

AGAINST

Councillor Abbott

Total (1)

CR.09.1

GENERAL MANAGER'S PERFORMANCE REVIEW

RESPONSIBLE OFFICER: Maurice Collison - Mayor

AUTHOR: Robyn Cox - Executive Assistant

This matter is considered to be confidential under Section 10A(2) (a) of the Local Government Act, as it deals with personnel matters concerning particular individuals.

DISCLOSURE OF INTEREST

Mr Greg McDonald, General Manager, declared a pecuniary interest / significant conflict for the reason that it directly affects his employment contract with Upper Hunter Shire Council. Mr McDonald left the meeting and took no part in discussion.

As the matter deals with personnel matters the remaining staff were also directed to leave the meeting while this item was being considered.

RESOLVED That Council approve the increase in the General Manager Remuneration Package in accordance with the recommendation of the panel in their report.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED

FOR

Councillor Campbell
Councillor Collison
Councillor Driscoll
Councillor Fisher

Total (4)

AGAINST

Councillor Abbott
Councillor Watts

Total (2)

RETURN TO OPEN MEETING

RESOLVED That the meeting move back into Open Council.

Moved: Cr K Fisher

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

The General Manager and staff returned to the meeting.

Upon resuming Open Council and in accordance with Council's Code of Meeting Practice the Mayor provided a summary of the two resolutions passed in Closed Council.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.38PM.



General Manager's Unit

MAYORAL MINUTES

A.10.1

RECOGNITION OF LENGTH OF SERVICE

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Karen Boland - Governance & Executive Support Officer

RECOMMENDATION

That Council recognise Steven Jones for his 40 years' service to Council.

REPORT/PROPOSAL

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

Steven Jones has reached 40 years of service with Council. Steve started with Council on 21 October 1981 as a labourer with Parks and Gardens. He then moved around working with various crews. Some of the jobs he worked on were the Barnard River scheme concreting causeways, Satur subdivision and Kingdon Ponds Bridge. He also spent time working with the Survey Crew. Steve then moved to the Road Crews, learning to operate plant and progressing to Grader Operator where he has been for the last 30 years. In 2015 he became Construction Grader Team Leader.

Congratulations Steven

OPTIONS

Nil

ATTACHMENTS

Nil.

General Manager's Unit

A.10.2 MAYORAL COVID-19 VACCINATION CHALLENGE

RESPONSIBLE OFFICER: Maurice Collison - Mayor

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION

That Council note the results of the Mayoral COVID-19 Vaccination Challenge.

REPORT/PROPOSAL

In September 2021, the Mayor challenged a number of neighbouring councils to donate \$200 to the shire to first reach 70% fully vaccinated against COVID-19. The successful Mayor would then donate the winnings to a charity of their choice. The Mayor's aim of the Challenge was to encourage the communities in the LGAs to get vaccinated against COVID-19.

The following councils agreed to participate in the Challenge. The table also shows the vaccination rates as at 12 October 2021:

Council	% First Dose	% Fully Vaccinated
Dungog Shire	92.7%	66.1%
Liverpool Plains Shire	87.8%	61.7%
Mid-Coast Shire	91.1%	65.0%
Muswellbrook Shire	88.1%	56.5%
Singleton	92.9%	60.7%
Upper Hunter Shire	95%	76.7%

Upper Hunter Shire won the Challenge, reaching 95% first dose and 76.7% fully vaccinated. The Mayor has written to the other Mayors congratulating them on their vaccination rates and advised that he has decided to donate the \$1,200 winnings to the Westpac Rescue Helicopter Service, being a service that is used by all LGAs.

OPTIONS

Nil

ATTACHMENTS

There are no enclosures for this report

Environmental & Community Services

STANDING COMMITTEE REPORTS

SCR.10.1 *DEVELOPMENT & ENVIRONMENTAL SERVICES
COMMITTEE*

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RECOMMENDATION

That Council:

1. adopt the minutes of the Development & Environmental Services Committee meeting held on 12 October 2021.
2. DESC.10.1 - place the amended Planning Proposal 1/2018 on public exhibition for at least 28 days and consider a further report following the conclusion of the exhibition period.
3. DESC.10.2 - approve Development Application No. 4/2020 for the subdivision of one lot into three lots at Lot 141 DP 1144829, 28 Ranch Road Scone subject to deferred commencement conditions and other conditions in Attachment 2 to the report.
4. DESC.10.3 - approve Development Application No. 65/2021 for a rural worker's dwelling at Lots 9 and 16 DP 752472 Hunter Road Ellerston subject to the conditions of consent in Attachment 3 to the report.

BACKGROUND

The Development and Environmental Services Committee is a Standing Committee of Council that considers reports, advice and recommendations of management regarding strategic land use planning, development applications, environmental, health and building related matters. The Committee subsequently makes recommendations to Council in relation to such matters.

A meeting of the Development & Environmental Services Committee was held on Tuesday, 12 October 2021.

REPORT/PROPOSAL

In relation to Item DESC.10.1, the Committee, after hearing from the proponent, supported the recommendation to place the amended Planning Proposal 1/2018 on public exhibition for at least 28 days and consider a further report following the conclusion of the exhibition period.

In relation to Item DESC.10.2, the Committee, after hearing from the applicant, supported the recommendation to approve Development Application No. 4/2020 for the subdivision of one lot into three lots at Lot 141 DP 1144829, 28 Ranch Road Scone subject to deferred commencement conditions and other conditions in Attachment 2.

In relation to Item DESC.10.3, the Committee unanimously supported the recommendation to approve Development Application No. 65/2021 for a rural worker's dwelling at Lots 9 and 16 DP 752472 Hunter Road Ellerston subject to the conditions of consent in Attachment 3.

ATTACHMENTS

- [1↓](#) Minutes of Development & Environmental Services Committee - 12 October 2021
- [2↓](#) DA 4/2020 - Recommended Conditions of Consent
- [3↓](#) DA 65/2021 - Recommended Conditions of Consent

**MINUTES OF THE DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE OF UPPER
HUNTER SHIRE COUNCIL HELD ON TUESDAY 12 OCTOBER 2021 IN THE COUNCIL
CHAMBERS COMMENCING AT 10.00am**

PRESENT:

Cr Kiwa Fisher (Chair), Cr Sue Abbott, Cr Ron Campbell and Cr Lee Watts.

APPLICATIONS FOR ATTENDING MEETINGS VIA VIDEO LINK:

Ms Karen Davies

APOLOGIES:

Nil

IN ATTENDANCE:

Cr Maurice Collison (Mayor), Mr Greg McDonald (General Manager), Mr Mathew Pringle (Director Environmental & Community Services), Ms Karen Davies (Director Infrastructure Services), Mr Paul Smith (Senior Environmental Planner), Mrs Stevie Hayne (Administration), Mr Jason Capuano (Stevens Group), Ms Lin Armstrong (Stevens Group), Mr Guy Evans (Ilala Investments Pty Ltd), Ms Karen Jurd (Complete Planning Solutions).

DISCLOSURES OF INTEREST:

Nil

PUBLIC PARTICIPATION:

Mr Jason Capuano – Stevens Group
Ms Lin Armstrong – Stevens Group
Mr Guy Evans – Ilala Investments Pty Ltd
Ms Karen Jurd – Complete Planning Solutions

SITE INSPECTIONS:

Nil

BUSINESS ITEMS:

**DESC.10.1 PLANNING PROPOSAL 1/2018 - ADDITIONAL PERMITTED USE AT 61-79 ABERDEEN
STREET, SCONE**

Ms Lin Armstrong & Mr Jason Capuano of Stevens Group addressed the Committee and gave an overview of the planning proposal. Following the previous public exhibition, the applicant has amended the proposal including removal of motel, restricting access for heavy vehicles including B-doubles, inclusion of a dog off-leash area, RV parking, service station with convenience store, playground and food outlet with drive through. Revised flood impact assessment shows minor increase in flood level of 20mm to the north of the proposed development and there is no increased flood risk to dwellings.

Councillors raised concerns with flooding and impact on petrol tanks and impact on Aberdeen Street residents, heavy vehicles accessing the site and insurance premiums to residents.

Ms Armstrong responded to the concerns advising that petrol tanks are fibre glass and double skinned with contamination and flooding comprehensively dealt with under the new guidelines.

Properties on Aberdeen Street are already exposed to traffic noise from the bypass and there is a 15m wide landscape buffer to Aberdeen St. Approximately 50% of the site is green space.

24 hour trade is proposed for the service centre. Deliveries are limited between 7am to 6pm. A fuel tanker will access the site for refuelling once or twice per week, although site and amenities aren't designed to cater for larger trucks.

The Director provided a brief overview of the planning proposal. Following public exhibition of the original proposal there were eleven submissions received. The main concerns were lack of community consultation, flooding and drainage impacts, neighbour amenities, suitability of the site, economic impact, traffic impacts and risks and hazards. In response to the submissions, the proponent made significant amendments to the proposal resulting with significantly less impact than the original proposal. The amended planning proposal was referred to Transport for NSW (TfNSW), which responded with comments and recommendations including a suggestion of some changes to line marking on the intersection of St Aubins Street and New England Highway to address some traffic safety concerns. The amended planning proposal was referred internally to the Infrastructure Services department, which raised to objections subject to conditions on any future consent.

The Committee supported the recommendation to place the amended Planning Proposal on public exhibition for 28 days.

DESC.10.2 DEVELOPMENT APPLICATION No. 4/2020 SUBDIVISION OF ONE LOT INTO THREE LOTS

Mr Guy Evans addressed the Committee and gave an overview of the proposed development. Mr Evans noted that there is a contamination issue created by the Scone Gun Club to the north of the development site. Mr Evans advised that the owners have made contact with Douglas Partners – leading Australian contamination consultants. Remediation and management options, preference is to remediate the site. Contact with LeadPro Australia who exclusively clean up gun club sites by removing the lead from the soil. Remediation work could cost from \$250,000 to \$2 million. Mr Evans has advised that the applicant will work with Council to carry out remediation work of the contamination however due to the uncertainty of remediation costs, proceed with the subdivision of creation of Lots 101 & 102, to fund the remediation.

Councillors raised concerns about completion of remediation work, funding of remediation work, The Mayor referenced the Bio Security Act regarding stock grazing on lead affected areas and being sold over the years with declarations, which would show up in livestock testing.

Mr Evans advised that the applicant would work with Council to ensure remediation work is carried out to Council's satisfaction. Remediation works will be funded by Ilala Investments. Lead testing does not show evidence outside of the immediate areas of where the shot has fallen.

The Director provided a brief overview of the proposed development. Upper Hunter Shire Council owns the lot surrounded by the proposed development which was purchased for a water treatment facility. The development application is being referred to the Committee as one submission has been received and due to concerns that the proposal does not comply with SEPP 55 – Remediation of Land. There are deficiencies in the detailed site investigation that need to be addressed by the applicant. A deferred commencement consent has been recommended to ensure outstanding contamination issues are addressed prior to creation of the proposed allotments. All other issues have been satisfactorily addressed.

Councillors raised concerns in relation to contamination issues and the proponent's uncertainty of cost to decontaminate; if remediation of the contaminated land could be carried out separately to the development application; and if deferred commencement conditions were adequate to address concerns.

The Committee supported the recommendation to approve the application, subject to deferred commencement conditions and other conditions of consent.

DESC.10.3 DEVELOPMENT APPLICATION NO. 65/2021 - RURAL WORKERS DWELLING

Ms Karen Jurd from Complete Planning Solutions addressed the Committee and thanked them for their patience in considering this matter.

The Committee supported the recommendation to approve the application, subject to conditions of consent.

COUNCILLOR QUESTIONS:

Cr Watts

1. Ongoing Civic Theatre renovations and removal of the hoarding in Kelly Street. Can this please be followed up?

Response: The Director advised that he would follow up.

Cr Abbott

1. Update on Community Garden development application.

Response: The Director advised that the development application was currently under assessment.

Cr Campbell

1. House on Bettington Street next to old Golden Fleece service station site. Is this house to be included in the proposed service station development?

Response: Taken on Notice by the Director.

Meeting closed at 10:59am.

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Environmental & Community Services

DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE REPORTS

DESC.10.1 ***PLANNING PROPOSAL 1/2018 - ADDITIONAL PERMITTED
USE AT 61-79 ABERDEEN STREET, SCONE***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

PURPOSE

Planning Proposal 1/2018 proposes to amend the Upper Hunter Local Environmental Plan 2013 to enable the establishment of a highway service centre at Lots 243 & 244 DP 613258 and Lot 23 DP 562600, 61-79 Aberdeen Street, Scone.

RECOMMENDATION

That Council place the amended Planning Proposal 1/2018 on public exhibition for at least 28 days and consider a further report following the conclusion of the exhibition period.

BACKGROUND

Council, at its meeting held on 25 March 2019, resolved the following:

- a) *place Planning Proposal 1/2018 on public exhibition for at least 28 days following the receipt of additional information from the applicant regarding flooding impacts.*
- b) *consider a further report following the conclusion of the exhibition period.*

Following the receipt of additional information from the applicant regarding flooding impacts, the planning proposal was placed on public exhibition from 15 June 2020 to 13 July 2020 and 11 submissions were received. A summary of the issues raised in the submissions is provided in Attachment 2.

In response to the issues raised in the submissions and feedback from Council staff and Transport for NSW (TfNSW), the applicant submitted an amended proposal in April 2021. Amendments to the proposal included deletion of the two storey motel, restricting access for heavy vehicles including B-doubles, inclusion of a dog off-leash area, RV parking, playground and public amenities.

The applicant submitted further information regarding flooding and traffic impacts in July and August 2021. Comments in relation to the amended planning proposal were received from TfNSW in September 2021.

REPORT/PROPOSAL

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The land that is the subject of this planning proposal is located on the western side of Aberdeen Street, Scone between Liverpool Street and St Aubins Street and comprises a total area of approximately 2.43 hectares.

The subject land is adjacent to the Scone Bypass and is impacted by flood events associated with nearby Kingdon Ponds and Parsons Gully.

The site is currently zoned RU4 Primary Production Small Lots under the Upper Hunter Local Environmental Plan 2013. Development for the purposes of a highway service centre is prohibited within the RU4 zone.

The planning proposal (as amended) intends to enable the development of the site for the purpose of a highway service centre comprising:

- Outdoor rest area incorporating playground, public amenities, 31 car parking spaces and 8 RV parking spaces.
- Dog off-leash area.
- Service station comprising a 250m² convenience store and 230m² food premises, drive-thru, refueling area, petrol canopy and 28 car parking spaces.
- Free-standing restaurant/takeaway food premises with a floor area of 425m², double drive-thru lanes and 31 parking spaces.
- Car park comprising 34 spaces.

Conceptual plans of the proposed development are provided in Attachment 3.

There are two options available to achieve the objectives of the planning proposal as follows:

Option 1:

Rezoning the subject land to Zone B2 Local Centre or Zone B4 Mixed Use Zone would enable development of the land for the purpose of a highway service centre, however, it would also enable other land uses that are undesirable in this location such as commercial premises (eg shopping centre) that do not necessarily service highway users and directly compete with the existing town centre. Permitting such uses could have significant and adverse economic impacts on the Scone town centre.

Option 2:

An alternative way of achieving the objective of this planning proposal is to identify highway service centre as an additional permitted use of the land in Schedule 1 of the Upper Hunter LEP 2013. This option would mean that the land would continue to be zoned RU4 Primary Production Small Lots and the uses currently permitted on the land would continue to be permitted. However, highway service centres would also be permitted with consent.

In view of the above, should the planning proposal be supported by Council, Option 2 is the preferred option to achieve the objectives of the proposal.

In order to provide Council with further certainty regarding development of the site, the proponent has agreed to prepare a development control plan (DCP) or masterplan for site for Council's adoption. The DCP or masterplan would be based on the concept plans submitted with the current planning proposal.

The planning proposal is generally consistent with the *Upper Hunter Land Use Strategy 2017*, the *Upper Hunter Shire Local Strategic Planning Statement (LSPS)* the *Hunter Regional Plan* and the applicable State Environmental Planning Policies. There are a number of

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inconsistencies with the relevant Ministerial Directions under Section 9.1 of the *Environmental Planning and Assessment Act 1979*, however these inconsistencies are considered to be of minor significance.

In relation to Direction 4.3, a Flood Assessment of the amended planning proposal has been undertaken by GHD which involved modelling of the pre and post bypass scenarios. A copy of the flood assessment is provided in Attachment 3.

The modelling shows that the flood afflux within the affected residential lots to the north of the development is likely to be less than 20mm with all dwellings maintaining more than 0.5 metre freeboard to the 1% AEP flood level.

The level of the site operational areas has been assessed and generally remains above the 1 in 500 AEP (0.2% AEP) flood level. The proposed development is therefore considered consistent with the building floor level requirements of the Upper Hunter DCP and the Floodplain Development Manual (DIPNR 2005).

In relation to traffic impacts, TfNSW has advised that the revised proposal to remove vehicular access from St Aubins Street, deletion of the motel and limiting B-double vehicles provides an outcome that significantly improves safety and efficiency. Subject to minor changes to the line marking at the intersection of the New England Highway and St Aubins Street (by replacing the right and left turn lanes with a single lane arrangement), TfNSW considers the provision of a southbound acceleration lane on the New England Highway, preparation of a road safety audit and intersection modelling unnecessary for this planning proposal. TfNSW has recommended that consideration be given to the provision of pedestrian facilities along Aberdeen Street to ensure safe access to the development for local residents. This matter would be considered as part of a future development application for the highway service centre.

Given the extent of the amendments to the planning proposal, it is recommended that Council re-exhibit the planning proposal for 28 days and consider the community's views before making a decision on whether the amended proposal should proceed.

CONCLUSION

Given the extent of the amendments to the planning proposal, it is recommended that Council re-exhibit the planning proposal for 28 days to gauge the community's views before making a decision on whether the amended proposal should proceed.

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RECOMMENDATION

That Council place the amended Planning Proposal 1/2018 on public exhibition for at least 28 days and consider a further report following the conclusion of the exhibition period.

Moved: Cr Watts

Seconded: Cr Campbell

CARRIED

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

FOR	AGAINST
Councillor Campbell	Cr Abbott
Councillor Fisher	
Councillor Watts	
Total (3)	Total (1)

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DESC.10.2 DEVELOPMENT APPLICATION NO. 4/2020 SUBDIVISION OF ONE LOT INTO THREE LOTS

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Paul Smith - Senior Environmental Planner

PURPOSE

On 6 January 2020 Council received Development Application No. 4/2020 for the subdivision of one lot into three lots at Lot 141 DP 1144829, 28 Ranch Road Scone. The application is being reported to the Development and Environmental Services Committee as one (1) submission has been received and there are concerns about whether the development adequately complies with State Environmental Planning Policy No. 55 – Remediation of Land.

RECOMMENDATION

That Council approve Development Application No. 4/2020 for the subdivision of one lot into three lots at Lot 141 DP 1144829, 28 Ranch Road Scone subject to deferred commencement conditions and other conditions in Attachment 1.

BACKGROUND

Applicant: Figtree and Monty Pty Ltd
Owner: Illala Investments Pty Ltd
Location: 28 Ranch Road Scone (Lot 141 DP 1144829)
Proposal: Subdivision of one lot into three lots
Zoning: RU4 Primary Production Small Lots and E3 Environmental Protection

Development Application No. 4/2020 for the subdivision of one lot into three lots at Lot 141 DP 1144829 (No. 28 Ranch Road Scone) was lodged with Council on 6 January 2020.

The applicant submitted a preliminary site investigation (PSI) on 23 January 2020. Notwithstanding a number of deficiencies, the PSI identified the land to be contaminated with lead and PAHs exceeding National Environment Protection Measures (NEPM) health investigation levels (HIL). In accordance with the *Upper Hunter Contaminated Lands Policy 2017* and *Managing Land Contamination: Planning Guidelines* the applicant was requested to submit a Detailed Site Investigation (DSI) prepared in accordance with *Guidelines for Consultants Reporting on Contaminated Land* (EPA, 2020). Following a period of discussion with the proponent about the need (between 22 September 2020 and 15 April 2021), the DSI was submitted on 25 June 2021 (Attachment 5).

REPORT/PROPOSAL

The development site comprises an approximate 150ha rural lot with a frontage of 1.9km to Gundy Road and 598m to Ranch Road. The development application proposes to subdivide the land into three lots as follows:

- Proposed Lot 101 – 42.01ha
- Proposed Lot 102 – 41.45ha

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- Proposed Lot 103 – 70ha

The plan of the proposed subdivision is provided in Attachment 2.

Access to proposed Lots 101 and 102 will be directly from Gundy Road. It is noted that surrounding the existing lot is a separate lot (Lot 140 DP 1144829) owned by the Upper Hunter Shire Council. The development application has been given consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979 (Attachment 3).

The site adjoins a small parcel of Crown land to the north (Lot 93 DP 750950) that was previously used as a shooting range. The use of the adjoining land has resulted in contamination of the site due to the deposition of lead shot and clay targets.

As discussed in the attached report, the key issue with this development application is site contamination and whether or not Council can be satisfied that Clause 7 of State Environmental Planning Policy No. 55 – Remediation of Land has been adequately addressed. Clause 7(1) stipulates:

- (1) A consent authority must not consent to the carrying out of any development on land unless—
- (a) it has considered whether the land is contaminated, and
 - (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
 - (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.

To address these requirements the applicant submitted a DSI that concludes:

The site is suitable for the ongoing use of the site investigation area as agricultural and there are low human, ruminant or ecological risks from the contaminant concentrations detected. The site is not considered to be suitable for low density residential use (in particular, the location of a garden, growing of vegetables or fruit trees) without the removal of the lead shot, clay targets and plastic wads.

Council commissioned a peer review of the DSI which found a number of deficiencies which bring into question the conclusions and recommendations (a copy of the peer review is provided in Attachment 6).

The DSI does not satisfy the requirements of the *Guidelines for Consultants Reporting on Contaminated Land* as it did not include a sufficiently comprehensive historical review to assess the past uses, other than as a firing range. There was no discussion of the PSI, or inclusion of the results from the PSI in the DSI. Criteria adopted (or not adopted) was not adequately explained. The Conceptual Site Model (CSM) was not updated after completion of the sampling and analysis. No statement on the limitations on the use of the site, and how these could be managed was provided. In addition, no reasons are given as to why the DSI has departed from the Guidelines.

In this regard, it is not sufficiently certain that contamination from either gun club activities or other activities has not occurred across the site including proposed Lots 101 and 102.

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The peer review also found inadequacies in the investigation including:

- The DSI has not adequately considered ecological impacts- there is opportunity for “Biota supporting ecological processes including microorganisms and soil invertebrates; Native flora and fauna; Introduced flora and fauna, transitory or permanent wildlife” to access and use the site.
- The Ecological Investigation and Screening Levels (EILs and ESLs) from ASC NEPM (2013) were not adopted. No rationale was provided for why these criteria were not adopted.
- The assessment of whether the site is suitable for agricultural use (stock grazing) has been based on a Maximum Tolerable Level (MTL) which is not a desirable level for animal health, or protection of the food chain (i.e. consumption of meat, milk or other animal products). It also does not give adequate consideration to soil that is ingested by livestock. In this regard, it is considered that the DSI does not adequately assess the suitability of the site for agricultural land use.
- The investigation does not consider the human health exposure scenario that would arise from the subdivision. As proposed Lot 103 would have the benefit of a dwelling entitlement, there is an increased likelihood that people would be exposed to the contaminated area.

Overall the peer review found the site contains high levels of lead, benzo(a)pyrene Toxic Equivalence Quotient (TEQ) and total Polycyclic Aromatic Hydrocarbons (PAH), and would not be suitable for many of the land uses permitted under the land zoning, including extensive agriculture and future dwellings. In this regard, there is uncertainty about whether the investigations to date are adequate to establish the suitability of the site for the development. Accordingly, it is recommended that approval be granted subject to a deferred commencement condition that requires the submission of a Site Audit Statement/Site Audit Report prepared by a Site Auditor accredited under the NSW Site Auditor Scheme to determine the appropriateness of the investigation process that has been undertaken.

Granting a deferred commencement consent is considered to be appropriate under the circumstances as the contamination issue can be addressed through appropriate site management and/or remediation to enable the development to proceed. A deferred commencement consent will also give the applicant some certainty of proceeding subject to the deferred commencement conditions being satisfied.

CONCLUSION

The application has been assessed as mostly satisfactory against Section 4.15 of the Environmental Planning and Assessment Act 1979, Upper Hunter Local Environmental Plan 2013 and the Upper Hunter Shire Development Control Plan 2015. However, the issue of site contamination and appropriate remediation needs further verification to address concerns that there could be adverse and detrimental impacts on the intended or possible land uses, human health and ecological values. Accordingly, it is recommended that the development application be approved subject to a deferred commencement condition requiring the submission of a Site Audit Statement confirming the suitability of the site for the subdivision as proposed.

The reasons for this recommendation are:

- Matters relevant to State Environmental Planning Policy No. 55 – Remediation of Land have been considered, however, there is a need to provide verification of the adequacy of the investigation and proposed remediation.

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- The proposal complies with the Upper Hunter Local Environmental Plan 2013
- The proposal complies with the Upper Hunter Development Control Plan 2015
- The proposal has been assessed as mostly satisfactory against Section 4.15 of the Environmental Planning & Assessment Act 1979
- The proposal will not have an adverse impact on the surrounding locality

RECOMMENDATION

That Council approve Development Application No. 4/2020 for the subdivision of one lot into three lots at Lot 141 DP 1144829, 28 Ranch Road Scone subject to deferred commencement conditions and other conditions in Attachment 1.

Moved: Cr Fisher

Seconded: Cr Watts

CARRIED

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

FOR	AGAINST
Councillor Campbell	Cr Abbott
Councillor Fisher	
Councillor Watts	
Total (3)	Total (1)

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DESC.10.3

**DEVELOPMENT APPLICATION NO. 65/2021 - RURAL
WORKERS DWELLING**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

PURPOSE

On 16 June 2021 Council received Development Application No. 65/2021 for a rural worker's dwelling at Lots 9 and 16 DP 752472 Hunter Road Ellerston. The development application is being referred to Council because it does not comply with the Upper Hunter Development Control Plan 2015 in relation to the front and side setbacks.

RECOMMENDATION

That Council approve Development Application No. 65/2021 for a rural worker's dwelling at Lots 9 and 16 DP 752472 Hunter Road Ellerston subject to the conditions of consent in Attachment 1.

BACKGROUND

Applicant: Ellerston Leisure Trust
Owner: Ellerston Leisure Trust
Proposal: Rural Workers' Dwelling
Location: Lots 9 and 16 DP 752472 Hunter Road Ellerston
Zone: RU1 Primary Production

Development Application No. 65/2021 for a rural worker's dwelling was received on 16 June 2021. The application was referred to the Development & Environmental Services Committee and Council because it did not comply with the setback controls in the Upper Hunter Development Control Plan 2015.

At its 30 August 2021 meeting, Council resolved to:

defer the determination of Development Application No. 65/2021 for a rural worker's dwelling at Lot 9 DP 752472 Hunter Road Ellerston pending the submission of amended plans showing an increased building setback from the public road to address potential dust impacts and confirmation of the location of the site in relation to the Ellerston polo fields.

On 25 August 2021, an amended development application was submitted to Council. The plans show an increase in the dwelling setback from the front property boundary from 10m to 30m.

The amended application was considered by the Development and Environmental Services Committee at its meeting held on 14 September 2021. The Committee unanimously supported the recommendation to approve Development Application No. 65/2021 for a rural worker's dwelling at Lot 9 DP 752472 Hunter Road, Ellerston, subject to conditions of consent. Subsequent to the committee meeting, the applicant's planning consultant advised that the

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plans submitted with the development application are incorrect. A survey of the site has identified that the cadastral mapping on the NSW Government's Spatial Information Exchange, on which the plans were based, is inaccurate with the proposed development straddling the common boundary between Lots 9 and 16 DP 752472 and not being wholly contained within Lot 9 as originally thought. Furthermore, the proposed dwelling site is 20 metres from the boundary of the road reserve and 40.9 metres from the road formation whereas the amended plans submitted to the Development & Environmental Services Committee showed the dwelling 30 metres from the property boundary.

Due to these discrepancies, Council, at its meeting held on 27 September 2021, resolved to defer the application to allow the applicant to amend the application and to provide the Development and Environmental Services Committee with an opportunity to consider the amended plans and revised building setback.

REPORT/PROPOSAL

The site is located approximately 50km east of Scone, and approximately 5km from the intersection of Hunter Road and Pages Creek Road (4.4km east of the closest polo field). The development application proposes to erect a 17.4m x 10.2m x approx. 4.5m high rural workers dwelling with an attached 6m x 8.09m x approx. 2m high carport/storage. Direct access to the site is available from an unsealed public road (Hunter Road) via an existing driveway (refer to plans in Attachment 3).

The development application does not satisfy the Upper Hunter Development Control Plan 2015 in relation to the minimum dwelling setback requirement of 100m from an unsealed public road in the RU1 Primary Production Zone. The purpose of this control is to minimise the impact of traffic generated dust on the dwelling occupants. It also requires a 30m side/rear setback. The amended development application proposes a front setback of 20m from the road reserve of Hunter Road (and 40.9 metres from the road formation) to satisfy the Council's earlier resolution. The proposed setback is considered to be adequate given the low traffic volumes on this section of Hunter Road and the fact that vehicles will be travelling at slower speeds due to a bend in the road, thus generating less dust. With the increased building setback of 40.9 metres from the road formation, sealing of the road is not required.

As the proposed development straddles the boundary between two separate lots, a condition of consent is recommended requiring Lots 9 and 16 to be consolidated prior to the issue of an Occupation Certificate.

A detailed planning assessment report is provided in Attachment 2.

CONCLUSION

The application has been assessed as satisfactory against Section 4.15 of the Environmental Planning and Assessment Act 1979, Upper Hunter Local Environmental Plan 2013 and the Upper Hunter Shire Development Control Plan 2015.

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 for the following reasons:

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- The proposal has been assessed as satisfactory against Section 4.15 of the Environmental Planning & Assessment Act 1979.
- The proposal is consistent with the provisions of the Upper Hunter Local Environmental Plan 2013.
- The proposal is mostly consistent with the outcomes to be achieved as set out in the Upper Hunter Development Control Plan 2015.
- The proposal is unlikely to have a significant adverse impact on the amenity of the neighbourhood.

RECOMMENDATION

That Council approve Development Application No. 65/2021 for a rural worker's dwelling at Lots 9 and 16 DP 752472 Hunter Road Ellerston subject to the conditions of consent in Attachment 1.

Moved: Cr Abbott

Seconded: Cr Watts

CARRIED

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

FOR	AGAINST
Councillor Campbell	
Councillor Fisher	
Councillor Abbott	
Councillor Watts	
Total (4)	Total (0)

DA 4/2020 – Recommended Conditions of Consent**SCHEDULE A**

This consent shall not operate until the following deferred commencement conditions have been satisfied.

1. A NSW Environment Protection Authority accredited Site Auditor must be appointed to audit reports compiled as part of the contaminated land assessment as submitted and, where necessary, may require additional reports/investigations and an appropriate program of remediation, validation and on-going management.
2. A Site Audit Statement and Site Audit Report must be provided to Council from the Site Auditor that clearly states that the site is, or can be made, suitable for the intended use as permitted under the Upper Hunter Local Environmental Plan 2013. The Site Audit Statement and Site Audit Report must include any restrictions or management requirements for the site.
3. All contaminated site reports provided to Council must exempt Council from any claim for copyright that may restrict Council's ability to provide information to the public in accordance with the Government Information (Public Access) Act 2009.

Evidence required to satisfy these conditions must be submitted to Council within 24 months of the date of this consent, or the consent will lapse in accordance with Section 95 of the Environmental Planning and Assessment Regulation 2000.

SCHEDULE B**Identification of approved plans:**

1. The development being carried out in accordance with the development application, statement of environmental effects (Brown and Krippner, Ref L2229) and the drawings referenced below, except where amended by the following conditions.

JOB REFERENCE NO	SHEET NO	REVISION No	DRAWN BY	DATE
Plan of Proposed Subdivision	-	-	Urbanco	06/11/2018

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

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

2. Prior to the issue of a Subdivision Certificate the access to Lots 101, 102 and 103 shall be constructed in accordance with Council's Rural Property Access specifications (as detailed on Council's Standard Drawing No. RPA-001 (as amended)).

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

(Reason: To ensure that appropriate access is provided to the lot.)

3. Prior to the issue of a Subdivision Certificate a notice of arrangement must be submitted to the Certifying Authority confirming electricity supply service availability to the lots. 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.)

4. Prior to the issue of a Subdivision Certificate a provisioning letter/certificate must be submitted to the Certifying Authority confirming telecommunications service availability to the lots.

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.)

5. 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.)

6. 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.

(Reason: To ensure proper management of land)

7. Prior to the issue of a Subdivision Certificate, documentary evidence shall be submitted to Council demonstrating that the recommendations of the Site Auditor, with respect to remediation, validation and site management, have been implemented and/or completed.

(Reason: To ensure proper management of land)

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

8. The development proposal is to comply with the subdivision layout identified on the drawing prepared by Urbanco titled "Subdivision Plan" and dated 6/11/18.

9. Electricity supply is to comply with either; section 4.1.3 of 'Planning for Bush Fire Protection

2006', or the requirements of Essential Energy.

(Reason: to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building.)

DA 65/2021 – Recommended Conditions of Consent (Amended DA)**Identification of approved plans:**

1. The development must be carried out in accordance with the development application, the drawings referenced below and Statement of Environmental Effects dated May 2021 (Complete Planning Solutions) except where amended by the conditions of consent.

JOB REFERENCE NO	SHEET No	REVISION No	DRAWN BY	DATE
Site Plan + General Notes	2	4	Manor	6.10.2021
Floor Plan	3	-	Manor	5.05.2021
Window Schedule	3	-	Manor	5.05.2021
Elevations	5	-	Manor	5.05.2021
Elevations	6	-	Manor	5.05.2021
3D Views	7	-	Manor	5.05.2021
3D Views	8	-	Manor	5.05.2021

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

2. 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 Certifier.

(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 Section 68 Approval:

3. Pursuant to Upper Hunter Shire Council Section 94A Development Contribution Plan 2008, a contribution of \$3,880.00 is required to be paid to Council prior to the issue of an approval under Section 68 (Part A (1)) of the Local Government Act 1993. The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of the Section 94A Development Contributions Plan.

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

4. Prior to the issue of an approval under Section 68 (Part A (1)) of the Local Government Act 1993, the plans shall be amended to increase the total volume of the associated rainwater tank(s) to a minimum of 100,000Litres.

(Reason: To ensure compliance with the Upper Hunter Development Control Plan 2015)

Conditions that must be addressed prior to commencement:

5. Where construction or excavation activity requires the disturbance of the soil surface and existing vegetation, adequate measures for erosion and sediment control shall be provided. As a minimum, control techniques are to be in accordance with The Blue Book published by Landcom provisions on Erosion and Sediment Control, or a suitable and effective alternative method.

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 Certifying Authority prior to further commencement of site works.

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

6. 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)

7. 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 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)

8. No works shall commence on site until such time as approval under Section 68 (Part A (1)) of the Local Government Act 1993 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:

9. 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;
 - (c) demolition and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm;

unless prior written approval has been obtained from Council.

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

10. 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)

Conditions which must be complied with prior to occupation of manufactured home:

11. Prior to occupation of the dwelling and the issue of any Final Inspection Letter, 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 AS4819.

(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.)

12. Prior to occupation of the dwelling and the issue of a Final Inspection Letter, the vehicle access ("all weather access") as a minimum from the existing access road to the proposed development shall be constructed in a base course comprising compacted fine crushed rock and metal material to a minimum depth of 200mm to allow all weather access by a two (2) wheel drive vehicle.

(Reason: To provided all weather vehicle access to site.)

13. The building is not to be used or occupied until a final inspection has been carried out and a Final Inspection Letter has been obtained from the Principal Certifying Authority.

(Reason: Prescribed - Statutory.)

14. Prior to occupation of the dwelling and the issue of any Final Inspection Letter for the development, evidence shall be submitted to the Principal Certifier that all items set out in Bushfire Threat Assessment Report JOB REF: 215BC_273 prepared by Statewide Bushfire Consulting Pty Ltd and dated 23/04/2021, and any relevant requirements in Planning for Bush Fire Protection 2019 have been implemented and complied with.

(Reason: To ensure appropriate bushfire protection measures are implemented to the development.)

15. Prior to occupation of the dwelling, the development shall be connected to the on-site sewage management system in accordance with the S68 approval and AS3500. In addition a current

Approval to Operate will also be required prior to the issue of any Final Inspection Letter.

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

16. Prior to occupation of the dwelling and the issue of any Final Inspection Letter for the development, evidence shall be submitted to the Principal Certifier that Lots 9 and 16 in DP752472 have been consolidated into one lot.

(Reason: To ensure the orderly development of land)

Conditions that must be complied with at all times:

17. At all times, all stormwater from the development, including all hardstandings and overflows from rainwater tanks, shall be collected and disposed of by way of properly constructed stormwater lines to an appropriately constructed discharge point located a minimum distance of 6m clear of the proposed building, any adjoining buildings, any internal driveways or vehicular parking areas.

The discharge point shall be stabilised in a manner that will prevent the erosion of adjacent soils and shall disperse stormwater in a controlled manner, with such water being retained within the subject property.

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

Infrastructure Services

SCR.10.2 **INFRASTRUCTURE SERVICES COMMITTEE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Davies - Director Infrastructure Services

RECOMMENDATION

That Council:

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 12 October 2021.
2. a. endorse the proposed project scope for the Village Reticulation Scheme, with 'opt-in' rural water supply (tank-fill) connections available to;
 - Blandford – Area A and Area H
 - Wingen – Area A
 - Parkville – Area A and Area B
- b. endorse the proposed project budget methodology which includes;
 - an upfront cost to Council of \$1.227M
 - property owner contributions of \$8,000 per connection (plus service connection costs)
 - the waiving of Section 64 'Headworks' charges
 - requirement for at least 2/3 of properties to connect to enable ongoing financial viability
 - the application of usual town water access and usage charges
- c. seek further feedback from the residents of Parkville, Wingen and Blandford on the revised proposal prior to implementation, including an indication of how many are likely to connect.

BACKGROUND

The Infrastructure Services Committee provides policy and direction, along with an update on the planned program for roads, bridges, water and sewerage work, parks and building.

REPORT/PROPOSAL

The Infrastructure Services Committee covered the following subjects:

ISC.10.1 VILLAGE RETICULATION PROJECT UPDATE

An update was provided for the Village Reticulation Project.

ISC.10.2 WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER AND SEWER

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

- Fluoridation of Water Supplies
- COVID Sewage Surveillance Program
- Merriwa STP
- Cassilis Sewerage Scheme

Infrastructure Services

ISC.10.3 *WORKS PROGRAM - INFRASTRUCTURE SERVICES*

The KPIs were reported to the Committee, with five of the 23 KPIs being off track.

ISC.10.4 *STRATEGIC AND CAPITAL WORKS UPDATE*

Strategic and Capital Works Delivery Update was reported. There are 43 projects in progress that have been reported on. Seventeen of these projects require budget or scheduling intervention.

ISC.10.5 *MR358 WILLOW TREE ROAD UPGRADE*

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

Future planned tasks will include the following:

- Remediation Earthworks (early earthworks) to continue
- ETI Workshop programmed for 7 October 2021
- PCG meeting scheduled for 18 October 2021
- Additional geotechnical investigations programmed to follow remediation earthworks
- Investigation of options for:
 - Telecommunication
 - Water resources
 - Accommodation (on site)
 - Bushfire requirements
 - Installation of a cattle grid at the quarry entrance

Emerging issues:

- Additional geotechnical investigations required for detailed design
- Stockpile site clean-up and locations
- Objects being discovered during excavations (trees/stumps and storm water drainage pipes)
- Access to and from the quarry site and stock
- Weather – rain events
- Truck availability

ISC.10.6 *ANSWERS TO COUNCILLOR QUESTIONS*

At each Infrastructure Services Committee meeting the Councillors ask questions to the Infrastructure Services Director and Managers. Some questions require further investigation and actions to be made and a report is provided back to the Committee at the next meeting. Questions are noted on the minutes and will be answered at the next month's Infrastructure Services Committee meeting.

ATTACHMENTS

- 1 [↓](#) Infrastructure Services Committee - 12 October 2021 - Minutes

**MINUTES OF THE INFRASTRUCTURE SERVICES COMMITTEE OF UPPER HUNTER SHIRE
COUNCIL HELD ON TUESDAY 12 OCTOBER 2021 IN THE COUNCIL CHAMBERS
COMMENCING AT 12.00pm**

PRESENT:

Cr Ron Campbell (Chair), Cr Maurice Collison, Cr Sue Abbott, Cr Lorna Driscoll.

APOLOGIES:

Nil

IN ATTENDANCE:

- Greg McDonald (General Manager)
- Karen Davies (Director Infrastructure Services)
- Sam Wooden (Manager Works Delivery)
- Phillip Hood (Manager Water & Sewer)
- Jeff Bush (Manager Strategic Assets)
- Grahame Wilson (Manager Strategic Projects) - Zoom
- Chris Agosto (Projects Manager)
- Gavin-Newton Smith (Asset Engineer)
- Nilakshi Fernando (Engineer Water & Sewer)
- Natalie Collins (Infrastructure Services Support Officer)
- Kayla Barry (Administration – Works Delivery)

DECLARATIONS OF INTEREST:

Cr Abbott declared an ongoing non-pecuniary and non-significant conflict of interest for the reason that she is a Moobi Village landholder and her husband is one of the community advocates seeking information on water connection to Moobi. Cr Abbott advised that she would remain in the meeting but not contribute to discussion or take part in decision making.

PUBLIC PARTICIPATION:

Nil

ISC.10.1 *VILLAGE RETICULATION PROJECT UPDATE*

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Phillip Hood - Manager Water & Sewer

RESOLVED that the Committee receive the report and note the recommendation:

1. Endorse the proposed project scope, with 'opt-in' rural water supply (tank-fill) connections available to;
 - Blandford – Area A and Area H
 - Wingen – Area A
 - Parkville – Area A and Area B
2. Endorse the proposed project budget methodology which includes;
 - an upfront cost to Council of \$1.227M
 - property owner contributions of \$8,000 per connection (plus service connection costs)
 - the waiving of Section 64 'Headworks' charges
 - requirement for at least 2/3 of properties to connect to enable ongoing financial viability
 - the application of usual town water access and usage charges
3. Seek further feedback from the residents of Parkville, Wingen and Blandford on the revised proposal prior to implementation, including an indication of how many are likely to connect

Moved: S Abbott Seconded: L Driscoll CARRIED UNANIMOUSLY

ISC.10.2 *WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER AND SEWER*

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Phillip Hood - Manager Water & Sewer

RESOLVED that the Committee receive the report and note the information.

Moved: M Collison Seconded: L Driscoll CARRIED UNANIMOUSLY

ISC.10.3 *WORKS PROGRAM - INFRASTRUCTURE SERVICES*

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Sam Wooden - Manager Works Delivery

RESOLVED that the Committee receive the report and note the information.

Moved: L Driscoll Seconded: S Abbott CARRIED UNANIMOUSLY

ISC.10.4 STRATEGIC AND CAPITAL WORKS UPDATE**RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Karen Davies - Director Infrastructure Services

RESOLVED that the Committee receive the report and note the information.

Moved: M Collison

Seconded: L Driscoll

CARRIED UNANIMOUSLY

ISC.10.5 MR358 WILLOW TREE ROAD UPGRADE**RESPONSIBLE OFFICER:** Karen Davies - Director Infrastructure Services**AUTHOR:** Gavin Newton-Smith - Asset Engineer

RESOLVED that the Committee receive the report and note the information.

Moved: L Driscoll

Seconded: R Campbell

CARRIED UNANIMOUSLY

ISC.10.6 ANSWERS TO COUNCILLOR QUESTIONS**RESPONSIBLE OFFICER:** Karen Davies - Director Infrastructure Services**AUTHOR:** Natalie Collins - Infrastructure Support Officer

RESOLVED that the Committee receive the report and note the information.

Moved: R Campbell

Seconded: L Driscoll

CARRIED UNANIMOUSLY

Councillor Questions

Questions taken on Notice will be answered in the November 2021 Infrastructure Services Committee Agenda.

Cr Campbell

1. NOTE: On behalf of the Committee, Cr Campbell would like to acknowledge Phillip Hood on his last Infrastructure Services Committee Meeting and farewell.

2. Is the \$1,227,800 for the Village Reticulation Project still required?

Yes, these funds are still required for the project to go ahead. Part of these funds would be recuperated from contributions. The project has been placed into the long term financial plan. It is anticipated this project can be included in future budgets.

3. Has the total cost to each property owner for a connection been agreed on?

No. This is currently a proposal with estimates at this time.

4. Can contributions be paid over time?

Yes the costs can be paid over time.

5. Cr Campbell commented that it is good to see that we are providing an indication of costs upfront to property owners.

Manager Water and Sewer has indicated these are only estimates and it will need to be flexible based on the property owner uptake.

6. How much more money is being spent for the Cassilis Sewerage System?
This will be the end of the investment with Cardno.

7. Is the current issues for the Merriwa STP because we do not have a proper outlet?
This is a main concern. There is no formal easements in place and all current arrangements are based on historic arrangements, so this will need to be formalised.

8. If there was sufficient land available would this help?
It would be an advantage to Council if the land between the Merriwa STP and the river was owned by Council however this would not always assure the compliance limits will be met. An easement between the Merriwa STP and the river would be an easier option. This would all be subject to the EPA licence requirements that are subject to investigation at this time. Any solutions made prior to the licence requirements being finalised could result in further breaches which is a financial burden we could have avoided.

9. When will the report from the EPA be available, could we request this report?
There is no fixed time for the report to be provided and it will be provided by the EPA when they are ready.

10. Are we still running on schedule for the Grading and Resheeting Program?
The wet weather is impacting on the schedules which are starting to fall behind.

11. Are the same number of graders working pending the weather?
Yes, there are 2 graders in Scone and 2 in Merriwa. We currently have 2 graders undertaking Capital Works.

12. Is gravel patching still being completed?
Yes, we are continuing to undertake spot patching.

13. The Merriwa Driver Reviver, when is the completion expected for this project?
We are waiting on installation on the wall to be built between the storage and the main area, however it is currently operational.

14. Have the BBQ's been installed?
These have been installed, located under the awning.

15. In regards to the Cassilis Revitalisation Project, can you please provide an update for this project?
The toilets have not been completed yet. The date for completion will be taken on notice.

16. Ollerton Drive to Sophia Creek, is there more excavations to occur to widen the road?
Only the clearing of vegetation has occurred in this area. No work has been started to widen the road at this time.

17. Can you please provide an update for th Merriwa Racecourse Project and the water concerns?
There has been an additional tank supplied to the Racecourse for use on event days and discussions are continuing.

18. Is there any further progress with the Moobi High Pressure Zone/Water Supply investigation?
No further progress has been made at this time. Prior to this project being viable, modifications need to be made to the Moobi Road reservoir to ensure the water quality is of high standard.

19. Will this increase the pressure from the Moobi Road reservoir?
If a booster pump station is built this would increase the water pressure. From a water quality perspective in the latest water risk assessment the modifications to the reservoir need to be completed to improve the water quality first which will be undertaken in the current Tender with Mullane.

20. Are the upgrades to the Merriwa Depot now complete?
Yes, we are only waiting on the data connection to be completed.

21. What is the progress for the lighting at Vennacher Street?
Quotes have been obtained. Advice from the local power supplier is that it may not be viable for that area as solar will have its limitations.

22. Will the solar lighting for the Venncher Street crossing be bright enough?
This has been taken on notice to be investigated further.

23. How is the progress with the Maintenance Program going for the Merriwa Pool? And will the proposed open dates go ahead?

The items have been ordered and we are awaiting delivery. They can still manually dose at this time so the pools can open as proposed.

24. Can we have an updated on the project for 133 Kelly Street?

This project is progressing well with many tasks underway. Stormwater is also ready to be connected.

25. What is programmed for Buccleugh Street, Cassilis?

Buccleugh Street, Cassilis is included on the report as it was an item carried over from the previous year. This was to build bus shelters and these are fully completed.

26. Is the equipment adequate for the works to be carried out on the Coulsons Creek Road?

Yes all equipment being used is adequate. There was 5 trucks on site last Friday. Approximately 1200 cubic metres of material was moved on that day. We will have a better indication of how much material is still to be removed next month.

27. Can the material that is being removed from Coulsons Creek Road be re-used?

It is unlikely the material being removed will be able to be used again as it would not be compliant and would not be suitable.

28. Can the original pavement underneath be used?

No, as the quality of the pavement would not be the best quality. The profile of the cut face shows there is a layer of clay with layers of pavement. Further along the site the materials start to change to essentially top soil with ballast rock through it.

29. Can the drainage issues be dealt with on all roads in general?

This is completed pending staff availability and with balance of the program. Wet weather does impact on this being completed at the time of grading as well as the requirement of different equipment needing to be used.

30. NOTE: Cr Ron Campbell thanks the Manager Works Delivery for providing details of how much gravel is used on each road.

31. Can Vinnegaroy Road be programmed in again for potholes as it has deteriorated since the last patching?

This can be scheduled for another inspection.

32. The road outside of Nutrien in Merriwa and CRT is breaking up.

This has been noted. The Merriwa Works Co-ordinator will schedule this.

33. Can I suggest that if an answer is dealt with at the meeting that it not be duplicated into the next meeting Agenda?

This has been discussed on previous occasions. It has been decided that all questions and answers and recorded to ensure all answers are captured.

Cr Maurice Collison

1. Is there a requirement for the level of interest of the Community to be two thirds before the Village Reticulation Project goes ahead?

We will need to conduct further Community Consultation if this is an option they would like to consider. If there is not enough level of interest the project itself would not be viable to continue.

2. If there is not enough interest in the Village Reticulation Project for other areas, would you consider moving this project to Middlebrook area?

Yes, this can be considered.

3. How will we manage the maintenance/grading requirements for Yarrandi Road?

We will need to monitor some roads. Yarrandi Road has been over-serviced with three services completed in the past year. We will need to assess the quality of gravel that is being used for the road.

4. Is there an opening scheduled for the Rosedale Complex pending COVID Requirements?

A date is to be determined with consultation with Barnaby Joyce.

5. NOTE: there is a lot of positive feedback from the Moobi Road Footpath project. Well Done.

Minutes of the Infrastructure Services Committee of the Upper Hunter Shire Council held on Tuesday 12 October 2021

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6. Can we compare the Mayor's hybrid vehicle and its use, to similar vehicles to identify its benefits?
This can be investigated.
7. Have site inspections been completed for the building next to the Scone Admin Office?
Inspections can be arranged.
8. Are we putting a drain in place for Muffett and Sherwood Street?
We are awaiting grant funds for this work.
9. NOTE: CRM's – Councillors CC'd into the CRM request – This is the best way for a response to be able to be provided to community members.
10. Did we follow up the concerns with our After Hours contractor when calls were left waiting?
We have followed this through, there was a number of calls to that contractor on that occasion and there was a wait time of up to 3 minutes. We are currently investigating other options for our After Hours procedures.

Cr Sue Abbott

1. Can you provide some information in regards to the Merriwa STP non-performances?
It is likely more conditions will be placed onto our licence requirements and we would be obliged to meet those requirements. However a final response from the EPA has not been provided to Council.
2. In regards to our KPI for Footpaths and Cycleway, what is being done to monitor these?
An annual inspection is completed and any defects are scheduled into our program.
3. Can Orthes Road, Scone be made a 'Through Road'?
Previous Community Consultation had requested this not to be developed. We can review this and request Community Feedback. There is safety aspects for that area of the road being in a flood prone area. Community Consultation in the form of a letter drop will be conducted and will be reported back to the Committee at the next meeting of the result.
4. Are we still looking into the electric vehicles when it comes to the Fleet Management?
We are always investigating this as an option. There is not a lot of options on the market for heavy vehicles due to longevity and working requirements. We have looked at alternatives such as bio fuels and smaller vehicles. We have purchased a small electric vehicle for the saleyards which is currently in use. It was advised that the technology for electric heavy vehicles is not available at this stage but overtime the technology will continue to be developed and improved.
5. NOTE: Appreciation that the electric fleet option has been taken into consideration.
6. Has any trees been planted at the Cemetery?
There has been no planting at the Cemetery, however they have been ordered.
7. Do we know when these are likely to arrive?
This will need to be checked, as trees are arriving, however they may not be for the Cemetery.
8. Has planting of trees in general been started?
Yes. The tree planting program is a replacement program and it is underway.
9. Is the Community Garden included in the CAPEX report because it is being completed?
There has been funding applied for to complete this project.
10. Can I have an update for the power purchase?
This has taken on notice.
11. What can be done with old Council papers?
These can be brought into the office for correct disposal.

Cr Lorna Driscoll

1. Can MacQueen Street in Aberdeen near the railway line be inspected as the pavement is breaking up?
Inspection will be scheduled.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1.27PM

Corporate Services

SCR.10.3

CORPORATE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RECOMMENDATION

That Council:

1. adopt the minutes of the Corporate Services Committee meeting held on 15 October 2021; and
2. adopt the requested budget variations as detailed in the budget review (summary attached).

BACKGROUND

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

REPORT/PROPOSAL

A meeting of the Corporate Services Committee was held on Friday, 15 October 2021. The minutes of the meeting are attached. The following reports were considered:

CORP.10.1 Financial Summary & Investment Report

A monthly Financial Summary including details and levels of investments is provided for Council's information. A statement from the Responsible Accounting Officer is included, advising that the projected financial position as at 30 September 2021 is satisfactory.

The Financial Summary Reports provide an overview of the net costs of services of Council. These net costs are reported by fund and by function, incorporating details of requested and approved variations.

The Cash and Investment Report provides a bank reconciliation of cash and details of Council's investments and rates of return. Details of average returns are shown against the average benchmarks of the BBSW 90-day cash rate.

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

CORP.10.2 Operational Report

The budget review provides a detailed view of the budget year to date, with proposed variations and previously approved variations to the original budget together with the effect of those variations on the revised end of year position, by both fund and activity.

The comments by managers/budget holders provide details of any variances and proposed votes.



Corporate Services

The operational and performances reports provide details on performance indicators and progress for the month and year to date, for each function/activity.

The capital works review provides details of the source and application of funds for the capital works program as detailed in the budget review and operational report to the Infrastructure Services Committee, each month. It provides details of whether or not Council's Capital Works Program is on track.

CORP.10.3 Contractors & Expenses Report

The Contractors Listing provides details of any contracts Council has entered into for the period which exceed the value of \$50,000 in accordance with Office of Local Government requirements.

The Consultants, Legal and other Expenses Report will show expenditure year to date for consultancies and legal services.

CORP.10.4 Scone Airport Project Update

This report provides information to assist the Committee to understand the current status of the project, what work has recently been completed, and the work that is forecast for the next three months, plus the revised forecast for the end of the project.

CORP.10.4 Councillor Questions

Questions raised throughout the meeting on Friday, 17 September 2021 were either answered or taken on notice.

ATTACHMENTS

- [1](#) Corporate Services Committee - 15 October 2021 - Minutes
- [2](#) Budget Variation Requests - September 2021

**MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL
HELD ON FRIDAY 15 OCTOBER 2021 IN THE COUNCIL CHAMBERS COMMENCING AT 8.30am**

PRESENT:

Mayor Maurice Collison (Chair), Cr James Burns, Cr Ron Campbell, Cr Lee Watts and Cr Kiwa Fisher.

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

Nil.

APOLOGIES:

Nil.

IN ATTENDANCE:

Greg McDonald (General Manager), Kristian Enevoldson (Director Corporate Services), Mathew Pringle (Director Environmental & Community Services), Karen Davies (Director Infrastructure Services), Wayne Phelps (Manager Finance), Chris Agosto (Project Manager) and Karen Boland (Governance & Executive Support Officer).

PUBLIC PARTICIPATION:

Nil.

DISCLOSURES OF INTEREST:

Nil.

CORP.10.1

FINANCIAL SUMMARY & INVESTMENT REPORT

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED

That the Committee:

1. **note the Fund and Function Summary Report;**
2. **note the Cash and Investment Report;**
3. **note the Responsible Accounting Officer's Statement on the Investments;**
4. **note the Capital Works Expenditure Report; and**
5. **adopt the proposed budget variations.**

Moved: K Fisher

Seconded: J Burns

CARRIED UNANIMOUSLY

Councillor Questions

Cr Campbell enquired with regard to the issue of staff retention at Gummun Place (such as Registered Nurses) and the need for engagement of contractors at higher rates than normal wage rates, would Council consider paying more to secure staff in place of paying contractors?

Response: Director Environment & Community Services advised Council has engaged contractors as they have been unsuccessful in recruiting critical positions such as a registered nurse. Council is considering all options in the recruitment process.

Cr Watts enquired what was the rework required along MR62 - Bunnan Road?

Response: Director Infrastructure Services advised this was shoulder widening work on MR62 that was completed by a contractor but was not completed to the standard required. There was no cost to Council for the rework.

Cr Campbell enquired what is causing the delay in delivering Capital Works projects?

Response: Manager Finance advised that there were many factors that have caused delays such as inclement weather, staff and contractor availability. There is also the possibility that with Council going into caretaker mode due to local elections this will add to delay in awarding contracts. He further advised that meetings are currently being held at senior management level to review the capital works program monthly. From these initial meetings it is expected that the original Capital Works budget of \$64 million will be extremely difficult to achieve due to a number of delays. Request votes / surrender are likely to be proposed over the next couple of months to provide a revised capital works program expectation.

Mayor Collison enquired if there was any update on the upcoming local government elections?

Response: General Manager advised with regard to elections to be held in December, there is a possible modification to the act which is being reviewed currently by state government. One being the deferral of elections and the other is consideration to change from a fixed polling booth election to postal vote. More information will be forwarded as it comes to hand.

Cr Watts wanted to pass on appreciation from Aberdeen children for the air conditioner installed at the Aberdeen Community Hall.

Cr Campbell enquired whether there has been any increase in non-payment of rates over the last 12 months?

Response: Taken on notice

Cr Burns enquired what is the plan for the possibility of ongoing Covid pain?

Response: Manager Finance advised in relation to the KPIs, Covid pain is mostly related to restrictions and lockdowns. Once restrictions are lifted we will see an increase in utilisation rates in Council services and revenue through camping & caravans etc. which should improve the KPIs by the end of the year.

CORP.10.2

OPERATIONAL REPORT

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED

That the Committee:

- 1. note the comments on the budget review by the managers/budget holders;**
- 2. adopt the requested variations as detailed in the budget review;**
- 3. note the Capital Budget Review by the managers/budget holders;**
- 4. note the comments on the Capital Budget Review by the managers/budget holders.**

Moved: J Burns

Seconded: R Campbell

CARRIED UNANIMOUSLY

Councillor Questions

Cr Campbell enquired whether Council pays for the training for Service NSW?

Response: Manager Finance advised Council are reimbursed by Service NSW for training and labour.

Cr Burns enquired why HR costs of \$20k for WHS are redistributed across other departments of the organisation?

Response: Manager Finance advised the additional costs were Covid related and were redistributed to the departments as these duties are inherent across all of Council's services.

Cr Campbell enquired with regard to the gravel, where does it come from?

Response: Manager Finance advised that Council is securing gravel from a number of supplies from areas outside the shire including Willow Tree and Ulan etc.

Mayor Collison enquired when will the RV Park be open?

Response: Director Corporate Services advised a survey plan has been received and is with the lawyers to be gazetted.

Cr Campbell enquired whether the Saleyards user fees matter had been resolved?

Response: Manager Finance advised the matter had been resolved. Director Corporate Services further advised that Council had received a submission through the DPOP process and the fees were reviewed and amended accordingly.

Cr Watts enquired if the cattle numbers were on target as there has been no increase in the last 4 months?

Response: Manager Finance advised the cattle numbers will struggle to meet target by year end. Director Corporate Services further advised that the general fund is not affected by the ongoing losses as these are coming out of the Saleyards reserve which will be repaid by the business.

Cr Campbell enquired whether a breakdown of the Merriwa / Cassilis landfill operations budget of \$264,000 could be provided?

Response: Taken on notice

Cr Burns enquired whether the Waste Transfer Station at Scone had started allowing small vehicles to use it as a weighbridge?

Response: Director Environmental and Customer Services advise that this service had not yet started with the question taken on notice to seek clarity on expected availability timeframe for the service. Manager Finance advised that Council currently has the service in its fees and charges for 2021/2022.

Cr Campbell requested an update on the Vennacher Street lighting issue?

Response: Director Infrastructure Services advised this question was also asked in the Infrastructure Services Committee meeting and was taken on notice to provide an answer.

Cr Burns enquired whether the role of the Heritage Advisor goes out to tender?

Response: Director Environment & Community Services advised that the Heritage Advisor does go to tender every few years and is currently due for the tender process to commence again.

Cr Campbell enquired why is the Merriwa pool not open until 19 October 2021?

Response: Director Infrastructure Services advised there was an issue with the main pool which had delayed the opening of the pool. The community was made aware of the delay via Council's website and social media. The pool is scheduled to open on 19 October 2021.

Cr Watts enquired as to why maintenance of the pools, such as painting was not done during winter and when was the main pool pump checked before the opening of the pool?

Response: Manager Finance advised that the pools were inspected and the painting of the pools were not required and therefore not completed. Director Infrastructure Services further advised that the pumps were checked before the pools were opened and were working effectively however the week prior to opening the Merriwa pump failed.

Cr Watts asked if there is a crack in the Scone pool?

Response: Director Infrastructure Services advised remedial works on cracks were completed during maintenance.

Cr Burns enquired whether Council had received any early numbers on activity at the pools since the opening?

Response: Taken on notice

Mayor Collison enquired how the early bird ticket sales for the Warbirds Over Scone Airshow were going?

Response: General Manager advised that he had only just received an email of the preliminary figures today and information has subsequently been sent to the Councillors.

CORP.10.3

CONTRACTORS & EXPENSES REPORT

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED

That the Committee:

- 1. Note the Contractors Listing for the period;**
- 2. Note the Consultancy and Legal Expenses report for the period.**

Moved: L Watts

Seconded: J Burns

CARRIED UNANIMOUSLY

CORP.10.4

SCONE AIRPORT PROJECT UPDATE

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Chris Agosto - Project Manager

RESOLVED

That Council receive the report and note the information.

Moved: J Burns

Seconded: R Campbell

CARRIED UNANIMOUSLY

Councillor Questions

Cr Burns enquired if there is opportunity for fitout of the Hunter Warbird audio visual and attraction items before the building contractor Kingston have finished construction?

Response: Project Manager advised this was not possible due to the flooring epoxy requiring time to cure.

Cr Watts enquired how the timeframe of the project was progressing with regards to holding the Warbirds Over Scone event given the delays experienced?

Response: Project Manager advised we are still on track.

Mayor Collison requested clarification as to how many engineering companies were involved in the re-design works?

Response: Project Manager advised that Kingston had three levels of design review, two of which were independent.

CORP.10.5**RESPONSES TO PREVIOUS QUESTIONS**

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

RECOMMENDATION

For notation only.

Councillor Questions

Cr Burns enquired whether Council could build dams?

Response: General Manager advised with approvals yes we can however it is out of our budget.

Mayor Collison reminded all that when speaking could they please do so through the chair. Also, he requested that those in attendance at the meeting please refrain from using mobile phones.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.25am

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 30 SEPTEMBER 2021**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
GENERAL FUND					
Communication	Operating Expenditure	Administration Costs		2,229	Reallocated budget to acquire designer computer
Communication	Capital Expenditure	Designer Computer	2,229		Reallocated budget from Administration Costs
Human Resources	Operating Expenditure	Administration Costs	20,000		Reallocated budget to fund HR Officers Role
Human Resources	Operating Expenditure	Trainee Costs		20,000	Reallocated budget from Trainee costs to fund HR Officers Role
Infrastructure Support	Non-Operating Revenue	Key Audit RA		3,264	Funds transferred from RA for New Key acquisitions
Infrastructure Support	Capital Expenditure	Implementation New Key System	3,264		Acquired additional keys for new system
Childrens Services - OOSH	Operating Revenue	Childcare Subsidy		7,679	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Revenue	Other Income		79,727	Finalisation of SOOSH activities completed in July including sale of small furniture & equipment and Building
Childrens Services - OOSH	Operating Revenue	User Fees & Charges		1,497	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Non-Operating Revenue	SOOSH RA	2,366		Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	Administration Costs	167		Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	After School Hours Care Expenses		4,120	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	Before School Care Expenses		2,393	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	Building Maintenance		699	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	General Expenses		433	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	Oosh Shared Expenses		670	Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	Utilities	681		Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Operating Expenditure	Vacation Care Expenses	7,386		Finalisation of SOOSH activities completed in July
Childrens Services - OOSH	Non-Operating Expenditure	SOOSH RA	86,618		Finalisation of SOOSH activities completed in July
Childrens Services - FDC	Operating Revenue	Grants		10,000	Additional sustainability funding received for the 2021/22 year
Childrens Services - FDC	Non-Operating Revenue	Family Day Care RA	10,000		Funds transferred to RA balance
Childrens Services - Youth Serv	Non-Operating Revenue	Youth Services CASP RA		3,000	Unexpended Grant for 2020/21 transferred for expenditure
Childrens Services - Youth Serv	Operating Expenditure	Country Arts Support Program	3,000		Finalisation of CASP project for 2020/21
Economic Promotion	Operating Revenue	Grants		50,000	New funding approved for MAGIC project at Murrurundi
Economic Promotion	Operating Expenditure	Mdi Art Gallery & Indigenous Centre	50,000		Business case funding received for MAGIC project
Real Estate	Operating Revenue	Land Development Revenue		95,000	Process from sale of Airport Land development lot
Real Estate	Operating Revenue	Other Income		5,000	Exclusivity fee received for land development project
Real Estate	Non-Operating Expenditure	Land Development RA	100,000		Funds transferred to RA balance
Town Planning	Operating Revenue	Statutory Fees & Charges		20,000	Increased revenue from Development Applications & s10.7 Certificates
Town Planning	Operating Expenditure	Planning	20,000		increase to planning costs for engagement of planning consultants
Community Centres & Halls	Non-Operating Revenue	Public Halls RA		2,482	Transfer funding from RA
Community Centres & Halls	Capital Expenditure	Aberdeen Hall Upgrade	2,482		Acquisition of air conditioner at the Hall
Other Sport & Recreation	Operating Revenue	Contributions		10,000	Contribution received towards future sporting/recreation projects
Other Sport & Recreation	Operating Revenue	Grants		10,000	New funding received from Active Aust Innovation Challenge 2021
Other Sport & Recreation	Non-Operating Expenditure	Childrens Sport promotion RA	20,000		Additional funds transferred to RA for future allocation
Footpaths & Cycleways	Operating Revenue	Grants		400,000	New Funding approved for Merriwa Footpath extension
Footpaths & Cycleways	Capital Expenditure	Merriwa Footpath Extension	400,000		Merriwa Footpath extension project to be completed over 2021/22 and 2022/23 years
Transport Ancillaries	Operating Revenue	Contributions		1,400	Additional s.94 contribution received
Transport Ancillaries	Non-Operating Expenditure	s.94 Transport Infrastructure	1,400		s94 Contribution transferred to RA

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 30 SEPTEMBER 2021**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
WATER SUPPLY					
NIL					
SEWERAGE SERVICES					
Merriwa Sewerage	Operating Expenditure	Sewer Treatment	20,000		Additional funds required for staffing costs
Merriwa Sewerage	Non-Operating Expenditure	Merriwa Sewerage Balance RA		20,000	Funds transfer for additional treatment costs
		Total Variations	749,593	749,593	
		Net Variation to Operating Result		-	
Abbreviation notes					
RA = Restricted Assets					
R2R = Roads to Recovery					
STM = Scone to Murrurundi					
WA = Water Augmentation					

Corporate Services

COMMITTEE/DELEGATES REPORTS

C.10.1 **WHITE PARK MANAGEMENT & DEVELOPMENT COMMITTEE**

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Taylah King - Administration Officer - Business Services

RECOMMENDATION

That Council:

1. adopt the minutes of the White Park Management and Development Committee meeting held on 6 October 2021; and
2. approve the construction of an elevated walkway in the campdraft arena, with works to start as soon as possible.

BACKGROUND

The White Park Management & Development Committee is an advisory committee of Council. The Committee comprises representatives of the various users of the White Park facility. The aim of the Committee is to make recommendations to Council on the management and future development of White Park.

REPORT/PROPOSAL

Minutes for the last Committee meeting held on 6 October 2021 are attached to this report for review and adoption by Council.

White Park Management and Development Committee meeting held on 1 September 2021

In this meeting the following key items were discussed:

- PA System refresher training and abilities of system
- Power supply upgrade to facility
- Review & updating of Action Sheet
- Camp draft walkway (catwalk)

General business covered ongoing drainage issues and suggestions to resolve the issue. Comment was made regarding the movement of the retaining wall surrounding the ramp at the Western end of the arena. The need for a catwalk adjoining the draft lane leading to the campdraft area was discussed. Without this in place it is not possible to operate the lane in a safe manner. The catwalk will enable one worker to safely draft and supply cattle to the camp area.

A suggestion to place signs at each tap at the facility for users to acknowledge the surrounding services. The committee agreed to hold the meeting on the first Wednesday of each month.

ATTACHMENTS

- 1 [↓](#) White Park Management & Development Committee - 6 October 2021 - Minutes
- 2 [↓](#) Quote White Park Walkway

**MINUTES OF THE WHITE PARK MANAGEMENT &
DEVELOPMENT COMMITTEE MEETING – WEDNESDAY
6 OCTOBER 2021 - 5.00pm**



PRESENT: Cr Lee Watts (Chair)
Cr Kiwa Fisher
Christine Brooker (Hunter Branch of ASHS)
Susan Bettington (Scone Show Jumping)
Julee Gilmore (Scone Dressage Association)
Jade Smith (Scone Campdraft & Rodeo Association)
Jay Gordon (ARCHA)
Darryn Wicks (Community Member)

IN ATTENDANCE: Brett Peel (White Park Supervisor)
Karen Boland (Governance and Executive Support Officer (Zoom))
David O'Brien (Information Services Manager)
Glen Coombs (Information Services Officer)
Tam Nguyen (Project Manager)
Grahame Wilson (Manager Strategic Projects)
Taylah King (Business Services Administration Officer) (Minutes)
Kristian Enevoldson (Director Corporate Services)

1. APOLOGIES

RESOLVED that the apologies received from Lynda MacCallum (National Cutting Horse Association) be accepted.

Moved: Cr K Fisher Seconded: Cr L Watts CARRIED UNANIMOUSLY

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

RESOLVED that the minutes of the White Park Management & Development Committee Meeting held on 1 September 2021, as circulated, be taken as read and confirmed as a correct record.

Moved: K Fisher Seconded: L Watts CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. AGENDA ITEMS

5.1 PA System refresher training and abilities of system

Information Services Manager and Information Services Officer explained to the Committee the correct use of the PA System making points that any problems should be reported to Council in writing ASAP therefore action can be taken to resolve. Also noted that there is an instruction manual in the cabinet which explains the system. Prior to the event, the hirer will be given a key to access the cabinet and Manager Information Services explained that the cabinet should be remained closed and locked during the whole period of the hire.

This is Page 1 of 3 of Minutes of the **White Park Management & Development Committee** meeting of the Upper Hunter Shire Council held on 6 October 2021.

J Smith asked about the use of the microphone as well as playing music at the same time. Information Services Manager explained that this is possible, that the music will fade in the background whilst the microphone volume remains.

Cr Watts suggested that if the PA System is required for an event, the hirer can contact Council with any questions or concerns prior.

Information Services Officer explained that the speakers are designed for announcements and are not concert grade quality.

J Smith explained that when there is a heavy downfall of rain, water falls straight onto the top of the cabinet. Information Services Manager confirms that the cabinet is waterproof as well as being assured by the installer that temperature should not affect the performance of the system.

Information Services Manager suggested the use of Bluetooth is discouraged due to the range being quite small and causes disruptions. Information Services Officer explained that a USB is not able to be used with the System, the audio must be on a device. Information Services representatives explained that if any help is needed for the use of the system, to allow an appropriate time period for their assistance.

5.2 Power supply upgrade to facility

Manager Strategic Projects, Grahame Wilson was invited to speak to the Committee in relation to the power supply upgrade to White Park to discuss the power upgrade.

Grahame Wilson introduced Tam Nguyen, Council's project manager coordinating the design for the electrical upgrade, and distributed the masterplan document and a plan showing the lots that made up White Park. He explained that the upgrade has been sized at 800 Amps to be adequate to meet the requirements of the White Park Masterplan.

It was explained that the electricity rules required the electricity should only supply one lot of land. The current white park facility is spread across three lots. While the White Park Masterplan has indicated land use across 5 lots including a section of road at the end of Guernsey Street, it was explained that initially a consolidation of the three main lots currently in use would occur due to the complexity of the process. The other lot consolidations would occur at a future time.

It is planned the concept design will occur before Christmas with delivery next year. The changeover from the existing system will occur outside event times and hence there would be no inconvenience to users.

J Gilmore asked Manager Strategic Projects what 800amps would be able to run. It was confirmed that it would power all items identified in the masterplan.

Cr K Fisher asked about the Solar Panels on the roof of the Undercover Arena which Manager Strategic Projects noted that it is not part of the electrical upgrade. It was indicated that Council is continuously looking for grants for this work.

6. ACTION SHEET - Updated

7. CORRESPONDENCE

- Quote received from Sycolah regarding the Catwalk at the Campdraft Arena.
- Quote received from Muswellbrook Steel regarding panels for Cattle Yards at the Campdraft Arena.

This is Page 2 of 3 of Minutes of the *White Park Management & Development Committee* meeting of the Upper Hunter Shire Council held on 6 October 2021.

8. GENERAL BUSINESS

J Smith raised the ongoing drainage issue as sand is covering the ramp. It was suggested that the concrete be removed and replaced with sand. White Park Supervisor has taken this on notice and will investigate costs to remove.

D Wicks raised the concerns of the retaining walls lining the ramp are moving already which he has already brought to the attention of Manager Works Delivery, S Wooden.

J Smith suggested that signs be place at each tap around White Park to notify users to be cautious of the area.

C Brooker suggested to hold White Park Management Committee meetings on the first Wednesday of each month and the Committee agreed unanimously.

RECOMMEND Council approve quote from Sycolah and request for works to start ASAP with the funding source to be later determined.

Moved: J Smith

Seconded: L Watts

CARRIED UNANIMOUSLY

9. NEXT MEETING

Wednesday, 3 November 2021

The meeting was declared closed at 17:47.



Sycolah Fabrication and Electrical Pty Ltd

ABN 77 122 110 301

Scott Burns
Electrician

5 October 2021

Upper Hunter Shire Council
Att: Brett Peel
E: bpeel@upperhunter.nsw.gov.au

Quote: Walkway Campdraft Arena White Park

Supply, fabricate, galvanise and install walkway the length of camp with 900mm handrail on one side with steps at one end. (Handrail to be gal and welds zined)

Price: \$ 9,578.00 + GST

Please note that this quote is only valid for 30 days as steel prices are increasing.

We have allowed for the following:

- Supervision
- Public liability
- Workers Compensation & Contract Works Insurance
- Work Health & Safety as per Work Cover requirements
- All materials supplied.

We thank you for allowing us to quote.

Kind regards,
Sycolah Fabrication & Electrical Pty Ltd

Angus Burns
M) 0448 954 725
E) gusburns83@gmail.com

F229

PO Box 598
Scone NSW 2337
ABN: 77 122 110 301
M: 0418 862 814
E: Sycolah@gmail.com

Corporate Services

C.10.2

UPPER HUNTER YOUTH COUNCIL

RESPONSIBLE OFFICER: Kerri Cone - Manager Community Services

AUTHOR: Mary Spora - Youth Services Supervisor

RECOMMENDATION

That Council:

1. adopt the minutes of the Upper Hunter Youth Council meeting held on 28 July 2021.
2. adopt the minutes of the Upper Hunter Youth Council meeting held on 7 September 2021.

BACKGROUND

The Upper Hunter Youth Council brings together students from primary and high schools throughout the Upper Hunter Shire. Council's Youth Services staff coordinate and support the Youth Council and assist the student delegates with administrative and logistical assistance. Youth Council students chair the meetings and take minutes with these duties rotating between the four high schools represented on the Youth Council.

The Upper Hunter Youth Council creates:

- A combined voice for young people of our shire.
- Meetings bringing together students from public, catholic and independent schools in a community based and ideas oriented environment.
- Skills development and personal growth for attendees through an expectation that all students contribute by joining in the discussion at some point during the meeting.
- A knowledge bank with students attending the meetings taking ideas and projects back to their individual schools and SRCs to implement.
- A forum for Council and other organisations to tap into the opinions of local young people.

REPORT/PROPOSAL

Two Youth Council meetings were held during term three 2021. The following matters were discussed at the meetings:

28 July 2021: Two schools attended the meeting in person at Scone Administration building while five schools attended via zoom.

- CASP (Aboriginal Art Workshop) wrap up - 9 young people attended a workshop at Scone Youth Centre during the July school holidays. Local aboriginal artist and mentor, Richie Lawton, taught the group how to make musical instruments. A didgeridoo and a set of clap stix were crafted from branches and then painted. The attendees were also taught to play the instruments. A presentation of the didgeridoo to Greg McDonald was made during which the boys played the didgeridoo, and the girls played the clap stix.
- Youth NSW Parliament – Sam Barry attended the Youth NSW Parliament in September school holidays where he and his group focused on housing affordability for youth.

Corporate Services

- Homelessness Appeal was planned as a stay at home sleep out. Youth Council invited anyone who would like to sleep out of their bed for the month of August to join them in an awareness and fundraising campaign for homelessness. People were invited to donate money or pantry items, with money to be donated to Upper Hunter Homeless Support and pantry items to local charities.

7 September 2021 - Lockdown Meeting. All schools attended via zoom. This resulted in a low number of attendees, however the students who were able to join the meeting participated in active discussion and the meeting was well run by the St Joseph's Aberdeen representatives.

- As students were not able to attend school in person on the date of RUOK Day, Youth Council will acknowledge RUOK Day during the week of 18 – 25 October. Wristbands have been purchased for all students from year 5 to 12 and will be given out by the Youth Council representatives at each school.
- RUOK presentation and discussion. The group discussed mental health, motivation, socialisation, routine, anxiety and living rurally. Each attendee discussed their own experiences during lockdown.
- Stay at home sleep out plans were altered. The original plan was to have students sleep out of their bed for the month of August and raise sponsorship money plus hold food drives through the schools.
 - Lockdown prevented the majority of these activities; however, one Youth Council member, Dylan Denley, slept outside for the whole month with a strong social media following of his progress. When all Dylan's sponsorship has been collected, a presentation will be made to Upper Hunter Homeless Support Service.
 - A number of members slept indoors in their swags for the month.
 - Some schools had a pyjama day homelessness awareness day at the end of August.
- It was decided the environmental jingle has lost momentum and the project will be shelved. Youth Council will continue to look for other methods to send positive environmental messages out into the community.
- Youth NSW Parliament has been postponed until January.

ATTACHMENTS

- [1](#) [↓](#) Upper Hunter Youth Council Meeting Minutes 7 September 2021
- [2](#) [↓](#) Upper Hunter Youth Council Meeting Minutes 28 July 2021

UHYC – Meeting Minutes – Tuesday - Upper Hunter Council Chambers		
Host:		
Agenda Item	Discussion / Activity	Actions arising
Acknowledgement of Country.	Anna Lloyd	
Schools in attendance (via zoom)	SHS, SJA, SPS, APS, SGS, SMS, BPS, MCS	
Apologies	Murrurndi	
Ice breaker	Share something you have done during lockdown and something you look forward to afterwards.	
Youth Council Challenge	Everyone contributes to the meeting	All members who participate will receive a chocolate when Vanessa can deliver them
R U ok day presentation	<p>Wristbands, posters distributed</p> <p>Animated Video: suitable for younger primary school kids</p> <p>Questions discussion among members</p> <ul style="list-style-type: none"> - Mental health - Motivation - Socialization - Routine - Anxiety - Rural <p>RUOK campaign to be run when get back to school.</p> <ul style="list-style-type: none"> - Posters, wristbands - Video - Classroom 10-minute speed dating 	<ul style="list-style-type: none"> - Youth services - UHWTAW facebook <p>Discuss on how the campaign can be implemented when we get back to school</p> <ul style="list-style-type: none"> - Speed dating - Posters - Wristbands - Video - RUOK day cards - Discussion in classrooms

	<ul style="list-style-type: none"> - Classes making posters - RUOK day presentation - available on the website - <u>recognizing when to ask if they are ok</u> 	
Sleep out wrap up	<ul style="list-style-type: none"> - Dylan, Maddi - Donations - Contact Vanessa - PJ day - SPS - MC - donations <p>Next year</p> <ul style="list-style-type: none"> - Donation baskets - Promotion of month long sleep out 	<ul style="list-style-type: none"> - Rozenna to send in a write up of SPS PJ day - Attain photos of people who slept out and a statement of what they got out of it - Participants to contact Vanessa to organize collection of donations
Environmental Jingle	<p>Lost motivation in the jingle Bin design idea - council or environmental group -possibly next year?</p>	<p>Talk about a possible environmental project for next year and talk to the council/enviro committee NEXT MEETING</p> <ul style="list-style-type: none"> - Jingle words can still be included in designs - Feedback - Ideas
School Share	<p>SHS- Footy colors day, fashions on the field, bathroom designs, Care packages SJA- Bacon and Egg brekky SPS- PJ day, Jersey day, involvement in zoom meetings to brighten up days, setting up zooms to contact friends APS- SGS- Involvement in zoom classes, break days fortnightly, care packages for year 12s SMS- PJ day, MC- Jeans for Genes day fundraiser,</p>	<p>Year 12s support -</p> <ul style="list-style-type: none"> - Video(s) for year 12s by UHYC, to be put together by Council - positive one liners that each person can send in - “Good luck on your journey” - “Try your hardest” - “You are strong” - “Hard doesn’t mean impossible” - “Good luck” - End screen - “congrats on you’re success at high school, we will miss you dearly and we’ll strive to your amazing standards. Good luck in your next journey!”

		<ul style="list-style-type: none"> - Roll out before 9th - during October Shared by school social media
Meeting Summary and to do list		<ul style="list-style-type: none"> - RUOK day roll out - Rozenna- SPS PJ day - Sleep out photos + statement - Video
Next Meeting - NEXT TERM	<ul style="list-style-type: none"> - Environmental project - RUOK day roll out if we are still not back at school or feedback - Video 	

UHYC – Meeting Minutes – Tuesday 27th July 2021- Upper Hunter Council Chambers Host: Scone High School		
Agenda Item	Discussion / Activity	Actions arising
Acknowledgement of Country.	Dylan	
Schools in attendance (face to face)	Scone High School, Scone Public School	
Schools in attendance (via zoom)	Merriwa Central School, Scone Grammar School, St Mary's, Aberdeen Public School	
Apologies	Lindy Hunt, Mary Spora, Blandford Public School	
Site Explanation and Covid Rules	Sign on sheet, sanitizer, own pen, sit with your own school	
Ice breaker	Tell us your name and something you did in the holidays	
Youth Council challenge	Everyone contributes to the meeting	At the end, everyone will receive a chocolate. Vanessa to distribute to schools for members attending on zoom.
National Leader Summit	Wrap up of how it went and how the different schools are moving forward. The young people had a successful summit. The group are working together to offer something similar towards the end of the year for young people between 17 and 24	
CASP 2021 wrap up - Albert Yuille	Indigenous elders explained some aspects of Aboriginal culture and they created a didgeridoo and clapping sticks form a piece of	Vanessa to bring the didgeridoo to the next meeting

	wood, great involvement, didgeridoo presented to council	
CASP 2022	<p>Ideas</p> <ul style="list-style-type: none"> • Environmental meaning in relation to indigenous art (like the recycling one but indigenous themed) different enviro impacts as a theme • Indigenous art workshop 	<ul style="list-style-type: none"> • Think of some different ideas for what we can do for the CASP workshop, send ideas through to Vanessa by to be discussed at next meeting
NAIDOC Wrap up - Josh Bates	<p>Many indigenous children attended NAIDOC Week celebrations at the Scone Youth Centre. At the celebration elders passed on their knowledge of different parts of the indigenous culture such as how to make spears and participate in different cultural ceremonies. The attendees learnt about the importance of fire and demonstrated how to use it safely, as well as teaching weaving. There was lots of talks and stories between the young people and their elders</p>	
Burn Bright, R U Ok Day & Colour Run - Vanessa	<p>Burn bright postponed to next holidays COVID permitting</p> <p>R U Ok, wrist bands (Bamboo) and different posters - first Thursday September - ideas for R U okay</p> <p>Color Run - sorry, cannot happen with COVID, possible try again for next year.</p>	<p>R U ok ideas</p> <p>St Mary's - activities surrounding wellbeing, how to ask someone if they are okay, a walk and talk day - little activities to encourage talking between years</p> <p>MCS - wristbands and presentation on R U OK day</p> <p>SJA - Power point and colored accessories, Colored food theme to support it</p> <p>APS - Mufty day</p> <p>SGS - similar to previous years (Mufty day?), wristbands, assembly presentation, talk in smaller groups on it as well</p>

		<p>SHS - presentation, speed dating, posters, SPS - include with wellbeing week, how to ask R U OK, ETC Vanessa will source information for the schools to assist with their activities Slide show and posters, wristbands, online resources for possible activities, cards, social meeting advertising (UHYC insta, school pages) Challenge - create a # to invoke a better response over social media - infographic to go with it with a range of sources to go to</p>
Environmental Group - Eleanor	Meg created a form to send at SJA and should have a meeting soon, try and get up and running in schools before end of year	<p>SHS - create a notice to gain a response SGS - no student voice meeting yet, hopefully by Thursday they will have a better response. Eleanor to send a form to Vanessa to be distributed to schools to gather information for interested young people</p>
Y NSW Parliament - Sam Barry	Meeting each day to create a topic to focus on - housing affordability for youth - before they went to their camp COVID spiked, postponed for September holidays, they're nearly ready to go to parliament with it. Contacted UHYH to try to get joining with them, Funding being the main point of issue for that organization.	
Homelessness Appeal - Indi Welsh	Starting Sunday - Stay at Home Sleep out Food or monetary donations, food donated in the area at which it is donated, money is going to be all donated to Upper Hunter Homeless, Collect money in the schools contact Vanessa for her to collect, foods dropped at youth center or contact Vanessa	<p>Vanessa to send promo out to schools Members to send challenge ideas send to Vanessa SHS - Last Friday of the sleep out have a pj day to help support it, promote with posters, canned food drive soon with added competition SJA - posters, sleep out, hampers</p>

	<p>Challenges to do with the sleep out, Social media sources for the challenge info - registration required</p> <p>Can push to other places such as work or community teams</p>	<p>MCS - posters, talk in morning announcements, food donations APS - wasn't sure ST Mary's - Doing it for 5&6, pj day at some point too MCS - posters SGS - Sleep out promotion, assembly and posters SPS - Can food drive, posters, SRC push</p>
Environmental Jingle		<p>SPS - created a short jingle St Mary's - small clip of indigenous animal fighting against rubbish, overcomes this battle and rubbish ends up in the bin. SJA - waiting for lyrics, started on music ideas MCS - More to with land as we are an inland community APS - No time to create ideas SGS - involve indigenous, introduce some aboriginal language aspects and gain help from some elders</p> <p>Send all ideas to Vanessa (by Wednesday 4th August), collate all of it send it out to everyone so we can choose any ideas to create our own versions of the jingle.</p>
School Share	<p>SPS - trying to push for a pj day SJA - No recent SRC meeting, they will cook bacon and eggs for the HSC students MCS - Lockers for stage 5, jeans for genes day, uniform improvement, trying to get people to buy jerseys APS - NAIDOC ceremonies with the indigenous elders leading that, education week career day</p>	

	<p>St Mary's - Meeting discuss national tree planting day, giving each class a pot plant for a tree, Music teacher trying to introduce more indigenous culture throughout the school</p> <p>SGS - haven't had much SRC recently, hoping to do a mufty day to raise money for the 18-25 leadership summit</p> <p>SHS - sleep out promo, summit fundraiser, Bathroom revamp to P&C</p>	
Next Meeting- Tuesday 31 ST August 2021	Host St Joseph's Aberdeen	Venue Upper Hunter Council Chambers as well as zoom option

Environmental & Community Services

C.10.3 ARTS UPPER HUNTER

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Kerri Cone - Manager Community Services

RECOMMENDATION

That Council note the ratified minutes of the Arts Upper Hunter Board meetings held on 1 April and 3 June 2021.

BACKGROUND

Council contributes financially, along with other councils in the region, to support Arts Upper Hunter. Member councils are Singleton, Muswellbrook, Dungog and Upper Hunter. Council's representative on the board for 2020-21 is Council's Grants Officer, Ms Jacqui Bakewell.

Meetings are held approximately quarterly with minutes ratified by the board at their following meeting. The minutes of the April and June meetings were received by Council in October 2021.

REPORT/PROPOSAL

Council has been advised that John O'Brien from Gresford has been appointed as Executive Director, and started work on Wednesday, 8 September. Mr O'Brien brings a slate of skills to the job, with a background in music, film, TV, improvisation, museums, travel writing and community groups.

Ms Carolyn O'Brien had been appointed to fill this role until recruitment was finalised, following the sudden passing of Mr Mark Reedman. Ms Carolyn O'Brien and Ms Sandra Reichel and Committee members were thanked by the Board for hard work during this stressful time.

Various matters were discussed at the Committee meetings including:

- Ms Jacqui Bakewell reported on the EOI for the Murrurundi Art Gallery and Indigenous Centre (MAGIC) and requested Arts UH help in promotion.
- Arts UH brochure has been completed.
- Post COVID Events have been completed.
- Preparations underway for development of Strategic Plan 2022-25 with theme "Renewal and Re-engagement".
- Recruitment processes for new executive officer in progress.
- Number of board meetings to increase to enable new reporting requirements to be met.
- Constitution to be reviewed.
- Policy development statement –slight changes adopted.
- Invoice for 2021-22 contribution based on previous formula of population serviced plus CPI, received by Council for \$9,394.26 plus GST.



Environmental & Community Services

- Restart program undertaken with Upper Hunter activities included dance, music, visual arts and workshop events, plus a significant assessment of the Rural Life Museum at Lake Glenbawn
- Planning for many activities underway in next few years.

ATTACHMENTS

- 1 [↓](#) Arts Upper Hunter Minutes - 1 April & 3 June 2021

arts UPPER HUNTER

To provide, support and promote arts and cultural opportunities for all people in the Upper Hunter.

Arts Upper Hunter Board General Meeting

Zoom Meeting
Thursday 1 April 2021

Minutes

Commence: 2.38pm

1. Acknowledgement of Country

2. Present: Robert Booth (Deputy Chair), Jacqui Bakewell, Peter Carlin and Kim Manwarring (Treasurer)

3. Apologies: Ivan Skaines

4. Not present: Dan Thompson, Georgia Pascoe

Carlin / Manwarring Carried

5. In attendance: Carolyn O'Brien and Sandra Reichel

6. Call for conflicts of interest: None declared.

7. Confirmation of minutes from previous meeting 3 December 2020

Bakewell / Manwarring Carried

8. Business arising from the minutes:

8.a Staff performance reviews. Deferred until next meeting.

8.b AUH brochure. Deferred until next meeting.

8.c AUH Micro Grants

Carolyn reported on the Micro Grants and proceeded to give her Acting ED report. She advised Create NSW is conducting stage 2 of their review of the network. Carolyn will report the outcome of the review to the board when known.

8.e Post COVID-19 event. Agreed this has been undertaken with the events funded by Create NSW's Restart donation.

8.f Replacement of Company Vehicle. Agreed to defer until new ED has been appointed.

8.g Ivan to report on email to board regarding ideas for activities. Deferred to next meeting.

8.h Media Release for Restart. Create NSW advised acceptance of Restart proposal shortly before Mark passed away so the promotion of Restart was via ArtSparks, website and social media.

9. Confirmation of minutes from the Extra Ordinary Meeting held 10 February 2021

Carlin / Bakewell Carried

10. Business arising from the minutes:

10 .a Appointment of Casual Project Officer

Board appointed Carolyn O'Brien as the Acting Executive Director and her term finishes the 30th of June.

10.b Recruitment of replacement Executive Officer

Robert, Ivan and Carolyn will be meeting on Thursday 8 April to discuss the recruitment process. A subcommittee will be formed.

11. Correspondence:

11.1 Incoming:

- Sympathy cards from: Addison and Partners, John O'Brien and Donna Cavanough,
- Sympathy letter from: Marlene Rogers of Can Assist Merriwa,
- AWKWARD apologies from: Cr Fisher, Cr Foy,
- Kim Manwarring returned Business History Form and ACNC Form
- Recipient Generated Tax Invoice from Create NSW for Restart donation.
- Signed Contracts from: Dashville, Performing Artists of Dungog, and Murrurundi Arts and Crafts Council.

11.2 Outgoing:

- Letter to Kim Manwarring with Business History Form and ACNC Form.
- Letter of Support to RISE Panel for Tantrum Youth Arts
- Invitations to AWKWARD to: Michael Johnsen MP, all LGA councillors,
- Create NSW – application for Sound Immersion Project
- GMs of LGAs – Letter with the minutes of the September 2020 meeting.
- Venue contracts: Upper Hunter Shire Council for Merriwa School of Arts Hall, St James School for hire of school hall, Singleton Council for Singleton Civic Centre, Dungog Shire Council for Clarence Town School of Arts Hall.
- Contracts to: Dashville, Performing Artists of Dungog, Scone Arts & Crafts, Murrurundi Arts and Crafts Council, Trantrum Youth Arts.
- Create NSW – Forward Plan for 2021.

Correspondence tabled as read

Manwarring / Bakewell Carried

12. Financial Report.

Manwarring / Carlin Carried

13. Chair's report.

Robert as Deputy Chair reported:

- Vale Mark Reedman. Said Mark had a very futurist approach to the organisation and will be greatly missed.
- Acknowledged Sandra's role in managing AUH through the difficult times following Mark's passing.
- Complimented Carolyn on applying herself in an outstanding manner in organising the many events for Restart.
- Thanked the board members for their continued support and encouraged them to remain diligent in managing the organisation's financial assets and procedures.

Booth / Bakewell Carried

14. Acting ED report.

In addition to the report earlier 8.c Carolyn reported:

- The AWKWARD performances that toured in March were dedicated to Mark. Cadi McCarthy, director of Catapult Dance, gave a dedication to Mark at each performance. Carolyn and Sandra had put together a Powerpoint presentation of the projects Mark had been involved in over the years and this was screened at each performance.
- Acknowledged the contributions made by Mark and Sandra.

Manwarring / Carlin Carried.

15. General Business: (4.30 pm)

- 15.1 RANSW Advisory Council meeting and AGM. Chair of AUH has been invited. Due to changes in funding to RANSW, RADO are being asked to pay.

Robert has spoken to Elizabeth Rogers, CEO of RANSW and advised that until AUH holds the AGM he is unable to provide an answer.

Board agreed to refer the decision to Ivan Skaines.

Kim Manwarring left the meeting. 3.23pm

- 15.2 Jacqui Bakewell reported the UHSC is calling for EOI to conduct a Business Case Study for the Murrurundi Art Gallery and Indigenous Centre (MAGIC) and requests that AUH helps promote this opportunity.

- 15.3 Next Meeting: Thursday 3 June 2021, 2pm, via Zoom.

Meeting close: 3.29pm

arts UPPER HUNTER

To provide, support and promote arts and cultural opportunities for all people in the Upper Hunter.

Arts Upper Hunter Board General Meeting

Zoom Meeting
Thursday 3 June 2021

Minutes

Commence: 2.38 pm

1. **Acknowledgement of Country**
2. **Present:** Ivan Skaines (Chair), Robert Booth (Deputy Chair), Jacqui Bakewell, Peter Carlin and Dan Thompson.
3. **Apologies:** Kim Manwarring (Treasurer)
4. **Not present:** Georgia Pascoe
Bakewell / Carlin
5. **In attendance:** Carolyn O'Brien and Sandra Reichel
6. **Call for conflicts of interest:** None declared
7. **Confirmation of minutes from previous meeting 1 April, 2021**
Booth / Carlin
8. **Business arising from the minutes:**
 - 8.a Staff performance review (Acting ED Report – Office Manager **COMPLETED**)
 - 8.b AUH brochure(s) Acting ED to report **COMPLETED**

Moved to proceed with the proposed brochure after removing from the section "We Promote" the number of newsletter recipients, followers of social media etc.
Bakewell / Thompson
 - 8.e Post COVID-19 event (Many occurred as a part of the Restart Program) - **COMPLETED**
 - 8.f Replacement of Company Vehicle. Defer until new Executive Director appointed – (see ED Report) – **IN PROGRESS**
 - 8.g Acting ED provided a Discussion Paper to assist in the development of the AUH Strategic Plan 2022-2025 – **IN PROGRESS**

Page 1 of 3 Minutes for 3 June 2021 Board Meeting

8.h - Media Release for Restart – **(NOT REQUIRED/COMPLETED)**

8. i - Recruitment of replacement Executive Officer **(IN PROGRESS)**

The Chairperson advised that the Vice Chairperson and Acting Executive Director developed position description and marketing material that was reviewed by board members.

The position was advertised by Artshub, RANSW, AUH, and through various local groups. Applications close 11 June 2021.

Discussion on how to proceed if suitable application is not received. Agreement to re-advertise and broaden search platforms if required.

The board thanked Carolyn O'Brien for her contributions.
Thompson / Booth

9. Financial Report.

Carlin / Booth

10. Chair's report.

Attachment B

The Chairperson added:

- Details of attendance at the RANSW annual conference and dinner.
- Notified candidates of the Upper Hunter elections of his appointment as Chair to AUH
- Met with representatives of Singleton Council and representatives of Cessnock Council.

Skaines / Carlin

11. Acting ED report.

Attachment C

Carlin / Booth

11.1 Create NSW contract requires AUH to report on a quarterly basis.

Moved that AUH increase the number of meetings, and for meetings to be a mix of zoom and face to face. Meetings to be scheduled to allow board to approve the financial reports to meet the Create NSW new reporting requirements.

Skaines / Thompson

3.43pm – Cr. Thompson left meeting, to attend to work commitments.

12 General Business:

12.1 Discussion Paper (led by Chairperson) – Key themes for 2021 – 2024
General discussion on wide range of issues.

Acting ED to review the AUH Constitution and include recommended changes to the next board meeting.

12.2 Work Health and Safety Policy Version 1:

Booth/Carlin

12.3 Policy Development V2/2021

Draft tabled.

Amendment. Change first sentence to: "Arts Upper Hunter acknowledges that good policy development processes are based on the principles of research, consultation, implementation and review."

That the "Policy Development" V2/2021 be adopted with above amendment.

Booth / Carlin

The board thanked Acting ED, Office Manager and Restart Project Manager for their hard work.

Next Meeting: Date Thursday 5 August, 2.30, Venue TBA.

Meeting close: 4.49pm

Environmental & Community Services

C.10.4 **LIVERPOOL RANGE WIND FARM COMMUNITY
CONSULTATIVE COMMITTEE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RECOMMENDATION

That Council note the minutes of the Liverpool Range Wind Farm Community Consultative Committee meeting held on 14 September 2021.

BACKGROUND

The Liverpool Range Wind Farm project involves the installation, operation, maintenance and decommissioning of a wind farm comprising up to 267 turbines in an area between Coolah and Cassilis. The project was approved by the NSW Government on 27 March 2018 and is being developed by Tilt Renewables Ltd.

Should all 267 proposed turbines be built, the project would have a generating capacity of approximately 960 megawatts (MW) depending on the turbine models chosen. The wind farm would be the largest wind farm in NSW, generating up to 2,760,000 megawatt hours (MWh) of electricity annually, which is equivalent to the energy consumption of about 460,000 homes.

Forty-nine (49) of the 267 turbines will be located within the Upper Hunter Shire Local Government Area.

REPORT/PROPOSAL

The Liverpool Range Wind Farm Community Consultative Committee met on 14 September 2021. The minutes of the meeting have been approved by the Committee and are provided in Attachment 1.

ATTACHMENTS

- 1 [↓](#) Liverpool Range Wind Farm CCC - Minutes of meeting held 14 September 2021



MEETING MINUTES

Meeting title	Liverpool Range Wind Farm Community Consultative Committee (CCC)		
Attendees			
Michael Silver OAM (Independent Chair)	Leeanne Ryan (Warrumbungle Shire Council)		
Dr Julia Imrie (Community Member)	Malcom McCaskill, Land Development Manager, Tilt Renewables		
Anne-Louise Capel (Involved Landowner)	Matt Stafford, Senior Environment and Development Planner, Tilt Renewables		
Ant Martin (Involved Landowner)	Martine Holberton, Community and Stakeholder Advisor, Tilt Renewables		
Greg Piper (Community Member)			
Observers			
Nil			
Apologies			
Cr Ron Campbell (Upper Hunter Shire Council)	Graeme Booker (Community Member)		
Linda Gant (Community Member)	James Beckett, Tilt Renewables		
Location	Video conference	Date & start time	14 September 2021 at 2.34 pm

Topic	Discussion
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed all to the meeting in particular Malcolm McCaskill who has taken over the position held by James Beckett on the project team.
2. Acknowledgement of Country	<ul style="list-style-type: none"> The Chair acknowledged the Traditional Owners of the land from which those joining the meeting come and their continuing connection to land, water, and culture, paying respects to their Elders past, present and emerging.
3. Declarations of Interest	<ul style="list-style-type: none"> Michael Silver – pecuniary interest – expenses of Independent Chair borne by Proponent. Anne-Louise Capel – pecuniary interest – host landholder Ant Martin – pecuniary interest – host landholder
4. Minutes of Previous Meeting	<ul style="list-style-type: none"> It was noted that the minutes of the CCC meeting held on 7 April 2021 had been approved on 1 May 2021.
5. Business Arising	<ul style="list-style-type: none"> Nil
6. Actions	<p>6.1 That Tilt arrange for the concrete and aggregates contractor to address a future meeting of the CCC, prior to the commencement of construction work, regarding location and operation of the proposed quarries. Response: Deferred pending confirmation of construction program. DEFERRED</p> <p>6.2 That the Chair write to DPIE and other relevant authorities regarding the need for a collaborative and supportive approach from government to road access issues (rather than an individual project approach) associated with the development of the wind farm industry in the Coolah area and the broader Central-West Orana Renewable Energy Zone.</p> <ul style="list-style-type: none"> The Chair reported that he had not at this point written to any agency regarding the issues raised by the CCC but had undertaken investigations as



to the agency responsible for matters of concern. He indicated that he had undertaken discussions with the Department of Planning and Environment (DPIE) regarding the formalisation and operational structure of the REZs. Mr Silver noted that the NSW Government had passed the Electricity Infrastructure Investment Act 2020 in December 2021 which will facilitate the formalisation of the Regional Energy Zones (REZs).

The Central West will be the first to be declared and that will finalise boundaries of the REZ and subsequently, following due process, the New England REZ will then be declared. Recently the first actions to set up the New England REZ were initiated, with the establishment of the New England REZ Reference Group which held its inaugural meeting on April 24.

REZs have been identified to cover and co-ordinate renewable energy development. REZs are managed within the DPIE but the section of DPIE responsible reports to the Minister for Energy and Environment, Hon. Matt Kean not the Minister for Planning.

The new Act sets up the Energy Corporation of NSW that will oversee the progression of the REZs and provides the mechanisms for the commercial agreements relating to projects connecting into transmission lines.

Mr Mike Young, formally Executive Director - Energy, Industry & Compliance with DPIE, has recently been appointed the Executive Director - Planning & Communities at the Energy Corporation of NSW and will have carriage of the formalisation of the REZs. REZs are designed to identify and support energy generation within the zones, including the provision of additional support infrastructure.

Mr Silver said that it is important to understand that whilst the respective areas have been identified as REZs, they have not been formally declared under the Electricity Infrastructure Investment Act 2020.

The Chair advised that it is unlikely that REZs will be formally identified in the State's strategic Regional Plans noting that Regional Plans already acknowledge that REZs exist or there is an intent to create these REZs. Consequently, it is likely that strategic planning issues will be addressed in the strategic policy work being undertaken by the Energy Corporation rather than in Regional Plans.

- Ms Holberton advised that a 'Round Table of Industry' of the main proponents had been established to share knowledge on various developments, understand the status and progress of developments as well as examine different access routes in a multi-lateral manner. The group will also examine methods to minimise impacts of developments on communities.
- Anne- Louise Capel highlighted the housing and other social and economic issues that will confront the Coolah community. She indicated that there was a need for direction as to how construction workers will be accommodated to mitigate negative impacts on housing availability on the community. She also



	<p>noted the interest of the community to broaden its employment base with the hope that service industry development associated with the wind farm industry would locate in Coolah and not in a major regional centre such as Dubbo. It was critical that the development generate 'local' employment.</p> <ul style="list-style-type: none"> • Greg Piper sought clarification as to whether the proponent intended to establish workers camps near the development sites. Matt Stafford advised that this option had not been considered and it is unlikely that purpose-built accommodation will be provided. He noted the possible availability of the former aged care facility at Dunedoo as an option. The accommodation matter will require discussion with the construction contractor. Mr Stafford added that some assessment had been undertaken on housing alternatives, noting that there is a high proportion of unoccupied dwellings in the area, and this may provide an accommodation option. • Ms Capel advised that house owners want a guarantee of a tenant for an extended period given many of the unoccupied houses may require capital investment to make them suitable for occupation. She suggested the proponent may wish to provide the capital for the upgrade work with a lease for the duration of the construction period. • Based on the discussion at the meeting and previous issues highlighted by the CCC, the Chair advised he would now write to the Executive Director - Planning & Communities at the Energy Corporation of NSW. ACTION
<p>7. Correspondence</p>	<ul style="list-style-type: none"> • Nil
<p>8. Proponent's Report</p>	<p><i>Martine Holberton and Matt Stafford presented the Proponent's Report (copy attached to minutes).</i></p> <ul style="list-style-type: none"> • The meeting noted the following matters would be covered: <ul style="list-style-type: none"> • Company Update • Project Update • Progress of Technical Assessments • Consultation and Engagement • Benefit Sharing • Next Steps and Anticipated Timeframes <p>8.1 Company Update</p> <ul style="list-style-type: none"> • Ms Holberton On the 3rd of August 2021, Tilt Renewables started its next chapter as part of the Powering Australian Renewables (PowAR) group. PowAR is the largest owner of wind and solar generation in Australia – and the largest renewable energy generator after Snowy Hydro. • Ms Holberton advised that the Liverpool Range Wind Farm project is a top priority for PowAR. <p>8.2 Project Update</p> <ul style="list-style-type: none"> • Matt Stafford stepped the committee through the presentation slides. • Overview



- Mr Stafford noted the continuing challenges regarding COVID travel restrictions and the inability to conduct community meetings and other face to face engagements.
- He advised that the detailed wind farm layout had been provided to landholders and regulators for analysis.
- Key Activities
- Transmission line design – firmed up the potential location of poles/towers and infrastructure within the wind farm site, noting there is now enough detail to undertake preparation of the modification.
- Mr Stafford discussed the constructability of the transmission line through the wind farm site and layout alterations. He explained the northern design issue and the requirement to use eastern portion of Gundare Road (only the portion within the wind farm site), which is proposed to be accessed via Coolah Creek Road. He noted Cook Road and the western portion of Gundare Road (external to the wind farm site) cannot be used. Ms Capel sought clarification as to how access will be gained to Gundare Road – “through Esdaile’s?” Mr Stafford indicated a new access track would be established through the Minnamurra Pastoral Company property off Coolah Creek Road.
- He noted a short list of locations for Operations and Maintenance Facilities had been developed and there has been a reassessment of site access points with new locations along the Ulan Road.
- Mr Stafford advised that an indicative construction period of 161 weeks had been established. This is a 41 week increase on the original estimate. Much of this increase relates to the extent of the required public road upgrade works.
- He advised that all ground disturbance estimates for all potential infrastructure had been completed and this information was now feeding into other studies such as heritage.
- Mr Stafford noted the finalisation of several technical assessments.
- The preliminary hazard assessment for the potential battery (BESS) indicates that all hazards can be satisfactorily managed.
- The Economic Impact Assessment suggests direct and indirect benefits for the local community and broader region.
- The Water Availability Assessment indicates ground water is in plentiful supply in the area, further, potential bore locations have been identified. It was noted that a question from Linda Gant regarding release of the assessment report would be answered under other Agenda Items.
- The Chair asked what the future of the water supply bores would be beyond competition of the project. Mr Stafford advised that this had not been considered at this point, but the proponent was open to ideas. Ms Capel advised Council is always looking for water to support civil projects. Mr Stafford noted the bores are on private land and the owner may wish to utilise the bore.
- Julia Imrie asked, what is the daily average predicted water demand for the project, relative to the likely supply from the bores? Mr Stafford took the question on notice for response later in the meeting under Other Agenda Items.
- He noted ecology survey is almost finalised whilst the heritage surveys



have been completed. The draft Heritage Study will be distributed to the Registered Aboriginal Parties for 28 days for comment – additional information on scar trees and grinding grooves has been incorporated into the documentation. The ecology survey is expected to be completed within the next week.

- Mr Stafford detailed the key activities since the last meeting:
- Investigation of deviation along over-dimensional (OD) haulage route: potential use of Edderton Rd (west of Coolmore) to avoid physical constraints at Denman Rd/Golden Highway intersection. He advised DPIE is aware of this significant constraint. He also indicated that there would be further discussion with Muswellbrook Council regarding road access issues.
- Consultation has also occurred with key stakeholders – discussions with the Bureau of Meteorology regarding possible impacts on the Namoi weather radar (blackjack Mountain, Gunnedah).

8.3 Progress of Technical Assessments

- Mr Stafford then stepped the Committee through the status of Technical Assessments as set out in the tables on slides 8 and 9, noting all are in an advanced state.
- He made specific comment on some items within the tables:
 - Biodiversity is the most behind schedule – anticipate being in draft form by early-November.
 - Traffic Assessment – further discussions required with Muswellbrook Council.
- Dr Julia Imrie questioned progress on relocating the transmission line adjacent to the 'Hands on Rock' track entrance. She noted the original proposal will have a significant impact on the entrance to the area. Mr Safford advised that adjoining coal company had no interest in negotiating access to the land to relocate the transmission line as it required the land for its biodiversity offsets. Dr Imrie stated that moving the line to the east was not really a solution. She suggested the only way to overcome the issue is to put the line underground, however, there appears to be no genuine consideration, by the proponent, of placing the line underground. In response, Mr Stafford advised that placing the transmission line underground had been investigated, however on technical advice it was not a viable option that can be considered in this situation. Amongst the technical issues are the detection of faults and the dissipation of heat. Dr Imrie noted that in a situation in Victoria, the transmission line has been placed underground. She expressed concern that poles and wires on the transmission line easement may be compromised by underground mining and subsidence. Mr Stafford advised that assessment of the location of underground mining and the impacts of subsidence have been considered and are unlikely to affect the poles and wires. Dr Imrie also highlighted potential fire issues and noted the Orana REZ raises alternative routes for the transmission easement. Mr Stafford indicated that the project is being prepared on a strict timeframe based on the available advice – he accepted that



timeframes for the wind farm and transmission line construction may not align with the delivery of the REZ. Ms Capel noted that a funding allocation for the transmission line had been made but there was not funding at this stage for construction

8.4 Consultation and Engagement

- Martine Holberton provided an overview of consultation with Covid 19 restrictions limiting opportunities for the project team to visit Coolah.
- Ms Holberton outlined the revised methods for consultation, advising that a Tamworth based consultancy, with wind farm experience, will be engaged to undertake localised consultation. This would involve the use of virtual meetings, webinars to replace Town Hall meetings and provision of one-on-one meetings in a Covid safe manner. It is expected that a team of five people will be involved in the consultation process commencing during October. Members of the community will be encouraged to call the proponent if they have questions with the necessary link on the website, further QR codes will be provided on the website for accessing the webinars.
- Ms Holberton also advised that Fact Sheets and other consultation and information material will be made available through community and other public outlets such as the Library/Gallery. Ms Capel advised the library is currently closed, however suggested that several vacant shops may be available for display of material. She also suggested the Coolah Post Office may be able to assist.
- Ms Capel suggested that the newsletter needs to note the delay in consultation due to limitations on interstate travel. She also noted that the carbon footprint information should be incorporated in the consultation material, as there is a lot of misinformation online suggesting windfarms not good environmentally.
- Ms Holberton advised that an interactive project map will be made available on the proponent's website prior to the commencement of consultation.
- Ms Holberton also touched on other consultation activities with the industry round table, the Orana RDA and the Farmers Regen Mutual regarding carbon farming.
- Mr Piper suggested that a workshop on carbon farming could be considered. However, Ms Capel noted that with carbon farming often getting the baseline is prohibitive for smaller operations. A recent webinar indicated that farmers should start considering not selling their carbon credits but keep them to be carbon neutral.
- Ms Holberton then summarised the proposed future engagement process – refer Slide 11.
- Finally, she outlined the project timetable highlighting that the Modification Application is anticipated to be lodged during December 2021 and be placed on public exhibition in early 2022.



<p>9. Actions required</p>	<p>1. That the Chair write to the DPIE regarding the need for a collaborative and supportive approach from government to road access issues (rather than an individual project approach) associated with the development of the wind farm industry in the Coolah area and the broader Central-West Orana Renewable Energy Zone.</p>
<p>10. Other Agenda Items</p>	<ul style="list-style-type: none"> • Linda Gant <ul style="list-style-type: none"> ○ <i>Will the Water Availability Assessment Report be made available to the community?</i> <p>Matt Stafford advised that the Water Availability Assessment Report could potentially form part of the Environmental Impact Statement (EIS) and made available when the EIS is placed on public exhibition.</p> • Dr Julia Imrie <ul style="list-style-type: none"> ○ <i>What is the daily average predicted water demand for the project, relative to the likely supply from the bores?</i> <p>Matt Stafford advised that the ideal yield rate from the bores was 5.5 litres per second. The Water Assessment Report identifies that groundwater bore yield rates in and around the wind farm site were likely to be much higher. Dr Imrie commented that this represents about 0.5 megalitres per day. She noted that the adjacent coal mining operation was extracting 30 to 40 times this volume.</p> • Greg Piper <p>Questions on the proposed modification:</p> <ul style="list-style-type: none"> ○ <i>What will be the capacity of the turbines proposed in the modification?</i> <p>Matt Stafford advised that each turbine could potentially have a capacity of between 5.5 and 6 megawatts, subject to the type of turbine selected. At this stage there is no specific brand selected or preferred supplier. The overall potential capacity of the wind farm is approximately 1.3 gigawatts.</p> <ul style="list-style-type: none"> ○ <i>What will be the overall size of the machines (blade length) and what impact does this have on the transport route?</i> <p>Matt Stafford advised that the assessment of the overall dimensional transport route has been based on an assumed blade length of 90 metres and transported as a single piece.</p> <ul style="list-style-type: none"> ○ <i>What will be the impact of an increased tip height on the turbines?</i> <p>Matt Stafford indicated that the increased rotor sweep area will require additional analysis in respect of potential strike/collision risk from birds/bats. He advised that the draft Biodiversity Study will inform on this risk issue. It will be publicly available during the EIS exhibition period.</p> <ul style="list-style-type: none"> ○ <i>What are the implications for footing design due to increasing the size and capacity of turbines?</i> <p>Matt Stafford advised that all necessary geotechnical, engineering, and other design and environmental factors will be considered. This includes the increased demand for water and aggregate associated with larger footings.</p> <ul style="list-style-type: none"> ○ <i>Complimented Tilt on the award it received for community consultation associated with its project in Victoria.</i> <p>Ms Holberton thanked Mr Piper for his comments. The Chair commented that if a similar standard of consultation is provided for this project, it would 'hit the right note' from the Coolah community's perspective.</p>



	<ul style="list-style-type: none"> ○ Advised that the Renewal Alliance Handbook had been released and was available online. <p>Ms Holberton acknowledged that the handbook had been released.</p> <ul style="list-style-type: none"> ● Anne-Louise Capel <ul style="list-style-type: none"> ○ Advising that work had been undertaken by an officer of Transport for NSW associated with successfully establishing nesting-boxes within living trees. <p>Mr Stafford noted the advice and would be pleased to receive detailed advice from Ms Capel.</p> <ul style="list-style-type: none"> ● Michael Silver <ul style="list-style-type: none"> ○ <i>How will the Neighbour Agreement operate and is there a need to engage more broadly with the community on this proposal given the proposed modification to the proposal?</i> <p>Mr Stafford indicated that a neighbour agreement is in place and relates to one near neighbour. Neighbour agreements will not be subject to a distance (radius) consideration, given the limited number of near neighbours and the extended distances to turbines. Normally, neighbour agreements are driven by the degree of potential impacts. Consequently, neighbour agreements are tailored to address identified potential impacts to nearby non-associated residents.</p>
<p>11.General Business</p>	<ul style="list-style-type: none"> ● Malcolm McCaskill <p>The meeting noted that Mr Malcolm McCaskill had replaced Mr James Beckett on the project team. Mr McCaskill provided a brief overview of his career and involvement with the proponent.</p> <ul style="list-style-type: none"> ○ Mr McCaskill advised that he had commenced with Tilt in late July and had relocated to Melbourne from Queensland. He has a background in the energy sector for over a decade having worked most recently with APA Group. He indicated he was looking forward to progressing the Liverpool Range Wind Farm project and working with the local community. ● Correspondence on REZ to the DPIE <p>Mr Stafford enquired as to the approach that the Chair would take in respect of correspondence from the CCC to the DPIE regarding the issues confronting communities, local government and proponents from proposed developments associated with REZs as raised in the Action from this meeting.</p> <ul style="list-style-type: none"> ○ The Chair advised that the correspondence would be of a generic nature and would not relate to a specific project but rather highlight significant issues confronting developers, local government, and communities in managing and addressing development issues which are consequential to working within the identified REZ areas. In particular, he highlighted the local road upgrade matters and how these issues can be managed/addressed from a local government perspective, given much of this upgrade work is often in local government areas not directly associated with a proposed wind farm development. Mr Silver advised he would provide a draft of the letter to the Committee for its review prior to forwarding it to the DPIE.



12. Next Meeting	Meeting closed: 4.24 pm. The Chair thanked all for their attendance. Next meeting: No date was confirmed, although it is anticipated this will be in late November or early December 2021.
13. Meeting minutes approved	 Michael J. Silver OAM Independent Chair 8 October 2021

Environmental & Community Services

DEVELOPMENT REPORTS

D.10.1 ***DEVELOPMENT APPLICATION NO. 139/2021 - LAUNDRY FACILITY & SHIPPING CONTAINER***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

PURPOSE

On 15 October 2021, Council received Development Application No 139/2021 for a laundry facility and shipping container at Lot 1 DP 1148471, 89 Kelly Street, Scone.

The application is being reported to Council for determination as Council is the landowner.

RECOMMENDATION

That Council approve Development Application No. 139/2021 for a laundry facility and shipping container at Lot 1 DP 1148471, 89 Kelly Street, Scone subject to the conditions of consent in Attachment 1 to the report.

BACKGROUND

Application No: DA 139/2021
Applicant: Scone Neighbourhood Resource Centre
Owner: Upper Hunter shire Council
Proposal: Laundry facility and shipping container
Location: Lot 1 DP 1148471, 89 Kelly Street, Scone
Lodged: 15 October 2021
Zone: B2 Local Centre

The site has been used for the Scone Visitor Information Centre for over 15 years and was previously used for the purposes of a pre-school and a bowling club.

Development Application No. 10/2016 for the installation of a shipping container on the site was approved under delegated authority on 11 March 2016.

The current application is being reported directly to Council rather than via the Development & Environmental Services Committee as part of Council's planning acceleration program to improve development application assessment timeframes and stimulate local economic activity.

As Council is the landowner, the application has been reviewed by an independent planning consultant to ensure impartiality in the assessment process.

REPORT/PROPOSAL

The application is seeking consent for the installation of a demountable building to be used for the purpose of a laundry facility and the installation of a shipping container to be used for storage at Lot 1 DP 1148471, 89 Kelly Street, Scone.

The allotment is located on the corner of Kelly Street and Susan Street, has an area of 2000m² and is occupied by the Scone Visitor Information Centre (VIC). The former Shell Service Station adjoins the property to the south.

Environmental & Community Services

The demountable building housing the laundry facility is 6m x 3m x 3m high, is clad in insulated panels with aluminium trim (off-white colour) and will be located on concrete piers up to 400mm above existing ground level. The building will be located on the southern side of the existing VIC building. Access to the building will be provided by a concrete access ramp extending from the edge of the VIC verandah to a doorway on the northern side of the building. A second doorway is located on the southern side of the building with a small window facing Kelly Street to the east. The laundry building will be set back 6 metres from the southern property boundary, approximately 3 metres from the VIC building and 24.5 metres from Kelly Street. The building contains a kitchenette, washing tub and washing machine.

The proposed shipping container is 6m x 2.4m x 2.6m high and will be located on the southern side of an existing shipping container on the site.

The proposal has been assessed as satisfactory against Section 4.15 of the *Environmental Planning and Assessment Act 1979*, the *Upper Hunter Development Control Plan 2015* and the *Upper Hunter Local Environmental Plan 2013*. The proposed development is in keeping with the character of the area and will not have an adverse impact on the environment or the amenity of surrounding properties.

A detailed planning assessment report is provided in Attachment 2 while plans of the proposed development are provided in Attachment 3.

OPTIONS

1. Approve Development Application No. 139/2021 for a laundry facility and shipping container at Lot 1 DP 1148471, 89 Kelly Street, Scone, subject to the conditions of consent in Attachment 1.
2. Defer Development Application No. 139/2021 for a laundry facility and shipping container at Lot 1 DP 1148471, 89 Kelly Street, Scone, subject to the submission of additional information.
3. Refuse Development Application No. 139/2021 for a laundry facility and shipping container at Lot 1 DP 1148471, 89 Kelly Street, Scone, stating the reasons for refusal.

CONSULTATION

Notification of the application was not required in accordance with the Upper Hunter Shire Community Participation Plan given the nature of the proposed development, its proposed location and minimal impacts.

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

Built and Natural Environment

Goal 4 - Plan for a sustainable future

- Implement and regularly review Strategic Land Use Plans, Environmental Planning Instruments and Development Controls, which reflect the needs and expectations of the broad Community.
- Provide efficient and effective advisory, assessment and regulatory services focused on being Customer 'friendly', responsive and environmentally responsible.
- Plan, facilitate and provide for a changing population for current and future generations.

Environmental & Community Services

We are working to achieve the following Community Priorities:



Rural lifestyle and Country feel are valued and protected and the Upper Hunter Shire remains quiet, safe, healthy and welcoming.



Well maintained, safe, reliable and additional infrastructure, including sporting fields, parks, family and cultural facilities.



Upper Hunter Shire Council to support and provide community services which promote health, wellbeing and the celebration of culture.



Protect the natural environment.

b. Delivery Program

Assessment of the application is in accordance with the Town Planning Community Strategies:

CS13 - Implement and regularly review Strategic Land Use Plans, Environmental Planning Instruments and Development Controls, which reflect the needs and expectations of the broad Community, and

CS14 – Provide efficient and effective advisory, assessment and regulatory services focused on being Customer ‘friendly’, responsive and environmentally responsible.

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

A development application fee of \$236 has been paid by the applicant. Application fees of \$349 have also been paid for the relevant approvals under Section 68 of the Local Government Act 1993 for stormwater and sewerage works.

c. Legislative Implications

An assessment of the development application has been undertaken pursuant to Section 4.15 of the *Environmental Planning and Assessment Act 1979* (see attached report). The proposed development is permissible with consent in the B2 Local Centre zone.

Environmental & Community Services

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.

Furthermore, the applicant has the right under Part 8 of the *Environmental Planning and Assessment Act 1979* to appeal the decision of a consent authority to the Court.

In the case of this development application, the relevant considerations under the *Environmental Planning and Assessment Act 1979* have been made and therefore the risk of an appeal is low.

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

The application has been assessed as satisfactory against Section 4.15 of the *Environmental Planning and Assessment Act 1979*, the *Upper Hunter Local Environmental Plan 2013* and the *Upper Hunter Development Control Plan 2015*.

The proposal is unlikely to adversely impact the surrounding locality and is considered to be an appropriate form of development for the site and within the land use zone.

Accordingly, it is recommended that the application be approved subject to conditions of consent and for the following reasons:

1. The proposal has been assessed as satisfactory against Section 4.15 of the *Environmental Planning and Assessment Act 1979*.
2. The proposal complies with the *Upper Hunter Local Environmental Plan 2013*.
3. The proposal complies with the relevant provisions of the *Upper Hunter Development Control Plan 2015*.
4. The proposal will not have an adverse impact on the surrounding locality.
5. The site is suitable for the proposed development.
6. The proposal is in the public interest.

ATTACHMENTS

- 1 [↓](#) DA 139/2021 - Recommended Conditions of Consent
- 2 [↓](#) DA 139/2021 - Planning Assessment Report
- 3 [↓](#) DA 139/2021 - Plans
- 4 [↓](#) DA 139/2021 - Photographs of shipping container

DA 139/2021 – Recommended Conditions of Consent**Identification of approved plans:**

1. The development must be carried out in accordance with the development application, the drawings referenced below and Statement of Environmental Effects except where amended by the conditions of consent.

JOB REFERENCE NO	SHEET No	REVISION No	DRAWN BY	DATE
Floor plan	1	A	Upper Hunter Shire Council	14.10.2021
Elevations – Laundry Building	2	A	Upper Hunter Shire Council	14.10.2021
Site Plan	4	A	Upper Hunter Shire Council	14.10.2021
Site Plan with building setbacks	-	-	Upper Hunter Shire Council	-
Shipping container - photographs	-	-	-	18.10.2021

(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)

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

3. The owner of the property shall enter into a trade waste agreement with Upper Hunter Shire for the disposal of all trade waste generated by the development. Documentary evidence demonstrating compliance with this condition shall be submitted to, and approved by the Principal Certifier prior to the issue of the Construction Certificate.

(Reason: To protect the environment from contamination)

4. Access for people with disabilities is to be provided to and within the building. Consideration must be given to the means of dignified and equitable access from public places and accessible car parking, to adjacent buildings and to other areas within the building. Compliant access provisions for people with disabilities shall be clearly shown on the plans submitted to, and approved by the Certifying Authority prior to the release of the Construction Certificate.

All details shall be prepared in consideration of, and construction completed to achieve compliance with the provisions of the Building Code of Australia *Disability (Access to Premises-Buildings) Standards 2010*, and the relevant provisions of AS1428.

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

Conditions that must be addressed prior to commencement:

5. Where construction or excavation activity requires the disturbance of the soil surface and existing vegetation, adequate measures for erosion and sediment control shall be provided. As a minimum, control techniques are to be in accordance with Soils and Construction ("The Blue Book") published by Landcom provisions on Erosion and Sediment Control, or a suitable and effective alternative method.

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 Certifier prior to further commencement of site works.

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

6. 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)

7. 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 Certifier 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 Certifier prior to further commencement of site works.

(Reason: Statutory requirement)

8. 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:

9. The applicant shall not enter or undertake any work within adjoining public lands (i.e. Parks, Reserves, Roads etc) without the prior written consent of Council. In this regard, the applicant is to liaise with Council prior to the commencement of any design works or preparation of a Construction Management Plan.

(Reason: Protection of existing public infrastructure and land and to ensure public safety and proper management of public land)

10. 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;
- (c) demolition and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm;

unless prior written approval has been obtained from Council.

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

11. 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)

12. 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)

13. 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)

14. 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 SafeWork NSW requirements.

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

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

15. 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.)

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

Note: Any application for an Occupation Certificate is to be made online via the NSW Planning Portal.

(Reason: Prescribed - Statutory.)

Conditions that must be complied with at all times:

17. At all times, all stormwater from the development, including all hardstandings and overflows from rainwater tanks, shall be collected and disposed of by way of properly constructed stormwater lines to

- (a) the existing stormwater drainage on site;

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

Note: A separate approval under Section 68 of the Local Government Act 1993 is required for water supply, sewerage and stormwater drainage work.

18. The shipping container shall be provided with appropriate ventilation to ensure the safety of any occupants that may become trapped inside.

(Reason: To ensure the safety of occupants)

19. An emergency device (such as a hammer or the like) shall be installed inside the shipping container to allow occupants to alert people on the outside in the event they become trapped.

(Reason: To ensure the safety of occupants)

20. The external colours of the laundry building and shipping container shall be complimentary to external colour scheme of the Visitor Information Centre building.

(Reason: To ensure that the proposed colour scheme is appropriate to the conservation area)

REPORT ON DEVELOPMENT APPLICATION

Including assessment in accordance with Section 4.15
Environmental Planning and Assessment Act 1979



ADDRESS: LOT: 1 DP: 1148471
89 Kelly Street Scone

APPLICATION No: DA 139-2021

PROPOSAL: Laundry Facility and shipping container

DRAWINGS NO.	DRAWN BY	DATE	RECEIVED
PLANNING RELATED DRAWINGS / INFO			
Site plan	Upper Hunter Shire Council	14/10/2021	14/10/2021
Elevations	Upper Hunter Shire Council	14/10/2021	14/10/2021
Floor plan	Upper Hunter Shire Council	14/10/2021	14/10/2021
Site plan with building setbacks	Upper Hunter Shire Council	-	19/10/2021

OWNER: Upper Hunter Shire Council

APPLICANT: Scone Neighbourhood Resource Centre
130 Liverpool Street
SCONE NSW 2337

AUTHOR: Mr M Pringle

DATE LODGED: 15 October 2021

AMENDED: -

ADD. INFO REC'D: -

DATE OF REPORT: 18 October 2021

SUMMARY OF FACTS

ISSUES: Accessibility, setbacks, heritage conservation

SUBMISSIONS: Nil

RECOMMENDATION: Approval

LOCATION MAP



DESCRIPTION OF PROPOSAL

The application is seeking consent for the installation of a demountable building to be used for the purpose of a laundry facility and the installation of a shipping container to be used for storage at Lot 1 DP 1148471, 89 Kelly Street, Scone.

The allotment is located on the corner of Kelly Street and Susan Street, has an area of 2000m² and is occupied by the Scone Visitor Information Centre (VIC). The former Shell Service Station adjoins the property to the south.

The demountable building housing the laundry facility is 6m x 3m x 3m high, is clad in insulated panels with aluminium trim (off-white colour) and will be located on concrete piers up to 400mm above existing ground level. The building will be located on the southern side of the existing VIC building. Access to the building will be provided by a concrete access ramp extending from the edge of the VIC verandah to a doorway on the northern side of the building. A second doorway is located on the southern side of the building with a small window facing Kelly Street to the east. The laundry building will be set back 6 metres from the southern property boundary, approximately 3 metres from the VIC building and 24.5 metres from Kelly Street. The building contains a kitchenette, washing tub and washing machine.

The proposed shipping container is 6m x 2.5m x 3m high and will be located on the southern side of an existing shipping container on the site.

RELEVANT HISTORY

The site has been used for the Scone Visitor information Centre for over 15 years and was previously used for the purposes of a pre-school and a bowling club.

Development Application No. 10/2016 for the installation of a shipping container on the site was approved under delegated authority on 11 March 2016.

REFERRALS

No referrals have been undertaken.

SUBMISSIONS

Notification of the application was not required in accordance with the Upper Hunter Shire Community Participation Plan given the nature of the proposed development, its proposed location and minimal impacts.

CONSIDERATION

The relevant matters for consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979*, are assessed under the following headings:

ENVIRONMENTAL PLANNING INSTRUMENTS

UPPER HUNTER LOCAL ENVIRONMENTAL PLAN 2013	
	COMMENT
Land Use Table	
Zoning classification	B2 – Local Centre
Zoning objectives	The development is considered to be consistent with the objectives of the zone with regard to: <ul style="list-style-type: none"> - The proposal will provide a community use that serves the needs of people who live in, work in and visit the local area;
Zoning permissibility	The proposal is permissible as a community facility in the B2 zone.
Clauses (Part 4)	
Height of buildings (Clause 4.3)	The development complies with the requirements for height of buildings.
Floor space ratio (Clause 4.4 and 4.5)	The development complies with the requirements for floor space ratio.
Part 5 – Miscellaneous provisions	
Heritage Conservation (Clause 5.10)	The subject site is located at the northern end of the Central Scone Conservation Area. Given the small size of the proposed structures, the proposed setbacks from Kelly Street (27 metres) and the southern boundary (5 metres) and the screening provided by existing vegetation on the site, the proposed development would have minimal impact on the heritage significance of the conservation area.
Part 6 – Additional Local Provisions	
Airspace operations (Clause 6.7)	The proposed development does not exceed the Airport Obstacle Limitation Surface as shown on the Obstacle Limitation Surface Map.

STATE ENVIRONMENTAL PLANNING POLICIES

State Environmental Planning Policy No 55 – Remediation of Land	The property has a history of community and recreational land uses and is not considered likely to be contaminated.
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DRAFT ENVIRONMENTAL PLANNING INSTRUMENTS

There are no draft EPI's applying to the land.

REGULATIONS

There are no provisions in the regulations specifically relevant to the proposal.

DEVELOPMENT CONTROL PLANS

The proposal complies with the relevant provisions of Part 5a Commercial development – general; Part 5b Kelly Street Commercial Precinct, Scone; and Part 9a Heritage of the Upper Hunter DCP 2015 with respect to building setbacks and height, floor space ratio, siting and building design, heritage, accessibility, safety, servicing and privacy.

ENVIRONMENTAL IMPACTS

	<i>Satisfactory</i>	<i>Comment (only if necessary)</i>
Context & Setting	YES	The proposal is compatible with existing development on the site and land uses in the surrounding area. The proposal is unlikely to result in any conflict with the adjoining development and is in keeping with the character of the locality.
Built Form	YES	The built form of the development is typical of the type of development proposed and is unlikely to detract from the streetscape and character of existing development given the small scale of the buildings, the proposed setbacks and the screening provided by existing vegetation on the site. It is considered that the development will not dominate the site or be visually obtrusive.
Potential Impact on Adjacent Properties	YES	The proposal is unlikely to impact on adjacent properties by way of overshadowing, loss of amenity, obstruction of view, increase the generation of noise, or pose a glare nuisance.
Access, Transport and Traffic	YES	The property has lawful access from Susan Street and there is adequate on-street parking available. Given the nature of the facility, traffic generation will be minimal and therefore the provision of additional off-street parking is not warranted.
Stormwater	YES	The stormwater drainage system servicing the existing development will be utilised.
Social Impact on Locality	YES	The proposal will have positive social impacts by providing a community facility to serve the needs of homeless people and other vulnerable members of the community.
Construction	YES	Conditions of consent are recommended to ensure the proposal complies with the construction standards prescribed by the Building Code of Australia and relevant Australian Standards.
Cumulative Impacts	YES	The proposal is not expected to contribute to any cumulative impacts.

SITE SUITABILITY

Does proposal fit in locality?	YES	It is considered that the proposal is in keeping with the character of the area and is compatible with surrounding development.
Are the site attributes conducive to the development?	YES	The site is located in close proximity to the Scone Railway Station, public park and town centre; is serviced by reticulated water, sewer, stormwater, communication and electrical infrastructure; is directly accessible from Kelly Street and Susan Street; has a gentle gradient and has adequate space to accommodate the proposed development. Therefore, the site attributes are considered to be conducive to the proposed development.

IS THE PROPOSAL IN THE PUBLIC INTEREST?

Given the positive social impacts, the proposal is considered to be in the public interest.

SUMMARY OF LIKELY IMPACTS OF THE DEVELOPMENT

All likely impacts of the proposed development have been considered within the context of this report.

ENVIRONMENTAL APPRAISAL		CONSIDERED
1	Statutory controls	YES
2	Policy controls	YES

3	Design in relation to existing building and natural environment	YES
4	Landscaping/open space provision	YES
5	Traffic generation and car parking provision	YES
6	Loading and servicing facilities	N/A
7	Physical relationship to and impact upon adjoin development (views, privacy, overshadowing, etc.)	YES
8	Site Management issues	N/A
9	All relevant S4.15 considerations of Environmental Planning and Assessment Act 1979	YES
10	Section 89 LGA 93 including Clause 12 considerations of Local Government Regulations 1993	YES

CONSISTENCY WITH THE AIMS OF PLAN

It is considered that the development is consistent with the specific aims of the plan and the objectives of the zone and development controls.

As such, consent to the development may be granted.

CONCLUSION

The application has been assessed as satisfactory against Section 4.15 of the Environmental Planning and Assessment Act 1979, Upper Hunter Local Environmental Plan 2013 and the Upper Hunter Shire Development Control Plan 2015.

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.

RECOMMENDATION

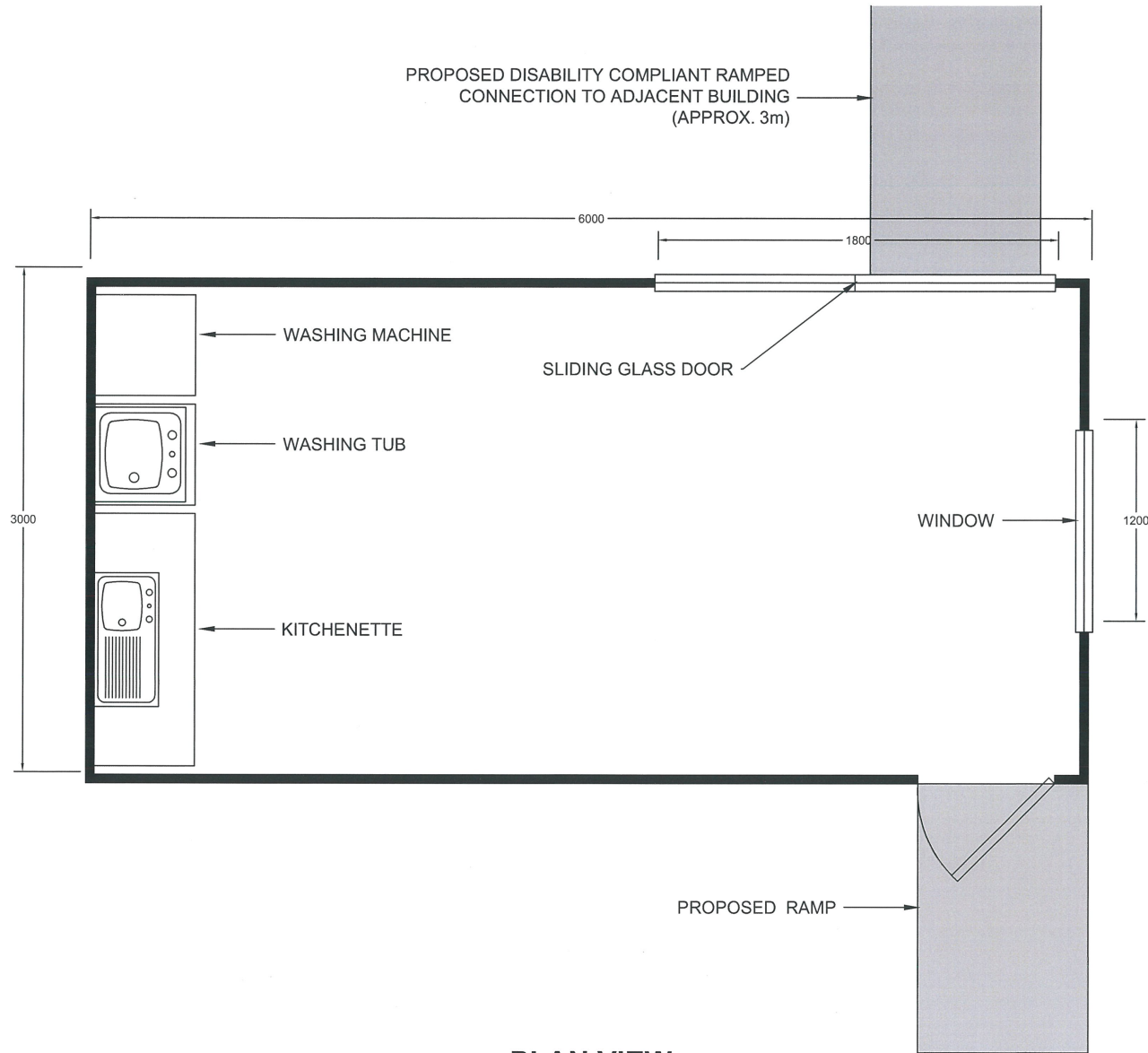
PURSUANT TO SECTION 4.16 OF ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (AS AMENDED)

THAT Council as the consent authority, grant consent to Development Application No. 139/2021 subject to the attached conditions of consent.


REASONS FOR RECOMMENDATION

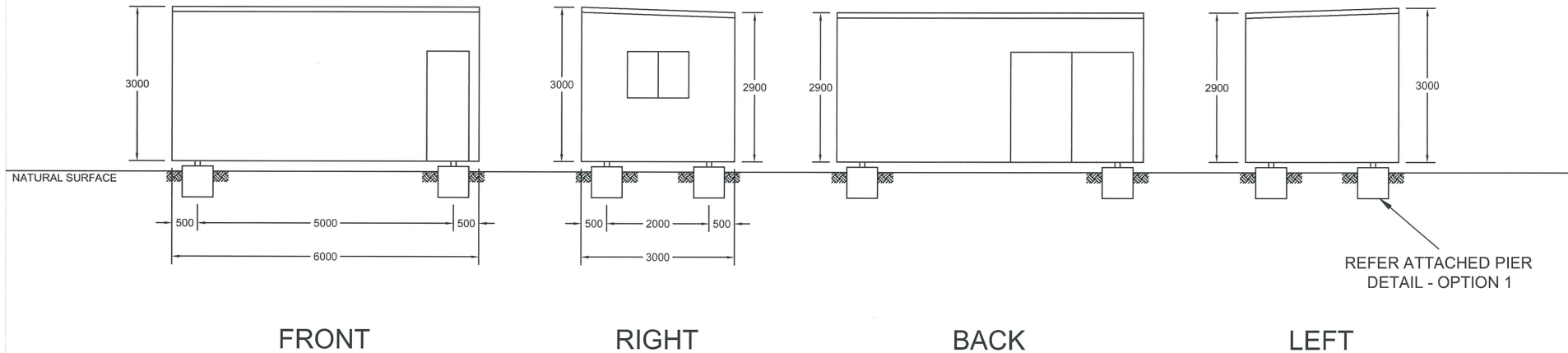
- The proposal complies with the Upper Hunter Local Environmental Plan 2013
- The proposal complies with the relevant provisions of the Upper Hunter Development Control Plan 2015
- The proposal has been assessed as satisfactory against Section 4.15 of the *Environmental Planning & Assessment Act 1979*
- The proposal will not have an adverse impact on the surrounding locality.
- The site is suitable for the proposed development.
- The proposal is in the public interest.

Mathew Pringle
DIRECTOR ENVIRONMENTAL & COMMUNITY SERVICES



PLAN VIEW

				All information contained within this plan is the property of Upper Hunter Shire Council and has been prepared for the benefit and use of Upper Hunter Shire Council in relation to this particular project. No part of this plan shall be copied or reproduced without the prior consent from Upper Hunter Shire Council. Upper Hunter Shire Council will not assume any responsibility for any persons using this plan for reasons other than the purpose to which it was produced.		DESIGN: _____ DRAWN: C G WARES CHECKED: J C BUSH RECOMMENDED: STRATEGIC ASSETS SIGNED: _____ FILE: I:\Design\369\369m\2021\178 Scone Community Laundry DA		A3	DATUM AND ORIGIN: NGA CONTOURS: MAJOR: MINOR: APPROVED: INFRASTRUCTURE SERVICES		 UPPER HUNTER SHIRE COUNCIL 135 LIVERPOOL STREET P.O. BOX 208 SCONE NSW 2337 Telephone: (02) 6540 1100 Facsimile: (02) 6545 2671 Email: council@upperhunter.nsw.gov.au		CLIENT: UHSC - INFRASTRUCTURE SERVICES PROJECT: SCONE COMMUNITY LAUNDRY PLAN VIEW		SHEET NO: 1 OF 4 DATE: 14/10/2021 REVISION: A	
1	14/10/2021	INITIAL ISSUE	A													
ISSUE	DATE	REVISIONS	REV	APRVD												



BERKELEY PORTABLE BUILDING

ISSUE	DATE	REVISIONS	REV	APRVD
1	14/10/2021	INITIAL ISSUE	A	

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DESIGN:	DATUM AND ORIGIN: MGA
DRAWN: C G WARES	A3
CHECKED: J C BUSH	CONTOUR: MAJOR: MINOR:
RECOMMENDED: STRATEGIC ASSETS	APPROVED: INFRASTRUCTURE REVISIONS:
SIGNED:	
FILE: I:\Design\Jobs\Jama\2021\778 Scone Community Laundry DA	



UPPER HUNTER SHIRE COUNCIL

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CLIENT: UHSC - INFRASTRUCTURE SERVICES	SHEET NO: 2 OF 4
PROJECT: SCONE COMMUNITY LAUNDRY ELEVATIONS	DATE: 14/10/2021
	REVISION: A



Upper Hunter Shire Council
 PO Box 206
 SCONE NSW 2337
 Ph: (02) 6540 1100
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Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground.

This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not).

While every care is taken to ensure the accuracy of this data, neither the Upper Hunter Shire Council nor the Department of Lands makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability for all expenses, losses, damages (indirect or consequential) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.

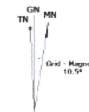
© The State of New South Wales (Department of Lands) 2008. © Upper Hunter Shire Council 2008



Important

This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD68/84). Heights are referenced to the Australian Height Datum (AHD) heights. For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.

True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Upper Hunter Local Government Area. Magnetic North is correct for 2011 moving easterly by 0.04" in about five years.



Projection: MGA94 Zone 56

Date: 12-October-2021

Scale = 480.05999999999995

ISSUE	DATE	REVISIONS	REV	APRVD
1	14/10/2021	INITIAL ISSUE	A	

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DESIGN:	DRAWN:	CHECKED:	RECOMMENDED:	SIGNED:	FILE:
	C G WARES	J C BUSH	STRATEGIC ASSETS		110Design Jobs-Jamal20211778 Scone Community Laundry DA
A3		APPROVED:			
DATUM: AHD		ORIGIN: MOA		CONTOUR: MAJOR: MINOR:	
INFRASTRUCTURE SERVICES					

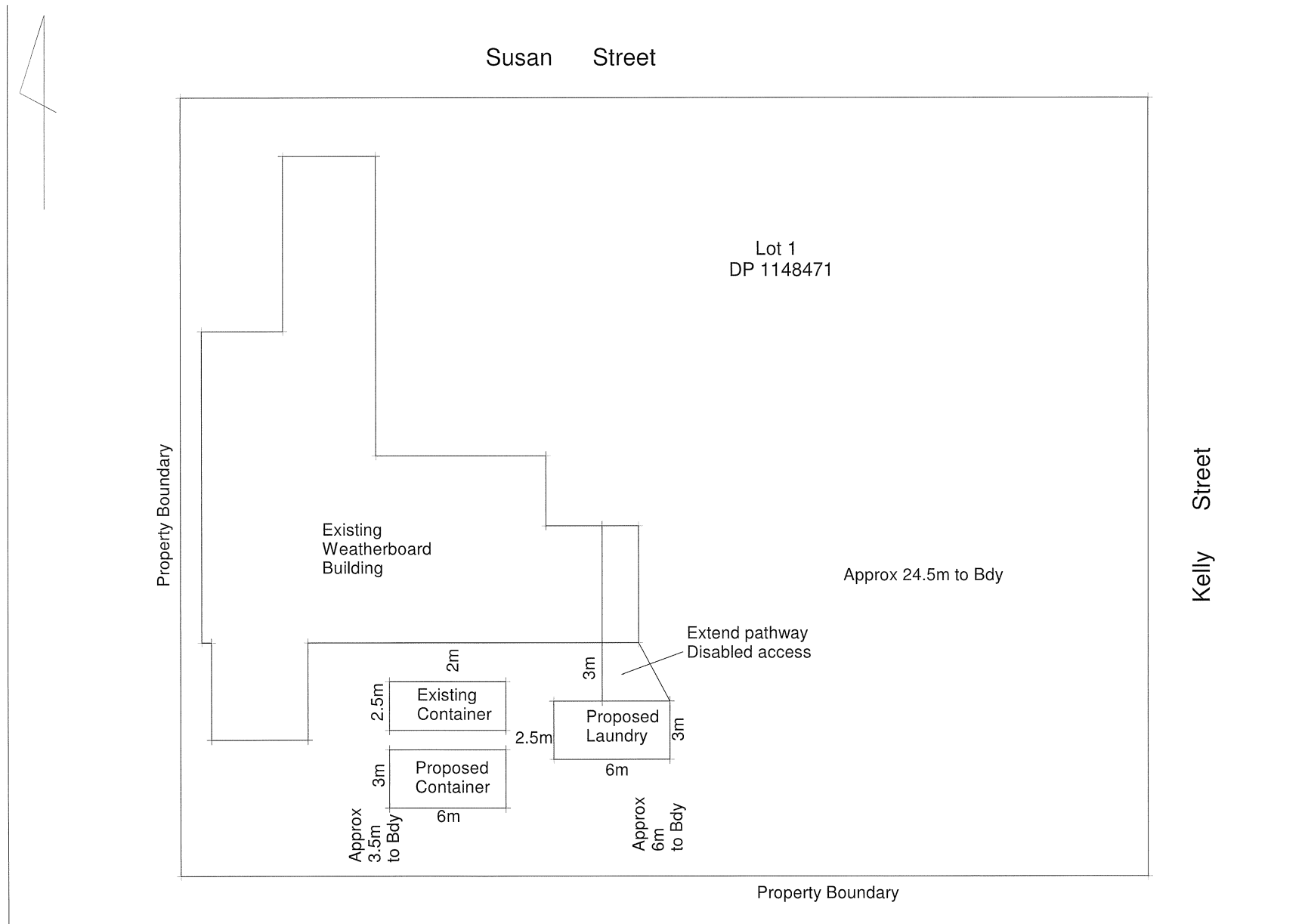


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CLIENT:	UHSC - INFRASTRUCTURE SERVICES	SHEET NO:	4 OF 4
PROJECT:	SCONE COMMUNITY LAUNDRY SITE LAYOUT	DATE:	14/10/2021
		REVISION:	A







Corporate Services

GENERAL ADMINISTRATION REPORTS

G.10.1 **DISCLOSURES OF INTEREST RETURNS**

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Amber Moloney - Manager Governance & Risk

PURPOSE

The purpose of this report is to table the annual *disclosure of interests and other matters* returns, in accordance with Part 4 of the Code of Conduct and section 440AAB of the Local Government Act 1993.

RECOMMENDATION

That Council notes the tabled annual *Disclosure of Interests and Other Matters* returns for 30 June 2021.

BACKGROUND

Part 4 of Council's Code of Conduct (the Code) requires Councillors and designated persons to complete a written *disclosure of pecuniary interests and other matters* return each year.

Designated persons are defined by the Code as:

- a) the General Manager
- b) other senior staff of the council for the purposes of section 332 of the Local Government Act 1993
- c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Section 440AAB(2) of the Local Government Act 1993 states that returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged.

Corporate Services

REPORT/PROPOSAL

Annual *disclosure of pecuniary interests and other matters* returns for the period ending 30 June 2021 have been completed by all Councillors and designated persons, and are tabled at the current meeting, in accordance with the requirements of Part 4 of the Code of Conduct and section 440AAB of the Local Government Act 1993.

OPTIONS

That Council note the written *Disclosure of Interests and Other Matters* returns, as tabled.

CONSULTATION

N/A

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

LEADERSHIP

Goal 8 Provide Community leadership

- CS30 Effectively and efficiently manage the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, Community engagement, action and response.

We are working to achieve the following Community Priorities:



Upper Hunter Shire Council is an effective and efficient organisation, focusing on community engagement, action and response.

b. Delivery Program

- Ensure that Council and statutory reporting requirements are adhered to.

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

This report is prepared in the discharge of obligations under the Code of Conduct.

b. Financial Implications

Nil

Corporate Services

c. Legislative Implications

Council's Code of Conduct has been adopted in accordance with the prescribed Model Code of Council, which is prescribed under sections 440-440AA of the Local Government Act 1993.

Section 440AAB(2) of the Local Government Act 1993 states that returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgment, or if the code does not specify a day, as soon as practicable after the return is lodged.

d. Risk Implications

Nil

e. Other Implications

Nil

CONCLUSION

Disclosure of Interests and Other Matters returns for 30 June 2021 have been completed by all Councillors and designated persons and are tabled at the current meeting, in accordance with the requirements of the Code of Conduct and section 440AAB of the Local Government Act 1993.

ATTACHMENTS

Nil.

Corporate Services

G.10.2 ***AGENCY INFORMATION GUIDE UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009***

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Amber Moloney - Manager Governance & Risk

PURPOSE

To provide Council with a draft Agency Information Guide for adoption, in accordance with sections 20-22 of the Government Information (Public Access) Act 2009.

RECOMMENDATION

That Council adopt the Agency Information Guide provided in Attachment 1.

BACKGROUND

Section 20 of the Government Information (Public Access) Act 2009 (the GIPA Act) requires Council to have an agency information guide that:

- (a) describes the structure and functions of the agency, and
- (b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and
- (c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and
- (d) identifies the various kinds of government information held by the agency, and
- (e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and
- (f) specifies the manner in which the agency makes (or will make) government information publicly available, and
- (g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

In accordance with section 21 of the GIPA Act, Council must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months.

Section 22 of the GIPA requires Council to notify the Information Commissioner before adopting or amending its agency information guide.

REPORT/PROPOSAL

Staff have undertaken a review of Council's Agency Information Guide, in accordance with sections 20-22 of the GIPA Act. No substantial changes are proposed. A draft for consideration and adoption by Council is provided in Attachment 1.

In accordance with section 22 of the GIPA, a copy of the attached document was provided to the Information Commissioner.

Corporate Services

OPTIONS

1. Council adopt the attached agency information guide, without amendment.
2. Council make amendments to the attached agency information guide prior to adoption.

CONSULTATION

- In accordance with section 22 of the GIPA, a copy of the attached document was provided to the Information Commissioner.
- Internal consultation was undertaken with relevant departments to ensure the accuracy of the information in the guide.

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

- Goal 8 Provide Community leadership.
CS30 Effectively and efficiently manage the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, Community engagement, action and response.

We are working to achieve the following Community Priorities:



Upper Hunter Shire Council is an effective and efficient organisation, focusing on community engagement, action and response.

b. Delivery Program

- Review Policies, Codes and Delegations.

c. Other Plans

NIL

IMPLICATIONS

a. Policy and Procedural Implications

Council's Agency Information Guide documents Council's practices in regards to access to information under the Government Information (Public Access) Act 2009.

b. Financial Implications

NIL

Corporate Services

c. Legislative Implications

Section 20 of the Government Information (Public Access) Act 2009 (the GIPA Act) requires Council to have an agency information guide that:

- (a) describes the structure and functions of the agency, and
- (b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and
- (c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and
- (d) identifies the various kinds of government information held by the agency, and
- (e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and
- (f) specifies the manner in which the agency makes (or will make) government information publicly available, and
- (g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

In accordance with section 21 of the GIPA Act, Council must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months.

Section 22 of the GIPA requires Council to notify the Information Commissioner before adopting or amending its agency information guide.

d. Risk Implications

NIL

e. Other Implications

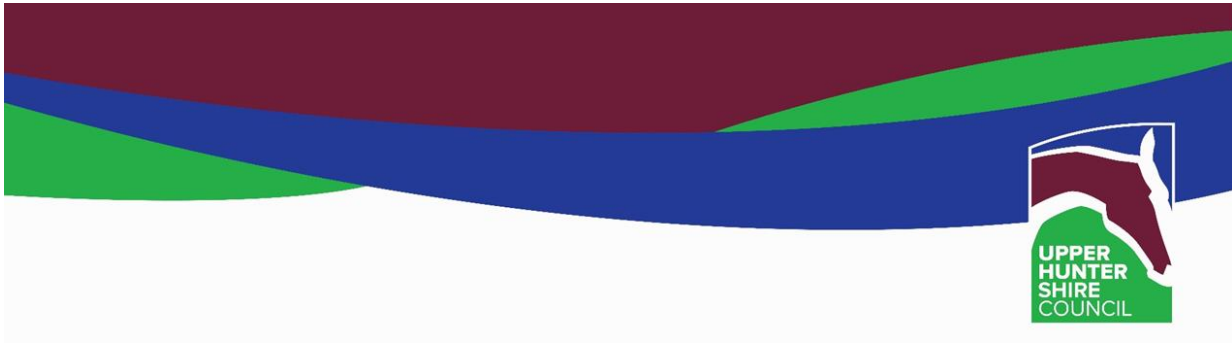
NIL

CONCLUSION

Council staff have reviewed and updated Council's Agency Information Guide in accordance with sections 20-22 of the GIPA Act. A draft is attached for consideration and adoption by Council.

ATTACHMENTS

- 1 [↓](#) Upper Hunter Shire Council - Agency Information Guide 2021 - GIPA Act



AGENCY INFORMATION GUIDE

Upper Hunter Shire Council

Date adopted by Council	<date>
Minute Number	<#>
Trim Ref	
Due for review	<date>
Related Documents	
Responsible Officer	Manager Governance & Risk
Department/Section	Corporate Services/Governance & Risk
Community Plan Ref	G8 CS30
Related Legislation	Government Information (Public Access) Act 2009 Government Information (Public Access) Regulation 2018

Adopted <date>

page 1 of 22



	Local Government Act 1993
Document History	
Developed	22 October 2012
Revision 1	25 November 2013
Revision 2	27 October 2014
Revision 3	26 October 2015
Revision 4	26 October 2016
Revision 5	30 October 2017
Revision 6	30 April 2018
Revision 7	27 May 2019
Revision 8	25 May 2020
Revision 9 (current)	TBA

Preface

This Agency Information Guide has been developed by Upper Hunter Shire Council in accordance with section 20 of the Government Information (Public Access) Act 2009.

The Upper Hunter Shire Council Agency Information Guide:

- describes the structure and functions of the Council,
- describes the ways in which the functions of the Council affect members of the public,
- specifies any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of the Council's functions,
- identifies the various kinds of government information held by the Council,
- identifies the kinds of government information held by the Council that the Council makes (or will make) publicly available,
- specifies the manner in which the Council makes (or will make) government information publicly available, and
- identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Upper Hunter Shire Council – Agency Information Guide



The Agency Information Guide is available free of charge on Council's website:
<http://upperhunter.nsw.gov.au/your-council/documents-and-policies/access-to-information.aspx>

Adopted: 29 May 2020

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About Upper Hunter Shire Council

Description

Upper Hunter Shire Council was proclaimed on 26 May 2004 following the amalgamation of Merriwa, Murrurundi and Scone Shires.

The Shire covers an area of 8,100 square kilometres and shares its boundary with Tamworth Regional Council, Gloucester Shire Council, Singleton Shire Council, Muswellbrook Shire Council, Mid-Western Regional Council, Warrumbungle Shire Council and Liverpool Plains Shire Council.



Basis of constitution

Upper Hunter Shire Council is constituted under the Local Government Act 1993.

Organisational structure

The Council

The governing body of the Council is comprised of nine Councillors who are elected by the residents and ratepayers of the Shire. The area is not divided into wards.

The role of the governing body is defined by section 223(1) of the Local Government Act 1993:

- (a) to direct and control the affairs of the council in accordance with this Act,
- (b) to provide effective civic leadership to the local community,
- (c) to ensure as far as possible the financial sustainability of the council,

Upper Hunter Shire Council – Agency Information Guide



- (d) to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,
- (e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,
- (f) to determine and adopt a rating and revenue policy and operational plans that support **the optimal allocation of the council's resources to implement the strategic plans** (including the community strategic plan) of the council and for the benefit of the local area,
- (g) to keep under review the performance of the council, including service delivery,
- (h) **to make decisions necessary for the proper exercise of the council's regulatory functions,**
- (i) to determine the process for appointment of the general manager by the council and to monitor the **general manager's performance,**
- (j) to determine the senior staff positions within the organisation structure of the council,
- (k) to consult regularly with community organisations and other key stakeholders and **keep them informed of the council's decisions and activities,**
- (l) to be responsible for ensuring that the council acts honestly, efficiently and appropriately.

The Mayor

The Mayor is elected every two years by the Councillors from among their numbers.

The role of the Mayor is defined by section 226 of the Local Government Act 1993:

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,

Upper Hunter Shire Council – Agency Information Guide



- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

Deputy Mayor

The Deputy Mayor is elected by Councillors from among their numbers. The Deputy Mayor may be elected for the Mayoral term, or for a shorter term.

The role of the Deputy Mayor is defined by section 231 of the Local Government Act 1993:

- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.

Councillors

Councillors are elected by the residents and ratepayers of the Upper Hunter Shire Council area. Elected Councillors hold office for four years.

The role of a Councillor is defined by section 232(1) of the Local Government Act 1993:

- (a) to be an active and contributing member of the governing body,
- (b) to make considered and well informed decisions as a member of the governing body,
- (c) to participate in the development of the integrated planning and reporting framework,
- (d) to represent the collective interests of residents, ratepayers and the local community,
- (e) to facilitate communication between the local community and the governing body,
- (f) to uphold and represent accurately the policies and decisions of the governing body,
- (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

Upper Hunter Shire Council – Agency Information Guide



The General Manager

The Principal Officer of the Council is the General Manager. The role of the General Manager is defined by section 335 of the Local Government Act:

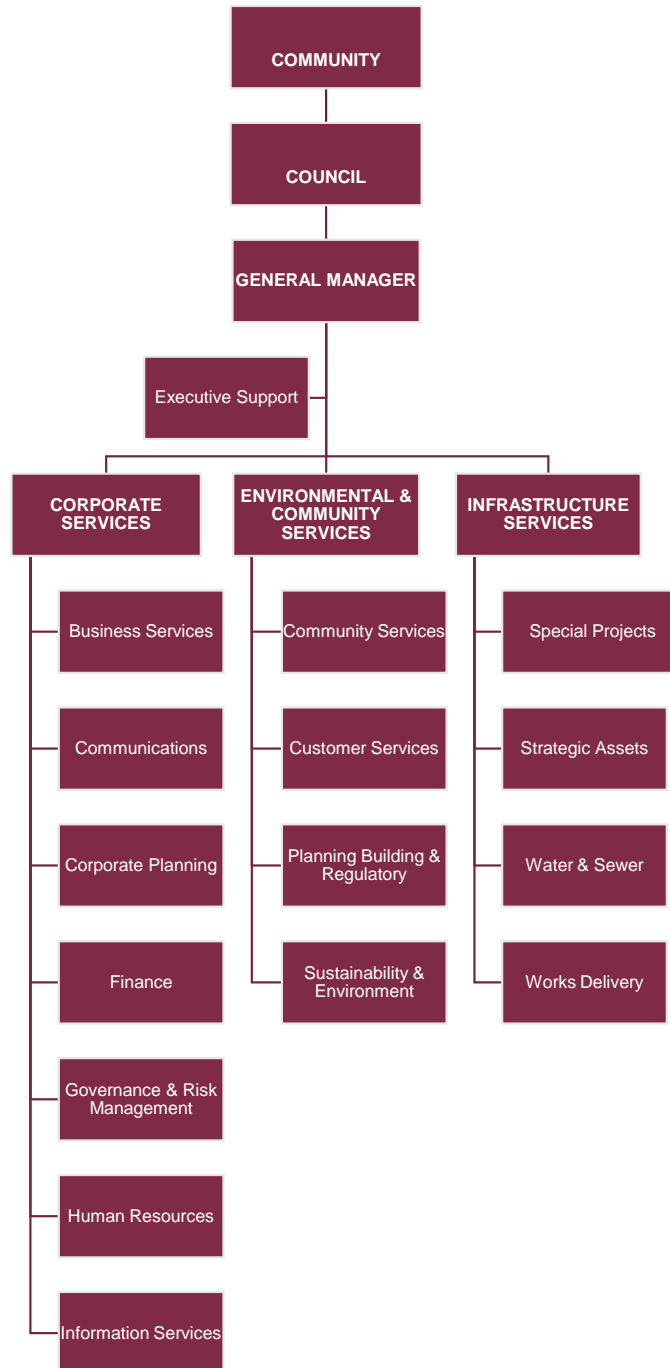
- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (b) to implement, without undue delay, lawful decisions of the council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (i) to direct and dismiss staff,
- (j) to implement the council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

The administrative body of the Council is comprised of council staff, who, under the direction of the General Manager, carry out the day-to-day operations of the Council and implement the decisions of Council. The General Manager is the primary link between the elected body and the administrative body and Councillors are not able to direct Council staff in their course of their duties. The Council's administrative body is divided into three directorates:

- Corporate Services
- Environmental & Community Services
- Infrastructure Services



Council's Structure



Adopted: 29 May 2020

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Council’s functions

Upper Hunter Shire Council provides an extensive array of services including health and building, town planning, aged care, sporting and recreational facilities, roads, libraries, waste collection, airport facilities, saleyards, public venues, water, children youth and family services, and tourist information.

The following table provides a summary of the types of functions conferred by the Local Government Act 1993.

SERVICE FUNCTIONS	REGULATORY FUNCTION	ANCILLARY FUNCTIONS	REVENUE FUNCTIONS	ADMIN FUNCTIONS	ENFORCEMENT FUNCTIONS
Including: Provision of community health, recreation, education & information services Environmental protection Waste removal & disposal Land & property industry & tourism development & assistance Civil infrastructure planning, maintenance & construction	Including: Approvals Orders Building certificates	Including: Resumption of land Powers of entry and inspection	Including: Rates Charges Fees Borrowings Investments	Including: Employment of staff Management plans Financial reporting Annual reports	Including: Proceedings for breaches of the Local Government Act & Regulations and other Acts & Regulations Prosecution of offences Recovery of rates and charges

There are many other Acts and legislative instruments which also confer functions on Council.

Some of these Acts, and some of the functions they confer, include:

Community Land Development Act 1989 planning functions as consent authority

Companion Animals Act 1998 companion animal registration and control

Upper Hunter Shire Council – Agency Information Guide



<i>Conveyancing Act 1919</i>	placing covenants on council land
<i>Environmental Planning and Assessment Act 1979</i>	environmental planning
<i>Fire and Rescue NSW Act 1989</i>	payment of contributions to fire brigade costs and furnishing of returns
<i>Fluoridation of Public Water Supplies Act 1957</i>	fluoridation of water supply by council
<i>Food Act 2003</i>	inspection of food and food premises
<i>Impounding Act 1993</i>	impounding of animals and articles
<i>Library Act 1939</i>	library services
<i>Protection of the Environment Operations Act 1997</i>	pollution control
<i>Public Health Act 2010</i>	inspection of systems for purposes of microbial control
<i>Recreation Vehicles Act 1983</i>	restricting use of recreation vehicles
<i>Roads Act 1993</i>	roads
<i>Rural Fires Act 1997</i>	issue of permits to light fires during bush fire danger periods requiring the furnishing of information to the Rural Fire Service Advisory Council and its Co-ordinating Committee
<i>State Emergency Service Act 1989</i>	recommending appointment of local commander
<i>Strata Schemes Development Act 2015</i>	approval of strata plans
<i>Swimming Pools Act 1992</i>	ensuring restriction of access to swimming pools



How Upper Hunter Shire Council engages with the public

How Council's functions affect the community

The public are affected by:

- The level, quantity and quality of the facilities and the range of services provided by the Council,
- The planning decisions made by Council,
- The manner in which Council exercises its regulatory functions, and
- The rates, charges and fees imposed by Council.

How the public may participate in policy development and the exercise of Council's functions

Upper Hunter Shire Council supports the principles of open government and encourages community involvement in policy development and general activities of Council.

Community participation is an important aspect of Local Government. Ratepayers, residents and business of Upper Hunter Shire Council are encouraged to have a say in what Council does. The public may participate in policy development and the general activities of the Council through representation and personal participation.

Local Government Elections

The system of Local Government in Australia is a representative democracy. This means that the people elect representatives to their Local Council to make decisions on their behalf. In New South Wales, elections for Local Government representatives are held every four years.

At each Upper Hunter Shire Council election, voters from the Upper Hunter Shire Council area elect nine Councillors for a four year term. All residents who are on the electoral roll are eligible to vote. Property owners living outside the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory for those enrolled.

Council and Committee Meetings

Ordinary Meetings of the Council are open to the public in accordance with section 10 of the Local Government Act 1993. Some parts of these meetings may be closed to the public in accordance with section 10A of the Local Government Act 1993.

Council allows members of the public to make a verbal address in relation to agenda items at the Ordinary Meetings of Council. Information about Council meetings including dates, agendas, minutes and guidelines for addressing Council are available on Council's website: <http://upperhunter.nsw.gov.au/your-council/council-business/council-meetings.aspx>

Upper Hunter Shire Council – Agency Information Guide



Council meetings are webcasted, consistent with the Model Code of Meeting Practice. Under these provisions, audio-video recordings of Council Meetings are livestreamed, and will be published on Council's website alongside the meeting minutes.

Council has a number of committees which assist in the exercise of its functions. Further information about Council's committees can be found on Council's website:
<http://upperhunter.nsw.gov.au/your-council/council-business.aspx>

Formal public consultation and calls for submissions

From time to time Council may conduct formal public consultation and/or call for public submissions on key issues affecting the community. The public consultation process may include public forums and information sessions.

Details of formal public consultation and calls for submissions are advertised on Council's website <http://upperhunter.nsw.gov.au/your-council/media/public-notices.aspx> and in local newspapers. Additionally, they may be advertised through official Council social media channels, media releases, Council newsletters and/or letterbox drops.

Making representation to Councillors

Residents are able to raise issues with and make direct representations to the elected Councillors. Councillors may choose to pursue the matter on the resident's behalf.

Contact information for Councillors can be found on Council's website:
<http://upperhunter.nsw.gov.au/your-council/mayor-and-councillors.aspx>

Contacting Council administration

There are a number of ways to contact Council administration:

- In person, during business hours, at any of the Council offices:
 - 135 Liverpool Street, Scone
 - 34-40 Vennacher Street, Merriwa
 - 47 Mayne Street, Murrurundi
- Via phone, during business hours: (02) 6540 1100
- Via email: council@upperhunter.nsw.gov.au
- Via post: General Manager, PO Box 208, SCONE NSW 2337

Keeping up to date

Council's website at www.upperhunter.nsw.gov.au is regularly updated with notifications and information of Council's activities, meeting agendas and business papers. The website also publishes notices and exhibitions, tenders, news items, events, a weekly works schedule and many Council documents and reports. The website is reviewed and updated on a regular basis to ensure information is accurate and timely.

Upper Hunter Shire Council – Agency Information Guide



Council produces an e-newsletter which is distributed on an opt-in basis. Interested parties can sign up for the newsletter by providing their name and email address in the “Sign up now” fields in the footer of the Council website: www.upperhunter.nsw.gov.au

Council also provides information on Council activities, decisions and programs in the local newspaper and on its official social media pages. Council also provides links to community newsletters and publications on its website: <http://upperhunter.nsw.gov.au/our-shire/community-newsletters.aspx>

You can also follow Council on social media via:

Facebook <https://www.facebook.com/upperhunter.shirecouncil>

Instagram <https://www.instagram.com/upperhuntershire>

LinkedIn <https://www.linkedin.com/company/upper-hunter-shire-council/>



How to access **Upper Hunter Shire Council's** information

Upper Hunter Shire Council is committed to the principles of open and transparent government, subject to all relevant legislation.

Under the provisions of the Government Information (Public Access) Act 2009 (the GIPA Act) there is a right of access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Members of the public who would like to request information under the GIPA Act can do so by contacting Council:

Phone: 02 6540 1100

Email: council@upperhunter.nsw.gov.au

Website: www.upperhunter.nsw.gov.au

Post: The General Manager, PO Box 208, Scone NSW 2337

Further information about how to access Council information can be found on Council's website: <http://upperhunter.nsw.gov.au/your-council/documents-and-policies/access-to-information.aspx>

Information held by Council

There are four ways in which government information is available under the GIPA Act:

1. Mandatory release: Certain information, referred to as open access information, must be published on the agency's website, free of charge.
2. Proactive release: Beyond mandatory release, agencies are encouraged (and authorised) to release as much government information as possible.
3. Informal request: Agencies are encouraged to informally release information, by excusing the need for a formal application (and fee) to be submitted.
4. Formal application: This is the last resort if information is not accessible in any of the above 3 ways. Decisions made in response to formal applications can be reviewed.

Mandatory release (open access information)

Part 3 of the GIPA Act lists the information that is open access information under this Act. In accordance with these provisions and section 6 of the GIPA Act, the following information is freely available on Council's website:

Council's current Agency Information Guide (this document) <http://upperhunter.nsw.gov.au/your-council/documents-and-policies/access-to-information.aspx>

Upper Hunter Shire Council – Agency Information Guide



<i>Any documents about Council tabled in Parliament</i>	NIL
<i>Council's policy documents</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/policies.aspx
<i>Council's disclosure log of access applications</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/access-to-information/information-disclosed.aspx
<i>Council's register of government contracts</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/access-to-information/government-contracts.aspx
<i>A record of any open access information that is not made publicly available due to an overriding public interest against disclosure</i>	NIL

As permitted by section 18(g) of the GIPA Act, schedule 1 of the Government Information (Public Access) Regulation 2018 prescribes additional open access information for local government authorities. In accordance with these provisions and section 6 of the GIPA Act, the following information is freely available on Council's website:

<i>Council's Code of Conduct</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's Code of Meeting Practice</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's Annual Report</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/integrated-planning-reporting-ip-r/annual-reports.aspx
<i>Council's Annual Financial Reports</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/integrated-planning-reporting-ip-r/annual-reports.aspx
<i>Council's Auditor's Report</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/integrated-planning-reporting-ip-r/annual-reports.aspx
<i>Council's Management Plan (now referred to as "Integrated Planning and Reporting Framework")</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/integrated-planning-reporting-ip-r.aspx

Upper Hunter Shire Council – Agency Information Guide



<i>Council's EEO Management Plan</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's policy for the payment of expenses incurred by and provision of facilities to Councillors</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/policies/governance.aspx
<i>Annual reports of any bodies exercising functions delegated by Council</i>	NIL
<i>Agendas and business papers of Council and Committee meetings</i>	http://upperhunter.nsw.gov.au/your-council/council-business.aspx
<i>Minutes of Council and Committee meetings</i>	http://upperhunter.nsw.gov.au/your-council/council-business.aspx
<i>Reports by the Chief Executive of the Office of Local Government presented at Council meetings in accordance with section 433 of the Local Government Act 1993</i>	http://upperhunter.nsw.gov.au/your-council/council-business.aspx
<i>Council's land register</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents/land-register.aspx
<i>Council's register of investments</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents/register-of-investments.aspx
<i>Council's register of graffiti removal</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's register of voting on planning matters kept in accordance with section 375A of the Local Government Act 1993</i>	http://upperhunter.nsw.gov.au/--MISSING--/building-planning/planning-decisions.aspx
<i>Local policies adopted by Council concerning approvals and orders</i>	http://upperhunter.nsw.gov.au/our-services/building-planning.aspx
<i>Plans of management for community land</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents/plans-of-management-for-community-land.aspx
<i>Environmental planning instruments, development control plans and contributions made under the Environmental Planning and Assessment Act 1979 applying</i>	http://upperhunter.nsw.gov.au/our-services/building-planning.aspx

Upper Hunter Shire Council – Agency Information Guide



to land within the Upper Hunter Shire Council

Performance improvement orders issued to a council under Part 6 of Chapter 13 of the LGA NIL

Council's register of current declarations of disclosures of political donations kept in accordance with section 328A of the Local Government Act 1993 For information about disclosures of political donations lodged with the NSW Electoral Commission, please visit <https://www.elections.nsw.gov.au/>

The model code prescribed under section 440 (1) of the Local Government Act 1993 <http://upperhunter.nsw.gov.au/your-council/documents-and-policies/policies/governance.aspx>

Any codes referred to in the Local Government Act 1993 As above

Plans of land proposed to be compulsorily acquired by the local authority NIL

Compulsory acquisition notices NIL

The following information is listed as open access information under schedule 1 of the Government Information (Public Access) Regulation 2018, but is not currently available on Council's website. This information will be provided free of charge on request.

Returns of the interests of councillors, designated persons and delegates Available in Council's offices

Council's register of delegations Available in Council's offices

Development applications and associated documents received on or after 1 July 2010 Some information and documents are available online via Council's Development Application Tracker: <https://upperhunter.nsw.gov.au/our-services/building-planning/da-tracker.aspx>

Additional information available on request [https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-\(Public-Access\)-Act-2009-Informal-Access-Application.pdf](https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf)

Applications for approvals under Part 1 of Chapter 7 of the Local Government Act 1993 and any associated documents Available on request <https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information->

Upper Hunter Shire Council – Agency Information Guide



	(Public-Access)-Act-2009-Informal-Access-Application.pdf
<i>Applications for approvals under any other Act and any associated documents</i>	Available on request https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf
<i>Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals</i>	Available on request https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf
<i>Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the Local Government Act 1993</i>	Available on request https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf
<i>Orders given under the authority of any other Act</i>	Available on request https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf
<i>Records of building certificates under the Environmental Planning and Assessment Act 1979</i>	Available on request https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf
<i>Leases and licences for use of public land classified as community land</i>	Available on request https://upperhunter.nsw.gov.au/f.ashx/a-zdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf

Proactive release

Section 7 of the GIPA Act authorises Council to make any government information held by Council publicly available unless there is an overriding public interest against disclosure of the information. Some of the information released under this provision is listed below:

<i>Council's Privacy Management Plan</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents/privacy-management-plan.aspx
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Upper Hunter Shire Council – Agency Information Guide



<i>Documents forming Council's Integrated Planning & Reporting Framework</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/integrated-planning-reporting-ip-r.aspx
<i>Audit, Risk and Improvement Committee Charter</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's Customer Service Strategy</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council Cultural Plan 2017-2027</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's Community Engagement Strategy</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/integrated-planning-reporting-ip-r/community-engagement-strategy.aspx
<i>Council's Drought Management and Emergency Response Plan</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx
<i>Council's register of gifts and benefits</i>	http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents/gifts-benefits-register.aspx
<i>Council's Weekly Works Schedule</i>	http://upperhunter.nsw.gov.au/your-council/media/works-schedule.aspx

A number of other plans, reports and documents released under this provision can be found on Council's website: <http://upperhunter.nsw.gov.au/your-council/documents-and-policies/documents.aspx>

Informal release

Section 8 of the GIPA Act authorises Council to release government information held by it to a person in response to an informal request by the person (that is, a request that is not an Access Application), unless there is an overriding public interest against disclosure of the information. Council cannot be required to consider an informal request for government information, and further, cannot be required to disclose government information pursuant to an informal request. Council can release government information in response to an informal request subject to any reasonable conditions that Council thinks fit to impose.

Some of the information that may be released by Council under this provision is listed below:

Upper Hunter Shire Council – Agency Information Guide



Name and mailing address of adjoining property owners (for specified purposes only)

<http://upperhunter.nsw.gov.au/f.ashx/documents/forms/access-to-information/Dividing-Fences-Act-1991-Adjoining-Property-Owners-Details-Application-Form.pdf>

Pre-1 July 2010 Development Application Information

[https://upperhunter.nsw.gov.au/f.ashx/azdocuments/GIPA-Government-Information-\(Public-Access\)-Act-2009-Informal-Access-Application.pdf](https://upperhunter.nsw.gov.au/f.ashx/azdocuments/GIPA-Government-Information-(Public-Access)-Act-2009-Informal-Access-Application.pdf)

Formal release (via access application)

If information can't be accessed through any of the above avenues, a formal Access Application can be submitted to Council.

Council will only direct applicants to make an Access Application if the information cannot be provided in another way. An Access Application may be necessary if an applicant seeks information that is not listed in the categories above and/or information which includes the personal or business information of a third party.

Part 4 of the GIPA Act provides for the making of and process of dealing with Access Applications under this Act.

A person who makes an Access Application for government information has a legally enforceable right to be provided with access to the information, in accordance with Part 4 of the GIPA Act, unless there is an overriding public interest against disclosure of the information.

Section 41 of the GIPA Act lists the formal requirements for making a valid Access Application:

- it must be in writing sent to or lodged at Council;
- it must clearly indicate that it is an access application made under the GIPA Act;
- it must be accompanied by a \$30 application fee;
- it must state the name of the applicant and a postal or email address for correspondence in connection with the application;
- it must include such information as is reasonably necessary to enable the government information applied for to be identified.

Upon receipt of a valid Access Application, Council must give the applicant notice of its decision within 20 working days. This time can be extended under section 57(2) to consult with third parties or retrieve information from archives. Processing charges at a rate of \$30 per hour may also apply as part of deciding the application and an advance deposit may be requested for any estimated charges. 50% reduction in processing charge may be granted to applicants in cases of financial hardship and/or where information applied for is of special benefit to the public generally.

Some decisions made under a formal Access Application are reviewable, in accordance with Part 5 of the GIPA Act.

Upper Hunter Shire Council – Agency Information Guide



Further information about how to make a formal Access Application, including the associated form, can be found on Council's website: <http://upperhunter.nsw.gov.au/your-council/documents-and-policies/access-to-information.aspx>

Copyright

Access to documents that are protected by copyright will be granted by way of view only access, either in person or via a locked PDF Google drive link.

If a copy of the documentation is required, copyright approval may be obtained by the applicant to contact the author of the document directly.

Right to Information Officer

Council's Right to Information Officer can be contacted on the details below:

Phone: 02 6540 1100

Email: council@upperhunter.nsw.gov.au

Post: Right to Information Officer, PO Box 208, Scone NSW 2337

The Information and Privacy Commission

The Information and Privacy Commission (IPC) oversees the GIPA Act. The IPC provides information about the right to access information and can be contacted via:

Phone: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Post: GPO Box 7011, Sydney NSW 2001

General Manager's Unit

G.10.3 REQUESTS FOR DONATIONS

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Karen Boland - Governance & Executive Support Officer

PURPOSE

The purpose of this report is for Council to consider providing financial assistance to local community groups requesting donations.

RECOMMENDATION

That Council:

1. provide a donation of \$107.50 to Lions Club of Aberdeen to go towards the fees to hire McKinnon Oval, Aberdeen for their Diabetes Awareness fund raising event 'Lap The Map';
2. provide a donation of \$585.00 to the Scone Neighbourhood Resource Centre for development application and s68 application fees for the laundry that will be located at the current Visitor Information Centre;
3. provide a donation of \$2,279.60 to the Scone Hardcourt Tennis Association for DA application fee for the clubhouse rebuild;
4. provide a donation of \$200.00 to Gundy Crown Reserves Trust towards the Gundy Children Christmas Party to be held on 4 December 2021;
5. provide a donation of \$200.00 to Fun Fitness 4 Littlies towards the hire of the Wilson Memorial over the next 9 weeks for their multi-sports program; and
6. provide a donation of saleyard fees of \$18 per head for each donated beast up to \$200 for the proposed cattle sale on 23 November 2021 with proceeds going to the Westpac Rescue Helicopter Service.

BACKGROUND

Council may, in accordance with Section 356 of the Local Government Act 1993, contribute money or grant financial assistance to various entities including charitable, community and sporting organisations and private individuals.

REPORT/PROPOSAL

The following requests for financial assistance have been received for Council's consideration:

1. Lions Club of Aberdeen for the hire fee of McKinnon Oval, Aberdeen be waived for their fund raising event 'Lap The Map'. The event is to be held on National Diabetes Day on 14 November 2021 and they hope to raise awareness about diabetes. The fee to hire McKinnon Oval, Aberdeen for a non sporting event is \$107.50. It is recommended providing a donation of \$107.50 noting that Council is the asset owner.
2. Scone Neighbourhood Resource Centre for the application fees of \$585.00 for the laundry that will be located at the current Visitor Information Centre. It is recommended providing a donation of \$585.00 noting that Council is the asset owner.



General Manager's Unit

3. Scone Hardcourt Tennis Association for the DA application fee of \$2,279.60 for the removal of existing clubhouse and rebuild of clubhouse, storage shed, hitting wall and parking area. It is recommended providing a donation of \$2,279.60 noting that Council is the asset owner.
4. Gundy Crown Reserve Trust has requested assistance to host their Gundy Children Christmas party on Saturday 4 December 2021. The Gundy Community Christmas Celebration started over 12 years ago and has become an annual tradition. Over 70 families from the village of Gundy and surrounding areas celebrate with an annual Tug "O" War between the adults of Gundy & Moonan / Belltrees. There is a BBQ, kids activities and a visit from Santa. It is recommended providing a donation of \$200.00
5. Fun Fitness 4 Littlies has requested hire fees be waived for their multiple sports-program at Wilson Memorial Oval at Murrurundi commencing Friday 22 October 2021 for 9 weeks. The first program is a free cricket program supported by CricketNSW that runs for 4 weeks and is aimed at primary aged children. The second program is an Athletics Club for ages 3-12 years and runs for 5 weeks. Fun Fitness 4 Littlies hopes to get a larger club off the ground in 2022. Based on Council's fees and charges, the hire of Wilson Memorial Oval for a 9 week period is \$312.00. It is recommended providing a donation of \$200.00 towards the fees.
6. Council has received an expression of interest to donate the proceeds from saleyard fees for the sale of donated cattle being held on 23 November 2021. If the sale goes ahead, the proceeds from the donated cattle will be donated to the Westpac Rescue Helicopter Service. The saleyard fees for the sale of cattle is \$18 per head. It is recommended that if the sale goes ahead providing a donation of up to \$200.00.

A copy of the requests received are attached.

OPTIONS

1. Provide a donation
2. Provide an alternative donation amount
3. Not provide a donation

CONSULTATION

- General Manager
- Director Corporate Services
- Manager Finance

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

General Manager's Unit

- Goal 2 - Promote wellbeing and a connected, healthy and happy Community.
CS3 Advocate for, support and provide services and facilities for young people, children, families and people with a disability.
CS9 Value our heritage and cultural diversity, celebrating together and fostering creativity.

We are working to achieve the following Community Priorities:



Upper Hunter Shire Council to support and provide community services which promote health, wellbeing and the celebration of culture.

b. Delivery Program

- Supporting children, young people, individuals and families so they can enhance their independence, inclusion, safety, self-esteem and or quality of life within the community.

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

The request falls within Council's Donations Policy.

b. Financial Implications

Council has set aside \$31,000 in the annual budget for the 2021/22 financial year for granting donations, with \$24,500 remaining before these proposed donations for the 2021/22 financial year.

c. Legislative Implications

Nil

d. Risk Implications

Nil

e. Other Implications

Nil

General Manager's Unit

CONCLUSION

Council has received donation requests from Lions Club of Aberdeen and Fun Fitness 4 Littlies for waiving of fees to hire sporting grounds, requests from Scone Neighbourhood Resource Centre and Scone Hardcourt Tennis Association for waiving of DA fees and Gundy Crown Reserve Trust for financial assistance to host their Gundy Children's Christmas party. Council has also received an expression of interest to donate saleyard fees for the sale of donated cattle at the sale being held on 23 November 2021 to Westpac Rescue Helicopter Service. Council's policy states that Council will, in accordance with a resolution, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions, in accordance with section 356 of the Local Government Act.

ATTACHMENTS

- 1 [↓](#) Lions Club of Aberdeen
- 2 [↓](#) Scone Neighbourhood Resource Centre
- 3 [↓](#) Scone Hardcourt Tennis Association
- 4 [↓](#) Gundy Community Christmas Celebration
- 5 [↓](#) Fun Fitness 4 Littlies



Lions Club of Aberdeen Inc.
UPPER HUNTER SHIRE COUNCIL
Secretary Bob Dixon
73 Campbell St
Aberdeen 2336

20 SEP 2021

20/9/2021

Referred to:

For:

Mr Greg McDonald General Manager Upper Hunter shire Council

Dear Sir

I am writing this letter on behalf of Aberdeen Lions Club.

On the 14th of November 2021 is national diabetes day.

Aberdeen Lions would like to hold this event at McKinnon oval Aberdeen. This event would take place between 9am – 1pm on the 14th of November, we would require access from 7:30am to set up. This event will operate under Lions club insurances. Basically, what happens is people come and register with Lions and make a gold coin donation and walk laps of the oval and this is recorded with other Lions clubs throughout Australia and hopefully this distance will exceed 25,700kms which is the circumference of Australia.

Participants will receive at no cost to them, water, fruit, sausage sizzle, all proceeds raised on the day will go towards diabetes awareness, preventions, and research.

Aberdeen Lions Club would like to request a donation of \$107-50 for the hire of the field. As this is a Fundraising event would you please consider our request

If you would like any more information, please call me on
0418687823

Thanking you.

Bob Dixon





Lions Australia



LAP THE MAP 2021

**Join your local Lions Club in raising awareness,
having fun, and contributing to raise funds for
Diabetes Awareness**



LAP THE MAP

**On 14th November 2021, do-
nate a gold coin and walk
alongside your friends, family,
and fellow Lions.**

**All funds raised will go towards Diabetes Aware-
ness, prevention, and research**

ABERDEEN LIONS CLUB INC

For further info please visit: <https://lionsclubs.org.au/activities/lapthemap2020/>

<https://lionsclubs.org.au/lions-lap-the-map-for-diabetes/>

From: Lee Watts <lee@snrc.com.au>
Sent: Friday, 15 October 2021 11:55 AM
To: Kristian Enevoldson <KEnevoldson@upperhunter.nsw.gov.au>
Subject: Waive of fees, SNRC Laundry

Dear Kristian

The Scone Neighbourhood Resource Centre hope that Council would consider waiving the fees in relation to the DA Application for the laundry that will be located at the current Visitor Information Centre location.

The \$585 fee was paid on the 15 October to ensure the DA process would keep moving.

I look forward to Councils decision.

Regards

Lee Watts
Manager
Scone Neighbourhood Resource Centre
02 6545 2562

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify Upper Hunter Shire Council.



16 July, 2021

Mr Matt Pringle
Director of Environmental & Customer Services
Upper Hunter Shire Council
135 Liverpool Street
SCONE NSW 2337

Dear Matt

RE: Scone Hardcourt Tennis Association

We are preparing documents and plans to submit papers to the UHSC for a development application for works at the SHTA.

It is our intention to apply for a grant from the Office of Sport – the Regional Sport Facility Fund. This grant requires an approved DA in order to apply. We hope to resurface the three deteriorated courts of our seven existing courts to provide an all-weather playing and training surface for tennis, hockey, soccer and rugby league.

It is our intention to remove the clubhouse (asbestos issues) rebuild the clubhouse, a storage shed, a hitting wall and parking areas for the four aforementioned sports and the community. We have had confirmation from the Council after consultation with the Councils Lands Assistant that it has been determined that the land which is occupied by Scone Tennis Courts is owned by Upper Hunter Shire Council. Andrew Lane was able to confirm this with us via email.

As the SHTA is actually a Council owned asset, would the Council please consider waiving all the fees for the Development Application? It would be of great assistance to the SHTA and we would be very grateful.

I look forward to hearing from you.

Regards

Kirsty Cole
President
0418734374

Scone Hardcourt Tennis Association · PO Box 220 · Scone NSW 2337
sconetennis@gmail.com
ABN: 25 703 361 347



Gundy Community Christmas Celebration

SPONSORSHIP PROPOSAL

4 December 2021

About Us

Gundy Community Christmas Celebration started about over 12 years ago when a group of teenagers from the village decided to hold a Christmas disco at the Gundy Soldiers Memorial Hall for the children of Gundy. Over the years the celebration has expanded when the towns children population grew. In 2017 in the middle of the worst drought in many years, the great volunteers from Lions joined our cause and provided us with tremendous support. This support continued and a wonderful friendship was created over the years. During our regions hardest times, Lions were there to give us a helping hand. Until this day they are heavily involved with the cooking of the BBQ and serving of food.



2019 Christmas Celebration at Gundy

OUR EVENT

The village of Gundy and surrounding areas celebrate Christmas and the year that has been with a Gundy Community Christmas Celebration at the Gundy Rec Grounds in December. In 2021, the date for the event is Saturday 4 December from 4pm. The afternoon turns into evening and along with a bbq, the 70 + families enjoy socialising, dancing, games and the annual Tug "O" War between the adults of Gundy & Moonan/Belltrees. It is a true delight to see the comradery and friendships that are made and strengthened over the years.

PAGE 1



PIC•COLLAGE



The event has grown over the years due to the ongoing support from Lions and the many local businesses that have contributed. This event would not be able to go ahead if we didn't have this support. The afternoon starts with kids activities, dancing and sausage sizzle for the children. Then the most loved part of the afternoon is when the guy in the big red suit arrives on one of many modes of transport.

Santa hands out gifts which vary from lollies and books and then sits and has a chat to the children with opportunities for photos. The evening progresses with a BBQ dinner for the adults whilst the children dance and enjoy the rest of the evening. It is a wonderful community celebration and after the last few years we have been through, this year more than ever is what the community needs.

SPONSORSHIP

Our sponsorship in the past has ranged from donation of drinks and bbq supplies to cash donations and presents.

It is with great pleasure that we can continue with this wonderful event and look forward to your business contributing in some way or another, the community of Gundy and most of all the children will thank you.

Each sponsorship and/or donation will be entitled to provide signage at the event, advertising on the Gundy Community Christmas Celebration & Gundy Community Page on Facebook. All advertisements handed out in the local community will have your business logo, as well as providing signage at the event.

Please complete the form below and return to Karen Lee dklee8053@gmail.com & Iain Hayes at gundycrownreserves@gmail.com . Iain will then provide you with bank account details.

Name:.....

Organisation/Business:

Contact Ph:

Email:

Sponsorship Type

Monetary Donation:

\$100	\$200	\$500	Other amount \$
-------	-------	-------	-----------------

Other Donation Type: (please circle) Disco/BBQ Supplies/Drinks/Lollies/Books/Jumping Castle

Signed :..... Date:.....

All sponsorship forms to be returned by email by 12 November 2021.



A: PO Box 25
Murrurundi, NSW, 2338
M: 0456787773
E: info@funfitness4littlies.com

To Whom This May Concern;

Fun Fitness 4 Littlies is the regions ONLY multi-sports program and we are bringing multiple programs to the children of the Upper Hunter Shire Council region in Term 4, 2020. The first program to kick off is a FREE cricket program thanks to CricketNSW. The program will run for 4 week for primary aged children. CricketNSW will be attending some of this program and are sharing it with their stakeholders to show the engagement in rural communities. The second program is an Athletics Club for ages 3-12 with the hope we can get a larger club off the ground in 2022. The fee for families is a nominal amount (depending on the numbers) which will cover my insurance costs to have the 5 week program run. As a part of the program we would like to use the Wilson Memorial Oval at Murrurundi for 9 weeks, 4.30pm-6pm from Friday 22nd October, 2021.

To enable the program to be a complete success and to engage as many children as possible (Cricket has 40 sports with 9 left and Athletics has over 35 children showing interest) we would like to ask for Upper Hunter Shire Council to waive the fees to utilise the Wilson Memorial Oval at Murrurundi.

I will not require council to do anything special for the oval other than the usual cut. I will mark a 6 lane 100m track and a 400m ring which I will also make use of for our cricket club as the boundary marking.

Our Covid-19 Safety Plan has been forwarded to the relevant parties at UHSC to ensure that all precautions are being taken to make a safe environment so the program can go ahead for the locals physical and mental wellbeing during this pandemic.

Thank you for your consideration and now, being a resident of Murrurundi and UHSC I look forward to partnering with council to support all of our families over the coming years.

Regards

A handwritten signature in black ink, appearing to be 'S Levick', written in a cursive style.

Sam Levick
Owner/Instructor
Fun Fitness 4 Littlies



Corporate Services

G.10.4 ***ADDITIONAL FEES & CHARGES - ACCESS TO
GOVERNMENT INFORMATION***

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Margaret Casey - Information Services Coordinator

PURPOSE

The purpose of this report is to consider additional fees relating to the access of Council Information.

RECOMMENDATION

That Council:

1. adopt the proposed fees outlined in Attachment 1 to this report for the purpose of placing on public exhibition for at least 28 days
2. following public exhibition period, adopt the proposed fees and charges if no feedback is received.

BACKGROUND

Over the past few years Council has seen a significant increase in the number of requests for information held by Council. Whilst the fees for formal requests are governed by the Government Information (Public Access) Act 2009 (GIPA Act), Council does not have any fees in the current adopted Fees & Charges Schedule to cover the costs associated with Informal GIPA requests and subpoenas.

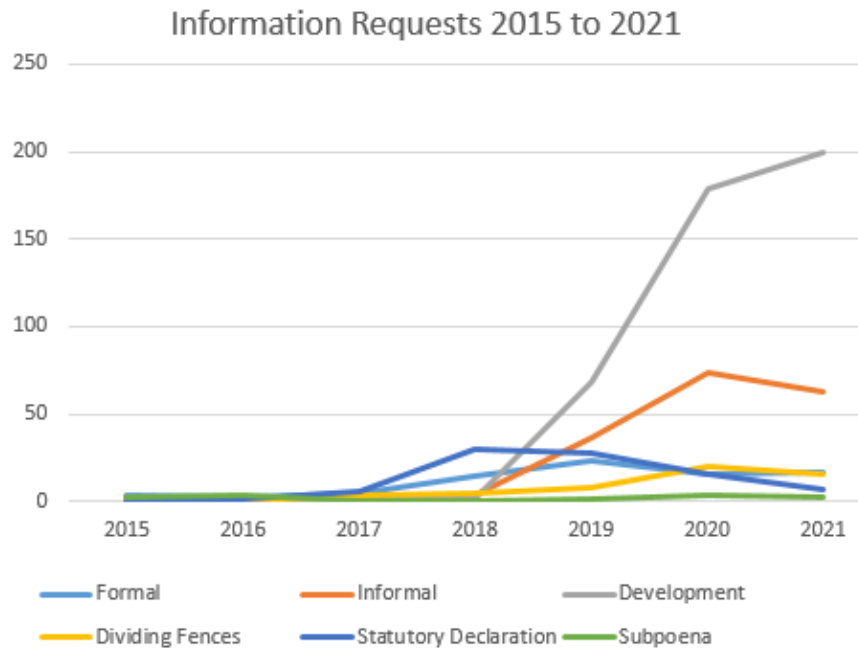
REPORT/PROPOSAL

When reviewing the fees and charges for Government Information the following aspects were considered:

- The Government Information (Public Access) Act 2009 (GIPA Act)
- Costs associated with Council staff time in processing requests
- Costs associated with the retrieval of files from our off site storage facility

A summary of information requests received from 2015 to 2021 is shown below. (An estimate has been used to project the balance of 2021) This increase has a dramatic impact on the workload of staff.

Corporate Services



Building & Development Application Information

Over the past few years there has been a significant increase in the number of requests for Building and Development Application documents. This year we are on track to receive over 200 applications for information from individuals and organisations. This service imposes a significant cost due to the time it takes to search and retrieve the files from the offsite archives and provide to our customers. Council has previously absorbed the cost of providing this service.

Under the GIPA Act development applications received after 1 July 2010 are considered to be open access and applicants cannot be charged to access the information. It is our intention that over time information will be published to our website which will eliminate requests being directed to staff. This is subject to records resourcing.

Applications received prior to 1 July 2010 are not considered open access and Council can charge for providing this information. It is proposed to introduce a flat fee that will take into consideration the costs involved in retrieving files from our off-site storage and the time taken by staff to review, scan and provide the information requested.

Building and Development Application Information	
Access to Building & Development Applications AFTER 1 July 2010 (Open Access Information)	Free
Access to Building & Development Applications BEFORE 1 July 2010 (Search, retrieval of files & supply)	\$120.00

GIPA Informal Applications

Section 6 of the GIPA Act makes it mandatory for agencies to disclose some information proactively, unless there is an overriding public interest against disclosure. This information is known as 'open access information' and is provided free of charge to applicants.

Corporate Services

Council has received numerous requests this year for information which is not available under mandatory/proactive release. These requests can take considerable amount of time to research and prepare for release. Files are often required to be retrieved from our off-site storage facility at considerable costs.

GIPA Informal Application	
Application for Open Access information	Free
Application for Informal Release of Information (excludes Open Access Information)	\$30.00
Processing Charge - Per hour after first hour (excludes Open Access Information)	\$30.00
Retrieval of files from offsite storage	At Cost

GIPA Formal Applications

These fees are outlined in the Government Information (Public Access) Act 2009, but do not include the retrieval costs from our Offsite storage facility. It is proposed that these charges be passed onto the customer on a cost recovery basis.

GIPA Formal Application	
Access Application Fee (includes 1 hour processing charge)	\$30.00
Processing charge - per hour after first hour	\$30.00
Retrieval of files from offsite storage	At Cost
GIPA Internal Review Application	\$40.00

Subpoenas

Council currently has no charges listed in the 2021/22 Fees and Charges for the supply of information relating to a subpoena. A number of subpoena requests have come in this year which have taken a considerable amount of time to compile.

Subpoena for Information	
Subpoena to produce documents - per hour	\$50.00
Retrieval of files from offsite storage	At Cost

OPTIONS

1. That Council adopts the new fees and charges applicable for the supply of Government Information as outlined in the attached document and place the revised Fees and Charges on public exhibition for 28 days.
2. That Council doesn't apply the new fees and charges applicable for the supply of Government Information as outlined in the attached document.

CONSULTATION

The report was prepared in consultation with

- Director Corporate Services
- Manager Governance and Risk
- Information Services Coordinator
- Records Officers

Corporate Services

STRATEGIC LINKS



Upper Hunter Shire Council is an effective and efficient organisation, focusing on community engagement, action and response.



Upper Hunter Shire Council demonstrates it is Fit for the Future and can meet all State Government indicators for financial stability.

IMPLICATIONS

a. Policy and Procedural Implications

N/A

b. Financial Implications

Adoption of the recommendation will recoup some of the expenses currently being incurred, for applications to access government information.

c. Legislative Implications

Fees for formal applications are regulated by the GIPA Act

d. Risk Implications

N/A

e. Sustainability Implications

N/A

f. Other Implications

N/A

CONCLUSION

Council can charge fees for services if those fees are appropriately advertised and adopted. There are currently no fees for informal GIPA enquiries or subpoenas. Exhibition and subsequent adoption of fees will allow Council to recover costs from this service.

ATTACHMENTS

- [1](#) Proposed Fees and charges - Access to Government Information

Access to Government Information Proposed Fees & Charges

Building and Development Application Information

Access to Building & Development Applications AFTER 1 July 2010 (Open Access Information)	Free
Access to Building & Development Applications BEFORE 1 July 2010 (Search, retrieval of files & supply)	\$120.00

GIPA Informal Application

Application for Open access information	Free
Application for Informal Release of Information (excludes Open Access Information)	\$30.00
Processing Charge - Per hour after first hour (excludes Open Access Information)	\$30.00
Retrieval of files from offsite storage	At Cost

GIPA Formal Application

Access Application Fee (includes 1 hour processing charge)	\$30.00
Processing charge - per hour after first hour	\$30.00
Retrieval of files from offsite storage	At Cost
GIPA Internal Review Application	\$40.00

Subpoena for Information

Subpoena to produce documents - per Hour	\$50.00
Retrieval of files from offsite storage	At Cost

Corporate Services

G.10.5 ***RELOCATION OF THE SCONE NEIGHBOURHOOD
RESOURCE CENTRE - FURTHER REPORT***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Kristian Enevoldson - Director Corporate Services

PURPOSE

The purpose of this report is to provide further information in relation to the costs associated with the relocation of the Scone Neighbourhood Resource Centre (SNRC) to the Scone Visitor Information Centre (VIC)

RECOMMENDATION

That Council:

1. note the information contained in this report
2. delegate the General Manager to implement a cost sharing methodology in relation to the fit-out and future operational costs of the facility between the SNRC and Council based on the principles discussed in this report.

BACKGROUND

At the September 2021 Council meeting a report was presented in relation to the relocation of the SNRC into the Scone Visitor Information Centre (VIC). This report should be referred to for further information. At the September meeting, Council resolved the following:

1. Council approve the relocation of the Scone Neighbourhood Resource Centre into the Scone Visitor Information Centre.
2. A further report be brought to the October 2021 Council meeting in relation to the changes required to the Visitor Information Centre and the associated costs and impacts on the VIC operations, and the basis for apportioning the ongoing operational costs.
3. The current rental arrangement remain in place until exclusive occupation occurs upon the relocation of the current Visitor Information Centre to Campbell's Corner.

This report seeks to address the second point in the above recommendation.

REPORT/PROPOSAL

Council has agreed in principle to the relocation of the SNRC from its current location in the Scone Library to the Scone VIC. Council staff, the Mayor and the manager of the SNRC met on site at the VIC recently to discuss the requirements of both parties in relation to the relocation. In order to delineate the floor-space to accommodate two separate operations, the building would need some minor modifications. Initial estimates indicate these would be in the order of \$7,500 to \$10,000, and include the construction of a dividing wall, electrical and IT work, signage and a new entry door. It is proposed these initial costs be borne by the SNRC. Council, as landlord, would be responsible for any general current and on-going repairs and maintenance. There may be modifications required to the air conditioning system but this is unknown at this stage.

Corporate Services

In relation to in-kind costs, staff have provided assistance in terms of the DA for the community laundry at a cost of approximately \$250. It is not known how much time will be taken by VIC staff to facilitate the move into a smaller space within the building.

These costs are summarized in Table 1.

Item	Approximate cost
Initial walls, partitions, doors, IT, electrical and signage	\$ 10,000
DA preparation costs by staff for Laundry	\$ 250
Request for DA waiver fee for Laundry	\$ 585
Total	\$ 10,835

Table 1 – summary of upfront costs to relocate SNRC to VIC

In terms of on-going costs, the following is recommended during the period of co-occupation:

Electricity and water – the SNRC will be installing a free-standing community laundry and a café as a business enterprise within the building. It is proposed that the VIC would no longer sell food and beverages and the commercial fridges would be used by the SNRC. The recommended basis of cost sharing would be to pass on the cost of additional electricity and water usage (ie compare usage before and after) to the SNRC. Council would maintain responsibility for rates, building insurance and ground maintenance. The SNRC would have to arrange their own contents insurance and cleaning.

In terms of the impact on the VIC operations, the service would be provided at a reduced level in terms of merchandise, beverages and historical displays. There would be no impact to the provision of core VIC services such as providing information to visitors to the Shire. Clear signage would be required to separate the entrances to the two services.

Summary of ongoing cost distribution is provided in Table 2.

Cost	Paid by SNRC	Paid by Council
Initial fit-out costs	X	
Electricity (current usage)		X
Electricity (additional usage)	X	
Water (current usage)		X
Water (additional usage)	X	
Council Rates		X
Building Insurance		X
General Maintenance		X
Grounds Maintenance		X
Cleaning (each their own floorspace)	X	X

Table 2 – suggested cost distribution of ongoing costs

OPTIONS

1. Approve the cost allocations as recommended
2. Adopt and alternative cost sharing option

Corporate Services

CONSULTATION

- Councillors
- SNRC Staff
- Senior Staff
- Business Services staff

STRATEGIC LINKS

Community Strategic Plan 2027

We are working to achieve the following Community Priorities:



Rural lifestyle and Country feel are valued and protected and the Upper Hunter Shire remains quiet, safe, healthy and welcoming.



Well maintained, safe, reliable and additional infrastructure, including sporting fields, parks, family and cultural facilities.



Upper Hunter Shire Council is an effective and efficient organisation, focusing on community engagement, action and response.



Upper Hunter Shire Council to support and provide community services which promote health, wellbeing and the celebration of culture.



Increased and innovative tourism and visitor opportunities.

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

The basis for sharing costs is summarised in the body of the report

Corporate Services

c. Legislative Implications

Nil

d. Risk Implications

Nil

e. Sustainability Implications

Nil

f. Other Implications

Nil

CONCLUSION

The move by the SNRC to the VIC would provide a highly regarded community-based tenant for a building that will eventually no longer be required by Council, and will free up space in the current library. Staff believe that the two services can co-exist in the same building until the VIC moved into Campbell's Corner provided that the responsibilities of each part are clearly set out. These would need to be included in a new lease agreement between Council and the SNRC.

ATTACHMENTS

There are no enclosures for this report

Corporate Services

G.10.6

***SIGNING OF THE ANNUAL FINANCIAL STATEMENTS FOR
THE YEAR ENDED 30 JUNE 2021***

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Wayne Phelps - Manager Finance

PURPOSE

The purpose of this report is for Council to delegate authority for the signing of the Annual Financial Statements for the year ended 30 June 2021.

RECOMMENDATION

That Council:

1. Delegate authority to the Mayor, a Councillor, General Manager & Director Corporate Services (Responsible Accounting Officer) to sign the Annual Financial Statements on behalf of the Council for the year ended 30 June 2021, which include the:
 - General Purpose Financial Statements
 - Special Purpose Financial Statements
 - Gummun Place Hostel Financial Statements
2. Approve the forwarding of the signed Annual Financial Statements to the Audit Office.

BACKGROUND

A Statement by Councillors and Management is required to be attached to each set of Annual Financial Statements certifying that they are in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended), the Annual Financial Statements have been drawn up in accordance with:

- the Local Government Act 1993 (as amended) and the Regulations made thereunder
- the Local Government Code of Accounting Practice and Financial Reporting
- the Local Government Asset Accounting Manual
- the Australian Accounting Standards

The Statement is also to include a comment that:

To the best of our knowledge and belief, these reports:

- *present fairly the Council's financial position and operating result for the year; and*
- *accord with Council's accounting and other records;*

and that:

we are not aware of any matter that would render the reports false or misleading in any way.

Corporate Services

REPORT/PROPOSAL

Council is required to adopt a resolution to sign the Annual Financial Statements before the Audit Office of NSW releases their Audit Report. This requirement for lodgment of the Financial Statements for Council would normally be 31 October 2021, however due delays experienced by Council an application for an extension to lodge the financial statements by 30 November 2021 has been submitted.

The Audit Office of NSW are currently in the process of auditing Council draft Financial Statements and will deliver a Closing Engagement Report to the Audit Risk & Improvement Committee on the finding of the Audit. Following the delivery of the Closing Engagement Report and if there is no material variations to the Draft Financial Statements Council delegates to the signing representatives the authority to sign and return the Annual Financial Statements to the Audit Office of NSW.

Council also prepares the Annual Financial Statements for its business entity, Gummun Place Hostel, in accordance with the Australian Government Department of Health. These Audited General Purpose Financial Statements are to be lodged with the Department by 31 October 2021.

OPTIONS

1. Provide Delegated authority to sign the Annual Financial Statements.
2. Do not provide delegated authority to sign the Annual Financial Statements.

CONSULTATION

Under Section 420 of the LG Act:

- (1) Any person may make submissions to the council with respect to the council's audited financial reports or with respect to the auditor's reports.
- (2) A submission must be in writing and must be lodged with the council within 7 days after the date on which those reports are presented to the public.
- (3) The council must ensure that copies of all submissions received by it are referred to the auditor.
- (4) The council may take such action as it considers appropriate with respect to any such submission, including the giving of notice to the Departmental Chief Executive of any matter that appears to require amendment of the council's financial reports.

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

Goal 8 Provide Community Leadership

CS30 - Effectively and efficiently manage the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, Community engagement, action and response.

Corporate Services

CS34 – Community is effectively engaged, can provide opinion and contribute to decisions that plan for the present and future of the Upper Hunter Shire.

CS37 – Ensure long-term financial sustainability through short, medium and long term financial planning.

We are working to achieve the following Community Priorities:



Upper Hunter Shire Council demonstrates it is Fit for the Future and can meet all State Government indicators for financial stability.



Upper Hunter Shire Council is an effective and efficient organisation, focusing on community engagement, action and response.

b. Delivery Program

- Ensure that Council and statutory reporting requirements are adhered to.
- Provide Council with a timely, efficient and accurate accounts payable service.
- Monitor allocation of revenues & expenses in the general ledger for reporting processes.
- Ensure “Fit for the Future” benchmarks and any improvement program instigated is maintained for Council’s financial sustainability.

c. Other Plans

N/A

IMPLICATIONS

a. Policy and Procedural Implications

N/A

b. Financial Implications

Provides the community and other users of Council's information with details of its financial position as at the end of each financial year.

c. Legislative Implications

Under section 416 (1) of the Local Government Act, a council's financial reports for a year must be prepared and audited within 4 months after the end of the year concerned, and under section 428 (4) (a), the audited financial reports must be included in the council's annual report. Under S413 (2) (c), a council's financial reports must include a statement in the approved form by the council as to its opinion on the general purpose financial report.

The Annual Financial Statements for the Council are lodged with the NSW Office of Local Government by 31 October 2021 however, Council has applied for an extension to lodge by the 30 November 2021 and for Gummun Place Hostel to the Department of Health by 31 October 2021.



Corporate Services

d. Risk Implications

N/A

e. Other Implications

Nil

CONCLUSION

Council is required to resolve to delegate authority for signing of the Annual Financial Statements for the year ended 30 June 2021 in order for the Audit Office of NSW to release their Audit Report.

ATTACHMENTS

Nil.

Corporate Services

POLICY MATTERS

H.10.1 ***DRAFT RISK MANAGEMENT FRAMEWORK - INCLUSION OF ENVIRONMENTAL CONSEQUENCES***

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Amber Moloney - Manager Governance & Risk

PURPOSE

To review the Risk Management Framework, for Council's consideration and adoption.

RECOMMENDATION

That Council adopt the revised Risk Management Framework provided in Attachment 1 to the report.

BACKGROUND

The Risk Management Framework was first adopted by Council at its meeting on 30 September 2019.

A review of the Framework was conducted, and adopted by Council at its meeting on 27 September 2021.

REPORT/PROPOSAL

In response to the discussion and suggestions made by Councillors during the Council meeting of 27 September 2021, a few further minor changes are proposed to be made to the risk management framework. These changes highlight and clarify the existing consideration of environmental risks across Council operations.

It is also noted that Goals 3 and 4 of the Community Strategic Plan (which relate to sustainability and protection of the natural environment) were assessed by the Senior Management Team as part of the development of the Strategic Risk Register. An in-depth evaluation of the impact of climate change on Council operations is also being considered as a risk, and that this will be captured and monitored in Council's Risk Register.

The changes have been proposed to assist in clarifying between environmental risks (the effect that Council's activities could impose on the environment) and the risk of climate change (the effect that climate change could have on Council's operations), and where these two things fit in, in terms of the Risk Management Framework.

The draft Risk Management Framework in Attachment 1 is provided to the Council for consideration and adoption.

The draft revised Risk Management Framework has been developed in accordance with AS ISO 31000:2018 and in accordance with accepted best practice models. The Framework sets the tone and expectations in regards to risk management throughout Council strategy and operations. It is supported and further detailed by operational policies, procedures, systems and templates.

It is expected that the Framework will develop over time as Council's risk maturity increases and in response to any significant changes in the Council environment.

Corporate Services

OPTIONS

1. That Council adopt the draft Risk Management Framework provided in Attachment 1.
2. That Council adopt the draft Risk Management Framework provided in Attachment 1, with amendments.
3. That a framework is not adopted, and direction is provided to staff regarding the desired approach.

CONSULTATION

These amendments were developed in consultation with the Manager Waste and Sustainability to ensure that the language and terms used reflect current industry practice.

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

LEADERSHIP

- Goal 8 Provide Community Leadership
CS36 Effective management of risk underpins all Council decisions, service delivery and behaviours.

We are working to achieve the following Community Priorities:



Upper Hunter Shire Council is an effective and efficient organisation, focusing on community engagement, action and response.

b. Delivery Program

- Advice and policy development that supports decision making
- Risk and insurance management

c. Other Plans

Nil.

IMPLICATIONS

a. Policy and Procedural Implications

The draft Risk Management Framework has been developed in accordance with AS ISO 31000:2018.

b. Financial Implications

Nil.

Corporate Services

c. Legislative Implications

Nil.

d. Risk Implications

Adoption of a Risk Management Framework is a key step in promoting Council's commitment to effective risk management and developing Council's risk management maturity. The Risk Management Framework will provide the foundation for, and give direction to, all aspects of the risk management program.

e. Other Implications

Nil.

CONCLUSION

A draft revised Risk Management Framework is provided to Council for consideration and approval.

ATTACHMENTS

- [1](#) Risk Management Framework - DRAFT - Addition of Environmental Risk



RISK MANAGEMENT FRAMEWORK

Upper Hunter Shire Council

Date adopted by Council	
Minute Number	
Trim Ref	CD-151/21
Due for review	September 2023
Responsible Officer	Manager Governance & Risk
Department/Section	Corporate Services/Governance & Risk
Community Plan Ref	G8 CS36 Effective management of risk underpins all Council decisions, service delivery and behaviours
Related Legislation	Local Government Act 1993 Work Health & Safety Act 2011
Related Documents	Corporate Risk Management Policy CD-44/2 Risk Assessment Template INT-30606/21 AS ISO 31000:2018 Australian Standard – Risk Assessment - Guidelines
Document History	
Version 1	Current
Version 2	Timed review. Updated risk appetite statements, and minor administrative updates.
Version 3	<u>Draft for Council adoption. Addition of Environmental Risk consequence category.</u>



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Introduction

Statement of commitment

Council's commitment to effective risk management is outlined in part 2 of its Community Strategic Plan 2027 (CSP), which states:

Enterprise Risk Management

Upper Hunter Shire Council commits to a comprehensive program of Enterprise Risk Management that integrates all risks, including safety, environmental and business continuity risks into our decision making, planning and reporting at all levels.

A consistent, holistic approach to risk management strengthens Council's ability to deliver more efficient and effective services to the community. The program focuses on the ongoing identification and treatment of risk to build an organisation that is resilient, risk aware and at the forefront of good governance.

Council implements risk management on an organisation wide basis consistent with International Standard ISO 31000:2009. This approach creates sustainable value by both mitigating risks to the achievement of our objectives and by identifying potential opportunities.

Council's Enterprise Risk Management Program will integrate risk management into Council's Key Integrated Planning and Reporting (IP&R) Documents, structure, governance, policies, processes, strategies, and reporting. This will assist Council in long term planning and prioritising the needs of the community as the principles that underpin this framework are that risk management:

- Must create value whilst minimising the compliance and administrative burden;*
- Is an integral part of organisational planning and decision making;*
- Supports reduction of future loss and failure, realisation of opportunity and disciplined innovation;*
- Is applied in a manner that is rigorous, structured and based on the best available information; and*
- Must be responsive to change and capable of continuous improvement.*

Principles of risk management

AS ISO 31000:2018 describes the purpose of risk management as the creation and protection of value. In accordance with this Standard, Council's risk management program will:

- be integrated into all activities of the Council
- be structured and comprehensive
- be customised to best suit the Council environment and objectives
- be inclusive of all functions, activities and people in Council
- be dynamic and responsive to change (or the potential for change)
- be based on the best available information
- have regard to human and cultural factors
- be committed to continuous improvement.

Upper Hunter Shire Council – Risk Management Framework



Three lines of defence in risk management

Council is committed to ensuring that its risk management program incorporates best practice in risk assurance, modelled on the three lines of defence.

First line	Second line	Third line
<i>Staff and operational management</i>	<i>Governance and Risk function</i>	<i>Audit</i>
Operational risk management; compliance with organisational policies, procedures and systems; business unit procedures and internal controls; identifying, managing and reviewing operational risks.	Strategic risk management; provision of guidance and advice; development of policies, procedures, frameworks and systems; oversee and monitor operational risk management; support, challenge and develop risk management capability.	Review, challenge and advise the first and second lines of defence; provide independent assurance to senior management and the Council.
<u>Front line staff</u>	<u>Manager Governance & Risk</u>	<u>Internal Audit</u>
<u>Operational and project managers</u>	<u>Senior Management Team</u>	<u>External audit</u>
<u>Senior Management Team</u>	<u>Risk Management Committee</u>	<u>Audit, Risk & Improvement Committee</u>



Roles and responsibilities

Elected Council

The Council is ultimately responsible for strategic oversight of Council's risk management through the normal course of good governance.

The Council is responsible for:

- Adopting Council's risk management framework and policy
- Determination of the organisational risk appetite statement
- Making Council decisions with regard to identified risks
- Ensuring that sufficient resources are available to support effective and efficient management of risk, in consultation with the General Manager
- Supporting management in communicating the importance and benefits of good risk management to all stakeholders.

Audit, Risk & Improvement Committee (ARIC)

The Audit, Risk & Improvement Committee is responsible for providing independent assurance to the Council in relation to risk management, internal control, governance and external accountability procedures, in accordance with its Charter.

The ARIC is responsible for reviewing and providing advice to management regarding:

- Council's compliance with relevant risk management standards
- Council's risk management framework and procedures for identification and management of business and financial risks, including fraud
- Council's approach to developing risk management plans for major projects or undertakings
- Council's business continuity planning and preparedness
- The impact of the risk management framework on Council's control environment and insurance arrangements.

Risk Management Committee (RMC)

The Risk Management Committee oversees risk management activities and is responsible for leading the organisation to develop and maintain a positive risk management culture, in accordance with its Charter.

The RMC is responsible for:

- Identifying and implementing processes for effective identification of key risks in Council
- Reviewing the corporate risk register to ensure adherence to the Risk Management Framework and a systematic approach to the management of risk across Council
- Overseeing the management of Council's risks
- Overseeing the development and review of effective procedures for management of common risks

Upper Hunter Shire Council – Risk Management Framework



- Reviewing departmental reports on emergence of new risks, changes to current risk profile and monitoring of controls
- Recommending key risk areas and controls for inclusion into the Internal Audit Plan.

General Manager

The General Manager is responsible for the implementation of the Risk Management Framework, and for ensuring that risks are effectively managed across all activities.

This includes:

- Supporting, promoting and participating in Council's Risk Management Program
- Ensuring that adequate resources are available to support effective and efficient risk management throughout the organisation
- Advising the Council on risks and opportunities, as appropriate
- Ensuring that risk management activities are aligned with Council's strategies and objectives.

Directors

The Director Corporate Services, Director Environmental & Community Services, and Director Infrastructure Services are responsible for:

- Supporting, promoting and participating in Council's Risk Management Program in relation to the functions and services in their respective areas of responsibility
- Ensuring that adequate resources are available to support effective and efficient risk management in their respective areas of responsibility
- Actively contributing to the development and implementation of a strong enterprise risk management framework and risk management culture within their respective areas of responsibility
- Ensuring that any operational decisions and recommendations to Council have appropriate regard to risk management
- Identifying and managing risks in their respective areas of responsibility, in accordance with this framework, and all relevant policies and procedures
- Keeping the General Manager informed of any major risks or significant changes to the risk profile in relation to the delivery of their respective areas of responsibility.

Manager Governance & Risk

Reporting to the Director Corporate Services, the Manager Governance & Risk is responsible for the coordination, development and implementation of Council's corporate governance framework, enterprise risk management, policy development, business planning, privacy management and business continuity planning.

This includes:

- Developing and implementing a strong enterprise risk management framework and risk management culture within Council

Upper Hunter Shire Council – Risk Management Framework



- Adopting a strategic approach in relation to Council's corporate governance and risk management
- Remaining abreast of contemporary practices to drive improvement and cultural change
- Coordinating and providing information to the Audit, Risk & Improvement Committee and the Risk Management Committee to ensure effective outcomes as per the respective committee charters
- Coordinating Council's internal audit program
- Developing, maintaining and providing guidance in relation to Council's corporate risk register (including the coordination of regular, systematic reviews)
- Providing advice, guidance and recommendations to staff at all levels in relation to the effective management of risk.

Section managers

Section managers are responsible for:

- Supporting, promoting and participating in Council's Risk Management Program in relation to the functions and services in their respective section
- Participating the development of the corporate risk register and undertaking regular, systematic reviews of the risks relating to delivery of their respective section's functions
- Identifying and managing risks in relation to delivery of their respective section's functions, in accordance with this framework and all relevant policies and procedures
- Taking responsibility as the Risk Owner for all risks arising from the functions and services in their respective section
- Ensuring that adequate resources are available to support effective and efficient risk management in their respective section
- Actively contributing to the development of a strong risk management culture within their respective section
- Ensuring that any operational decisions and recommendations to Council have appropriate regard to risk management
- Keeping senior management and the Manager Governance & Risk informed of any major risks or significant changes to the risk profile in relation to the delivery of their respective section's functions.

Project managers

Project managers are responsible for:

- Supporting, promoting and participating in Council's Risk Management Program in relation to their role
- Developing a project risk register and undertaking regular, systematic reviews of the risks relating to delivery of their projects
- Identifying and managing risks in relation to delivery of their projects, in accordance with this framework and all relevant policies and procedures
- Taking responsibility as the Risk Owner for all risks arising from the delivery of their projects

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- Ensuring that adequate resources are available to support effective and efficient risk management, as part of project planning
- Actively contributing to the development of a strong risk management culture within their project teams
- Ensuring that any operational decisions and recommendations to Council have appropriate regard to risk management
- Keeping senior management and the Manager Governance & Risk informed of any major risks or significant changes to the risk profile in relation to the delivery of their projects.

All staff, contractors and volunteers

All staff, contractors, volunteers and persons engaged to perform functions of Council are responsible for:

- Supporting, promoting and participating in Council's Risk Management Program within the scope of their influence and position description
- Identifying, managing and escalating risks in relation to delivery of their respective functions, in accordance with this framework and all relevant policies and procedures
- Ensuring that any actions taken have appropriate regard to risk management.

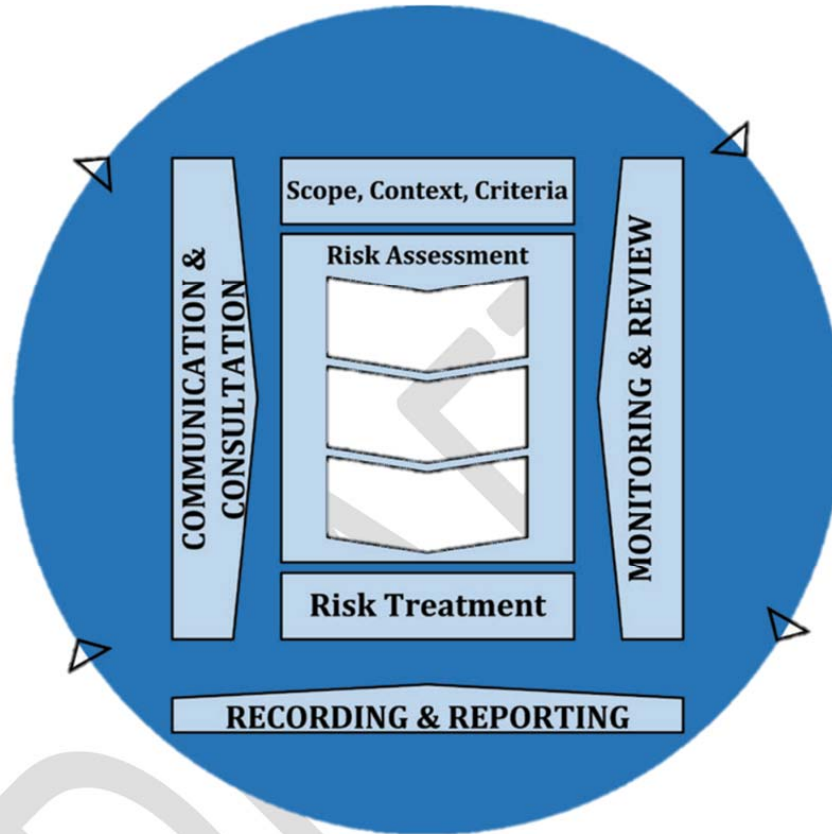
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The Risk Management Process

Process overview



AS/NZS AS ISO 31000:2018 Figure 1 (part).
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Scope, context, criteria

This risk management framework applies to all areas, functions, services and deliverables of Upper Hunter Shire Council. The framework is designed to capture all strategic, operational, project, compliance, reputational, and environmental risks, and any other type of risk identified.

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Assessment of both inherent and residual risk is based on the following criteria. Rating descriptors have been adapted from NSW Treasury Policy and Guidelines Paper (TPP 12-03). They are provided as a guide only and will not capture all situations. Discretion is required when assessing any risk and in most cases multiple factors will need to be considered in the determination of the rating.

Likelihood

Rating	Description	Probability
Almost Certain	Expected to occur in most circumstances / expected to occur multiple times within a year	95%-100%
Likely	Probably occur in most circumstances / is expected to occur approximately once a year	25%-95%
Possible	Could occur at some time / may occur once every 5 years	5%-25%
Rare	Event may occur but only in exceptional circumstances / expected frequency of occurrence is less than once every 10 years	<5%

Consequence

Rating	Compliance / Regulatory	Financial	Reputational	Strategic / Operational Performance	People / WHS	Environmental
Low	<ul style="list-style-type: none"> Minor regulatory breach requiring review of internal processes Minor breach/es of internal policy 	<ul style="list-style-type: none"> Minor financial loss which can be managed within existing budget or contingency 	<ul style="list-style-type: none"> Negative commentary on local/ community social media pages A small group of community members loses trust and faith in Council in relation to a particular decision, service or multiple services. 	<ul style="list-style-type: none"> Impact to objectives can be addressed within existing resources/ business activities 	<ul style="list-style-type: none"> Minor, temporary disruption due to loss/ absence of key personnel WHS incident requiring first aid treatment only 	<ul style="list-style-type: none"> Minor impact to localised areas of low biodiversity value

Upper Hunter Shire Council – Risk Management Framework



Rating	Compliance / Regulatory	Financial	Reputational	Strategic / Operational Performance	People / WHS	Environmental
Medium	<ul style="list-style-type: none"> Regulatory breach requiring escalation and/or investigation Code of Conduct breach resulting in suspension of staff and internal investigation 	<ul style="list-style-type: none"> Financial loss in excess of existing budget or contingency 	<ul style="list-style-type: none"> Repeated negative commentary in local media sources Some parts of the community lose trust and faith in Council in relation to a particular service or services. 	<ul style="list-style-type: none"> Important business objectives can no longer be achieved in the short term (12-18 months) and requires a reprioritisation of resources 	<ul style="list-style-type: none"> Significant loss of capability due to loss/absence of key personnel WHS incident requiring medical treatment 	<ul style="list-style-type: none"> Moderate impact to localised areas of reasonable biodiversity value A small number of locations suffering environmental damage requiring several months to recover
High	<ul style="list-style-type: none"> Breach resulting in financial penalty over \$50,000 Code of Conduct breach requiring external investigation 	<ul style="list-style-type: none"> Direct financial losses or damage to asset in excess of \$50,000 Financial loss requiring a reduction in scope of project/service 	<ul style="list-style-type: none"> Negative media about Council published in mainstream sources for a limited period Community has significant loss of trust and faith in Council in relation to one or two services 	<ul style="list-style-type: none"> Multiple objectives can no longer be achieved within the scope of the operational plan. Loss of critical service outside of max acceptable outage in BCP 	<ul style="list-style-type: none"> Critical task unable to be undertaken/completed due to loss/extended absence of key personnel WHS incident resulting in extensive injury/injuries and time lost 	<ul style="list-style-type: none"> Substantial impact to areas of high ecological value and/or protected species or habitat A number of locations suffering environmental damage requiring several years to recover

Upper Hunter Shire Council – Risk Management Framework



Rating	Compliance / Regulatory	Financial	Reputational	Strategic / Operational Performance	People / WHS	Environmental
Very high	<ul style="list-style-type: none"> Breach resulting in court proceeding 	<ul style="list-style-type: none"> Direct financial loss or damage to asset in excess of \$100,000 	<ul style="list-style-type: none"> Negative media about Council published in mainstream sources for an ongoing period Community has significant loss of trust and faith in Council across a range of services 	<ul style="list-style-type: none"> Core business objectives can no longer be achieved within the scope of the 10 year strategic plan 	<ul style="list-style-type: none"> Critical systems/core functions unable to continue due to loss/extended absence of key personnel or significant, sudden reduction in staffing numbers WHS incident resulting in hospitalisation or death. 	<ul style="list-style-type: none"> Significant impact to areas of high ecological value and/or protected species or habitat Widespread environmental damage taking many years to recover

Risk assessment

Risk identification

Strategic risks will be included in Council’s corporate risk register as identified. In addition to this, the Risk Management Committee will allocate time biannually to consider any new or emerging risks.

Operational risks will be included in Council’s corporate risk register as identified. In addition to this, the Manager Governance & Risk will coordinate biannual meetings with responsible managers during which the manager will be prompted to consider any new or emerging risks. Managers may elect to include other members of staff in these meetings.

Risk identification and creation of a project risk register must be undertaken in the planning stages of all projects. This is the responsibility of the project manager and should include all key stakeholders to ensure that all risks are identified and captured. The Manager Governance & Risk will provide support as required and/or requested.

Risk analysis

Once identified, risks will be analysed using the criteria above and given two risk ratings from the Risk Assessment Matrix below.

- Inherent Risk Rating:** the inherent risk rating is an analysis of the risk *before* the application of any controls, treatment, remedial action or mitigation.

Upper Hunter Shire Council – Risk Management Framework



2. **Residual Risk Rating:** the residual risk rating is an analysis of the risk *after* the application of all existing controls. When considering the effect of the existing controls, the actual effectiveness of the controls should be considered.

Risk Assessment Matrix

		Consequence			
		Low	Medium	High	Very High
Likelihood	Almost certain	Medium	Medium	High	Extreme
	Likely	Low	Medium	High	High
	Possible	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium

Risk evaluation

All identified risks will be evaluated against Council’s risk appetite to determine the need for action such as treatment, mitigation or escalation.

For major risks (as determined by the Risk Management Committee), staff will specifically determine not only what level of risk it has the ability to withstand (tolerance), but what level of risk it has the appetite to accept may need to be taken in order to achieve its goals. Risk tolerance and risk appetite for these risks will be reviewed as part of routine risk reviews and following any changes that may impact the risk rating, Council’s risk tolerance, or Council’s risk appetite.

Risk appetite

Council recognises that its risk appetite will change over time and in different situations. However, it is also important that Council’s risk appetite is measurable and can be effectively

Upper Hunter Shire Council – Risk Management Framework



communicated and understood throughout the organisation. A clearly articulated risk appetite framework not only ensures consistent and effective management of risk throughout the organisation, it also enables staff to react quickly to the challenges and opportunities presented as they arise.

Council’s risk appetite will depend on a number of internal and external factors, including Council’s tolerance range and the desired outcomes of a particular activity. There is no single “risk appetite”, but rather a range of appetites for different types of risk and this range of appetites needs to align under, and be consistent with, an overall risk appetite framework.

<p><i>Risk appetite</i> = the level of risk Council is willing to take in the pursuit of its goals (the range of what we <u>will</u> do)</p> <p><i>Risk tolerance</i> = the level of risk Council can practically deal with (the range of what we <u>can</u> do)</p>
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In almost all situations, Council will be able to deal with more risk than it is prudent to pursue. While Council recognises that taking risks is essential for productivity, creativity and growth, generally speaking Council is risk-averse and will ensure that its tolerance range for risk will always be broader than its appetite.

Council’s appetite for risk will often be higher in relation to activities or decisions being made by more senior levels of the organisation than it is for actions taken by operational level staff. Firstly, this is because senior staff are more likely to be aware of and to fully understand the implications of potential risk, and secondly, because delegation down the chain of command usually comes with an implicit expectation of the effective exercise of control. Council accepts that as discretion and autonomy increases often so does the level of risk, and that such risk is sometimes necessary to pursue in order to ensure the best possible outcomes for Council and the community.

The following table provides a high-level summary of Council’s risk tolerance and risk appetite, or (where this would be impractical) what should be considered in making an assessment of these factors, in relation to different categories of risk, and should be used to guide the assessment of risk throughout the organisation:

	Risk tolerance: <i>the level of risk Council can practically deal with (the range of what we <u>can</u> do)</i>	Risk appetite: <i>the level of risk Council is willing to take in the pursuit of its goals (the range of what we <u>will</u> do)</i>
Financial	<p>Overall, Council is in a reasonable financial position with a balanced budget and therefore has moderate-strong tolerance in terms of financial risk.</p> <p>Tolerance of financial risk includes Council’s ability to borrow money, divest assets, increase fess and/or reduce services to cover costs that</p>	<p>Generally speaking, Council’s appetite for financial risk is conservative – engaging the need to borrow money, divest assets, increase fees and/or reduce services as a control for managing the consequences of the negative fallout from a risk-taking activity will only be considered in extreme or very specific circumstances, at the discretion of the senior</p>

Upper Hunter Shire Council – Risk Management Framework



	Risk tolerance: <i>the level of risk Council can practically deal with (the range of what we <u>can</u> do)</i>	Risk appetite: <i>the level of risk Council is willing to take in the pursuit of its goals (the range of what we <u>will</u> do)</i>
	<p>emerge outside of its adopted budget.</p> <p>Consideration of this factor should apply to the whole risk profile, not just individual risks or risk areas, however it is important that it is also clearly communicated across all areas of the organisation, and that all budget managers understand the degree to which they (individually) are permitted to expose the organisation to potential financial loss in the pursuit of emerging challenges or opportunities.</p>	<p>management team and/or Council.</p> <p>Council will not accept more than \$5,000 or 20% (whichever is greater) budget variation. Any cost centre variation will be reviewed by the Corporate Services Committee each month and appropriate action will be identified.</p> <p>Council's appetite for financial risk in relation to projects will be identified and managed through contingencies in project budgets as well as being clearly articulated in project plans. Contingencies will not exceed 20% of the overall project budget and expenditure will be reviewed regularly as part of project management. The process for budget review and escalation will be clearly articulated in project plans.</p>
Reputational	<p>Many of Council's activities under the Local Government Act can theoretically be carried out in the absence of a positive reputation. However Council's ability to perform these activities to a reasonable standard is greatly supported by trust and constructive input from the community.</p> <p>Consideration of this factor includes the reputation of the elected Council body, elected representatives, general manager, staffing body and the operation of the Council as a whole.</p>	<p>Council has a high appetite for reputational risk where it competes with safety, legislative compliance or financial management obligations, which will always be addressed as a priority. While Council accepts that not all actions will be positively received by all of the community, reputational risks will always be addressed as far as feasibly possible. Any medium or high residual risk relating to Council's reputation will be considered by the Senior Management Group and appropriate action identified.</p>

Upper Hunter Shire Council – Risk Management Framework



	Risk tolerance: <i>the level of risk Council can practically deal with (the range of what we <u>can</u> do)</i>	Risk appetite: <i>the level of risk Council is willing to take in the pursuit of its goals (the range of what we <u>will</u> do)</i>
	Council's tolerance for reputational risk is temporal and varies greatly in relation to the particular risk being assessed.	
People	<p>Generally speaking Council can tolerate some down-time in most roles and areas, however, the workforce establishment is lean and therefore tolerance for extended absence or vacancy is fairly limited.</p> <p>Council will need to assess whether or not it has sufficient, appropriately trained and adequately skilled individuals to undertake tasks and to respond to the associated risks.</p> <p>In some cases Council will require specific knowledge to achieve its outcomes. Council's need for specialist knowledge, and its ability to recruit and retain staff or engage contractors varies greatly in relation to the area of operation and the skill sets required.</p> <p>Council's tolerance for work health and safety risks to its people is narrowed by the financial, compliance/regulatory and reputational risk of adverse effects from WHS risk events materialising.</p> <p>The exercise of Council's activities under the Local Government Act would not be greatly impacted by minor instances of willful misconduct, fraud or corruption by staff, however any level of the above has the potential to generate</p>	<p>Council will endeavor to balance risk in relation to the need for sufficient, appropriately trained and skilled members of staff with the financial cost and impact of position vacancies on the organisation.</p> <p>Where possible, Council will consider opportunities to train or develop existing staff before looking to recruit or contract externally where the risk of not having sufficient or suitably qualified personnel is concerned. Vacant positions will be reviewed and advertised promptly and the risks associated with ongoing vacancies in established positions will be reviewed by the Senior Management Group and appropriate action identified.</p> <p>Council has little to no appetite for work health and safety risk. Council expects that all work health and safety risks will be managed to a low or medium-low residual risk rating. All work health and safety risks which cannot be managed to this level will be escalated through the chain of command immediately, reviewed by the Work Health & Safety Committee and appropriate action will be identified. If appropriate action cannot be</p>

Upper Hunter Shire Council – Risk Management Framework



	Risk tolerance: <i>the level of risk Council can practically deal with (the range of what we <u>can</u> do)</i>	Risk appetite: <i>the level of risk Council is willing to take in the pursuit of its goals (the range of what we <u>will</u> do)</i>
	significant reputational, financial or compliance/regulatory damage and as such Council’s tolerance for any willful misconduct, fraud or corruption of any intensity is limited.	identified, risks will be promptly referred to senior management. Council expects that all its people will behave ethically and adhere to the Code of Conduct and Council’s policies and administrative principles, and will ensure that all staff are appropriately trained and informed to minimise this risk In this regards as far as reasonably possible. Council has no appetite for willful misconduct, fraud or corruption and will actively respond to any incidents that arise. Council is committed to maintaining a positive culture in the workforce and has a low appetite in regard to risks which threaten this.
Compliance/Regulatory	Council operates in a tight regulatory environment and non-compliance can result in significant financial, reputational, health and safety and/operational damage. As such, Council has low tolerance for compliance/regulatory risk.	Council has a little to no appetite in regard to compliance and regulatory risk. Any compliance/regulatory risks with a residual risk rating of medium or high should be escalated through the chain of command for action and referred to the Risk Management Committee for review if required.
Operational	The operations and expected performance of Council are determined by the Local Government Act and Council’s Delivery Program & Operational Plan. While Council can continue to function to some extent despite major variations to this plan, doing so may have significant impacts on Council’s reputation, regulatory compliance and finances.	Council will aim to meet at least 85% of its KPIs on an annual basis. Any variation will be reviewed by the Corporate Services Committee each month and appropriate action will be identified. The potential need to extend physical assets, IT systems and/or other infrastructure will be accepted within existing

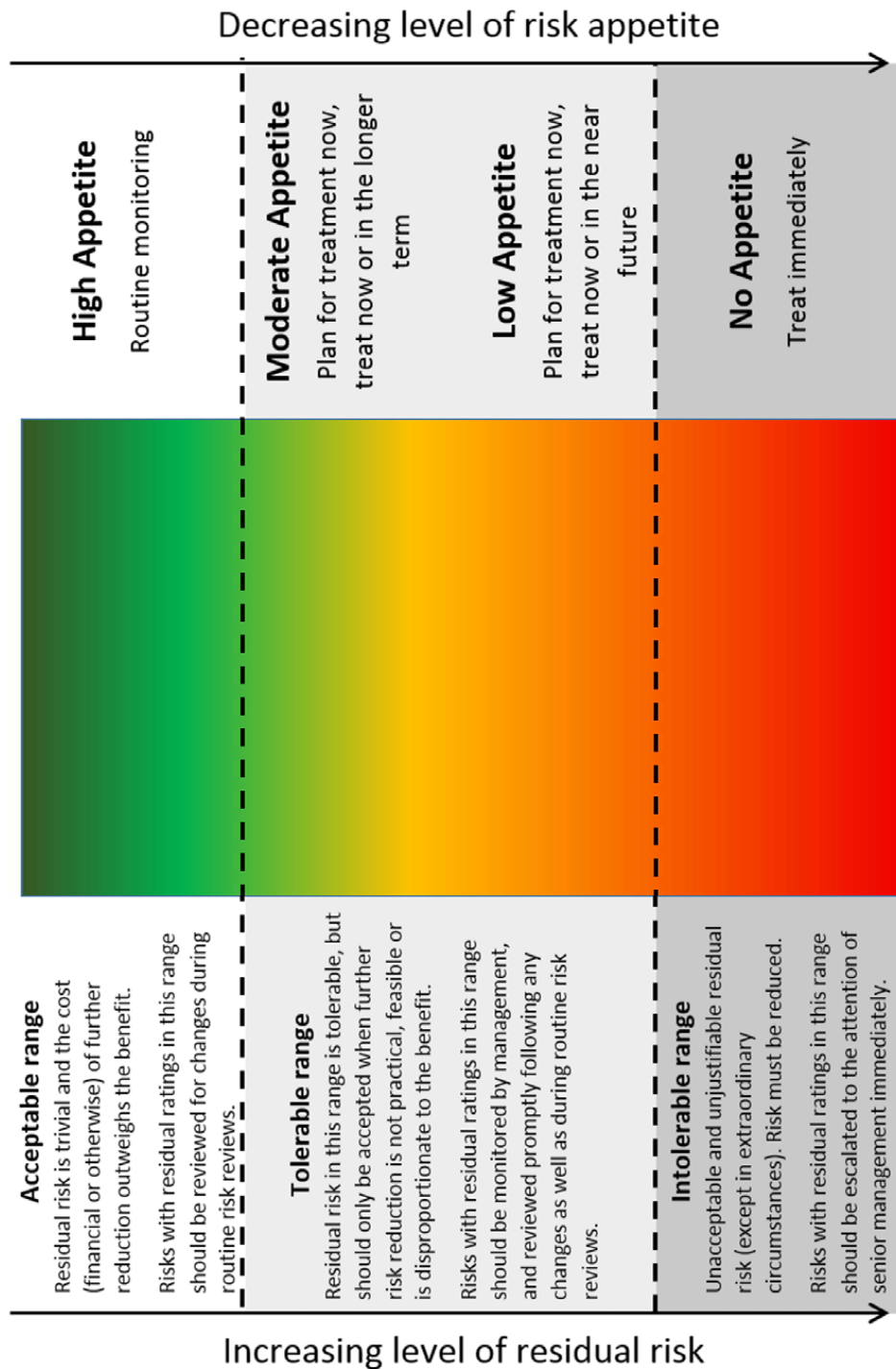
Upper Hunter Shire Council – Risk Management Framework



	Risk tolerance: <i>the level of risk Council can practically deal with (the range of what we <u>can</u> do)</i>	Risk appetite: <i>the level of risk Council is willing to take in the pursuit of its goals (the range of what we <u>will</u> do)</i>
	<p>Council must have sufficient infrastructure to take certain risks. This might be in terms of physical assets, space to carry out operations or IT systems, for example.</p> <p>Risk tolerance in this regard is also dependent on financial tolerance and the availability of people and knowledge in relation to particular activities.</p>	<p>budgets and in accordance with Council’s adopted delivery program. Any medium-high or high residual risk in relation to operational infrastructure that is outside of existing budgets will be considered by the ICT Steering Committee.</p>
Environmental	<p><u>Tolerance for environmental risk is usually informed and directed by the associated compliance/regulatory, financial or reputation risks.</u></p>	<p><u>Council’s appetite for environmental risk should always be informed by the relevant adopted sustainability policies, strategies, action plans and frameworks of Council.</u></p> <p><u>Goals 3 and 4 of Council’s Community Strategic Plan also recognise Council’s priority to protect the natural environment and plan for a sustainable future, and alignment with these goals should also be considered when assessing environmental risks.</u></p>

The model on the following page provides a generic guide to the relationship between residual risk rating, risk tolerance, risk appetite, and actions required. This should be referred to in conjunction with Council’s risk matrix and the risk appetite statements above, as a guidance tool only, when determining Council’s appetite and evaluating the need for action or escalation in relation to particular risks or decisions.

Upper Hunter Shire Council – Risk Management Framework



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Upper Hunter Shire Council – Risk Management Framework**Risk treatment**

Where residual risk falls outside Council's risk appetite, a risk treatment plan must be identified. Options for treating a risk may involve, for example:

- Choosing not to undertake the activity which gives rise to the risk
- Introducing new policies, procedures or processes
- Insuring the risk to reduce direct consequences
- Providing training or publicising information to key stakeholders to reduce the likelihood of the risk
- Amending budgets or contingencies to accommodate the risk
- Introducing a formal monitoring regime to assist in pre-empting outcomes
- Making an informed decision to accept and retain the risk.

All existing controls and identified risk treatment actions will be given one of the following status identifiers:

- Fully implemented
- Partially implemented – funded
- Partially implemented – unfunded
- Not implemented – funded
- Not implemented – unfunded
- Requires review (to be used when treatments are implemented, but are ineffective, outdated, obsolete etc.)

Where controls and treatments are not fully implemented or they require review, managers will be required to provide brief commentary regarding proposed implementation as part of the biannual review process. Commentary will be reviewed by the responsible director who may determine further action or monitoring, at their discretion.

Monitoring & review**Corporate risk register**

The Manager Governance & Risk will coordinate a biannual review of all risks in the corporate risk register, to be undertaken by the responsible managers. At least one of these reviews annually will be done in a face-to-face meeting between the Manager Governance & Risk and the responsible manager, to ensure consistency, comprehension, and peer review of the risk register.

Reviews will include:

- Review the analysis and evaluation of existing risks
- Review treatment plans and status of treatment actions
- Consider any emerging risks

Project management

Regular and systematic review of the project risk register must be included in all project plans, commensurate to the nature, scope and risk profile of the project, and in accordance with Council's Project Management Framework.

Upper Hunter Shire Council – Risk Management Framework



The risk management program

Activities forming the risk management program will be monitored and reviewed by the Risk Management Committee and the Audit, Risk & Improvement Committee, in accordance with their charters.

Recording & reporting

Council's corporate risk register will be developed and maintained by the Manager Governance & Risk. The register will be kept in an accessible corporate location to ensure continuity in the absence of key personnel.

The Manager Governance & Risk will be prepare routine reports regarding Council's risk management program for the Senior Management Group, the Risk Management Committee and the Audit, Risk & Improvement Committee, in accordance with their charters. The Manager Governance & Risk will also prepare ad-hoc reports for these committees (or other committees, as relevant) where matters arise or at the request of the committees.

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Infrastructure Services

INFRASTRUCTURE REPORTS

I.10.1 **CASSILIS SEWER SYSTEM UPDATE**

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Phillip Hood - Manager Water & Sewer

PURPOSE

The purpose of this report is to provide Council with an update regarding Cassilis Sewerage Scheme.

RECOMMENDATION

That Council:

1. receive the report and note the information, and;
2. resolve to halt the progression to construction tender (following completion of Detailed Design) until additional funding can be acquired.

BACKGROUND

In February 2011, Council resolved to:

“Adopt the Strategic Business Plan for Water Supply and Sewerage Services – 2010/2011 and forward to the NSW Office of Water for their approval.”

The Strategic Business Plan covered the following key planning elements:

- Assessment of the current operating environment
- Key strategic objectives
- Principal focus areas
- A 30 year Capital Works Program
- Financial management over the 30 year planning horizon
- Performance measurement and performance standards; and
- A review of Council’s operating environment and the influence of externalities

The Business Plan itself made reference to “the need to consider options for sewerage of villages (including Cassilis).”

In April 2017, Council resolved to “*adopt the Upper Hunter Shire Council Development Servicing Plan for Water Supply and Sewerage 2017 (Section 64 Plan).*”

The Servicing Plan makes reference to the following: “*Cassilis is not currently serviced with sewer, however Council has included provision of sewer infrastructure to Cassilis in its 10 years capital works program.*”

This is the first time an update has been provided to Council exclusively on the Proposed Cassilis Sewer System.

Infrastructure Services

REPORT/PROPOSAL

The village of Cassilis is currently serviced by On-Site Sewage Management Systems (OSMS). Many of these existing systems are failing, resulting in risks to human and environmental health. A centralised sewer system to service the village was proposed as a long term solution to the problem, and Council has received funding from the NSW Regional Water and Wastewater Backlog Program to do so.

Council has completed the necessary Concept Design and Environmental Impact Assessment (EIA) for a centralised sewage scheme to replace the existing systems, involving a reticulated sewerage system, a new sewage treatment plant and effluent irrigation system. A number of pressure sewer connections have also been identified, to be incorporated to the overall design (based on hydraulic constraints).

The original cost estimate for Cassilis Sewage Scheme was \$2.69 Million, which was covered 45% from Restart NSW funding (\$1.22 Million) and 55% UHSC Co-contribution (\$1.47 Million). However, after finishing the concept design work, the project construction cost estimate was revised to around \$4.23 Million by the concept designers, Cardno. While initially questioned, this was verified by Public Works Authority. Once the detailed design is completed there will be the ability to further refine the total construction cost of the Cassilis Sewage Scheme via way of a quantity survey (QS).

Cost Estimate for Cassilis Sewage Scheme

The current construction cost estimate (taken from the concept design) for the Cassilis Sewage Scheme is detailed in Table 1.

Item	Amount (\$ excl. GST)
General & Site Preparation	122,000
Sewer Reticulation and Pressure Sewer System	678,082
Sewer Pump Station	417,000
Sewer Rising Main	252,000
STP & Irrigation System	1,640,310
Project management	413,127
Sub Total	3,522,519
Contingency (20%)	704,504
Total	4,227,023

Table 1 Cost Breakdown

The original project cost estimate as per the funding application was \$2.69 Million.

Project funding

The Restart NSW Program, Water Security for Regions R3 2015-16 Backlog - RNSW819, is contributing grant funds to the Cassilis Sewerage Scheme. The grant amount and approved UHSC co-contribution are listed in Table 2.

Infrastructure Services

Source	Amount (\$ excl. GST)	Funding Split
RestartNSW Grant Value (RNSW819)	1,220,000	45%
UHSC Co-contributions	1,470,000	55%
TOTAL Funding	2,690,000	
Costs incurred to date (design, EIS, survey)	471,959	
Committed costs	8,357	
Construction cost estimate	4,227,023	
TOTAL Project Cost	4,707,339	
Funding Shortfall	2,017,339	

Table 2 Funding Breakdown and Shortfall

Current Financial Status of the Project

Approval of additional Council contributions or securing of additional grant funding will be required to deliver the project through the construction phase. If Council is unable to secure additional grant funding for this project, then it will be required to contribute approximately \$3.5 million to deliver the project according to the current construction cost estimate. This will increase UHSC co-contribution component for this project, from 55% to 74%.

Cassilis has approximately 50 connections including residential and non-residential properties. To connect to the new sewerage scheme, property owners will need to pay a connection fee to cover the cost to plumb properties to the new network. This cost is not yet determined and is not included in the cost estimates above, and may vary from property to property. It may be that the total cost is shared equally across all properties, as connection will need to be compulsory in order for the scheme to function. See Table 3.

Source	Amount (\$ excl. GST)	Funding Split
RestartNSW Grant Value (RNSW819)	1,220,000	45%
UHSC Co-contributions	1,470,000	55%
TOTAL Funding	2,690,000	
Costs incurred to date (design, EIS, survey)	471,959	
Committed costs	8,357	
Construction cost estimate	4,227,023	
Funding Shortfall	2,017,339	
Contributions from Property Owners Per Property	\$69,746	

Table 3 Funding Breakdown and Shortfall with Cost per Property

Once connected to the sewerage scheme, properties will only need to pay an annual access charge for sewerage services. This also means that the total capacity for revenue from the scheme is limited – approximately \$33,000 - \$35,000 p.a. This would fall far short of the estimated loan repayment amount on borrowings required to implement the scheme – which could be upwards of \$175,000 p.a. It is likely that the estimated revenue would only cover ongoing operational expenditure, not any capital investment.

Infrastructure Services

If, alternatively, the scheme were to be paid for by capital contributions by the 50 property owners, a contribution of up to \$70,000 would be required per lot. This is far in excess of what would be considered affordable or reasonable to residents. By way of comparison, 2021/22 Section 64 sewer 'headwork' charges in the Shire are \$2,480.87 for Merriwa and \$8,742.65 for Scone/Aberdeen.

Therefore, unless additional funding can be sourced, any loan repayments required to implement the scheme would need to be covered by the entire Shire.

OPTIONS

1. Complete the detailed design but halt further works until additional funding can be sourced.
2. Continue with project construction post detailed design, borrowing the additional required funds. Repayments to be covered by the sewer fund, with costs borne by all sewerage ratepayers in the Shire.
3. Continue with project construction post detailed design, levying some funds (up to an acceptable limit) against the connected properties in Cassilis. Remaining funds would be borrowed, with costs absorbed by all sewerage ratepayers in the Shire.

CONSULTATION

- General Manager
- Director Infrastructure Services
- Manager Water and Sewer
- Finance Manager

STRATEGIC LINKS

a. Community Strategic Plan 2027

This report links to the Community Strategic Plan 2027 as follows:

BUILT & NATURAL ENVIRONMENT

- Goal 4 Plan for a sustainable future.
CS15 Plan, facilitate and provide for a changing population for current and future generations.

ECONOMY & INFRASTRUCTURE

- Goal 6 Increase, enhance and maintain civil infrastructure, Community assets and open spaces to meet the needs of current and future generations.
CS24 Provide for replacement, improvement and additional Community and open space infrastructure through investment, best practice and risk management.
CS26 Provide safe and reliable water and sewerage services to meet the demands of current and future generations.

We are working to achieve the following Community Priorities:

Infrastructure Services



Reliable and safe water supply.



Protect the natural environment.

b. Delivery Program

Sewage Services

To maintain a sewage system for the transportation and treatment of sewage to licence requirements and encourage appropriate further expansion of services.

c. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

Nil

b. Financial Implications

Based on current concept design cost estimates, there is potential that the loan required by Council will increase from the original \$1.47 million to \$3.5 million in order to construct the Cassilis Sewerage Scheme. Repayments on this loan would be far in excess of the maximum revenue the scheme would be able to generate, meaning the cost would need to be borne by ratepayers in the rest of the Shire.

Even if some funds are levied against the connected properties, Council will have to provide significant additional funding (via borrowing) in order to complete the project.

c. Legislative Implications

Nil

d. Risk Implications

The total project cost divided by each property connection is very high due to the small size of the village. There may be minimal capacity for residents to contribute meaningfully to the cost of the scheme. At the same time, failure to deliver the scheme presents ongoing health and environmental risks to the community. Should the Cassilis Sewerage Scheme not proceed as intended, these issues will still need to be addressed.

Infrastructure Services

e. Sustainability Implications

It is expected that completion of these works will deliver positive social and community impacts to the residents in Cassilis.

Access to a centralised sewer collection system and treatment system is expected to improve environmental and public health.

f. Other Implications

Nil

CONCLUSION

Council should aim to progress the Cassilis Sewerage Scheme to a 'shovel ready' state with the completion of detailed design works. This allows the greatest level of confidence and detail in cost estimation for the construction of the scheme.

However, it is still likely that significant borrowings will be required to deliver the Scheme. Council should halt further progress until additional funding can be sourced and the project made more financially viable.

ATTACHMENTS

Nil.

Infrastructure Services

I.10.2 **WHITE PARK - LAND CONSOLIDATION**

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Grahame Wilson - Manager Strategic Projects

PURPOSE

The purpose of this report is for Council to endorse the proposal of consolidating three lots of land that form the majority of White Park Equine Complex (White Park), for the purpose of facilitating an electrical infrastructure upgrade which will meet the requirements of the masterplan and the electrical authority.

RECOMMENDATION

That Council:

1. endorse the proposal to consolidate the northern part of Lots 12, 13, 14 of DP 1228077 to create a single land parcel, for "White Park Equine Complex".
2. endorse the proposal to consolidate the southern part of Lots 12, 13, 14 and all of Lot 15 of DP 1228077 to create a single land parcel, for "Scone Golf Course".
3. authorise the placement of an advertisement to the community indicating Council's intention for each item.
4. provide delegated authority to the General Manager to approve the land's consolidation request once the legal documentation has been prepared.

BACKGROUND

A White Park Masterplan (Attachment 1) which details the future plans for the site, including: buildings, structures and carparks across eight adjoining Council owned lots of land, was developed in February 2020. The Masterplan identifies the need to upgrade the electrical infrastructure at White Park. The investigation of this has led to the requirement to consolidate land lots to Ausgrid requirements.

UHSC engaged electrical consultant Marline Building Services Engineers to conduct a capacity assessment at White Park and to prepare a concept design for the site electrical infrastructure upgrade. The assessment identified that the electrical supply is required to be upgraded to 800A per phase. It was also discovered that the current power supplies extend across lot boundaries, in breach of the Ausgrid rules. In order to address this, it is intended to consolidate some of the lots.

REPORT/PROPOSAL

While the masterplan has identified infrastructure over 8 parcels of land (Attachment 2 and 3) it is not intended to consolidate all of the lots at present due to the potential time, cost and complexity involved. Instead, it is proposed to consolidate only the main lots necessary to allow for the electrical upgrade. Other lot consolidations will be deferred to a future date.

Infrastructure Services

White Park is currently located on the northern side of the Scone bypass, and extends across the northern part of the three Council owned lots 12, 13 and 14 of DP 1228077 with some existing buildings built across the lot boundaries; these lots are all zoned recreational and therefore appropriate to be consolidated for the current uses. Council propose to do the following in the short term:

1. Consolidate the northern part of Lots 12, 13, 14 of DP 1228077 to create a single land parcel, for White Park
2. Consolidate the southern part of Lots 12, 13, 14 and all of Lot 15 of DP 1228077 to create a single land parcel, for Scone Golf Course

Given the above requirements, Council have applied for a variation to time for the funding deed (Resources For Regions - Round 7), meaning that the project will now be completed in March 2023 (the original completion date was February 2022).

Future Consolidation

The land lots outside the existing front gate on Guernsey Street are zoned residential, there is also a section of road reserve inside White Park itself, any proposed changes to these areas will require significant consultation in advance.

Therefore, Council propose to do the following at a *much later date*:

3. Close the section of Guernsey Street inside the White Park gate and convert into White Park land, zoned; Recreational Land 1 (this will *not* be part of the initial land consolidation in points 1 and 2 above).

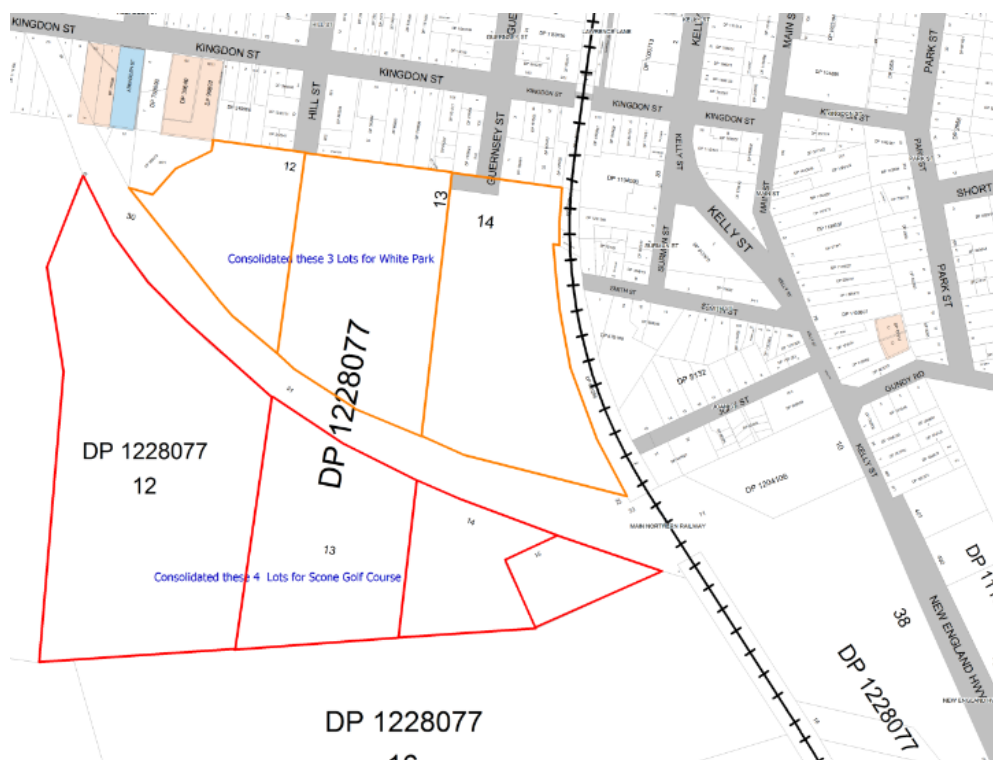


Figure 1: North lots (White Park) and South lots (Scone Golf Course) earmarked for consolidation as described above (Attachment 3).

Infrastructure Services

OPTIONS

1. **Council resolve to proceed with consolidation of:**
 - a. **northern parts of Lots 12, 13 and 14 from DP 1228077 into a new single lot to form White Park Equine Complex and;**
 - b. **southern parts of Lots 12, 13, 14 from DP 1228077 and all of lot 15 from DP 1228077 to be consolidated to form Scone Golf Course**

This is considered a preferred option as it meets the grant requirements whilst facilitating the upgrade to the electrical infrastructure in a timely manner without being delayed by land change processes.

[Preferred Option]

2. **Council resolve not to consolidate the lots and chooses to leave all lots as they are.**

This is not considered an appropriate option as it will mean that the electrical upgrade will need to be designed with three separate power supplies for individual lots of land and will result in much higher construction costs with duplication of multiple identical systems and higher future maintenance costs.

CONSULTATION

- Director Infrastructure Services
- Director Corporate Services
- Manager Finance
- Manager Strategic Projects
- Manager Business Services
- Coordinator of White Park Equine Complex

STRATEGIC LINKS

a. **Community Strategic Plan 2027**

This report links to the Community Strategic Plan 2027 as follows:

- | | |
|--------|---|
| Goal 2 | Promote wellbeing and a connected, healthy and happy community. |
| CS7 | Provide and support a broad range of sport, recreation, health and wellness programs to target age specific needs of residents including younger children, older children, adolescents, families, seniors and people with disability. |
| Goal 4 | Plan for a sustainable future. |
| CS15 | Plan, facilitate and provide for a changing population for current and future generations. |
| Goal 5 | A sustainable and prosperous economy. |
| CS18 | Encourage a diverse economy whilst promoting our agriculture and equine industries. |
| Goal 6 | Increase, enhance and maintain civil infrastructure, Community assets and open spaces to meet the needs of current and future generations. |
| CS24 | Provide for replacement, improvement and additional Community and open space infrastructure through investment, best practice and risk management. |

Infrastructure Services

We are working to achieve the following Community Priorities:



Rural lifestyle and Country feel are valued and protected and the Upper Hunter Shire remains quiet, safe, healthy and welcoming.



Well maintained, safe, reliable and additional infrastructure, including sporting fields, parks, family and cultural facilities.



Upper Hunter Shire Council to support and provide community services which promote health, wellbeing and the celebration of culture.



Increased and innovative tourism and visitor opportunities.

b. Delivery Program

White Park Development

Continuing the upgrade of the White Park Complex with funding secured under the State Governments Regions for Resources No.7 Program to upgrade the power supply to the complex. Finalisation of the precinct master plan is expected during the 2021/22 year.

c. Other Plans

NIL

IMPLICATIONS

a. Policy and Procedural Implications

NIL

b. Financial Implications

This project is joined funded between UHSC and NSW Government through Resources for Regions (R4R) – Round 7. Grant split is provided as per below:

R4R funding: \$742,948
Council funding: \$132,052

Council funding is included in the current year Delivery Program & Operational Plan.

Infrastructure Services

c. Legislative Implications

Council is currently non-compliant with energy authority legislation.

d. Risk Implications

NIL

e. Sustainability Implications

NIL

f. Other Implications

NIL

CONCLUSION

White Park has a masterplan that identifies installation of infrastructure across 8 parcels of land at the Guernsey Street site. The masterplan's vision to install the infrastructure has been assessed for electrical demand and found to be far greater than the current site electrical capacity. A project has been initiated to design and implement the electrical upgrade, however it has been discovered that for the upgrade to occur, the land lots require to be consolidated to meet Ausgrid requirements.

In order to permit the new electrical power supply installation in the short term, it is recommended Council consolidate sufficient lots. In the long term, land consolidation issues should be resolved for future consolidation as shown in the masterplan.

The purpose of this report is to request Council approval to consolidate three lots to facilitate the pending electrical upgrade in the short term. Other lots will be consolidated at a later date.

ATTACHMENTS

- 1 [↓](#) White Park - Electrical Masterplan Report - Marline 2020
- 2 [↓](#) White Park - Lot Consolidation Plan - Recreational
- 3 [↓](#) White Park - Lot Consolidation Plan - Residential



ELECTRICAL SERVICES MASTER PLANNING REPORT

White Park
Scone, NSW 2337

Project No:MN11382

Client:
Upper Hunter Shire Council

Prepared By:
Josiah Hosking, Electrical Engineer
Marline Newcastle Pty Ltd

MECHANICAL · ELECTRICAL · HYDRAULIC · FIRE · ENERGY · NABERS · STORMWATER · SECTION J · BEEC

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2	Final Issue	28 th February 2020	J Hosking	L Reid
3	Final Issue (Amended Estimate)	3 rd March 2020	J Hosking	L Reid

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1 INTRODUCTION

The Upper Hunter Shire Council (UHSC) have engaged Marline to conduct an extensive investigation and review of the existing electrical supply infrastructure at White Park Scone. Additionally, a concept electrical design has been completed to align with the proposed masterplan for the site to ensure reliability of supply and future flexibility.

An initial site inspection was completed by Marline on the 9th January 2020 with UHSC representatives in attendance. This inspection was of a visual nature only and no equipment was operated or tested. The recommendations of this report have been developed in consultation with UHSC representatives and incorporate input from a further co-ordination meeting on the 4th February 2020.

1.1 Existing Site Overview

White Park is a large equine complex within Scone NSW which contains over 190 stable facilities and houses several large arenas which are used for events throughout the year. A masterplan has been developed by Upper Hunter Shire Council (UHSC) to improve the functionality and prestige of the complex, which is likely to be implemented in the near future subject to funding. It has been identified that the existing electrical infrastructure is generally in a poor and unserviceable condition, and as such, a significant upgrade is required to enable the masterplan to be completed.

The complex consists of a large number of existing structures and buildings, including but not limited to the following:

- White Park Undercover Arena with Canteen
- Auctioneer's Ring
- Brick, Steel, and Timber Stables
- Pony Club Shed
- Dressage Rings
- Open Air Order Ring
- Several large open areas and unpowered campsites

The existing White Park complex is split over a number of separate council owned lots with many buildings built over the boundaries. The lots are as follows:

- 12/1228077
- 13/1228077
- 14/1228077
- 910/1139542
- Y/160481
- 2/1131380
- 1/212047
- 2/212047
- A number of buildings and infrastructure are also located within UHSC Road Reserves

The site is also bounded by a frequently used rail corridor on the eastern edge and the Scone Bypass on the southern side.

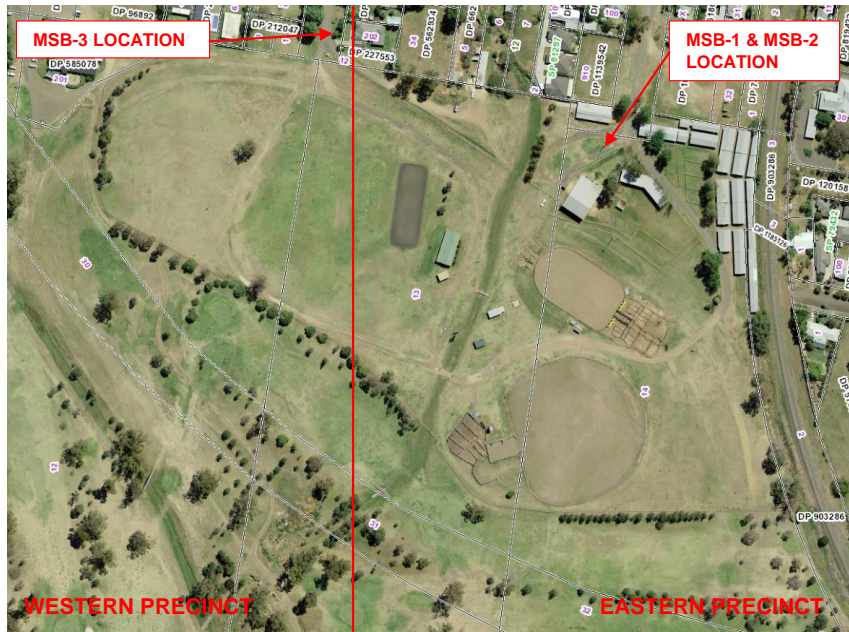


Figure 1: Aerial Photography of the White Park site with existing MSB locations noted. Credit: NSW Sixmaps



Figure 2: Existing Site Block Plan. Credit: UHSC White Park



2 ELECTRICAL SERVICES

2.1 Existing Services

2.1.1 Existing Network Supply – Guernsey Street

Supply to the eastern portion of the site is via an overhead LV aerial service reticulated via supply authority poles along Guernsey Street. These existing poles continue to the entry gate to the site before the aerial service extends to a timber property pole in the middle of the carpark. The exact existing aerial size is unknown, but it appeared to be a 25mm² service with a rating of approximately 200A/phase. The supply authority poles are in fair condition, but it is noted that their positioning may clash with proposed masterplanning projects in this area.

The Guernsey Street aerial service supplies MSB-1 and MSB-2, both of which are mounted to the property pole within the carpark. A total of three separate supplies are connected to these two switchboards: two three-phase 100A rated connections; and one single-phase 100A connection.



Figure 3: Guernsey Street Property Pole



Figure 4: Hill Street Supply Authority Pole

2.1.2 Existing Network Supply – Hill Street

The western portion of the site is supplied from a supply authority pole outside of the property boundary on Hill Street. The exact size or expected rating of the consumer mains could not be estimate on site, but they were observed to reticulate down a supply authority pole outside a residential property on Hill Street to MSB-3. An aerial submain then extends from this supply authority pole to a timber property pole within the site boundary. Only one supply into the site originates at MSB-3.

This arrangement does not comply with current supply authority standards and is a potential risk to staff and the general public.



2.1.3 Existing Main Switchboard 1 (MSB-1)

Main Switchboard 1 (MSB-1) is a pole-mounted steel meter panel that supplies a number of buildings with the eastern portion of White Park. The MSB is mounted on the property pole within the carpark adjacent MSB-2. MSB-1 is supplied via shared consumer mains that are reticulated down the property pole before being split in a separate IP-rated enclosure mounted on the pole. The switchboard has the following characteristics:

Switchboard Name:	MSB-1
Location:	Property Pole in carpark adjacent Guernsey St
Current Rating:	100A
Fault Current Rating:	Unknown
Supply Arrangement:	Three-phase
Consumer/Sub Main Details:	4 x 1C 16mm ² Cu XLPE/PVC (shared)
Main Switch/Isolator Rating:	100A (fuse)
Pole Capacity:	4
Spare Poles Available:	0
Ingress Protection:	IP42
Form:	1
Construction Type:	Steel meter panel enclosure with plastic load centres within
Condition:	Poor
Supplies:	Selling Ring & Shower (100A three-phase) Old Betting Ring Isolated Hut (15A single-phase)

MSB-1 also contains three aged single-phase supply authority meters. These meters are also in poor condition and would require replacement if any modifications were scheduled.

Based on the visual inspection, it is clear that MSB-1 is in poor condition and has exceeded its economical lifespan. MSB-1 also has a number of safety and installation issues which are non-compliant with current Australian standards or the latest NSW Service and Installation Rules, and as a result, it is not recommended that it is retained or re-used.

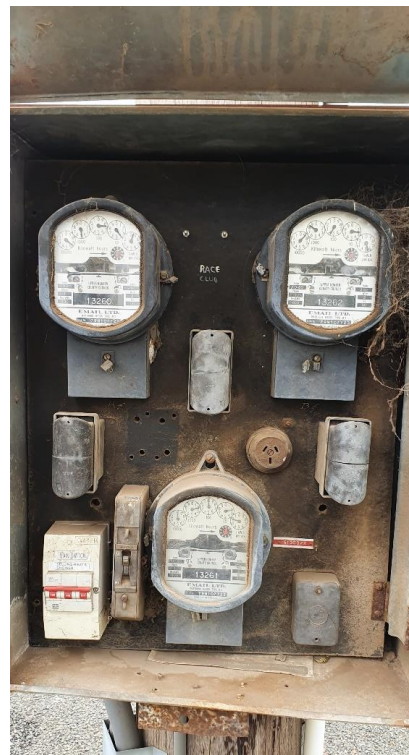


Figure 5: MSB-1



2.1.4 Existing Main Switchboard 2 (MSB-2)

Main Switchboard 2 (MSB-2) is a pole-mounted steel meter panel that supplies a number of buildings with the eastern portion of White Park. MSB-1 is supplied via two sets of consumer mains (one is shared with MSB-1) reticulated down the property pole with both metering arrangements contained within. The switchboard has the following characteristics:

Switchboard Name:	MSB-2
Current Rating:	100A
Fault Current Rating:	Unknown
Supply Arrangement:	Three-phase + single-phase
Consumer/Sub Main Details:	4 x 1C 16mm ² Cu XLPE/PVC (shared) + unknown
Main Switch/Isolator Rating:	100A (fuse) + 100A (fuse, single phase)
Pole Capacity:	15
Spare Poles Available:	0
Ingress Protection:	IP42
Form:	1
Construction Type:	Steel meter panel enclosure with plastic load centres within
Condition:	Fair
Supplies:	Arena and South Paddock (63A three-phase) Three-phase outlet (20A three-phase) North Central Area Stable DB (50A single-phase) Local power and lighting (single phase)

A temporary generator connection enclosure has been installed on the side of MSB-2 to allow connection of a stand-by generator during large events of sustained outages. The generator connection enclosure and 63A rated change-over switch are in good condition, and may be suitable for re-use at another location.

MSB-2 contains four aged rotary-dial type, single-phase supply authority meters. These meters are also in poor condition and would require replacement if any modifications were scheduled.

Based on the visual inspection, it is clear that MSB-2 is in poor condition and has exceed its economical lifespan. MSB-2 also has a number of safety and installation issues which are non-compliant with current Australian standards or the latest NSW Service and Installation Rules, and as a result, it is not recommended that it is retained or re-used.



Figure 6: MSB-2

2.1.5 Existing Main Switchboard 3 (MSB-3)

Main Switchboard 3 (MSB-3) is a pole-mounted steel meter panel that supplies two remote distribution boards across the western portion of White Park. Critically, MSB-3 is located outside of the site boundary on a supply authority pole and was not locked at the time of inspection. The switchboard has the following characteristics:

Switchboard Name:	MSB-3
Current Rating:	60A
Fault Current Rating:	Unknown
Supply Arrangement:	Three-phase
Consumer/Sub Main Details:	Unknown
Main Switch/Isolator Rating:	60A (fuse)
Pole Capacity:	3
Spare Poles Available:	0
Ingress Protection:	IP42
Form:	1
Construction Type:	Steel meter panel enclosure with plastic load centre within
Condition:	Poor
Supplies:	Western Paddock Outlets (50A three-phase)

MSB-2 contains three aged rotary-dial type, single-phase supply authority meters. These meters are also in poor condition and would require replacement if any modifications were scheduled.

Based on the visual inspection, MSB-3 appears to have exceed its expected economical lifespan and contains a number of non-compliances with current standards and guidelines. As a result, it is recommended that it is not retained or re-used as part of the new arrangement.



Figure 8: MSB-3



Figure 7: MSB-3 on supply authority pole



2.1.6 Distribution Boards

Due to the size of the site, a number of distribution boards have been provided to service each of the buildings or open areas. While the majority of these may have exceeded their expected economical lifespan, they are generally in fair-to-good condition and may be suitable for re-use. A brief overview of each is provided below, with additional recommendations included in subsequent sections of this report.

Arena Distribution Board

The Arena DB is a new sealed Hager distribution board provided as part of the arena construction in 2018. It is located externally at the entrance to the arena grandstand and is supplied from MSB-1. The DB is in very good condition and the majority of sub-circuits have been provided with RCD protection.

Switchboard Name:	DB-Arena
Current Rating:	160A (three-phase)
Fault Current Rating:	20 kA
Consumer/Sub Main Details:	Unknown
Main Switch/Isolator Rating:	160A
Condition:	Good

New Canteen Distribution Board

The site Canteen/Bar is located within the Arena and is supplied from the upstream DB-Arena. The canteen is expected to house primarily gas powered cooking equipment, with some fridges and heating equipment provided for events. The DB is located internally within the canteen and is in very good condition.

Switchboard Name:	DB-Canteen
Current Rating:	250A (three-phase)
Fault Current Rating:	10 kA
Consumer/Sub Main Details:	Unknown
Main Switch/Isolator Rating:	160A
Condition:	Good

South Paddock Distribution Board

Power to the Pony Club, amenities block, southern bar, and power throughout the rodeo area is reticulated from the South Paddock Distribution Board. This is a free-standing DB located adjacent to the equestrian bridge to the west of the main arena. The DB is in a fair condition, and local power outlets have been provided with RCD protection. This DB would be suitable for re-use, although it is noted that the existing mounting panel may contain asbestos.

Switchboard Name:	Southern Paddock (DB-A)
Current Rating:	100A (three-phase)
Fault Current Rating:	6 kA
Consumer/Sub Main Details:	Unknown
Main Switch/Isolator Rating:	100A
Condition:	Fair



Amenities Distribution Board

The existing amenities block is supplied via a single-phase, plastic load centre adjacent the entry to the female amenities. This DB is in fair condition, and would be suitable for re-use unless any modifications are required to this building.

Switchboard Name:	DB-Amenities
Current Rating:	32A (single-phase)
Fault Current Rating:	3 kA
Consumer/Sub Main Details:	Unknown
Main Switch/Isolator Rating:	N/A
Condition:	Fair

Pony Club Distribution Board

Access to the Pony Club building could not be facilitated during the inspection so no information about the DB is available. However, no works are required at this DB other than providing a 40A rated three-phase supply to match the existing.

Betting Ring Distribution Board

An external, meter panel type distribution board is provided within the existing Betting Ring covered area to supply local power outlets and lighting only. This DB is in fair condition, but clear signs of dust and moisture ingress were present.

Switchboard Name:	Old Betting Ring
Current Rating:	63A (single-phase)
Fault Current Rating:	Unknown
Consumer/Sub Main Details:	2x1C 16mm ² Cu Aerial
Main Switch/Isolator Rating:	63A
Condition:	Fair

Old Canteen Distribution Board

The isolated hut adjacent the old betting ring is supplied by a small distribution switchboard located at high level in one corner. The DB is not provided with a door, and several existing power and lighting circuits are protected with fuses only. Due to the poor condition of this DB, a replacement or significant upgrade is recommended as part of the masterplanning electrical works.

Switchboard Name:	Isolated Hut
Current Rating:	63A (three-phase)
Fault Current Rating:	Unknown
Consumer/Sub Main Details:	2x1C 16mm ² Cu Aerial
Main Switch/Isolator Rating:	63A
Condition:	Poor

Selling Ring Distribution Board

The selling ring arena is located adjacent the main arena, and all electrical services are supplied from a small distribution board within the office area. The switchboard is a plastic load centre type, and the majority of existing sub-circuits have not been provided with RCD protection. The DB is generally in fair condition, but only provides limited spare capacity and flexibility for future refurbishment of this area.



Switchboard Name:	DB-Selling Ring
Current Rating:	32A (single-phase)
Fault Current Rating:	3 kA
Consumer/Sub Main Details:	1 x 2C 6mm ² Cu
Main Switch/Isolator Rating:	100A
Condition:	Fair

North Central Area Distribution Board

A free-standing, meter panel type distribution board has been provided to the North-West of the arena to service local power outlets and general area lighting. This DB is generally in poor condition with clear signs of corrosion and internal exposure to dirt and moisture. Additionally, the location of this distribution board is likely to conflict with future masterplan developments.

Switchboard Name:	North Central Area
Current Rating:	50A (single-phase)
Fault Current Rating:	3 kA
Consumer/Sub Main Details:	2x1C 16mm ² Cu
Main Switch/Isolator Rating:	Unknown
Condition:	Poor

Eastern Stables Distribution Board

The existing eastern stables (steel buildings) are supplied from meter panel type distribution board located on the end of the north-west building. This distribution board primarily supplies lighting circuits throughout the stables, and is likely to be demolished as part of the masterplanning works in this area.

Switchboard Name:	Eastern Stables
Current Rating:	63A (single-phase)
Fault Current Rating:	3 kA
Consumer/Sub Main Details:	2x1C 10mm ² Cu
Main Switch/Isolator Rating:	32A
Condition:	Poor



2.2 Existing Maximum Demand

As part of a previous investigation, an electrical contractor completed an extensive review of the existing electrical services present on site and prepared a corresponding maximum demand estimate. The contractor's estimate was broken down as follows (all values are approximate):

Eastern Side of the site:

Supply 1	= 102 A/phase
Supply 2	= 19 A/phase
Supply 3	= 31 A/phase
Total	= 152 A/phase

Western Side of the site:

Total	= 34 A/phase
--------------	---------------------

These estimates were used in the subsequent approximation of the masterplan maximum demand where applicable.

2.3 Masterplan Maximum Demand

As part of the investigation, an assessment of the future site maximum demand was undertaken using the current masterplan documentation (Appendix A). The floor areas indicated on the proposed site plan were compared to AS/NZS 3000 Appendix C Table C3 values and supplemented with actual metered loads where available. This maximum demand was calculated on the basis that the entire site is combined into a single lot, with only one incoming connection from the supply authority network.

Due to the preliminary nature of the current masterplan, a number of design assumptions and parameters have been included in the calculation. These include:

- Masterplan is to include 100 powered campsites, each with a single 15A outlet for the connection of a horse-box or similar trailer system
- All general site pathway, roadway, and arena lighting is to be LED. Existing metal-halide lighting within the Selling Ring is to be replaced.
- The existing indoor arena is to remain as is, except for removal of existing interlock with irrigation pumps and lighting
- The rodeo arena is likely to have a similar load profile and equipment requirements to the existing arena
- No heating will be provided to the new stable buildings, as stables will be temporary structures. Buildings are to be suitable for use as open warehouses or trade halls.
- The Pony Club may expand/upgrade their facilities, but will not exceed their current supply limitations (40A/phase).
- New amenities blocks will include hand-dryers and general power outlets as well as gas-powered hot water units.
- Sewage pump station is existing and to remain.
- Due to the unusual load profile of the site, it is expected that all buildings and areas may be in operation concurrently. No allowance has been made for diversity between buildings.

Based on this investigation (refer Appendix C for details), the approximate predicted maximum demand is as follows:

Estimated Maximum Demand	=	591 A/phase
10% Spare Capacity Allowance	=	10%
Total Maximum Demand	=	650 A/phase

Note that the above is an estimated demand only based on indicative floor areas and AS/NZS 3000 recommendations only. It is recommended that supply authority applications are lodged for each stage of the future masterplanning, with revised maximum demands based on the detailed design of the works being carried out.



3 MASTERPLAN CONCEPT DESIGN

3.1 Site Works

To enable the provision of a single-point of supply for the entire site, it is recommended that the existing land parcels are consolidated where possible. The Service and Installation Rules NSW Section 1.12 nominates that “one connection will normally be provided to each electrical installation” and Ausgrid do not typically allow customer LV supplies across lot boundaries. This is primarily due to the risks associated with these supplies not being disclosed or evident when lots are sold or when Ausgrid may attempt to isolate a specific lot to complete maintenance or repairs.

As a result, it is recommended that all of the existing lots which will form part of the masterplan development area are consolidated into a single lot. This will require ongoing co-ordination with Ausgrid and the local council to ensure that existing and new supplies can be treated safely.

3.2 Electrical Infrastructure

Supply Authority Transformer

In order to service the masterplan development, the existing supply arrangement will need to be upgraded. Based on the approximate maximum demand completed, it is recommended that a new dedicated 600kVA kiosk substation be provided to service the White Park site. The final size and arrangement of this transformer will be subject to supply authority approval, but it is recommended that it is provided adjacent the Guernsey St entrance to the site. An indicative location has been shown in the concept design site plan in Appendix B.

A single 800A three-phase connection could be provided within the substation to service the proposed White Park main switchboard.

It is also likely that the provision of a new kiosk substation to service the site will trigger the upgrade of the existing supply authority HV and LV services along Guernsey and Kingdom St. The exact extent of the works required will be subject to supply authority confirmation so cannot be effectively estimated at this stage.

It is recommended that an ASP Level 3 designer is engaged to complete the supply authority application process and to complete the required design to provide the new transformer. An ASP Level 1/2 contractor will then be required to complete the works in accordance with the supply authority's requirements.

Main Switchboard

In order to consolidate the electrical infrastructure at the site, all three existing MSBs will be made redundant and will be decommissioned and removed. The disconnection of these switchboards can be staged with the construction of the new MSB to minimise downtime to the site.

It is recommended that a new site Main Switchboard is provided to supply power to all existing and new buildings at the site. The new MSB is to meet the following criteria:

Switchboard Name:	Site MSB
Current Rating:	800A
Fault Current Rating:	To be confirmed with Supply Authority
Supply Arrangement:	Three-phase
Consumer/Sub Main Details:	Minimum. 8 x 1C 300mm ² Cu XLPE/PVC
Main Switch/Isolator Rating:	800A
Surge Protection	Min 50 kA (in accordance with suppliers recommendations)
Pole Capacity:	38-pole high current distribution chassis
Ingress Protection:	IP42 (IP66 if located externally)



Form:	2
Construction Type:	Custom-built 1.6mm powder-coated steel construction
Supplies:	Entire site including site lighting systems

The following works will be required as part of the provision of the Main Switchboard:

1. Disconnect and remove existing main switchboards (MSB-1, MSB-2, and MSB-3) and consumer mains. Co-ordination with Ausgrid will be required to ensure staging is suitable.
2. Provide new consumer mains between the MSB and the new kiosk substation.
3. Provide a dedicated building to house the MSB to provide all-weather access and reduce the risk of vandalism.

It is recommended the room/enclosure is of a sufficient size to house the main switchboard with potential spare capacity to mount an additional switchboard in future. Exact size and arrangement is subject to confirmation during the subsequent detailed design phases. The MSB room may require two separate access doors in accordance with AS/NZS 3000 subject to final design arrangement.

4. Provide new submains through an in-ground pit and conduit network to provide supplies to all new, existing, and replaced switchboards from the new MSB. It is recommended that all submains are installed and be spooled for connection and energisation once the MSB has been commissioned and energised.
5. Decommission existing main switchboards and incoming LV connections. Liaise with Ausgrid to co-ordinate removal of existing infrastructure with the energisation of the new substation and MSB.

3.3 Additional Electrical Services

In addition to the provision of a new MSB and submains, there are a number of other electrical services that should be considered as part of the masterplanning development stages. The most critical of these are identified below, however it is noted that the identification of the detailed electrical requirements for each building is outside the scope of this investigation.

Pit & Conduit Network

It is recommended that the existing LV aerial network that is currently used to supply a number of buildings adjacent the MSBs is decommissioned and removed as part of the masterplanning project. The existing system is in poor condition, and the placement of the existing poles is likely to impact the usability of areas around the proposed carpark. As a result, a new in-ground pit & conduit network will be provided to service the entire site. The network is to be designed with sufficient spare capacity to ensure that each new building can be reticulated through a dedicated conduit in accordance with AS/NZS 3000 requirements. Placement of conduits and pit is to consider flood zones and trafficable areas, and all pits are to be drained to the storm water system or to local gravel soaker pits.

Exact arrangement and quantities are subject to detailed design during each stage of the masterplan. The pit and conduit system can be completed in stages to suit funding availability and the masterplan schedule.

Sub-Distribution Boards

In order to reduce the length of submain runs between the MSB and the connected buildings, it is recommended that sub-distribution boards are provided around the site. These intermediate connection points can be positioned to suit expected masterplanning areas and to provide future flexibility for the connection of temporary equipment. It is recommended that each sub-distribution board is a concrete plinth mounted, free standing, 316 stainless steel custom switchboard with sufficient rating and pole capacity to suit the buildings in the vicinity of it.



Powered Camp Site Pillars

While detailed design is to be confirmed in subsequent stages, it is recommended that each powered campsite is provided with a proprietary campsite pillar to house the 15A single-phase outlet. Each pillar could be designed and positioned to supply two sites which would minimise the operational risks associated with long extension cords and similar arrangements. All pillars and outlets will need to provide local circuit protection and control, and it is recommended that the entire installation is designed in accordance with AS/NZS 3001.

Selling Ring Lighting Upgrade

In order to reduce the facilities load, it is recommended that the existing metal-halide lighting within the Selling Ring building is replaced with a more efficient, LED alternative. The final design and arrangement is to be completed by a suitably experienced and qualified electrical engineer or lighting designer as part of a subsequent design stage.

3.4 Immediate Works

While the majority of the required electrical works associated with the White Park masterplan can be completed in future stages, there are some minor items which could be addressed immediately to improve the safety of employees and the general public. It is recommended that these are addressed as soon as possible:

- Labelling of existing MSBs and distribution boards to indicate that multiple sources of supply are present at the site. Additional labelling could be provided to indicate upstream isolation locations to improve safety when completing maintenance works or in an emergency.
- Provide locks to all external switchboards to prevent unauthorised access. Where locks cannot be provided, it is recommended that the doors to these enclosures are modified to prevent access without the use of a tool or key.
- [OPTIONAL] Provide RCD/RCBO protection to all existing final sub-circuits. While retrofitting of non-modified existing circuits is not required under AS/NZS3000, in any locations where work is being undertaken, this is recommended to improve the safety of the circuits under fault conditions. Provide additional cabling or new sub-circuits where shared neutrals or other latent conditions prevent effective operation of the RCD module.



4 SUMMARY, STAGING, AND BUDGET COST

Based on the information provided and the initial site investigation, it is strongly recommended that a significant electrical infrastructure refurbishment is undertaken as part of the proposed masterplan works at White Park. Based on the maximum demand completed, it is likely that a new kiosk substation will be required at the site along with a substantial upgrade to the upstream Ausgrid network. The provision of a new main switchboard and staged demolition of the existing incoming arrangements as part of the first phase of masterplanning development will allow all future stages to be connected and energised with minimal work to the existing legacy systems. This will allow subsequent developments to minimise their reliance on out-dated or insufficient infrastructure, and will improve the reliability of the site. A well-designed electrical infrastructure upgrade will also provide the flexibility and functionality needed to service the entirety of the proposed masterplan through White Park.

Staging

A brief overview of the concept design staging is included below for reference. It is noted that Ausgrid have not been contacted in the preparation of this plan. It is recommended that Ausgrid applications and negotiations are commenced as early as possible during the initial detailed design phase to ensure any delays or lead times can be accounted for.

Initial Phase: To be completed prior to or in conjunction with first stage of masterplan

- Apply to Ausgrid for full masterplan load and arrange installation of new kiosk substation and upstream upgrades
- Design and install central pit and conduit network portions to service the future developments.
- Complete design and installation of new site MSB
- Provide sub-distribution boards where required to service existing buildings.
- Arrange staged changeover of all critical existing buildings from the existing MSB arrangements to the new site MSB. Buildings which are subject to future demolition could be disconnected to minimise scope of work where suitable.
- Decommission and demolish existing MSBs and incoming supplies in accordance with Ausgrid requirements.

Subsequent Phases:

- Extend existing pit and conduit network to service subsequent stages of the masterplan.
- Provide additional site sub-distribution boards to service future masterplan areas
- Provide site area lighting and auxiliary electrical services as required to service key areas of each stage.
- Provide electrical services to each stage of the masterplan as it is scheduled.

This staging overview is intended as a guide only, and should be developed and finalised further as masterplan scheduling and funding availability is confirmed.



Electrical Estimate of Cost

The below values are provided as a budgetary estimate only and are based solely on experience and values from Rawlinsons. Trade prices and specific quotes have not been sought as part of this process, and it is recommended that a professional Quantity Surveyor is engaged as required to provide further clarity.

Note: The following budget estimate is for the proposed Stage 1 central infrastructure works only, and does not include any allowances for specific building or area electrical services or the immediate works recommended.

1.	Ausgrid Network Upgrade and Kiosk Substation	\$250,000.00
2.	ASP 3 fees to design Ausgrid works package	\$25,000.00
3.	New site main switchboard	\$90,000.00
4.	Room/Building to house new site main switchboard	\$40,000.00
5.	Consumer mains cable upgrade	\$20,000.00
6.	Sub-distribution boards to service existing buildings (3 off)	\$45,000.00
5.	Submains to sub-distribution boards and existing buildings	\$60,000.00
6.	Central infrastructure services pathways	\$35,000.00
7.	Professional Design Fees and Services	\$20,000.00
	Sub-total	\$585,000
	20% contingency	\$117,000
	Total (excluding GST)	\$702,000

The following has not been included in the estimates provided.

- Construction Administration;
- Electrical services for within buildings or areas of the masterplanning including site area lighting and camping area service pillars;
- Supply Authority discounts or contributions;
- Escalation of construction prices from date of budget estimate to date of tender;
- Builders works (unless explicitly noted otherwise);
- Authority fees and charges.
- Locality allowances
- Price fluctuations due to product availability
- Profits & margins
- Site set-up costs
- Temporary power provision to the site
- GST
- Work outside of normal hours (weekends, overnights, etc)



APPENDIX A – WHITE PARK MASTERPLAN



MN11382 – White Park Score, Electrical Investigation
 Revision 3: Final Issue

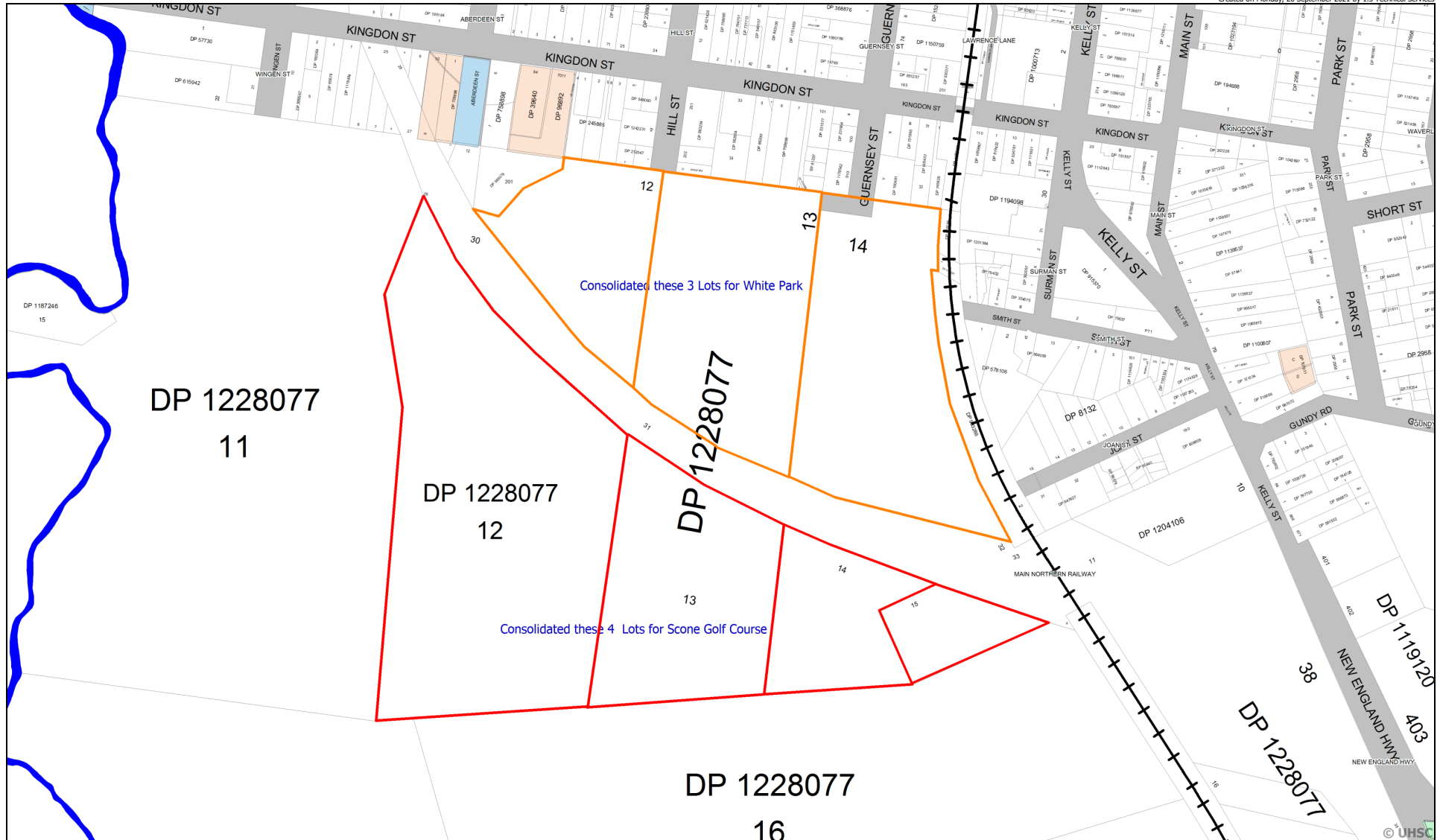
Revision Date: 3rd March 2020
 Page 19 of 21



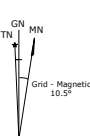


APPENDIX C – MAXIMUM DEMAND SUMMARY

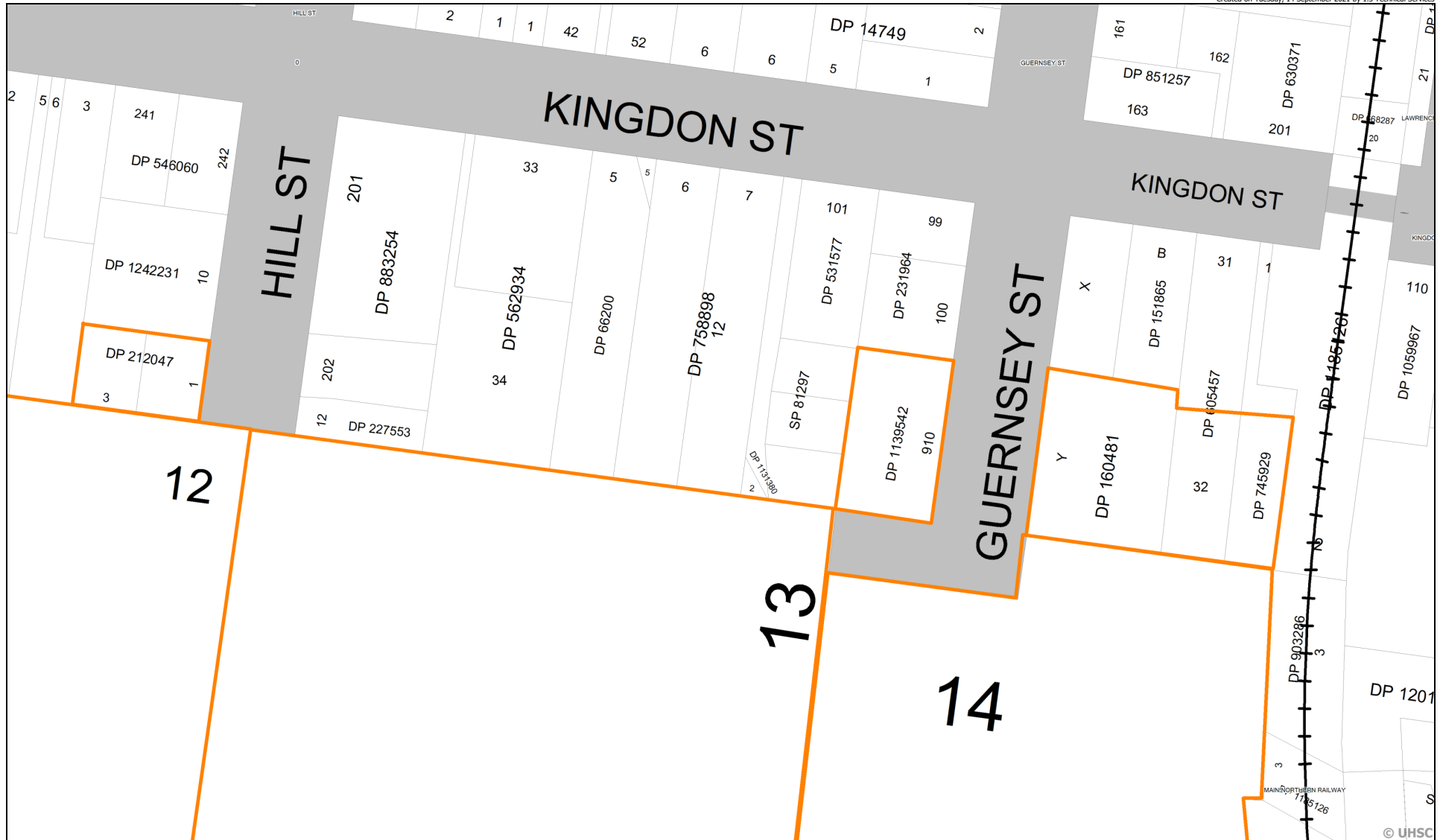
Electrical Maximum Demand Estimation Tool																																									
<table border="1"> <tr> <td>Project:</td> <td colspan="6">White Park Masterplan & Electrical Upgrade</td> </tr> <tr> <td>Location:</td> <td colspan="6">White Park, Scone NSW</td> </tr> <tr> <td>Lot/Plan:</td> <td colspan="6">As per Report</td> </tr> <tr> <td>Date:</td> <td colspan="6">28/02/2020</td> </tr> <tr> <td>Revision:</td> <td colspan="6">1 (Final Issue)</td> </tr> </table>							Project:	White Park Masterplan & Electrical Upgrade						Location:	White Park, Scone NSW						Lot/Plan:	As per Report						Date:	28/02/2020						Revision:	1 (Final Issue)					
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Master Siteplan Code	Building/Label	Area Usage	Electrical Services Description	Estimated Power (kVA)	Estimated Load (A/phase)	Assumptions																																			
1	Carparking and Site Lighting	General illumination of internal roadways and large open areas (excluding arenas) for occupant safety and navigation	Pole-mounted LED luminaires for street lighting and flood lighting	10.8	15.0	All internal roadways and carpark require illumination to allow night-time use.																																			
3	Camping Areas (100 sites)	General camping with the connection of RV/trailers and horse boxes during events. Likely close to full capacity during large events with the majority utilising the site power.	1 off 15A outlet per site (provided in accordance with AS/NZS 3001)	189.0	262.5	AS/NZS 3000 C2 Assessment allowings for full-load of highest outlet plus 50% of remainder (assessed as residential)																																			
6	Existing Horse Facilities	Existing storage building used for temporary horse accommodation and storage.	Existing lighting and power only, no scope for significant extension noted	3.6	5.0	No retrofitted heating allowed for in this estimate																																			
6a	Existing Selling Ring	Existing selling right with grandstand and small office area	Lighting and power to enable continued use of the building, no heating or AC	7.2	10.0	Existing metal-halogen luminaires to be replaced with LED alternatives to reduce load.																																			
7	New Stable Building	Two large internal stables with power, lighting, and heating	Light industrial power and lighting allowances (1 SSO per stable) plus an allowance for heating to be provided	50.4	70.0	Table C3 assessment based on a 5000m ² floor area with a warehouse type use. This would allow for perimeter and/or floor mounted power outlets for future trade/exhibition hall use. No allowance for electric heating is included.																																			
9	Existing Pony Club Building	Existing office, storage, and canteen building for the Pony Club. Exact usage and contents are not known.	Existing supply is capped at 40A. Given large freezer and canteen equipment, 40A is likely to be a reasonable building load estimate.	28.8	40.0	Pony Club upstream breaker does not have a history of nuisance tripping due to overload. Full load allowed to ensure any future expansion is covered.																																			
10	Existing Indoor Arena	Large covered arena with grandstands for large events.	Load consists of: - Local SSO (approx 10 off) - LED lighting - 7.5 kW Irrigation Pump - 2 x 15A supplies for comms and AV equipment	23.8	33.0	Future connection of electrical heating or cooling equipment is not expected. Current interlocking between lighting and pumps is to be removed Existing Canteen functionality will be covered under the allowance for Building 30																																			
12	Permanent Camp Draft Area/ Rodeo Grounds	Large open arena with grandstand seating similar to the existing area	Arena lighting, communications and audio-visual equipment for events, and possible pump for irrigation	28.1	39.0	Load profile of Building 10 applied to the larger area of the rodeo ground. Load may decrease if equipment is shared from the existing internal arena.																																			
15	External Arenas	Two large and seven smaller outdoor arenas for day and night events	Arena lighting and sporadic power for the connection of misc. equipment only.	18.0	25.0	Arena lighting is only to be provided to the two larger arenas to a professional competition standard. Power quantity is to be similar to the existing distribution boards (12 off SSO) and no allowance for the connection of electric heating or cooling equipment.																																			
23	Lawn Area	Lawn area adjacent rodeo ground is to be provided with pillars for the connection of food trucks and stalls	3 off 15A outlets to service open area	15.8	22.0	Outlets provided for pop-up stall or AV requirements only. Any food trucks or similar are assumed to be self-sufficient.																																			
30	New Canteen Building	Canteen to prepare food, and serve the public during events	Cooking and heating equipment along with power and lighting services	36.0	50.0	Assessed using a 300 VA/m ² rate (typical for kitchens) for a floor area of 120m ² (no additional spare capacity)																																			
SPS	Existing Sewage Pump Station	Existing SPS located in the South-West corner of the site	Existing is to remain	7.2	10	No existing information available, 10A/phase included as a typical estimate																																			
A1	New Amenities Blocks	Three new amenities buildings with lighting and local power outlets for hair-dryers or similar equipment.	General lighting, and above bench power only.	6.5	9	Gas HWU allowed for to match existing. Diversity expected between buildings. Allowed 40 VA/m ² over a total floor area of 160m ² as general estimate.																																			
A2	New Wash Points	Allowance for two future wash-down areas	Electrical equipment to be confirmed.			No information available, so have not been incorporated initially. Expected to have low duty.																																			
Total				425.2	590.5	A/phase																																			
Spare Capacity Allowance				10%	10%																																				
Total including spare capacity				467.7	649.6	A/phase																																			

Created on Monday, 20 September 2021 by 1.3 Technical Services



 <p>Upper Hunter Shire Council PO Box 208 Scone NSW 2337 Ph: (02) 6544 1100 Fax: (02) 6542 5211 Email: com@upperhunter.nsw.gov.au</p>	<p>Important Notice! This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Upper Hunter Shire Council nor the Department of Lands makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © The State of New South Wales (Department of Lands) 2008, © Upper Hunter Shire Council 2008.</p>	 <p>True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Upper Hunter Local Government Area. Magnetic North is correct for 2001 moving easterly by 0.04° in about five years.</p> <p>Important This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD) heights. For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.</p>	 <p>GN - Grid North MN - Magnetic North TN - True North Grid - Magnetic 10.5°</p>	<p>Aerial Photography: Contour Interval: Projection: MGA94 Zone 55 Cost: Date: Monday, 20 September 2021 Drawn By: 1.3 Technical Services</p>	<p>Lands Consolidation for White Park (North of Hwy Bypass) Tam Nguyen Map Scale: 1:4,037 at A3 Map Zoom: 1653 m</p>
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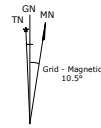
Created on Tuesday, 14 September 2021 by 1.3 Technical Services



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Aerial Photography:
Contour Interval:
Projection: MGA94 Zone 55
Cost:
Date: Tuesday, 14 September 2021
Drawn By: 1.3 Technical Services

Consolidate 5 Lots
Tam Nguyen
Map Scale: 1:1,092 at A3
 Map Zoom: 447.3 m

General Manager's Unit

NOTICES OF MOTION

NM.10.1

NOTICE OF MOTION - TURANVILLE RAILWAY CROSSING

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: James Burns - Councillor

The following notice of motion was received from Cr James Burns:

MOTION

That Council instruct the General Manager to make the strongest possible representations to the Deputy Prime Minister, the Hon Barnaby Joyce MP for the New England Electorate, Mr David Layzell MP Member for the Upper Hunter Electorate and the Australian Rail & Track Authority, to insist on a safety audit of all level crossings in the Upper Hunter Shire with particular attention to be paid to the crossing at Turanville Road. These representations should be commenced within a month of this meeting.

Staff Comment:

Council will be approaching ARTC in regard to lights and barriers at not only this crossing but all crossings in the Upper Hunter Shire Council area.

Council has also agreed that the speed limits, signage and intersection issues be considered by the Traffic and Road Safety Committee at its next meeting. This committee has representatives from all the transport agencies as well as police so they will be able to make recommendations in regard to these suggestions.



General Manager's Unit

NM.10.2

NOTICE OF MOTION - GENDER EQUITY TRAINING

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Sue Abbott - Councillor

The following Notice of Motion was received from Cr Abbott:

MOTION

“I move that the first item to be considered when Upper Hunter Shire Council reconvenes after the December 2021 local government elections is that Upper Hunter Shire Council immediately undertakes gender equity training in order to be in a position to adopt an appropriate gender equity policy as soon as possible.”

Staff Comment:

There are certain matters that must be undertaken at the first Council meeting of a new term of Council. These include the election of a Mayor and Deputy Mayor as well as the consideration of whether Council wishes to adopt the countback method for by-elections. More information will be provided to the new Council on this later item as it is newly included and would not have been considered by previous Councils.

As previously advised in last month's Questions with Notice, Council does not have a specific gender equity policy but does have a Code of Conduct which covers a broad range of anti-discrimination including discrimination against race, sex, disability, age, marital status, sexual preference, religion and gender. This will also be the subject of induction training for Councillors. If Councillors wished to have a specific policy on gender equity this would need to be developed and considered and endorsed by the new Council.

General Manager's Unit

QUESTIONS WITH NOTICE

QWN.10.1 **QUESTIONS WITH NOTICE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION

That Council note the questions received and responses provided.

BACKGROUND

The following questions with notice have been received. Responses are provided below.

Cr Abbott

1. In relation to the Old Scone Sports Store / Niagara Cafe demolition, why has council changed its mind about the concrete slab covering the recently discovered tiled cellar? Why is the concrete slab now not being modified to make possible a future viewing / inspection point?

Response: It was confirmed by Council in September that the cellar will not be filled in and that the concrete slab has been modified above the cellar to make possible a future hole for inspection/viewing, this will ensure that the space is appropriately preserved. At the completion of the current works no viewing will be possible, however this can occur at a future time when funding becomes available and the appropriate designs and community consultation has taken place.

Council believe it is very important to create an interesting space that encompasses Scone's heritage and gives it the platform it deserves. Both Upper Hunter Historical Society and the Heritage Committee were informed of this information back in September.

Cr Abbott asked two further questions which have been excluded from the agenda. In accordance with section 3.20 of the *Code of Meeting Practice* the general manager must not include in the agenda any business of which due notice has been given if, in the opinion of the general manager, the business would be unlawful. The general manager must report, without giving details any such exclusion.

The second question asked by Cr Abbott referred to provision of information of Councillors who had received code of conduct investigations. *Code of Conduct* matters are confidential in accordance with section 12.1 of the *Procedures for the Administration of the Model Code of Conduct for local Councils in NSW 2020*. It would be unlawful to produce that information.

12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.



General Manager's Unit

The third question asked by Cr Abbott alleges breaches of the *Code of Conduct*. The *Code of Meeting Practice* (section 15.11) identifies that asking a question that alleges a breach of the *Code of Conduct* constitutes an act of disorder and as such cannot be permitted to be asked. Further, the *Code of Conduct* (section 9.10) states that no allegation can be made other than through the Procedures

9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.

ATTACHMENTS

Nil.



Environmental & Community Services

CONFIDENTIAL REPORTS

CR.10.1 ***TENDER T03134 HUNTER & CENTRAL COAST COUNCILS
RENEWABLE ENERGY FOR LARGE SITES AND STREET
LIGHTING***

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Paul Jakes - Manager Waste & Sustainability

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

PURPOSE

The purpose of this report is to consider the results of a tender run in conjunction with a number of other Councils for the supply of electricity to contestable sites (>100MWh per annum) and street lighting.



Infrastructure Services

CR.10.2 ***TENDER NO. 2/2022 - SEWER RELINE PROGRAM - TENDER EVALUATION***

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Gavin McKenzie - Project Manager

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

PURPOSE

The purpose of this report is to:

- Outline the process that has been followed for the evaluation of tenders for Tender number 2/2022, the Sewer Reline Program;
- Make a recommendation to award the contract, and;
- Confirm the total project budget.



Infrastructure Services

CR.10.3

***TENDER NO. 07/2022 - SCONE AIRPORT FENCING -
TENDER EVALUATION***

RESPONSIBLE OFFICER: Kristian Enevoldson - Director Corporate Services

AUTHOR: Chris Agosto - Project Manager

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

PURPOSE

The purpose of this report is to outline the process that has been followed for the evaluation of tenders for the Scone Airport Fencing (Tender No. 07/2022) and make a recommendation to accept a tender.

Infrastructure Services

CR.10.4

***TENDER NO. 06/2022 - NINE BRIDGES - TENDER
EVALUATION***

RESPONSIBLE OFFICER: Karen Davies - Director Infrastructure Services

AUTHOR: Chris Agosto - Project Manager

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

PURPOSE

The purpose of this report is to outline the process that has been followed for the evaluation of tenders for the Design and Construction of Nine Bridges (Tender No. 06/2022) and to make a recommendation to accept a tender.