
Council Meeting Agenda

27 May 2024 at 5.00pm



Upper Hunter Shire Councillors - 2004 to 2024
In recognition of the 20th Anniversary of Amalgamation

A Quality Rural Lifestyle - in a vibrant, caring and sustainable community



To All Councillors

You are hereby notified that the next meeting of the Upper Hunter Shire Council will be held on Monday, 27 May 2024 in the COUNCIL CHAMBERS, SCONE commencing at 5.00PM, for the purpose of transacting the undermentioned business.

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

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

**GREG MCDONALD
GENERAL MANAGER**

1. PRAYER

2. ACKNOWLEDGEMENT OF COUNTRY

3. STATEMENT OF ETHICAL OBLIGATIONS

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

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

4. APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

5. APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

6. PUBLIC PARTICIPATION

7. CONFIRMATION OF MINUTES

- Ordinary Council Meeting held on 29 April 2024
- Extraordinary Council Meeting held on 6 May 2024

8. DISCLOSURES OF INTEREST

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MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON MONDAY 29 APRIL 2024 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT 5.00PM

PRESENT:

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

IN ATTENDANCE:

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

PRAYER

ACKNOWLEDGEMENT OF COUNTRY

STATEMENT OF ETHICAL OBLIGATIONS

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK:

Nil

APOLOGIES / APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS:

24/064

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

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

PUBLIC PARTICIPATION:

Nil

CONFIRMATION OF MINUTES:

24/065

RESOLVED that the minutes of the ordinary Council meeting held on 25 March 2024 be adopted.

Moved: Cr R Campbell Seconded: Cr B McKenzie CARRIED UNANIMOUSLY

DISCLOSURES OF INTEREST:

Nil

SCR.04.1

INFRASTRUCTURE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Anna Brennan - Infrastructure Support Officer

MOTION

That Council:

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 9 April 2024;
2. endorse the recommended treatment to cover the amenities block and signage to be placed under the mural at 133 Kelly Street, Scone; and,
3. contribute \$15,000 this financial year to support the Scone Memorial Pool infrastructure upgrade works.

Moved: Cr L Watts

Seconded: Cr T Clout

AMENDMENT TO THE MOTION

That Council:

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 9 April 2024;
2. endorse the recommended treatment to cover the amenities block and signage to be placed under the mural at 133 Kelly Street, Scone;
3. have a storyboard underneath the mural in 133 Kelly Street, Scone that states the following:

The Niagara Café operated from this site from the early 1920s until the 1980s. Operated by the Coroneo family, early immigrants from Greece, the mural was painted in 1957. In a post WWII era where everything American culture was popular the scene appears to depict the iconic showman figure of Buffalo Bill who performed in shows that displayed frontier themes.

The mural was covered as the business changed hands, operating as a sports store by the Manning family from 198 until it was purchased by Upper Hunter Shire Council in 2017. When the mural was uncovered it was restored fully. This was completed in 2023.*

4. contribute \$15,000 this financial year to support the Scone Memorial Pool infrastructure upgrade works.

Moved: Cr J Burns

Seconded: Cr R Campbell

THE AMENDMENT BECOMES THE MOTION:

24/066

RESOLVED

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 9 April 2024;
2. endorse the recommended treatment to cover the amenities block and signage to be placed under the mural at 133 Kelly Street, Scone;
3. have a storyboard underneath the mural in 133 Kelly Street, Scone that states the following:

The Niagara Café operated from this site from the early 1920s until the 1980s. Operated by the Coroneo family, early immigrants from Greece, the mural was painted in 1957. In a post WWII era where everything American culture was popular the scene appears to depict the iconic showman figure of Buffalo Bill who performed in shows that displayed frontier themes.

The mural was covered as the business changed hands, operating as a sports store by the Manning family from 198 until it was purchased by Upper Hunter Shire Council in 2017. When the mural was uncovered it was restored fully. This was completed in 2023.*

4. contribute \$15,000 this financial year to support the Scone Memorial Pool infrastructure upgrade works.

FOR	AGAINST
Councillor Burns	Councillor Clout
Councillor Campbell	
Councillor Collison	
Councillor McKenzie	
Councillor McPhee	
Councillor Watts	
Councillor Williamson	
Total (7)	Total (1)

SCR.04.2 **CORPORATE SERVICES COMMITTEE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

24/067

RESOLVED

That Council:

1. adopt the minutes of the Corporate Services Committee meeting held on 19 April 2024, with an amendment to include Cr Williamson's question regarding the \$72,500 consultancy fee on succession planning; and,
2. adopt the proposed budget variations as provided in attachment 2 to the report.

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

COMMITTEE/DELEGATES REPORTS

C.04.1 **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

RESPONSIBLE OFFICER: Wayne Phelps - Manager Finance

AUTHOR: Ian Roberts - Governance & Risk Advisor

24/068

RESOLVED

That Council endorse the minutes of the Audit, Risk and Improvement Committee meeting held on Monday 18 March 2024.

Moved: Cr A McPhee Seconded: Cr A Williamson CARRIED UNANIMOUSLY

FINANCE REPORTS

F.04.1 **DRAFT DELIVERY PROGRAM 2021/2022 - 2024/2025 AND OPERATIONAL PLAN 2024/2025**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

24/069

RESOLVED

That Council:

1. endorse the draft Delivery Program 2021/2022 to 2024/2025 & Operational Plan 2024/2025 and place documents on exhibition for a period of not less than 28 days, commencing on Thursday, 2 May 2024 and closing on Friday, 31 May 2024;
2. undertake community engagement prior to finalising the draft Delivery Program 2021/2022 to 2024/2025 & Operational Plan 2024/2025.

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

GENERAL ADMINISTRATION REPORTS

G.04.1 ***DISCLOSURES OF PECUNIARY INTEREST AND OTHER MATTERS***

RESPONSIBLE OFFICER: Wayne Phelps - Manager Finance

AUTHOR: Ian Roberts - Governance & Risk Advisor

24/070

RESOLVED

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

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

G.04.2 ***GOULBURN RIVER SOLAR FARM PROJECT - DRAFT PLANNING AGREEMENT***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

24/071

RESOLVED

That Council:

1. pursuant to Section 7.4 of the Environmental Planning and Assessment Act 1979, enter into a planning agreement with Goulburn River Fund Pty Ltd as trustee for the Goulburn River Trust in respect of the Goulburn River Solar Farm Project.
2. delegate authority to the General Manager to execute the planning agreement.

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

G.04.3 ***COUNTRY MAYORS ASSOCIATION MEMBERSHIP***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

24/072

RESOLVED

That Council make a request to the Country Mayors Association to join the association.

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

G.04.4 ***HUNTER JOINT ORGANISATION BOARD - REGIONAL MOTIONS FOR ALGA 2024 NATIONAL GENERAL ASSEMBLY***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

24/073

RESOLVED

That Council endorse the motions presented by the Hunter Joint Organisation Board for submission to the ALGA 2024 National General Assembly as outlined in Attachment 1 to the report.

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

G.04.5 ***INQUIRIES INTO COUNCIL FUNDING AND FINANCIAL SUSTAINABILITY***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

24/074

RESOLVED

That Council note the proposed submissions to two parliamentary inquiries into local government funding and financial sustainability to deliver infrastructure and services.

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

G.04.6 ***NEWCASTLE CITY COUNCIL - MEMORANDUM OF UNDERSTANDING***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

24/075

RESOLVED

That Council:

- 1. endorse the Memorandum of Understanding with City of Newcastle as shown in Attachment 1 to the report.**
- 2. delegate authority to the Mayor and General Manager to sign the document on its behalf.**

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

POLICY MATTERS

H.04.1 ***POLICIES FOR REVIEW***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

24/076

RESOLVED

That Council adopt the following policies:

1. **Quality – RMCC Works;**
2. **Community Relations - Awards (Prizes) - Australia Day Awards;**
3. **Community Relations - Awards (Prizes) - Creative Arts Excellence;**
4. **Community Relations - Acknowledgement of Country, with the following amendment:**

Change paragraph titled Ceremonial Event under Definitions from "Where the Mayor of his/her delegate preside in a public forum" to the following:

Where the event is deemed of cultural importance to the First Nations people of Australia and the Mayor or his/her delegate preside in a public forum. Examples of such events are smoking ceremonies, Reconciliation Week and Flag raising ceremonies where the Aboriginal or Torres Strait Islander flags are being raised.

5. **Community Services - Service Provision - Housing - Low Income Units, Merriwa; and,**
6. **Sustainability, with an amendment to replace Sustainability Advisory Committee under Responsibilities to the Environmental & Community Services Committee.**

Moved: Cr J Burns

Seconded: Cr A McPhee

CARRIED

FOR	AGAINST
Councillor Burns	Councillor Clout
Councillor Campbell	
Councillor Collison	
Councillor McKenzie	
Councillor McPhee	
Councillor Watts	
Councillor Williamson	
Total (7)	Total (1)

INFRASTRUCTURE REPORTS

I.04.1

MURRURUNDI WATER STRATEGY

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Grahame Wilson - Manager Water & Sewer

24/077

RESOLVED

That Council:

1. **continue with the Scone to Murrurundi Pipeline, reservoirs and chlorine dosing systems as the only source of potable water for Murrurundi;**
2. **endorse the de-prescription of the Murrurundi Dam as a town water source including modification of dam wall, lowering to provide 1 metre of water, decommissioning of the Litree Water Filtration Plant and associated tanks and pumps;**
3. **endorse the disposal of two redundant reservoirs at Doughboy Street and Paradise Lane and the pipeline/easement from the Upper Pages River to Murrurundi Dam;**
4. **prepare a Masterplan for the entire land parcel where the dam currently exists for the purpose of creating a recreational space with provision for wetland; and**
5. **seek grant funding with the intent of implementing the Masterplan.**

Moved: Cr J Burns

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

CR.04.2 **COMMERCIAL BUSINESS PROPOSAL**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

This matter is considered to be confidential under Section 10A(2)(c)(d)(i) 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; AND commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

24/081

RESOLVED

That Council note the report.

Moved: Cr T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

CR.04.3 **ACQUISITION OF LAND FOR COMMUNITY RECREATION PURPOSES**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community 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.

24/082

RESOLVED

That Council:

- 1. accept the offer from Transport for NSW for Council to acquire Lots 4 and 5 DP1228077 and Lot 6 in Section 4 DP758898 (22 Kingdon Street, Scone) for community purposes at a purchase price of \$35,000 (excluding GST) with a 15 year community use restriction on title.**
- 2. delegate authority to the General Manager to execute all associated documents.**

Moved: Cr L Watts

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

RETURN TO OPEN MEETING

24/083

RESOLVED That the meeting move back into Open Council.

Moved: Cr B McKenzie

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

Upon resuming Open Council and in accordance with the Code of Meeting Practice, the General Manager provided a summary of the resolutions passed in Closed Council.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.49PM.

G.05.2

COMMITTEE MEMBER NOMINATIONS

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

24/085

RESOLVED

That Council appoint a Councillor member to each of the Committees below as follows:

- 1. Corporate Services Standing Committee – Cr Campbell**
- 2. Environmental & Community Services Standing Committee – Cr Clout**
- 3. Murrurundi District Community Advisory Committee – Cr Williamson**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.07PM.

General Manager's Unit

MAYORAL MINUTES

A.05.1

***RECOGNITION OF 20 YEAR ANNIVERSARY OF
AMALGAMATION***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

RECOMMENDATION

That Council recognise the 20 year anniversary of amalgamation.

REPORT/PROPOSAL

2024 marks the 20th year of the amalgamation of the former Merriwa, Murrurundi and Scone Shires to form Upper Hunter Shire Council.

Scone Shire and part of Murrurundi Shire were amalgamated in March 2004 and Merriwa was included in May 2004.

To recognise this milestone, former Councillors have been invited to attend an afternoon tea and stay for the Council meeting.

Former Councillors and Term of Service

Nat Doonan	2005 – 2008	Pam Seccombe	2009 – 2012
Les Parsons	2005 – 2008	Ron Campbell	2012 - current
John Scriven (dec'd)	2005 – 2008	Maurice Collison	2012 - current
Peter Hodges	2005 – 2009	Peter Bishop	2012 – 2016
Barry Rose (dec'd)	2005 – 2009	Wayne Bedggood	2012 – 2021
Errol Bates	2005 – 2012	Kiwa Fisher	2012 – 2021
Deirdre Peebles	2005 – 2016	James Burns	2016 - current
Lorna Driscoll	2005 – 2021	Josh Brown	2016 – 2020
Lee Watts	2005 - current	Sue Abbott	2016 – 2022
Ean Cottle	2005 – 2008 2009 – 2012	Tayah Clout	2021 - current
Clair Pfister-Paradice	2008 – 2009	Allison McPhee	2021 - current
Bill Howey	2008 – 2012	Adam Williamson	2021 - current
Michael Johnsen	2008 – 2016	Elizabeth Flaherty	2021 – 2024
Lea Carter	2009 – 2012	Belinda McKenzie	2022 - current

Since amalgamation Upper Hunter Shire has had five (5) Mayors; Barry Rose, Lee Watts, Michael Johnsen, Wayne Bedggood and the current Mayor, Cr Maurice Collison. There have been seven (7) Deputy Mayors; Nat Doonan, Lee Watts, Errol Bates, Kiwa Fisher, Peter Bishop, Maurice Collison and the current Deputy, Cr James Burns.

OPTIONS

Nil

ATTACHMENTS

There are no enclosures for this report

Environmental & Community Services

STANDING COMMITTEE REPORTS

SCR.05.1 **ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Mathew Pringle - Director Environmental & Community Services

RECOMMENDATION

That Council:

1. adopt the minutes of the Environmental & Community Services Committee meeting held on 14 May 2024 (Attachment 1).
 - a) as the local plan-making authority, pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979, make the local environmental plan to reclassify the following parcels of land from community to operational:
 - Lot 1 DP212047 – 97 Hill Street, Scone
 - Lot 3 DP212047 – 97 Hill Street, Scone
 - Lot 12 DP 227553 – 98 Hill Street, Scone
 - Lot 21 DP 1235763 – 2912 New England Highway, Scone
 - b) refer the local environmental plan to Parliamentary Counsel for legal drafting.
 - c) delegate authority to the General Manager to sign all associated documents.
2. approve Development Application 172/2023 for a dwelling at Lot 101 DP 1199696, 59B Marquet Street Merriwa, subject to the conditions of consent in Attachment 2.

BACKGROUND

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

A meeting of the Environmental and Community Services Committee was held on Tuesday, 14 May 2024.

REPORT/PROPOSAL

In relation to Item ECSC.05.1, the Committee unanimously supported the recommendation to make the local environmental plan to reclassify the following parcels of land from community to operational:

- Lot 1 DP212047 – 97 Hill Street, Scone
- Lot 3 DP212047 – 97 Hill Street, Scone
- Lot 12 DP 227553 – 98 Hill Street, Scone
- Lot 21 DP 1235763 – 2912 New England Highway, Scone

and refer the local environmental plan to Parliamentary Counsel for legal drafting.

In relation to Item ECSC.05.2 the Committee unanimously supported the recommendation to approve Development Application 172/2023 for a dwelling at Lot 101 DP 1199696, 59B Marquet Street Merriwa, subject to the conditions of consent in Attachment 2.

ATTACHMENTS

- 1↓ Environmental & Community Services Committee - 14 May 2024 - Minutes
- 2↓ DA 172/2023 - Recommended Conditions of Consent

ECSC.05.2

DEVELOPMENT APPLICATION 172/2023 - DWELLING

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Christine Robinson - Senior Building Surveyor

RESOLVED

That Council approve Development Application 172/2023 for a dwelling at Lot 101 DP 1199696, 59B Marquet Street Merriwa, subject to the conditions of consent in Attachment 1.

Moved: T Clout

Seconded: R Campbell

CARRIED UNANIMOUSLY

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 10.39AM

DA 172/2023 – Proposed Conditions of Consent

A. CONDITIONS THAT IDENTIFY APPROVED PLANS

1. The development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.

Approved Plans				
Plan number	Revision Number	Plan title	Drawn by	Date of plan
Job No. 16390 Sheet No. 101	C	Site Plan	Acrow Investments	01/02/2024
Job No. 16390 Sheet No. 201	C	Elevations & Section	Acrow Investments	01/02/2024
Job No. 16390 Sheet No. 202	C	Elevations	Acrown Investments	01/02/2024

Approved Documents			
Document title	Version number	Prepared by	Date of document
Statement of Environmental Effects	N/A	Acrow Homes	Not dated
BASIX Certificate No. 1427742S	N/A	Acrow Investments Group	23/09/2023

In the event of any inconsistency between the approved plans and documents, the approved plans prevail.

In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.

(Reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.)

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)

C. OPERATIONAL CONDITIONS IMPOSED UNDER EP&A ACT AND REGULATIONS AND OTHER RELEVANT LEGISLATION

3. **Compliance with Building Code of Australia and insurance requirements under [Home Building Act 1989](#)**

(1) It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the *Building Code of Australia*.

(2) It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the [Home Building Act 1989](#), Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences.

(3) It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with the *Building Code of Australia*, Volume 1, Part B1 and NSW Part I5.

(4) In subsection (1), a reference to the *Building Code of Australia* is a reference to the Building Code of Australia as in force on the relevant date.

(5) In subsection (3), a reference to the *Building Code of Australia* is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.

(6) This section does not apply—

(a) to the extent to which an exemption from a provision of the *Building Code of Australia* or a fire safety standard is in force under the [Environmental Planning and Assessment \(Development Certification and Fire Safety\) Regulation 2021](#), or

(b) to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.

(7) In this section—

relevant date has the same meaning as in the [Environmental Planning and Assessment \(Development Certification and Fire Safety\) Regulation 2021](#), section 19.

(Reason: Prescribed by legislation)

4. **Notification of [Home Building Act 1989](#) requirements**

(1) This section applies to a development consent for development involving residential building work if the principal certifier is not the council.

(2) It is a condition of the development consent that residential building work must not be carried out unless the principal certifier for the development to which the work relates has given the council written notice of the following—

(a) for work that requires a principal contractor to be appointed—

(i) the name and licence number of the principal contractor, and

(ii) the name of the insurer of the work under the [Home Building Act 1989](#), Part 6,

(b) for work to be carried out by an owner-builder—

(i) the name of the owner-builder, and

(ii) if the owner-builder is required to hold an owner-builder permit under the [Home Building Act 1989](#)—the number of the owner-builder permit.

(3) If the information notified under subsection (2) is no longer correct, it is a condition of the development consent that further work must not be carried out unless the principal certifier has given the council written notice of the updated information.

(4) This section does not apply in relation to Crown building work certified to comply with the *Building Code of Australia* under the Act, Part 6.

(Reason: Prescribed by legislation)

D. CONDITIONS THAT REQUIRE SUBSIDIARY MATTERS TO BE COMPLETED PRIOR TO ISSUE OF A CONSTRUCTION CERTIFICATE

5. The foundations for building structures and walls adjacent to the sewer and stormwater drainage easement are to be constructed in such a manner that does not affect the integrity of the sewer and stormwater main drainage lines. Locations of foundations shall be in accordance with Council's policy for *building near water and sewer services*. Details demonstrating compliance with this condition shall be submitted to, and approved by, the Principal Certifier prior to the release of the Construction Certificate.

(Reason: To allow maintenance to vital infrastructure without affecting the integrity of the adjacent structure and public assets)

6. **Fulfilment of BASIX commitments**

It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—

(a) BASIX development,

(b) BASIX optional development, if the development application was accompanied by a BASIX certificate.

(Reason: Prescribed by legislation)

7. Prior to the issue of any construction certificate for the development, approval pursuant to Section 68 of the Local Government Act 1993 shall be obtained from Council for all sewer, stormwater and water supply works.

(Reason: To ensure compliance with the provision of the Local Government Act 1993 and subordinate regulations)

E. CONDITIONS THAT MUST BE ADDRESSED PRIOR TO ANY COMMENCEMENT

8. 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 Principal Certifier prior to further commencement of site works.

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

9. **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 Certifier 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)

10. **Erection of signs**

- (1) This section applies to a development consent for development involving building work, subdivision work or demolition work.
- (2) It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out—
 - (a) showing the name, address and telephone number of the principal certifier for the work, and
 - (b) showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the work site is prohibited.
- (3) The sign must be—
 - (a) maintained while the building work, subdivision work or demolition work is being carried out, and
 - (b) removed when the work has been completed.
- (4) This section does not apply in relation to—
 - (a) building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or
 - (b) Crown building work certified to comply with the *Building Code of Australia* under the Act, Part 6.

(Reason: Prescribed by legislation)

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

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

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

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

(Reason: Prescribed – Statutory)

F. CONDITIONS THAT MUST BE COMPLIED WITH DURING DEMOLITION & BUILDING WORK

13. Any person acting on this consent shall ensure that:-
- (a) building construction activities are only carried out during the following hours:
 - i. between Monday to Friday (inclusive)—7.00am to 5.00pm,
 - ii. on a Saturday—8.00am to 5.00pm.
 - (b) building construction activities must not be carried out on a Sunday or a public holiday unless prior approval has been obtained
 - (c) demolition and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.
- (Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community)
14. 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)
15. 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)

G. CONDITIONS WHICH MUST BE COMPLIED WITH PRIOR TO ISSUE OF ANY OCCUPATION CERTIFICATE

16. 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.)
17. 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.
- (Reason: Prescribed - Statutory.)
18. Prior to the issue of an Occupation Certificate a works as executed plan drawn on Department of Fair Trading approved template detailing the layout and location of the sewer and stormwater pipe work is to be submitted to Upper Hunter Shire Council.
- Note: The original copy of works as executed drawing must be submitted to Council.**
- (Reason: Prescribed – Statutory.)

I. CONDITIONS THAT MUST BE COMPLIED WITH AT ALL TIMES

19. At all times nothing in this consent shall authorise the use of the premises other than for a single occupancy.
- (Reason: To ensure compliance with the terms of this consent.)
20. At all times, all stormwater from the development, including all hardstandings and overflows from rainwater tanks, shall be collected and disposed of by way of properly constructed stormwater lines to the kerb and gutter (piped). If concrete footpath exists; pipework is to be under bored to the existing kerb inlet.
- (a) the existing stormwater drainage on site;
 - (b) the onsite megatank facility;

- (c) 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.05.2

INFRASTRUCTURE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR: Anna Brennan - Infrastructure Support Officer

RECOMMENDATION

That Council:

1. adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 14 May 2024;
2. endorse the allocation of \$70,000 ex GST, from Council's Section 94A funds, to upgrade the switchboard at Scone Hardcourt Tennis and Rugby League sporting precinct.

BACKGROUND

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

A meeting of the Infrastructure Services Committee was held on Tuesday, 14 May 2024. A copy of the minutes is attached.

REPORT/PROPOSAL

The Infrastructure Services Committee considered reports on the following items:

ISC.05.1 WORKS PROGRAM - INFRASTRUCTURE SERVICES - WATER AND SEWER

The KPIs for Water and Sewer are on track.

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

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

ISC.05.2 WORKS PROGRAM - INFRASTRUCTURE SERVICES – WORKS DELIVERY

The KPIs were reported to the Committee, monthly KPI targets achieved, catching up on annual targets.

Key Activities underway in the works delivery department include:

Infrastructure Services

- Damages Claim for Event 6 (AGRN 987) –Emergency Works (EW) and Immediate Reconstruction Works (IRW)
- Damages Claim for Event 6 (AGRN 987) - Essential Public Asset Reconstruction (EPAR)
- Damages Claim (AGRN 987) - Design and Construction Culvert Package
- Damages Claim (AGRN 1012) – Landslip on the Barrington Tops Forest Road
- Damages Claim AGRN 1012 (Event 7) Cullingral Road
- Damages Claim AGRN 1012 (Event 7) Essential Public Asset Reconstruction (EPAR)
- Damages Claim AGRN 1034 (Event 8) - Essential Public Asset Reconstruction (EPAR)
- Fixing Local Roads Pothole Repair
- Regional & Local Roads Repair Program
- Causeways Betterment Program (Category D)
- Stormwater Betterment Program (Category D)

ISC.05.3 STRATEGIC AND CAPITAL WORKS UPDATE

Strategic and Capital Works Delivery Update was reported.

ISC.05.4 MR358 WILLOW TREE ROAD UPGRADE

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

Progress in the last month

- Assessment of Management Plan submissions complete.
- Procurement of Gabion cages complete.
- Procurement of shotcrete, soil anchors, soil nails and rock fall mesh complete.
- Section 2, 3 & 4 catch drain excavation 90% complete end of April.
- Section 3 & 4 uphill batter excavation continuing. Section 2 commenced.
- Section 4 upper two Gabion walls commence.

Upcoming activities

- Continue catch drainage works.
- Commence material processing of rock ballast fill to reduce the amount of gabion import (currently 63,000 tonne).
- Continue uphill batter wall excavation works.
- Stockpile management.
- Complete Section 4 rock mesh batter protection work.
- Continue section 4 gabion walls.
- Complete Section 3 upslope batter excavations.
- Commence section 3 gabion walls and subsoil drainage (big slip).

ISC.05.5 LOCAL ROADS INITIAL SEAL - PROJECT UPDATE

An update was provided on the three major roads projects:

- Moonan Brook Road
- Hunter Road
- Barrington Tops Forest Road

ISC.05.6 SCONE CBD REVITALISATION PROJECT

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

Infrastructure Services

ISC.05.7 *SCONE TENNIS CLUB LIGHTING UPGRADES*

The committee endorsed the allocation of \$70,000 ex. GST to upgrade switchboard at Scone Hardcourt Tennis and Rugby League sporting precinct.

The new Multipurpose Sporting Facility will become a Council asset worth \$1.5 million. The proposed power upgrade is expected to enhance participation, especially among women and facilitate night-time training and competitions.

The estimated cost of this power upgrade is \$70,000, which represents less than 5% of the total project budget. If approved, these funds can be allocated through the S.94A Development Contribution Plan.

ATTACHMENTS

- [1↓](#) Infrastructure Services Committee Meeting- Minutes 14 May 2024

COUNCILLOR QUESTIONS

Cr Campbell enquired with regard to line item 95 of the CAPEX Report if the Merriwa Transfer Station will stay in the same location?

Response: Taken on notice by General Manager.

Cr McPhee enquired with regard to line item 268 of the CAPEX Report if the Aberdeen Public School Graeme St upgrade is that planned for next financial year as there are no funds allocated here?

Response: Taken on notice by Director of Infrastructure.

RESOLVED

That the Committee receive the report and note the information.

Moved: A McPhee

Seconded: T Clout

CARRIED UNANIMOUSLY

ISC.05.4***MR358 WILLOW TREE ROAD UPGRADE***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR:

Jeff Bush - Manager Strategic Assets

RESOLVED

That the Committee receive the report and note the information.

Moved: T Clout

Seconded: A McPhee

CARRIED UNANIMOUSLY

ISC.05.5***LOCAL ROADS INITIAL SEAL - PROJECT UPDATE***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR:

Chris Agosto - Project Manager

RESOLVED

That the Committee receive the report and note the information.

Moved: T Clout

Seconded: A McPhee

CARRIED UNANIMOUSLY

ISC.05.6***SCONE CBD REVITALISATION PROJECT***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR:

Allan Greer - Project Manager

RESOLVED

That the Committee receive the report and note the information.

Moved: A McPhee

Seconded: T Clout

CARRIED UNANIMOUSLY

ISC.05.7***SCONE TENNIS CLUB LIGHTING UPGRADES***

RESPONSIBLE OFFICER: Rag Upadhyaya - Director Infrastructure Services

AUTHOR:

Jayarajah Jeyakanthan - Executive Manager Works Delivery

RESOLVED

That the Committee allocate \$70,000 ex. GST to upgrade the switchboard at Scone Hardcourt Tennis and Rugby League sporting precinct.

Moved: A McPhee

Seconded: T Clout

CARRIED UNANIMOUSLY

BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 1.07PM

Corporate Services

SCR.05.3

CORPORATE SERVICES COMMITTEE

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

RECOMMENDATION

That Council adopt the:

1. minutes of the Corporate Services Committee meeting held on 17 May 2024; and
2. proposed budget variations as provided in attachment 2 to the report.

BACKGROUND

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

REPORT/PROPOSAL

A meeting of the Corporate Services Committee was held on Friday, 17 May 2024. A copy of the minutes of the meeting is attached. The following reports were considered:

CORP.05.1 Financial Summary & Investment Report

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

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

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

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

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

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

CORP.05.2 Property Update

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

CORP.05.3 Requests for Donations

This report provides an update of donation requests to Council received from local community groups and the outcomes to the requests made by the General Manager in accordance with Council's Policy, *Grants and Subsidies – Programs – Section 356 General Donations*.

Corporate Services

CORP.05.4 Responses to Previous Questions

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

ATTACHMENTS

- 1 [↓](#) Corporate Services Committee - 17 May 2024 - Draft Minutes
- 2 [↓](#) Finance Budget Variation Requests - April 2024

**MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL
HELD ON FRIDAY 17 MAY 2024 IN THE BARRY ROSE ROOM COMMENCING AT 9.00AM**

PRESENT:

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

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

Nil

APOLOGIES:

RESOLVED that the apologies received from Cr Ron Campbell be accepted.

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

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Wayne Phelps (Manager Finance) and Mrs Robyn Cox (Executive Assistant).

PUBLIC PARTICIPATION:

Nil

DISCLOSURES OF INTEREST:

Nil

FINANCE COMMITTEE REPORTS

CORP.05.1 FINANCIAL SUMMARY & INVESTMENT REPORT

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

RESOLVED

That the Committee:

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

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

COUNCILLOR QUESTIONS

Cr Williamson enquired what the value of in-kind hire fees provided by Council to the community for the festivities held at White Park over horse week.

Response: The Finance Manager advised that these figures can be provided to the committee at the next meeting.

Cr Williamson enquired with regard to the RMS work, is Council expecting to recover all costings so that the service will be provided at the bear minimum of neutral cashflow?

Response: The Finance Manager advised that Council has kept the same regime of delivery of the works as previous years. With regards to operations, it is expected to at least be cashflow neutral. Taken on notice to advise the result from works completed year to date to advise surplus coming through and completed works.

CORP.05.2 **PROPERTY UPDATE**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Lee - Senior Administration Officer - Business Services

RESOLVED

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

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

CORP.05.3 **REQUESTS FOR DONATIONS**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

RESOLVED

That the Committee receive the report and note the donations report provided in attachment 1.

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

CORP.05.4 **RESPONSES TO PREVIOUS QUESTIONS**

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Karen Boland - Governance & Executive Support Officer

RESOLVED

For notation only.

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

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.52AM

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 30 April 2024**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
GENERAL FUND					
Asset Management	Operating Revenue	Grants	45,000		Reduced due to vacancy of Road Safety Officer position
Asset Management	Operating Revenue	Contributions	45,000		Reduced due to vacancy of Road Safety Officer position
Asset Management	Operating Expenditure	Road Safety Officer		90,000	Reduced due to vacancy of Road Safety Officer position
Fleet Management	Operating Revenue	Plant Disposals	800,000		Reduction in plant disposals for the year
Fleet Management	Non-Operating Expenditure	Fleet Replacement RA		1,150,000	Transfer from RA for disposals and acquisitions
Fleet Management	Capital Expenditure	Fleet Replacements	350,000		Increase in fleet acquisitions with supply becoming available
Family Day Care	Operating Revenue	Childcare Subsidies		100,000	Increase in utilisation for service via childcare subsidies for educators
Family Day Care	Operating Expenditure	Childcare Payments to Educators	100,000		Increase in utilisation for service via childcare subsidies for educators
Youth Services	Non-Operating Revenue	Youth Services RA	325,000		Delay in delivery of Murrurundi Youth Services facilities upgrade
Youth Services	Capital Expenditure	Mdi Youth Services Facilities upgrade		325,000	Delay in delivery of Murrurundi Youth Services facilities upgrade
Tourism & Area Promotion	Operating Revenue	Capital Grants		43,019	Higher capital grants received for Belman Hangar project 1st Milestone payment
Tourism & Area Promotion	Non-Operating Expenditure	Hunter Warbirds Belman Hangar RA	433,019		Defer capital works to be completed on Belman Hangar by year end to RA
Tourism & Area Promotion	Non-Operating Expenditure	Horse Interpretive Study RA	320,000		Defer capital works expenditure for Horse Interpretive Centre project by year end to RA
Tourism & Area Promotion	Capital Expenditure	Hunter Warbirds Belman Hangar RA		390,000	Defer capital works to be completed on Belman Hangar by year end
Tourism & Area Promotion	Capital Expenditure	Horse Interpretive Centre RA		320,000	Defer capital works expenditure for Horse Interpretive Centre project by year end
Stomwater	Non-Operating Revenue	Stomwater carry-over works RA	140,000		Transfer balance of stormwater replacement to RA
Stomwater	Capital Expenditure	Stormwater Replacement Program		140,000	Stormwater replacement program finalised for year
Waste Management	Operating Revenue	Contributions		10,000	Additional contributions from Hunter Joint Organisation RID program
Waste Management	Operating Revenue	Other Waste Revenue		80,000	Additional revenue from scrap metal sales
Waste Management	Operating Revenue	Landfill collection		1,500,000	Increase in landfill collections from major capital work projects and general disposal increases
Waste Management	Non-Operating Revenue	Waster Transfer RA	250,000		Return to RA grants in advance for waste transfer station projects deferred to 2024/2025
Waste Management	Operating Expenditure	Administration	50,000		Higher administration costs to adminster Mandalay system and reporting to EPA
Waste Management	Operating Expenditure	Landfill Operations Scone	150,000		Increased activity at landfill site incurrng additional costs
Waste Management	Operating Expenditure	State Government Levy	400,000		Increase in wages to meet improved utilisation at the facility
Waste Management	Non-Operating Expenditure	Domestic Waste RA	630,240		Transfer balance of operations to RA
Waste Management	Non-Operating Expenditure	Other Waste RA	581,760		Transfer balance of operations to RA
Waste Management	Capital Expenditure	Better Waste Program	30,000		Balance of better waste program initiative
Waste Management	Capital Expenditure	Scone Landfill Development Extension	10,000		Initial costs for future extension of landfill site
Waste Management	Capital Expenditure	Aberdeen Waste Facility Expansion	8,000		Initial costs for future extension of landfill site
Waste Management	Capital Expenditure	Mwa - Transfer Station		260,000	Defer project to 2024/2025 year
Waste Management	Capital Expenditure	Mdi - Transfer Station		260,000	Defer project to 2024/2025 year
Cemeteries	Non-Operating Revenue	Cemeteries Carry-Over Works RA	20,000		Defer cemetery works to 2024/2025
Cemeteries	Capital Expenditure	Mdi Lawn Cemetery Extension		20,000	Defer works on Murrurundi Cemetery extension - carry over to 2024/2025
Town Planning	Operating Revenue	Contributions		200,000	Additional Development contributons received
Town Planning	Non-Operating Expenditure	S94A Contributions	200,000		Additional Development contributons transferred to RA
Quarries	Non-Operating Revenue	Quarry Revenue		500,000	Increase in extraction material for capital work projects
Quarries	Operating Expenditure	Quarry Operations	500,000		Increased costs for blasting and crushing material from Ellerston and Cuan pits

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 30 April 2024**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Emergency Service	Operating Expenditure	Contributions - SES	12,896		Amend allocation between emergency service areas
Fire Service Levy & Fire Protect	Operating Expenditure	Contributions - NSW FB		12,896	Amend allocation between emergency service areas
Fire Service Levy & Fire Protect	Operating Revenue	Reimbursement		15,000	S44 Fire recoveries
Fire Service Levy & Fire Protect	Operating Expenditure	S44 Fires Upper Hunter Region	15,000		S44 fire costs incurred
Public Libraries	Operating Revenue	Capital Grants Received	770,000		Delay in delivery of Scone Library relocation deferred to 2024/2025
Public Libraries	Non-Operating Revenue	Library RA	580,000		Delay in delivery of Scone Library relocation deferred to 2024/2025 - funds transferred back to RA
Public Libraries	Capital Expenditure	Scone Library Relocation		1,350,000	Delay in delivery of Scone Library relocation deferred to 2024/2025
Sports Grounds & Venues	Operating Revenue	Capital Grants Received	150,000		No funding approval received for Merriwa Showground upgrade works
Sports Grounds & Venues	Capital Expenditure	Merriwa Showground Upgrades		150,000	No funding approval received for Merriwa Showground upgrade works
White Park Complex	Operating Revenue	Capital Grants Received	320,000		Delay in project with finalisation expected in 2024/2025 year
White Park Complex	Non-Operating Revenue	White Park Complex RA	445,000		Deferred Cattle yards roof project transferred to RA
White Park Complex	Capital Expenditure	White Park Electrical Upgrade		320,000	Delay in delivery of the Electrical upgrade at the comple with project partly deferred to 2024/2025
White Park Complex	Capital Expenditure	Roof for Cattle Yards		445,000	Delay in delivery of the Cattle Yards Roof area at White Park, deferred to 2024/2025
Bridges	Operating Revenue	Capital Grants Received	250,000		Part deferral of Murulla St Causeway due to fishery permit requirements to be resolved
Bridges	Capital Expenditure	Murulla St Causeway		250,000	Part deferral of Murulla St Causeway due to fishery permit requirements to be resolved
Footpath & Cycleways	Operating Revenue	Capital Grants Received		150,000	Funding claim to finalise works along extension of Merriwa Cycleway
Footpath & Cycleways	Capital Expenditure	Ftpth - Merriwa Extension	150,000		Finalisaton of Merriwa Cycleway project
RMS - State Roads	Operating Revenue	User Fees & Charges		600,000	Increased routine maintenance and works requests for Golden Highway
RMS - State Roads	Operating Expenditure	General Contract Works	600,000		Increased costs associated with additional maintenance and requests from Transport for NSW
Regional Roads	Capital Expenditure	Regional Roads ARRB	65,000		Required road condition monitoring service
Regional Roads	Capital Expenditure	Culvert Subsidence Upgrade		71,000	Culvert subsidence program finalised for year
Regional Roads	Capital Expenditure	MR62 - Tyrone Rd Upgrade	20,000		Finalisation of MR62 - Tyrone Road Bunnan Intersection upgrade
Local Roads	Operating Revenue	Grants	500,000		Reduction in flood damage works expected to be completed by year end
Local Roads	Operating Revenue	Contributions		8,000	Development contributions received
Local Roads	Operating Expenditure	Flood Damage Works		500,000	Reduction in flood damage works expected to be completed by year end
Local Roads	Operating Expenditure	Rural Sealed Roads Maintenance		45,000	Transferred to balance capital work projects
Local Roads	Non-Operating Revenue	Barrington Forest Rd Stage 1 - RA		500,000	Additional works to be completed by year end - transferred from RA
Local Roads	Non-Operating Revenue	Barrington Forest Rd Stage 2 - RA		200,000	Additional works to be completed by year end - transferred from RA
Local Roads	Non-Operating Expenditure	Hunter Road RA		150,000	Additional works to be completed by year end - transferred from RA
Local Roads	Non-Operating Expenditure	Heavy Patch Program RA	600,000		Heavy patch program complete for 2023/2024 with balance transferred to RA
Local Roads	Non-Operating Expenditure	S94 Contributions RA	8,000		Development contributions transferred to RA
Local Roads	Capital Expenditure	Village Sts Initial Seal		14,000	Program finalised for year
Local Roads	Capital Expenditure	Village Sts Initial Shoulder Seal		50,000	Program finalised for year
Local Roads	Capital Expenditure	Local Roads ARRB	95,000		Required road condition monitoring service
Local Roads	Capital Expenditure	Barrington Forest Road Stage 1	500,000		Additional works to be completed by year end - Timing Issue Only
Local Roads	Capital Expenditure	Barrington Forest Road Stage 2	200,000		Additional works to be completed by year end - Timing Issue Only
Local Roads	Capital Expenditure	Hunter Road - Naracoote to Glenmore	150,000		Additional works to be completed by year end - Timing Issue Only
Local Roads	Capital Expenditure	Local Road Heavy Patching		600,000	Heavy Patch program complete for year with program continuing into 2024/2025

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 30 April 2024**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
Transport Ancillaries	Operating Revenue	Capital Grants Received		3,500,000	Works on CBD progressing with continuaton into 2024/2025. Timing issue only.
Transport Ancillaries	Operating Revenue	Contributions		40,000	S94 contributions received
Transport Ancillaries	Non-Operating Expenditure	S94 Contributions RA	40,000		S94 contributions transferred to RA
Transport Ancillaries	Capital Expenditure	Scone CBD Revitalisation	3,500,000		Works on CBD progressing with continuaton into 2024/2025. Timing issue only.
WATER SUPPLY					
Water Supply	Operating Revenue	User Fees & Charges		800,000	Increase user consumption over first 3 quarters
Water Supply	Operating Revenue	Interest Revenue		25,000	Increase in interest revenues from improved investment rates
Water Supply	Operating Revenue	Capital Grants Received	772,500		Deferrral of UV Chloriation Plant upgrade and reduced level of funding required for Village Reticulation
Water Supply	Operating Revenue	Private Works		80,000	Additional private work requests received
Water Supply	Operating Revenue	Contributions		30,000	Increase s64 development contributions
Water Supply	Non-Operating Revenue	Balance Fund RA	2,779,500		Transfer balance of deferrals and additional revenue to fund RA
Water Supply	Non-Operating Revenue	S64 Contributions RA	30,000		Transfer s64 development contributions to RA
Water Supply	Operating Expenditure	Private Works	10,000		Additional costs for request delivered
Water Supply	Capital Expenditure	Mdi Pipeline	20,000		Final land easement costs for pipeline
Water Supply	Capital Expenditure	UV Chlorination Plant		1,145,000	Deferral of UV Chlorination project to 2024/2025
Water Supply	Capital Expenditure	Village Reticulation Systems		400,000	Project finalised with costs lower than anticipated
Water Supply	Capital Expenditure	Scn/Abn Main Renewals		1,000,000	Program finalised for year continuing into 2024/2025
Water Supply	Capital Expenditure	Abn - Raw Water Pump Station Upgrade	30,000		Additional costs to finalise project
Water Supply	Capital Expenditure	Scn - Glenbawn pipeline/valve repl		155,000	Works completed for year transfer balance to RA
Water Supply	Capital Expenditure	Abn - Replace High Tower Tank		255,000	No works on project to date - Project to be assessed with funds transferred back to RA
Water Supply	Capital Expenditure	Scn - Moobi Booster Pump		250,000	No works on project to date - Project to be assessed with funds transferred back to RA
Water Supply	Capital Expenditure	Scn/Ab - Reservoir Cleaning & Inspect		36,000	No works on project to date - funds transferred back to RA
Water Supply	Capital Expenditure	Mdi Main Renewals	440,000		Increased work scope for program completed in 2023/2024 year
Water Supply	Capital Expenditure	Mwa Main extensions	50,000		Increased work scope for program completed in 2023/2024 year
Water Supply	Capital Expenditure	Purchase 54A Barton St Scone		16,000	Property Purchase complete
Water Supply	Capital Expenditure	Mdi - Pipeline Pump Replacement	60,000		Emergency pump replacement acquisition held for breakdowns
SEWERAGE SERVICES					
Sewerage Services	Operating Revenue	Interest Income		25,000	Increase in interest revenues from improved investment rates
Sewerage Services	Operating Revenue	Private Works		30,000	Increase in requests for works to be completed
Sewerage Services	Operating Revenue	Contributions		45,000	Increase s64 development contributions
Sewerage Services	Non-Operating Revenue	Balance Fund RA	536,000		Transfer balance of deferrals and additional revenue to fund RA
Sewerage Services	Non-Operating Expenditure	S64 Contributions RA	45,000		Transfer s64 development contributions to RA
Sewerage Services	Operating Expenditure	Private Works	25,000		Additional costs for request delivered
Sewerage Services	Capital Expenditure	Mwa - STP Cleaning Polishing Ponds		348,000	Project finalised with costs lower than anticipated
Sewerage Services	Capital Expenditure	Scn - New STP		200,000	No works on project to date
Sewerage Services	Capital Expenditure	Scn/Abn SPS Telemetry Upgrades	42,000		Required upgrade works completed

**CORPORATE SERVICES COMMITTEE
BUDGET VARIATION REQUEST
FOR THE MONTH ENDED 30 April 2024**

Budget Service Area	Account Type	Account Description	VARIATION REQUEST		Details of Variation Request
			DR \$	CR \$	
		Total Variations	19,198,915	19,198,915	
		Net Variation to Operating Result		-	
Abbreviation notes					
RA = Restricted Assets					
FAGS = Financial Assistance Grants					
EIPP = Early Intervention Program					
MR = Main Road					
SPS = Sewer Pump Station					
STP = Sewer Treat Plant					
UV = Ultra Violet					
WHS & RTW = Work Health Safety & Return to Work					

Environmental & Community Services

COMMITTEE/DELEGATES REPORTS

C.05.1 GUMMUN AGED HOSTEL

RESPONSIBLE OFFICER: Mathew Pringle - Director Environmental & Community Services

AUTHOR: Amanda Catzikiris - Manager Community Services

RECOMMENDATION

That Council;

1. adopt the minutes of the Merriwa Aged Hostel Committee meeting held on 18 April, 2024.
2. accept the nominations for membership from Ron Whitaker and Carlita McConnell.

BACKGROUND

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

REPORT/PROPOSAL

The Committee discussed the successful appointment of the Clinical Care & Facility Manager. Members also expressed dissatisfaction with communications between Council and the committee and requested that this be noted.

The need for an additional staff member for the night shift to minimise risk for residents and staff is an ongoing concern. Council will continue to investigate strategies to implement a roster that includes two people on night shift as essential care staff.

Membership for casual vacancies on the Committee and protocols for volunteers at the Hostel were also discussed.

ATTACHMENTS

- 1 [↓](#) Merriwa Aged Hostel Committee - 18 April 2024 - Minutes

**MINUTES OF THE MERRIWA AGED HOSTEL COMMITTEE
MEETING - THURSDAY 18 APRIL 2024 - 1pm**



PRESENT: Deirdre Peebles (Chairperson), Cr Ron Campbell, Ross Bishop, Jan Cronin, Cheryl Dallimore, Julia Hardy.

IN ATTENDANCE: Mat Pringle (Director Environmental & Community Services), Amanda Catzikiris (Manager Community Services), Sharee Witney (RN), Wayne Phelps (Treasurer - Zoom) and Diane Byfield

1. APOLOGIES

RESOLVED:

That the apologies received from Barry Gheri and Sarah Austin be accepted.

Moved: R Campbell

Seconded: C Dallimore

CARRIED

2. DISCLOSURE OF INTEREST

Nil

3. PREVIOUS MINUTES

RESOLVED:

That the minutes of the Merriwa Aged Hostel Committee Meeting held on 14 February 2024, as circulated, be taken as read and confirmed as a correct record.

Moved: R Bishop

Seconded: C Dallimore

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

- I. Clinical Care and Facility Manager – the committee discussed the appointment of Sarah Austin to this position. There was further discussion about current staffing arrangements to support operations.
- II. Communication with Committee – members expressed dissatisfaction with the lack of communication from Council following the postponement of a committee meeting in December 2023. Questions were raised regarding the purpose of the committee. Director Environmental and Community Services discussed the governance responsibilities.
- III. Host meetings at the Hostel - a request was made to host committee meetings at the hostel. Consideration was given to the privacy and safety of residents. It was determined that there isn't a suitable space at the Hostel at this time.

5. AGENDA ITEMS

MAH.04.1 Gummun Hostel - Clinical Care and Facility Manager Report

PURPOSE

The purpose of the report is to provide an update from the Clinical Care and Facility Manager on operational activities at the hostel.

The Clinical Care and Facility Manager report including clinical data, was distributed at the meeting.

RESOLVED

That the Committee accept the Clinical Care and Facility Manager report.

Moved: J Hardy

Seconded: J Cronin

CARRIED

ACTION FOR COMMITTEE: Nil

MAH.04.2 Gummun Aged Hostel - Action Sheet

PURPOSE

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

The action sheet was reviewed at the meeting. The request for two people on night shift was discussed, noting the high risk in regards to security for resident and staff safety. Council will continue to investigate strategies to implement a roster that includes two people on night shift as essential care staff.

RESOLVED:

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

Moved: R Bishop

Seconded: C Dallimore

CARRIED

ACTION FOR COMMITTEE: Continue to investigate options for two people on night shift.

MAH.04.3 Gummun Aged Hostel - Nomination for Membership

PURPOSE

The purpose of this report is to review the nominations received from members of the Community and determine membership to fill casual vacancies.

Nominations were received for casual vacancies.

RESOLVED

That the Committee recommend the nomination for membership from Ron Whitaker and Carlita McConnell be presented to Council.

Moved: J Hardy

Seconded: J Cronin

CARRIED

ACTION FOR COMMITTEE: Nil

RECOMMENDATION TO COUNCIL

That Council accept the nomination for membership from Ron Whitaker and Carlita McConnell.

Moved: J Cronin

Seconded: B Gherisi

CARRIED

Item 4. Gummun Aged Hostel - Financial Report

The Manager for Finance presented the report. The lower number of residents has impacted the current financial situation.

RESOLVED

That the committee note the report.

Moved: J Hardy

Seconded: J Cronin

CARRIED

6. ACTION SHEET

Reviewed and updated at the meeting.

7. CORRESPONDENCE

Nil

8. GENERAL BUSINESS

I. Volunteers at the Hostel – the committee discussed the possibility of having volunteers be involved in the hostel such as maintaining gardens and attending group activities. Agreement that this should be encouraged and to consider an advertising campaign. Volunteer forms are available at the Hostel or the Merriwa Administration office.

II. Deirdre Peebles, Cheryl Dallimore and Julia Hardy recently organised a morning tea at the Hostel for Sue Duggan, to celebrate her retirement. The committee thanked these members for hosting this.

III. The Committee would like to formally invite the Councillors and General Manager to visit the facility.

9. CONFIDENTIAL REPORTS

Nil

10. NEXT MEETING

20 June 2024

The meeting was declared closed at 2.15 pm.

Environmental & Community Services

5. Pursuant to Section 4.15(1)(a)(iii) of the Environmental Planning and Assessment Act 1979 the proposed development is inconsistent with the provisions of Part 12a (Access and Vehicle Parking) of the Upper Hunter Development Control Plan 2015 as access to the proposed parking space servicing the existing dwelling poses a safety risk to pedestrians.
6. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979 the proposed development is likely to have an unacceptable adverse impact on the streetscape and amenity of the area by being constructed too close to the front boundary and not allowing sufficient area for landscaping.
7. Pursuant to Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979, the proposed development is not in the public interest as it will have a negative impact on the integrity of existing heritage items and the West Scone Heritage Conservation Area.

The committee did not support the staff recommendation and instead unanimously supported a motion to defer the application pending the submission of additional information to address the issues raised in the planning assessment report.

Council, at its meeting held on 30 October 2023, subsequently resolved to:

defer the determination of Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot 22 DP 558794) pending the submission of additional information to address the issues raised in the planning assessment report.

The Development plans and Assessment report are provided in Attachment 2 and 3.

REPORT/PROPOSAL

Applicant: Jordan Long – Perception Planning
Owner: Annette English
Location: 99 Liverpool Street Scone (Lot 22 DP 558794)
Proposal: Dwelling House and Strata Subdivision
Zone: R1 General Residential

Following the Council resolution, Council planning officers met with the Applicant on 14 November 2023 to discuss a possible amended development application. At this meeting no amendments were put forward.

To date the Applicant has not submitted an amended development application in accordance with the resolution.

OPTIONS

1. That Council refuse Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot: 22 DP: 558794) for the reasons given in Attachment 1.
2. That Council approve Development Application No. 160/2022 for a dwelling house and strata subdivision at 99 Liverpool Street Scone (Lot: 22 DP: 558794), subject to conditions of consent

Environmental & Community Services

CONSULTATION

The development application was placed on public exhibition from 9 November 2022 to 23 November 2022 in accordance with the Upper Hunter Community Participation Plan. No submissions were received by Council.

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Protected Environment

Ensuring the ongoing protection of our environment and natural resources.

2.5 Provide efficient and effective advisory, assessment and regulatory services focused on being customer 'friendly', responsive and environmentally responsible.

b. Delivery Program

- Assessment of planning applications

c. Other Plans

As was previously reported:

Section 4.15(1)(a)(iii) of the Environmental Planning and Assessment Act 1979 provides that in determining a development application, a consent authority is to take into consideration a development control plan (refer to full consideration in Attachment 3). The development application does not comply with the following outcomes to be achieved.

Part 4 Residential Developments of the Upper Hunter Development Control Plan 2015:

- *Building setbacks – front - provides that building setbacks from the primary road frontage facades of existing adjoining buildings. Where there are different setbacks, consideration would be given to the average of the setbacks of those primary facades.*

The purpose of the front setback is to allow for *landscaping to reduce the visual impact of buildings on the public domain* and to provide a *transitional zone from the public to private space and allow for car parking and landscaping*.

In this case, the dwelling at No. 65 Guernsey Street has a front setback of 6.2m and the existing dwelling at No. 99 Liverpool Street has a setback of 0m. In this regard the required setback is 3.1m. In this regard the proposed dwelling with a front setback of 2.5m does not comply.

- *Private open space and landscaping - The private open space does not have sufficient area to provide a landscaped buffer between adjoining properties. In addition, due to the non-compliance with the front setback development control, the applicant proposes to make up for this by establishing landscaping in the road reserve (the applicant has not sought owners consent to use this land as part of the development).*

Environmental & Community Services

- *Off-street parking* - The proposed dwelling has a gross floor area (GFA) of 212.5m² and as such two parking spaces are required. However, only one off-street parking space is proposed in a single garage. There is insufficient space available within the driveway to house a second vehicle without it encroaching onto the footpath. The applicant has suggested that the second parking space will be in the street, however this does not comply with the UHDCP.

Part 12a Access and Parking requires: *Driveway design details are provided*

In relation to the existing dwelling, the development application proposes to utilise a 3.5m wide space on the southern side of the dwelling for off-street car parking. No details of this have been shown on the plans. There are concerns about the use of this space for parking and the potential risks to pedestrian safety. The fence height and the building are likely to impede the sightlines of a driver reversing a vehicle. Under the circumstances, a forward in and out arrangement for vehicles may be more appropriate.

IMPLICATIONS

a. Policy and Procedural Implications

NA

b. Financial Implications

Development application fees of \$1,805.00 have been paid.

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 Attachment 3).

The Environmental Planning and Assessment Regulation 2021 requires landowners consent to be obtained if the application is made by a person other than the landowner. The development application proposes that some of the front landscaping associated with the proposed dwelling house will occur on the road verge (of Guernsey Street) which is land owned by the Upper Hunter Shire Council. The applicant has not provided evidence of having obtained the landowner's consent for this component of the development.

d. Risk Implications

Council determinations of development applications and modifications in relation to local development can be appealed by the applicant in the Land and Environment Court where they are not satisfied with the outcome of a determination. There is a risk that the applicant may appeal the determination.

Council determinations of development applications and modifications 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.

Environmental & Community Services

e. Sustainability Implications

The applicant has submitted a BASIX certificate for the proposed dwelling.

f. Other Implications

Nil

CONCLUSION

The development application has been lodged and undetermined for 478 days (in excess of target determination days). As was previously reported:

The development application has been assessed as unsatisfactory 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 not in keeping with the site context, is an inappropriate form of development for the site and is likely to result in any significant adverse impacts.

Accordingly, it is recommended that the application be refused for the following reasons:

- The development does not promote good design and amenity of the built environment
- The front building setback does not comply with the Upper Hunter Development Control Plan 2015.
- There is insufficient off-street parking to service the existing and proposed development.
- The front setback is insufficient for adequate landscaping within the lot and parking of a vehicle in the driveway.
- Landowner's consent has not been obtained to carry out part of the development on land under the control of the Upper Hunter Shire Council.
- The development is likely to adversely impact on a heritage item and the Scone West Conservation Area.

ATTACHMENTS

- 1 [↓](#) DA 160/2022 - Reasons for Refusal
- 2 [↓](#) DA 160/2022 - Appendix 7 - Updated Architectural Plans - 99 Liverpool Street Scone - 18/04/23
- 3 [↓](#) DA 160/2022 - Section 4.15 Assessment Report_V2

DA 160/2022 – Reasons for Refusal

1. Pursuant to Section 1.3 of the *Environmental Planning and Assessment Act 1979*, the proposed development is inconsistent with object (g) of the Act as it does not promote good design and amenity of the built environment.
2. Pursuant to Section 4.15(1)(a)(i) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Clause 5.10 Heritage Conservation of the Upper Hunter Local Environmental Plan 2013 as the proposal is likely to have an adverse impact on the heritage significance of existing heritage items and the West Scone Conservation Area.
3. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Part 4 (Residential Development) of the Upper Hunter Development Control Plan 2015 in relation to the lack of off-street parking, on-site front landscaping and non-compliance with the front setback control.
4. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Part 9 (Heritage Conservation) of the Upper Hunter Development Control Plan 2015 as the proposal is likely to have an adverse impact on the heritage significance of existing heritage items and the West Scone Conservation Area.
5. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Part 12a (Access and Vehicle Parking) of the Upper Hunter Development Control Plan 2015 as access to the proposed parking space servicing the existing dwelling poses a safety risk to pedestrians.
6. Pursuant to Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979* the proposed development is likely to have an unacceptable adverse impact on the streetscape and amenity of the area by being constructed too close to the front boundary and not allowing sufficient area for landscaping.
7. Pursuant to Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, the proposed development is not in the public interest as it will have a negative impact on the integrity of existing heritage items and the West Scone Heritage Conservation Area.

DA
UPPER HUNTER SHIRE
COUNCIL

SHEET INDEX

COVER SHEET	1
SITE PLAN	2
WATER MANAGEMENT PLAN	3
GROUND FLOOR PLAN	4
WINDOW & DOOR SCHEDULES	5
ELEVATIONS / SECTION	6
ELEVATIONS	7
KITCHEN DETAILS	8
BATHROOM DETAILS	9
ENSUITE DETAILS	10
LAUNDRY DETAILS	11
FLOOR COVERINGS	12
HOUSE EXTERIOR 3D VIEWS	13

SUSTAINABILITY COMMITMENTS

WATER COMMITMENTS

- 3 STAR (> 7.5 BUT <= 9L/MIN) SHOWER HEADS
- 4 STAR TOILET SUITES
- 4 STAR KITCHEN TAPS
- 5 STAR BATHROOM TAPS

246.82 m² TOTAL ROOF AREA

3051 L WATER TANK(S) MINIMUM CAPACITY
246.82 m² MINIMUM ROOF AREA TO TANK(S)

RAINWATER TANK(S) TO BE CONNECTED TO:

- AT LEAST ONE OUTDOOR TAP
- ALL TOILETS
- WASHING MACHINE

NO RETICULATED RECYCLED WATER SUPPLY

150 m² GARDEN/LAWN AREA

ENERGY COMMITMENTS

HOT WATER SYSTEM

- GAS CONTINUOUS FLOW - 6 STAR

HEATING SYSTEM

- 3-PHASE REVERSE CYCLE AIR CONDITIONING
EER 3.5 - 4.0

COOLING SYSTEM

- 3-PHASE REVERSE CYCLE AIR CONDITIONING
EER 3.0 - 3.5

VENTILATION (EXHAUST FANS)

- AT LEAST ONE BATHROOM:
DUCTED TO OUTSIDE AIR, MANUAL SWITCH
ON/OFF
- KITCHEN RANGEHOOD:
DUCTED TO OUTSIDE AIR, MANUAL SWITCH
ON/OFF
- NO MECHANICAL VENTILATION TO LAUNDRY

PRIMARY FLUORESCENT/LED LIGHTING INCLUDING COVER

- N/A

NATURAL LIGHTING TO

- 2 BATHROOMS/TOILETS

ALTERNATIVE ENERGY

- PHOTOVOLTAIC SYSTEM - MINIMUM 6.64KW PEAK

OTHER

- GAS COOKTOP, ELECTRIC OVEN
- FIXED OUTDOOR CLOTHESLINE BY OWNER

BASIX CERTIFICATE:

- 1246069S (14TH-APR-2022)

GENERAL INFORMATION

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH NCC AND APPLICABLE AUSTRALIAN STANDARDS AT TIME OF APPROVAL

THESE PLANS FEATURE WORKS REQUIRED BY THE OWNER THAT MAY BE EXCLUDED FROM THE SCOPE OF THE CONTRACT WITH THE BUILDER, BUT HAVE BEEN INCLUDED IN THESE DRAWINGS TO ASSIST IN THE OVERALL PLANNING AND ASSESSMENT. SOME REGULARLY EXCLUDED WORKS INCLUDE DRIVEWAYS, RETAINING WALLS AND SITE DRAINAGE. PLEASE REFER TO YOUR CONTRACT TENDER AND COLOUR SELECTIONS DOCUMENTATION FOR DETAILS.

BUILDING INFORMATION

GROUND FLOOR PITCHING HEIGHT(S): 2745mm
FRAMES AND TRUSSES: STEEL
ROOF PITCH (U.N.O.): 30.0°
ELECTRICITY SUPPLY: 3-PHASE
GAS SUPPLY: BOTTLED LPG

ROOF MATERIAL: SHEET METAL
ROOF COLOUR: MEDIUM
ROOF INSULATION: R4.1 BATTS
MIN. 60mm FOIL FACED BLANKET
WIND DRIVEN ROOF VENTILATORS: 1

WALL MATERIAL: CLADDING
WALL COLOUR: DARK
WALL INSULATION: R2.0 BATTS
WALL WRAP TO CLADDING

FLOOR INSULATION: N/A

SITE & ENGINEERING INFORMATION

DESIGN WIND CLASSIFICATION: N2

SITE CLASSIFICATION: P-H1
SLAB CLASSIFICATION: H1

SLAB TO BE IN ACCORDANCE WITH AS 2870. REFER TO ENGINEER'S DRAWINGS FOR ALL SLAB DETAILS.

ALL STEEL FRAMING TO BE DESIGNED TO AS 4100-2020 OR AS/NZS 4600-2018



LOCATION MAP

LOT 22 #99 LIVERPOOL STREET

BASIX AREAS

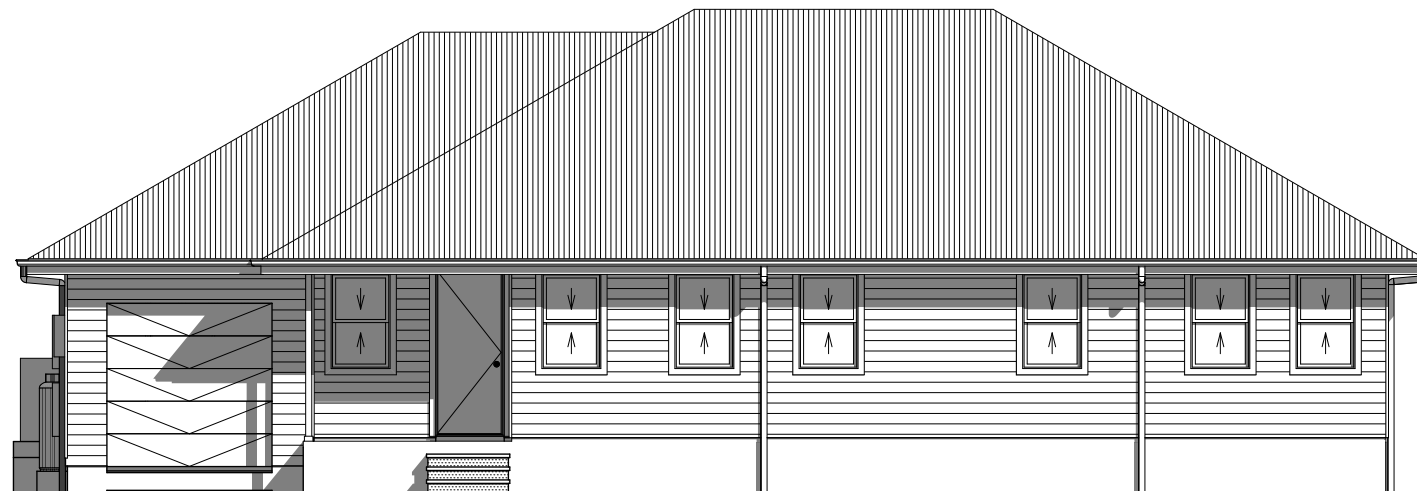
CONDITIONED	136.75
UNCONDITIONED	15.58

TOTAL FLOOR AREAS

ALFRESCO	20.67
GARAGE	20.97
LIVING	166.34
PATIO	4.58
TOTAL	212.56 m²

COMPLIANCE AREAS

GROSS FLOOR AREA	173.10
LANDSCAPED AREA (FRONT)	42.20
LANDSCAPED AREA (REAR)	122.33
SITE COVERAGE AREA	210.62



6.1 XXAXAY0L11 14 Apr 2022
Assessor: Claude-Francois Sookioli
Accreditation No. DMN/14/1862
Address: Lot 22 (#99) Liverpool Street, SCONE, Upper Hunter Shire Council, NSW 2337

PRELIMINARY CONSTRUCTION DRAWING

DATE:
03/02/2023

DRAFTING OFFICE:
HUNTER

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2 BASIX TO PLANS	JDI 2022.04.19
3 AMENDED SITE PLAN	SOO 2022.06.01
4 COUNCIL RFI - 3D STREETSCAPE	SOO 2023.02.02
5 PRELIM CONSTRUCTION PLANS	THT 2023.02.03
6 TREE TO REMAIN NOT REMOVED	SOO 2023.03.06

CLIENT:	ANNETTE PATRICIA THERESE ENGLISH & DANIEL GEORGE MORGAN
ADDRESS:	99 LIVERPOOL STREET, SCONE NSW 2337
LOT / SECTION / DP:	22 / - / 558794
COUNCIL:	UPPER HUNTER SHIRE COUNCIL

HOUSE DESIGN:	EATON
FAÇADE DESIGN:	CLASSIC
SHEET TITLE:	COVER SHEET
SHEET No.:	1 / 13

HOUSE CODE:	H-EATCLAS17310
FAÇADE CODE:	F-EATCLAS01
SCALES:	

DO NOT SCALE DRAWINGS, USE FIGURED DIMENSIONS ONLY. CHECK AND VERIFY DIMENSIONS AND LEVELS PRIOR TO THE COMMENCEMENT OF ANY WORK. ALL DISCREPANCIES TO BE REPORTED TO THE DRAFTING OFFICE.

208925

REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
 - SUSTAINABILITY REQUIREMENTS
 - SITE CLASSIFICATION
 - GENERAL BUILDING INFORMATION

±100mm TOLERANCE TO NOMINATED FINISHED FLOOR LEVELS.
 SUBJECT TO MAXIMUM DRIVEWAY PROFILE AND/OR ANY FLOOD RELATED LEVELS

CLIENT TO REMOVE TREES, STUMPS, ROOTS AND SLASH/SCRAPE LONG GRASS AND UNDERGROWTH FROM BUILDING AREA. WHERE STUMPS HAVE BEEN REMOVED THE GROUND IS TO BE FILLED AND COMPACTED.

MINIMUM FINISHED FLOOR LEVEL 206.502 AHD

OVERHEAD POWER LINES ARE PRESENT AT FRONT OF PROPERTY

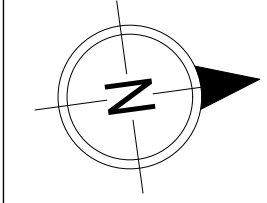
STORMWATER LAYOUT IS DIAGRAMMATIC ONLY AND NO REPRESENTATION IS MADE AS TO THE AS-BUILT LOCATION OF STORMWATER ASSETS (INCLUDING SURFACE INLET PITS) OR THE TYPE OF SYSTEM USED (CHARGED OR GRAVITY FED). ALL STORMWATER DESIGN IS SUBJECT TO CONTRACTORS RECOMMENDATIONS AND/OR ANY CONSTRUCTION CONSTRAINTS OR CHANGES AT THE DISCRETION OF THE BUILDER. THE STORMWATER SYSTEM IS NOT SUITABLE FOR ANY OTHER USE. ALL SURFACE WATER DRAINAGE MUST BE MANAGED BY OWNER INCLUDING INSTALLATION OF ADDITIONAL DISCHARGE LINES AND INLETS AS REQUIRED. THE BUILDER PROVIDES CAPACITY FOR DISPOSAL OF ROOF COLLECTED STORMWATER ONLY AND TAKES NO RESPONSIBILITY FOR OVERFLOW OR DAMAGE TO PROPERTY IF OWNER ADDS ADDITIONAL DISCHARGE LOADS TO EXISTING STANDARD PROVISIONS.

DRIVEWAY AND RETAINING WALLS BY OWNER UNLESS NOTED OTHERWISE IN THE TENDER AND/OR COLOUR SELECTIONS DOCUMENTATION.

PROPOSED TREES BY OWNER AFTER HANDOVER UNLESS NOTED OTHERWISE IN THE TENDER DOCUMENTATION.

WIND CLASSIFICATION	N1
WITHIN 1 KM. OF BREAKING SALT WATER	NO
WITHIN 100 M. OF SALT WATER	NO
MINIMUM AHD FLOOR LEVEL APPLICABLE	YES
SURVEY AREA	OLD
LATITUDE	32° 03' 03" S
LONGITUDE	150° 51' 54" E

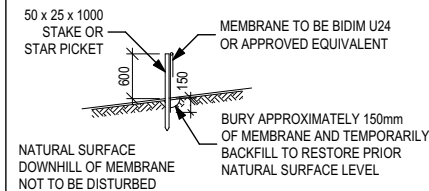
APPROX. IMPORT/EXPORT FILL	
CUT VOLUME	3.98m³
FILL VOLUME	60.47m³
DIFFERENCE	56.49m³
TONNAGE: 56.49m³ x 2.25 = 127.10t 127 TONNES OF IMPORT FILL	



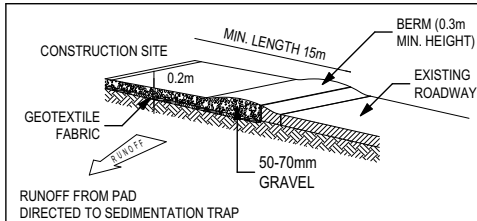
A
ADJOINING DWELLING APPROX. 6.2m FROM FRONT BOUNDARY

T.B.M. DRILLHOLE & WING IN KERB RL205.8(A.H.D.)

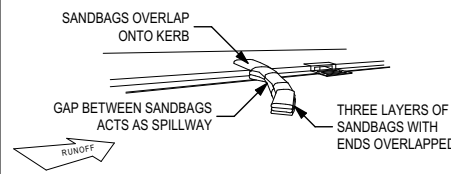
SITE CLASSIFICATION P. SOIL SURFACE MOVEMENT CHARACTERISTICS EQUIVALENT TO H1 CLASS AS PER GEOTECH BY VALLEY CIVILLAB P20067-WR-3825. NO EVIDENCE OF FILL ON SITE. WEATHERED SANDSTONE/SILTSTONE @ APPROX. 2000mm BELOW THE NATURAL GROUND LEVEL.



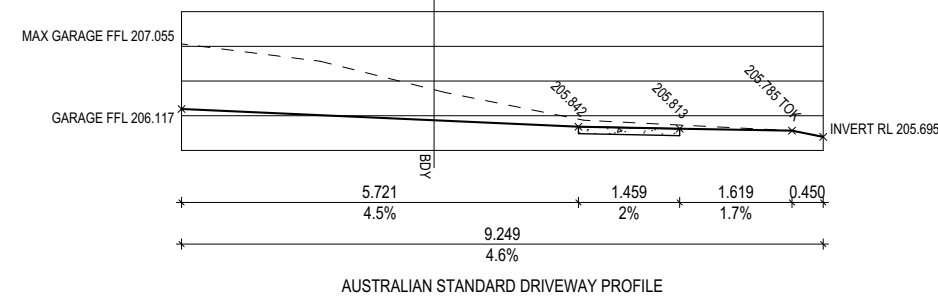
SILT FENCING DETAIL



TEMPORARY CONSTRUCTION EXIT



SANDBAG KERB INLET SEDIMENTATION TRAP



GUERNSEY STREET

WARNING: PROTECTED SURVEY MARK (REFER TO R.M.S. GOV.AU FOR INFORMATION)

Table of Tree Data			
No.	Trunk	Spread	Height
1	0.7mØ	20mØ	11m

PRELIMINARY CONSTRUCTION DRAWING

DATE:
03/02/2023

DRAFTING OFFICE:
HUNTER



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6 TREE TO REMAIN NOT REMOVED	SOO 2023.03.06

CLIENT:
ANNETTE PATRICIA THERESE ENGLISH & DANIEL GEORGE MORGAN
 ADDRESS:
99 LIVERPOOL STREET, SCONE NSW 2337
 LOT / SECTION / DP:
22 / - / 558794
 COUNCIL:
UPPER HUNTER SHIRE COUNCIL

HOUSE DESIGN:
EATON
 FACADE DESIGN:
CLASSIC
 SHEET TITLE:
SITE PLAN

HOUSE CODE:
H-EATCLAS17310
 FACADE CODE:
F-EATCLAS01
 SHEET No.:
2 / 13
 SCALES:
1:200, 1:100

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208925

REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
 - SUSTAINABILITY REQUIREMENTS
 - SITE CLASSIFICATION
 - GENERAL BUILDING INFORMATION

CDP CHARGED DOWNPIPE DIRECTED TO TANK
 SDP STANDARD DOWNPIPE DIRECTED TO STORMWATER DISCHARGE

STORMWATER LAYOUT IS DIAGRAMMATIC ONLY AND NO REPRESENTATION IS MADE AS TO THE AS-BUILT LOCATION OF STORMWATER ASSETS (INCLUDING SURFACE INLET PITS) OR THE TYPE OF SYSTEM USED (CHARGED OR GRAVITY FED). ALL STORMWATER DESIGN IS SUBJECT TO CONTRACTORS RECOMMENDATIONS AND/OR ANY CONSTRUCTION CONSTRAINTS OR CHANGES AT THE DISCRETION OF THE BUILDER. THE STORMWATER SYSTEM IS NOT SUITABLE FOR ANY OTHER USE. ALL SURFACE WATER DRAINAGE MUST BE MANAGED BY OWNER INCLUDING INSTALLATION OF ADDITIONAL DISCHARGE LINES AND INLETS AS REQUIRED. THE BUILDER PROVIDES CAPACITY FOR DISPOSAL OF ROOF COLLECTED STORMWATER ONLY AND TAKES NO RESPONSIBILITY FOR OVERFLOW OR DAMAGE TO PROPERTY IF OWNER ADDS ADDITIONAL DISCHARGE LOADS TO EXISTING STANDARD PROVISIONS.

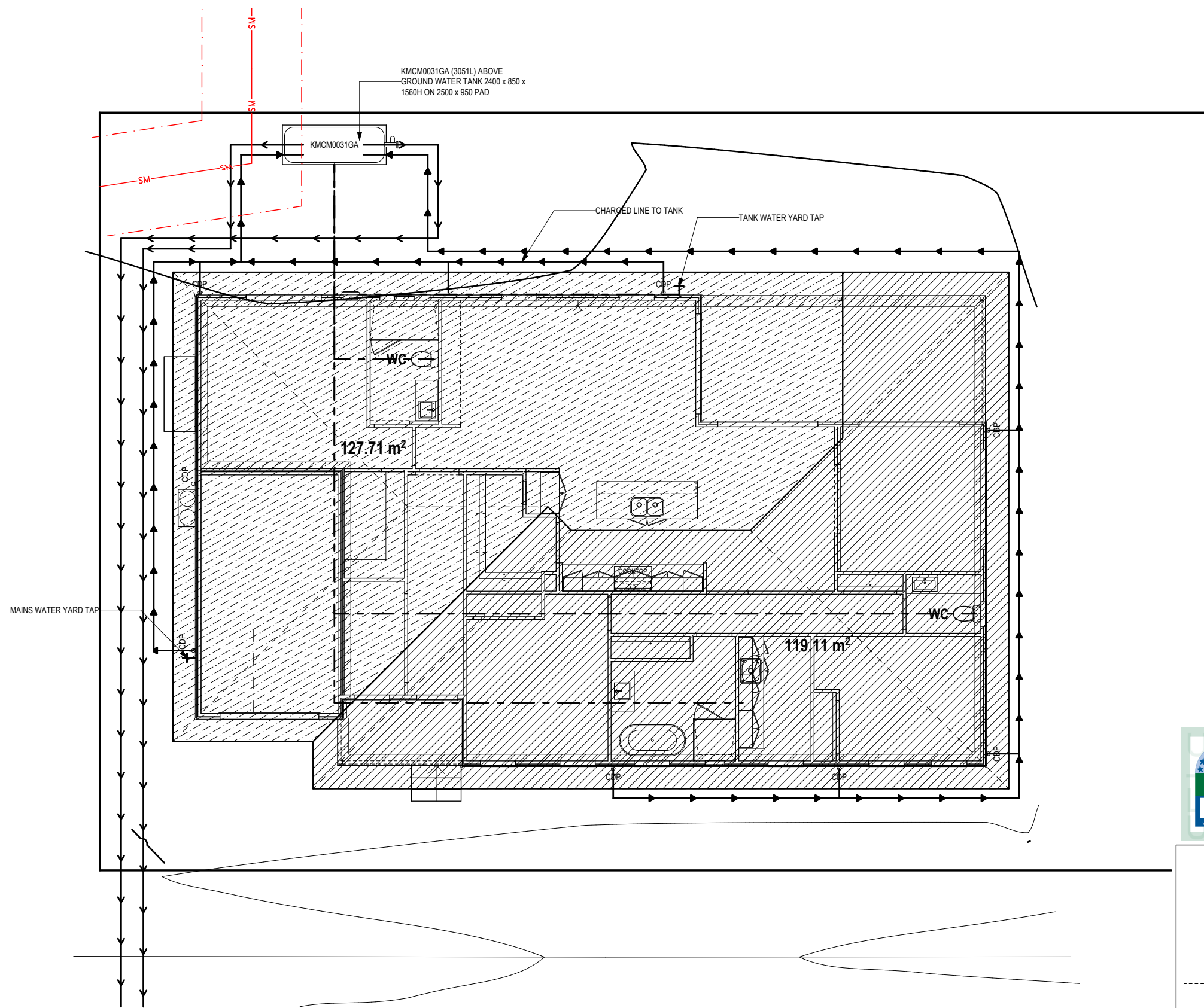
NOTE TO PLUMBER: ROOF WATER FROM COLLECTION AREAS
 TO BE DIVERTED TO WATER TANK. BALANCE TO STREET KERB.
 COLLECTION AREA = 246.82m²

ALL STORMWATER OVERFLOW OTHER THAN THAT BEING DIRECTED TO WATER TANK(S) TO BE DIRECTED TO STREET KERB.

PLUMBING LEGEND

WATER PUMP IN ACC. WITH LOCAL WATER AUTHORITY REQUIREMENTS
 TANK CAPACITY TO BE MAINTAINED AT MINIMUM 10% CAPACITY
 ALL RECY. WATER TO BE IN APPROVED COLOUR CODED PIPEWORK (PURPLE)
 ALL DRAINAGE LINES ARE FOR ROOF WATER/WATER TANK DRAINAGE ONLY

- RECYCLED COLD WATER LINE
- TANK COLD WATER LINE
- WATER LINE TO MAIN SUPPLY
- CHARGED LINE TO WATER TANK
- WATER TANK OVERFLOW
- STORMWATER OVERFLOW
- WM** WASHING MACHINE
- WC** WATER CLOSET
- +** YARD TAP



6.1
 NATIONAL HOUSE
 124.6
 XXAXAY0L11 14 Apr 2022
 Assessor: Claude-Francois Sookioll
 Accreditation No. DMN/14/1862
 Address: Lot 22 (99) Liverpool Street, SCONE, Upper Hunter Shire Council NSW 2337

PRELIMINARY CONSTRUCTION DRAWING

DATE:
 03/02/2023

DRAFTING OFFICE:
 HUNTER

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SPECIFICATION:
GENONE
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REVISION	DRAWN
2 BASIX TO PLANS	JDI 2022.04.19
3 AMENDED SITE PLAN	SOO 2022.06.01
4 COUNCIL RFI - 3D STREETSCAPE	SOO 2023.02.02
5 PRELIM CONSTRUCTION PLANS	THT 2023.02.03
6 TREE TO REMAIN NOT REMOVED	SOO 2023.03.06

CLIENT:
ANNETTE PATRICIA THERESE ENGLISH & DANIEL GEORGE MORGAN
 ADDRESS:
99 LIVERPOOL STREET, SCONE NSW 2337
 LOT / SECTION / DP:
22 / - / 558794
 COUNCIL:
UPPER HUNTER SHIRE COUNCIL

HOUSE DESIGN:
EATON
 FACADE DESIGN:
CLASSIC
 SHEET TITLE:
WATER MANAGEMENT PLAN

HOUSE CODE:
H-EATCLAS17310
 FACADE CODE:
F-EATCLAS01
 SHEET No.:
3 / 13
 SCALES:
1:100

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208925

Last Published: Monday, 6 March 2023 9:19 AM
 File Location: G:\Hunter\Drafting\Job Files 208000\208900\208925 - English\Plan Model\0825 - English - A21.plt
 Template Version: 21.029

WINDOW SCHEDULE

0.1 ASSUME LOOKING FROM OUTSIDE

ID	CODE ⁰	ROOM	HEIGHT	WIDTH	PERIMETER	AREA (m ²)	FRAME TYPE	BAL RATING	SILL TYPE	ORIENT.	GLAZING AREA (m ²)	GLAZING TYPE	ADDITIONAL INFORMATION ¹		
W1	DD1416	---	1,370	1,570	5,880	2.15	ALUMINIUM	N/A	NONE	E	1.75	CLEAR	MP 785		
W2	DD1418	---	1,370	1,810	6,360	2.48	ALUMINIUM	N/A	NONE	E	2.05	CLEAR	MP 905		
W3	D1006	---	1,030	610	3,280	0.63	ALUMINIUM	N/A	NONE	N	0.48	CLEAR			
W4	F400x850	---	400	850	2,500	0.34	ALUMINIUM	N/A	ANGLED	W	0.26	CLEAR			
W5	F1812	---	1,800	1,210	6,020	2.18	ALUMINIUM	N/A	NONE	E	1.97	CLEAR			
W6	F1824	---	1,800	2,410	8,420	4.34	ALUMINIUM	N/A	NONE	E	4.04	CLEAR			
W7	DD1416	---	1,370	1,570	5,880	2.15	ALUMINIUM	N/A	NONE	N	1.75	CLEAR	MP 785		
W8	DD1416	---	1,370	1,570	5,880	2.15	ALUMINIUM	N/A	NONE	N	1.75	CLEAR	MP 785		
W9	DD1416	---	1,370	1,570	5,880	2.15	ALUMINIUM	N/A	NONE	N	1.75	CLEAR	MP 785		
W10	DD1416	---	1,370	1,570	5,880	2.15	ALUMINIUM	N/A	NONE	N	1.75	CLEAR	MP 785		
W11	DD1416	---	1,370	1,570	5,880	2.15	ALUMINIUM	N/A	NONE	N	1.75	CLEAR	MP 785		
W12	D1409	STUDY NOOK	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W13	D1409	BED 2	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W14	D1409	BED 2	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W15	D1409	BATH	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W16	D1409	LDRY	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W17	D1409	BED 3	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W18	D1409	BED 3	1,370	850	4,440	1.16	ALUMINIUM	N/A	NONE	E	0.96	CLEAR			
W19	A1006	PDR	1,030	610	3,280	0.63	ALUMINIUM	N/A	NONE	N	0.44	CLEAR			
W20	SFS1224	HOME THEATRE	1,200	2,410	7,220	2.89	ALUMINIUM	N/A	NONE	N	2.54	CLEAR			
W21	SFS1224	HOME THEATRE	1,200	2,410	7,220	2.89	ALUMINIUM	N/A	NONE	W	2.54	CLEAR			
W22	A/F1809	FAMILY / LIVING	1,800	850	5,300	1.53	ALUMINIUM	N/A	NONE	W	1.19	CLEAR	BP 600		
W23	A/F1809	FAMILY / LIVING	1,800	850	5,300	1.53	ALUMINIUM	N/A	NONE	W	1.19	CLEAR	BP 600		
W24	FS400x1210	ENS	400	1,210	3,220	0.48	ALUMINIUM	N/A	NONE	W	0.36	CLEAR			
W25	DD1818	MASTER SUITE	1,800	1,810	7,220	3.26	ALUMINIUM	N/A	NONE	W	2.76	CLEAR	MP 905		
						44.20							37.04		

EXTERIOR DOOR SCHEDULE

0.1 ASSUME LOOKING FROM OUTSIDE

ID	CODE ⁰	ROOM	HEIGHT	WIDTH	AREA (m ²)	FRAME TYPE	BAL RATING	SILL TYPE	ORIENT.	GLAZING TYPE	DOOR TYPE	ADDITIONAL INFORMATION ¹
D01	820	---	2,106	887	1.87	TIMBER	N/A	SNAP HEADER	NE	DOOR(S): N/A - SIDELIGHT(S): N/A	SWINGING	LEAF SIZE: 2040 x 820mm
D02	920	---	2,106	1,650	3.47	TIMBER	N/A	SNAP HEADER	N	DOOR(S): N/A - SIDELIGHT(S): CLEAR	SWINGING	LEAF SIZE: 2040 x 920mm
D03	D01	ENTRY	2,406	987	2.37	TIMBER	N/A	SNAP HEADER	E	DOOR(S): CLEAR - SIDELIGHT(S): N/A	SWINGING	LEAF SIZE: 2340 x 920mmXVP12
D04	D02	DINING	2,400	2,410	5.78	ALUMINIUM	N/A	SNAP HEADER	W	CLEAR, TOUGHENED	SLIDING	
D05	D03	FAMILY / LIVING	2,400	2,410	5.78	ALUMINIUM	N/A	SNAP HEADER	N	CLEAR, TOUGHENED	SLIDING	
					19.27 m²							

INTERIOR DOOR SCHEDULE

QTY	CODE	TYPE	HEIGHT	WIDTH	GLAZING	ADDITIONAL INFORMATION
1	1000 SS	SQUARE SET OPENING	2,455	1,000	N/A	
2	2 x 620	SWINGING	2,340	1,240	N/A	
1	2 x 720	SWINGING	2,340	1,440	N/A	
1	2 x 720 CSD	CAVITY SLIDING	2,340	1,440	N/A	
1	2 x 770	SWINGING	2,340	1,540	N/A	
1	2135 SS	SQUARE SET OPENING	2,455	2,135	N/A	
1	720	SWINGING	2,340	720	N/A	LIFT-OFF HINGES
1	720 CSD	CAVITY SLIDING	2,340	720	N/A	
2	770	SWINGING	2,340	770	N/A	
1	770 CSD	CAVITY SLIDING	2,340	770	N/A	
4	820	SWINGING	2,340	820	N/A	
1	820 CSD	CAVITY SLIDING	2,340	820	N/A	
1	900 SS	SQUARE SET OPENING	2,455	900	N/A	

PICTURE/TV RECESS & SQUARE SET WINDOW SCHEDULE

QTY	TYPE	HEIGHT	WIDTH	AREA (m ²)

REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
 - SUSTAINABILITY REQUIREMENTS
 - SITE CLASSIFICATION
 - GENERAL BUILDING INFORMATION

PRELIMINARY CONSTRUCTION DRAWING

DATE:

03/02/2023

DRAFTING OFFICE:

HUNTER



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REVISION	DRAWN
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3	AMENDED SITE PLAN SOO 2022.06.01
4	COUNCIL RFI - 3D STREETSCAPE SOO 2023.02.02
5	PRELIM CONSTRUCTION PLANS THT 2023.02.03
6	TREE TO REMAIN NOT REMOVED SOO 2023.03.06

CLIENT: ANNETTE PATRICIA THERESE ENGLISH & DANIEL GEORGE MORGAN
ADDRESS: 99 LIVERPOOL STREET, SCONE NSW 2337
LOT / SECTION / DP: 22 / - / 558794
COUNCIL: UPPER HUNTER SHIRE COUNCIL

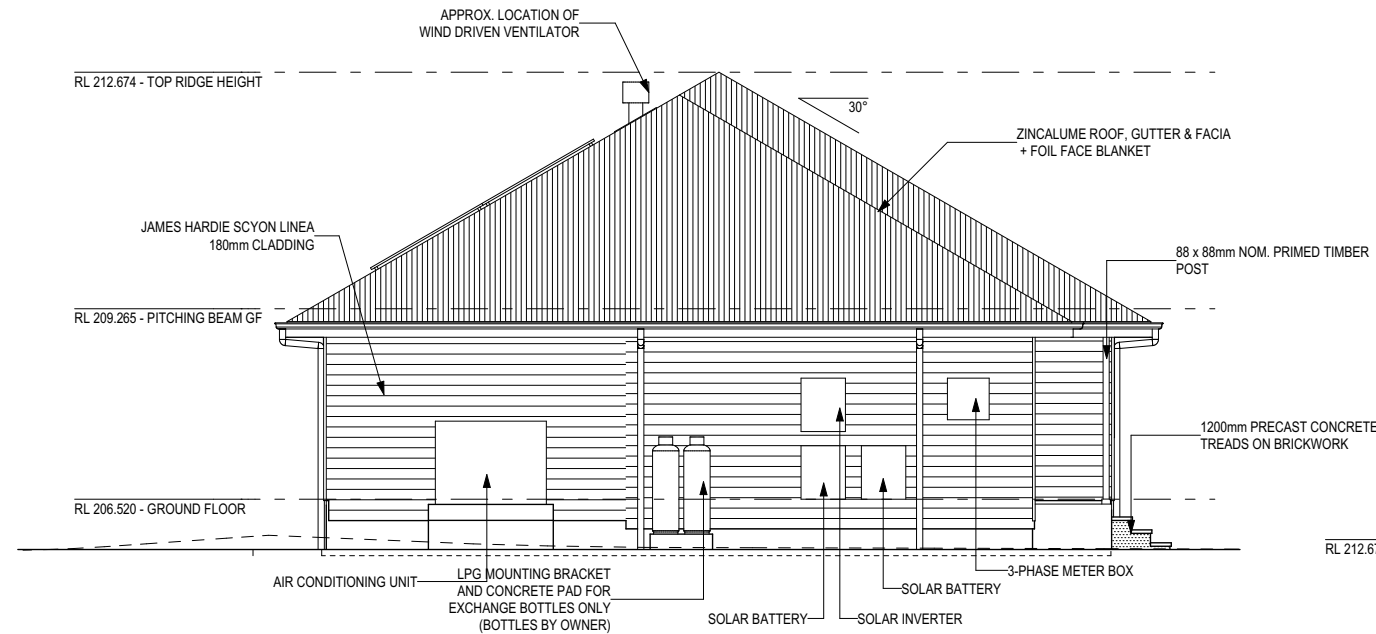
HOUSE DESIGN: EATON
FAÇADE DESIGN: CLASSIC
SHEET TITLE: WINDOW & DOOR SCHEDULES
SHEET No.: 5 / 13

HOUSE CODE: H-EATCLAS17310
FAÇADE CODE: F-EATCLAS01
SCALES:

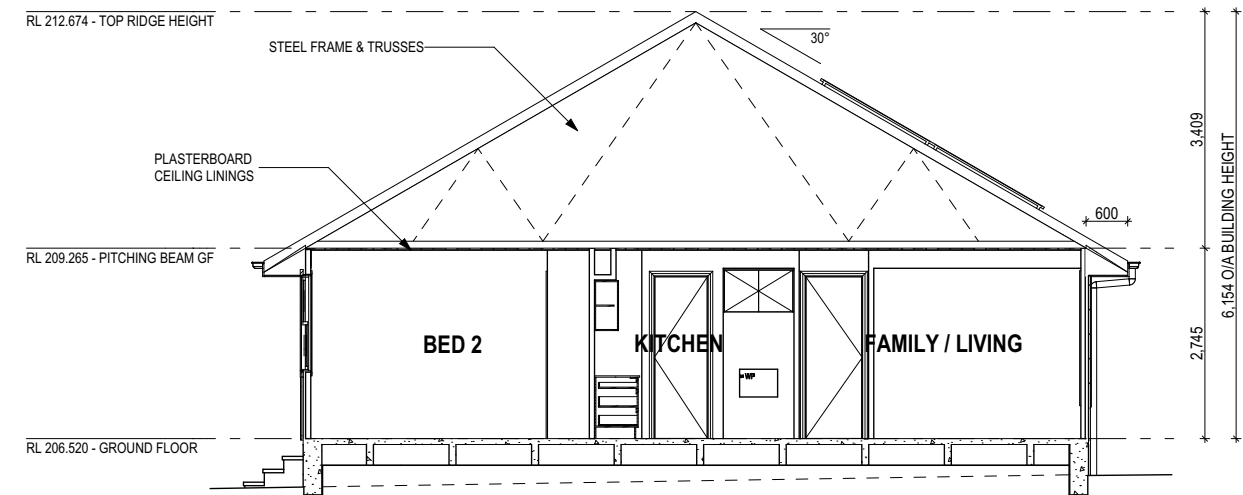
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208925

REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
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 - GENERAL BUILDING INFORMATION
 SH = SNAP HEADER SILL

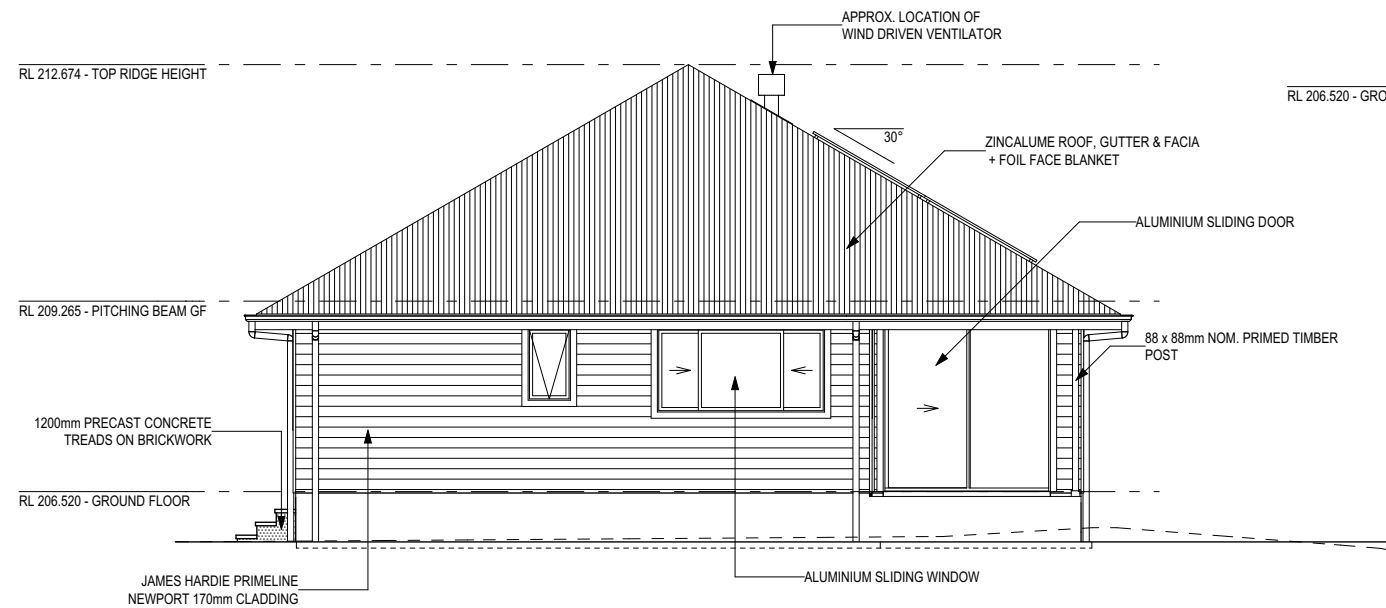


LEFT ELEVATION
Scale: 1:100

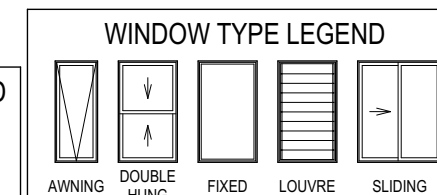
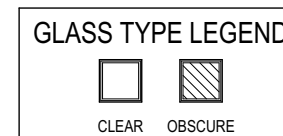


SECTION A-A
Scale: 1:100

INSULATION TO BE INSTALLED IN ACCORDANCE WITH NCC AND RELEVANT AUSTRALIAN STANDARDS:
 - R2.0 BATTES TO EXTERNAL WALLS (EXCLUDING GARAGE)
 - R4.1 CEILING BATTES (EXCLUDING GARAGE & PATIO)
 - FOIL FACED BLANKET UNDER ROOFING
 - R2.0 BATTES TO INTERNAL GARAGE WALLS
 - WALL WRAP TO CLADDING



RIGHT ELEVATION
Scale: 1:100



XXAXAY0L11 14 Apr 2022
 6.1
 NATIONWIDE HOUSE
 124.6
 Assessor: Claude-Francois Sookioli
 Accreditation No. DMN/14/1862
 Address: Lot 22 (99) Liverpool Street, SCONE, Upper Hunter Shire Council NSW 2337

PRELIMINARY CONSTRUCTION DRAWING
 DATE: 03/02/2023
 DRAFTING OFFICE: HUNTER

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CLIENT:	ANNETTE PATRICIA THERESE ENGLISH & DANIEL GEORGE MORGAN
ADDRESS:	99 LIVERPOOL STREET, SCONE NSW 2337
LOT / SECTION / DP:	22 / - / 558794
COUNCIL:	UPPER HUNTER SHIRE COUNCIL

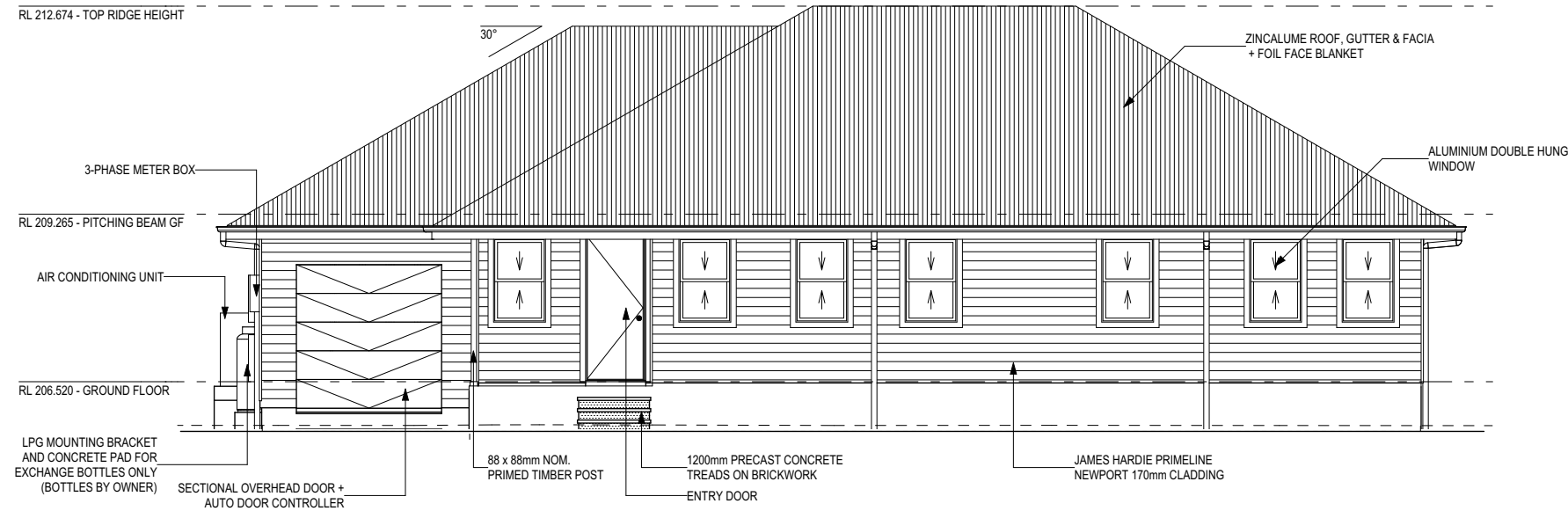
HOUSE DESIGN:	EATON
FACADE DESIGN:	CLASSIC
SHEET TITLE:	ELEVATIONS / SECTION
SHEET No.:	6 / 13

HOUSE CODE:	H-EATCLAS17310
FACADE CODE:	F-EATCLAS01
SCALES:	1:100

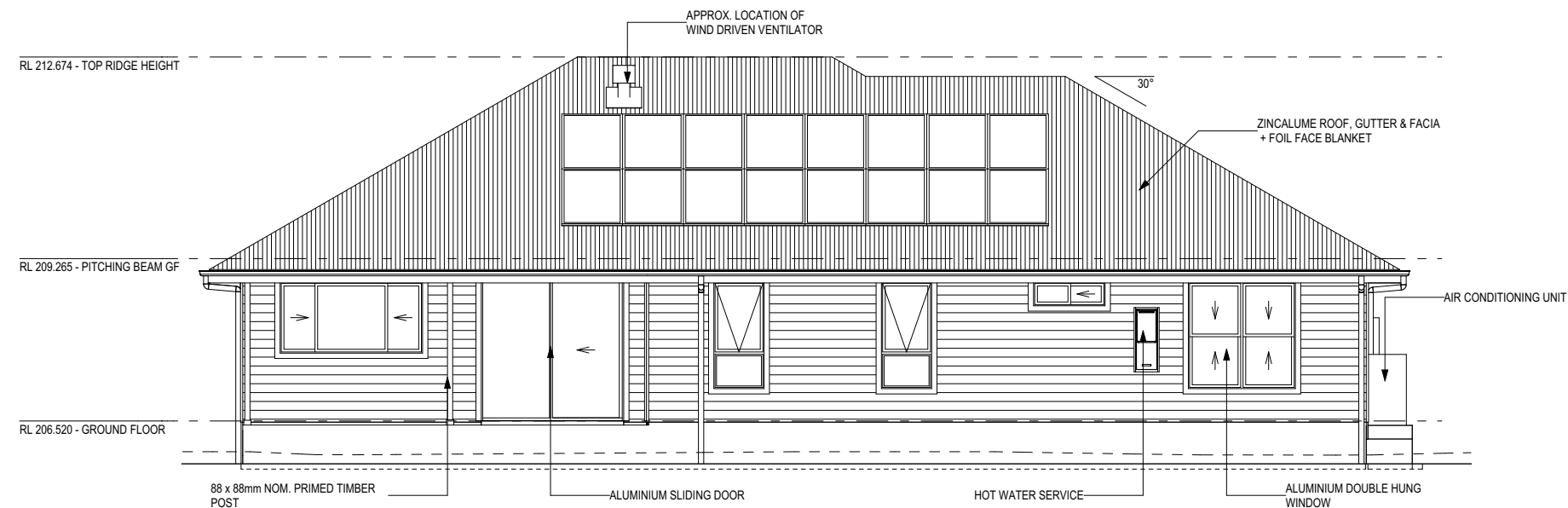
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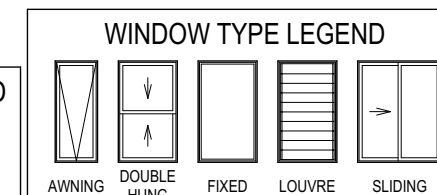
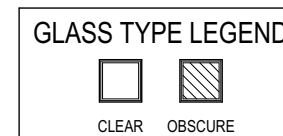
REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
 - SUSTAINABILITY REQUIREMENTS
 - SITE CLASSIFICATION
 - GENERAL BUILDING INFORMATION
 SH = SNAP HEADER SILL



FRONT ELEVATION
 Scale: 1:100



REAR ELEVATION
 Scale: 1:100



6.1
 NATIONAL HOUSE INSPECTING SERVICE
 124.6
 www.nathers.gov.au

XXAXAY0L11 14 Apr 2022
 Assessor: Claude-Francois Sookioli
 Accreditation No. DMN/14/1862
 Address: Lot 22 (99) Liverpool Street, SCONE, Upper Hunter Shire Council NSW 2337

PRELIMINARY CONSTRUCTION DRAWING
 DATE: 03/02/2023
 DRAFTING OFFICE: HUNTER

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REVISION	DRAWN
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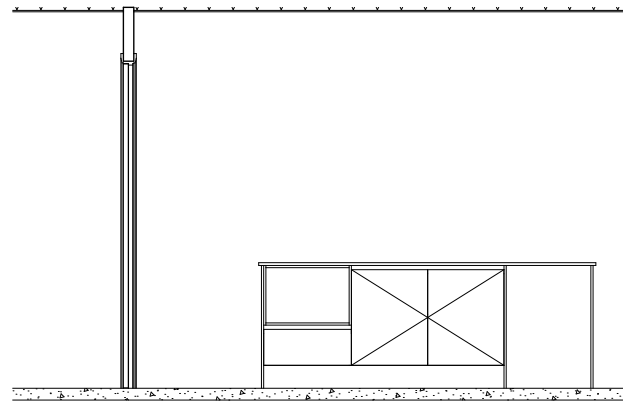
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ADDRESS:	99 LIVERPOOL STREET, SCONE NSW 2337
LOT / SECTION / DP:	22 / - / 558794
COUNCIL:	UPPER HUNTER SHIRE COUNCIL

HOUSE DESIGN:	EATON
FACADE DESIGN:	CLASSIC
SHEET TITLE:	ELEVATIONS
SHEET No.:	7 / 13

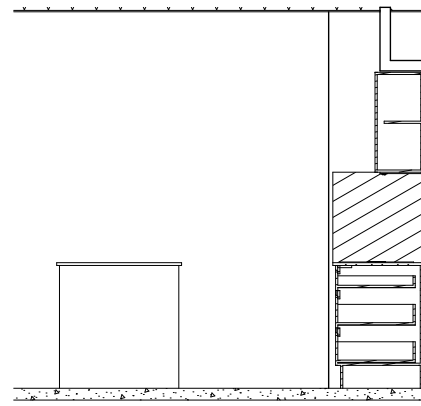
HOUSE CODE:	H-EATCLAS17310
FACADE CODE:	F-EATCLAS01
SCALES:	1:100

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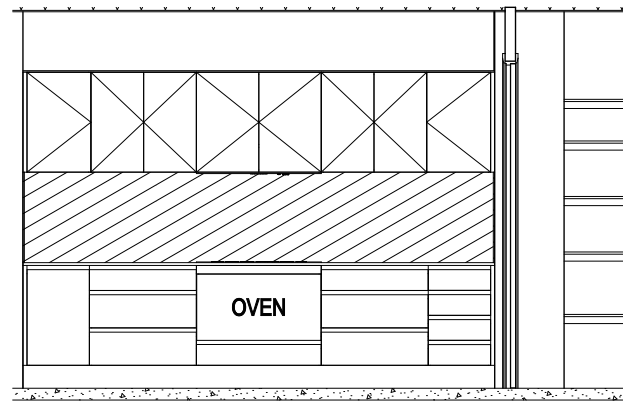
208925



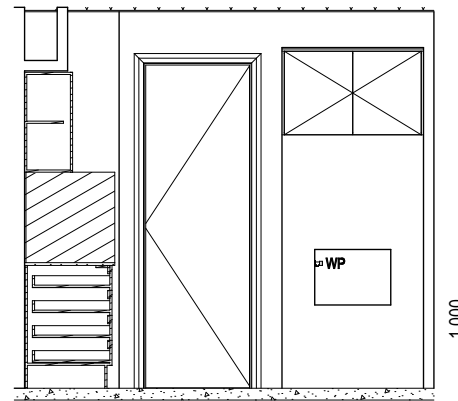
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Scale: 1:50



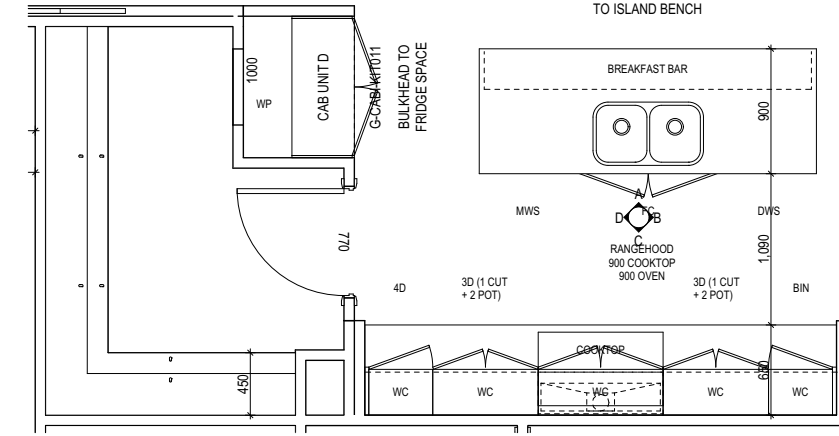
ELEVATION B
Scale: 1:50



ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50

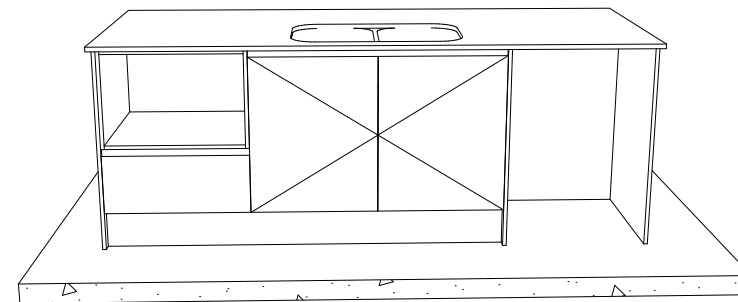
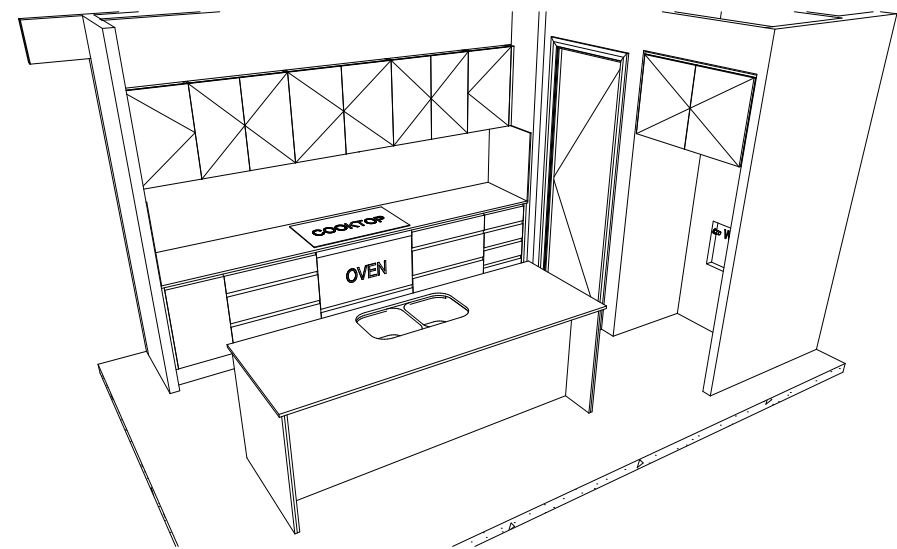


KITCHEN PLAN
Scale: 1:50

REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION

DETAILS DEPICTED ON THIS SHEET ARE A REPRESENTATION ONLY. JOINER MAY ADJUST CABINETRY AS REQUIRED.

GAS CONNECTION FOR COOKTOP TO BE LOCATED 700mm TO RIGHT HAND SIDE OF CENTRE OF COOKTOP



6.1
NATIONAL HOUSE
INSPECTING SERVICE
124.6
www.nathers.gov.au

XXAXAY0L11 14 Apr 2022
Assessor: Claude-Francois Sookioll
Accreditation No. DMN/14/1862
Address: Lot 22 (99) Liverpool Street
SCONE: Upper Hunter Shire Council
NSW 2337

PRELIMINARY CONSTRUCTION DRAWING

DATE:
03/02/2023

DRAFTING OFFICE:
HUNTER

ALL DIMENSIONS ARE FRAME DIMENSIONS

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5 PRELIM CONSTRUCTION PLANS	THT 2023.02.03
6 TREE TO REMAIN NOT REMOVED	SOO 2023.03.06

CLIENT:	ANNETTE PATRICIA THERESE ENGLISH & DANIEL GEORGE MORGAN
ADDRESS:	99 LIVERPOOL STREET, SCONE NSW 2337
LOT / SECTION / DP:	22 / - / 558794
COUNCIL:	UPPER HUNTER SHIRE COUNCIL

HOUSE DESIGN:	EATON
FAÇADE DESIGN:	CLASSIC
SHEET TITLE:	KITCHEN DETAILS
SHEET No.:	8 / 13

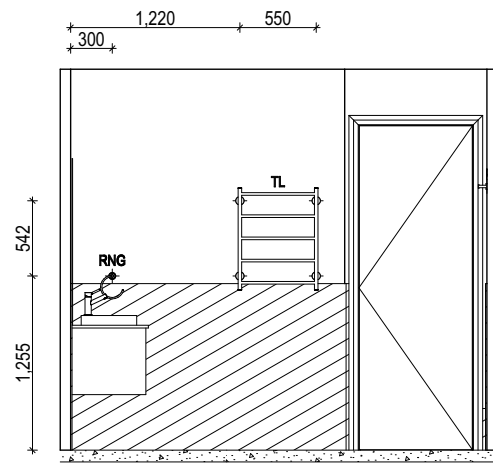
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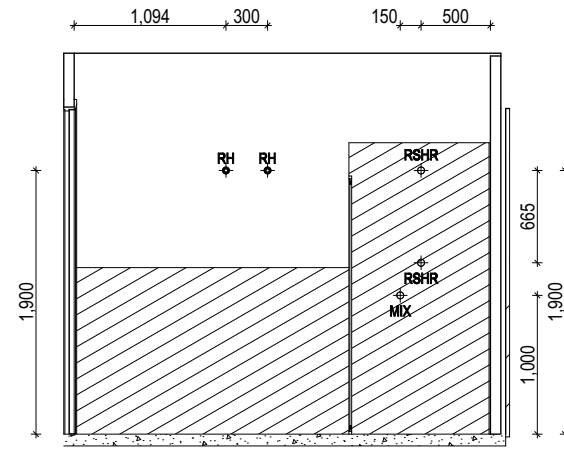
208925

Last Published: Monday, 6 March 2023 9:19 AM
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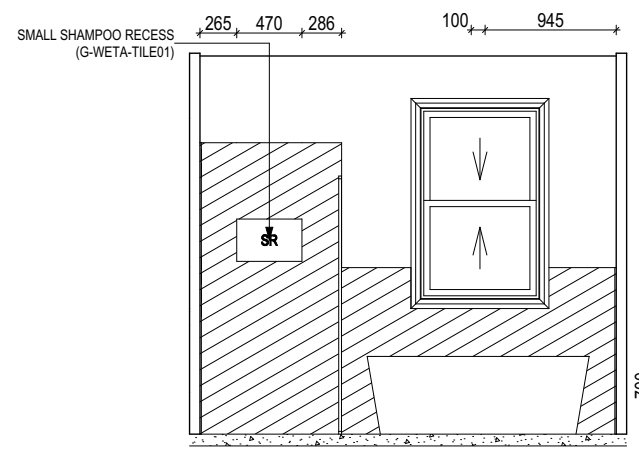
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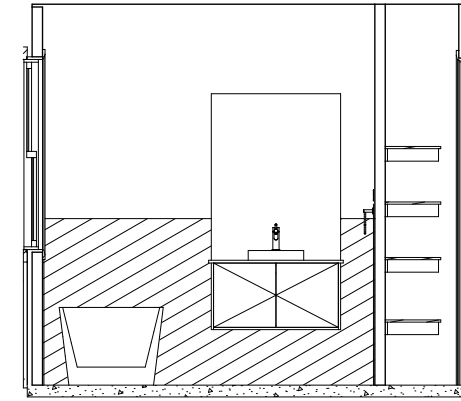
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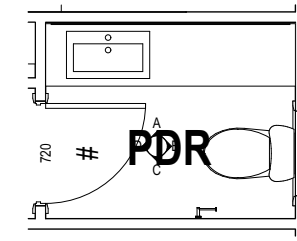
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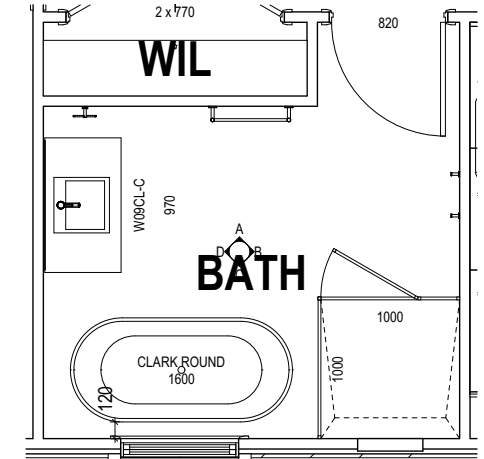
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ELEVATION D
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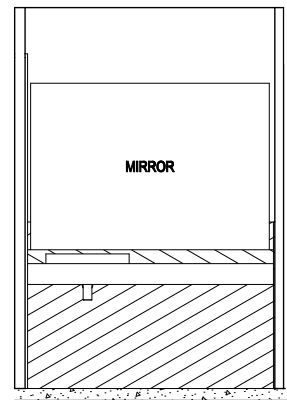
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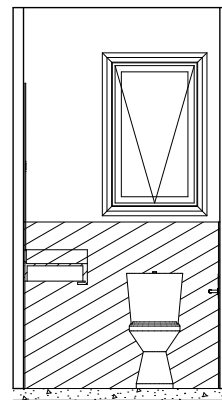
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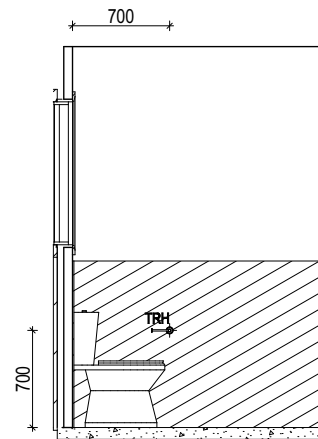
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- ROSE SHOWER ROSE
- ELBW SHOWER ELBOW CONNECTION
- MIX MIXER TAP
- HT HOT TAP
- CT COLD TAP
- HS HOB SPOUT
- WS WALL SPOUT
- SC STOP COCK
- TRH TOILET ROLL HOLDER
- TR-S TOWEL RAIL - SINGLE
- TR-D TOWEL RAIL - DOUBLE
- TL TOWEL LADDER
- TH TOWEL HOLDER
- TR TOWEL RACK
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- RH ROBE HOOK
- SHLF SHELF
- SR SHAMPOO RECESS
- SOAP SOAP HOLDER



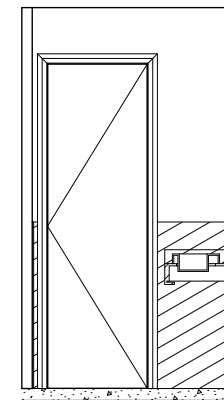
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ELEVATION B
Scale: 1:50



ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50



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DATE:

03/02/2023

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4 COUNCIL RFI - 3D STREETSCAPE	SOO 2023.02.02
5 PRELIM CONSTRUCTION PLANS	THT 2023.02.03
6 TREE TO REMAIN NOT REMOVED	SOO 2023.03.06

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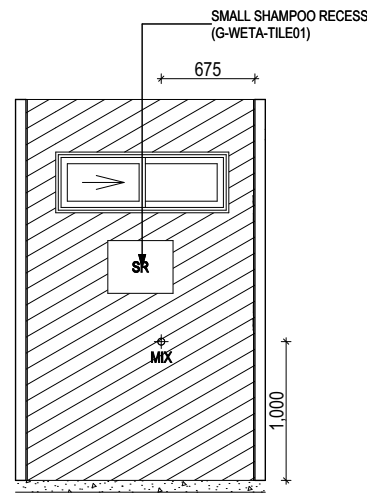
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FAÇADE DESIGN:	CLASSIC	FAÇADE CODE:	F-EATCLAS01
SHEET TITLE:	BATHROOM DETAILS	SHEET No.:	9 / 13
		SCALES:	1:50

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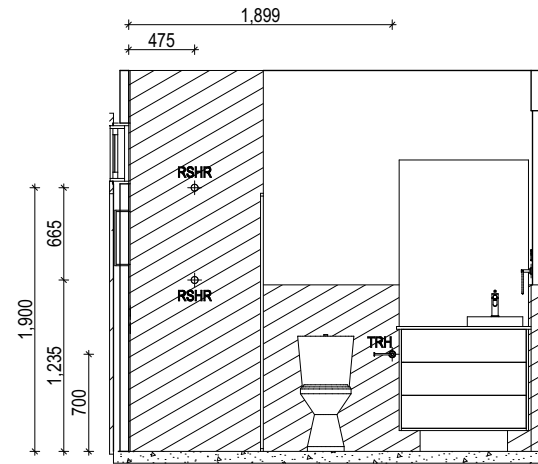
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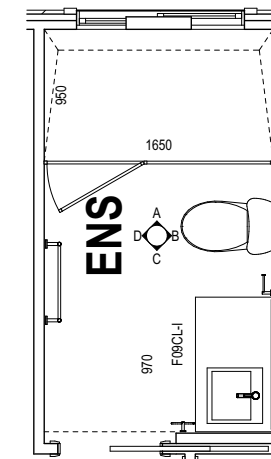
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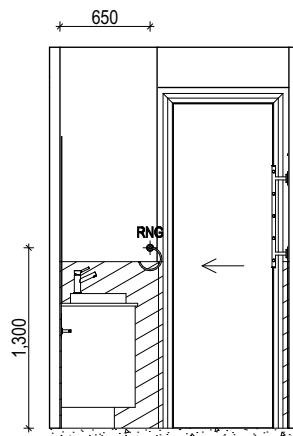
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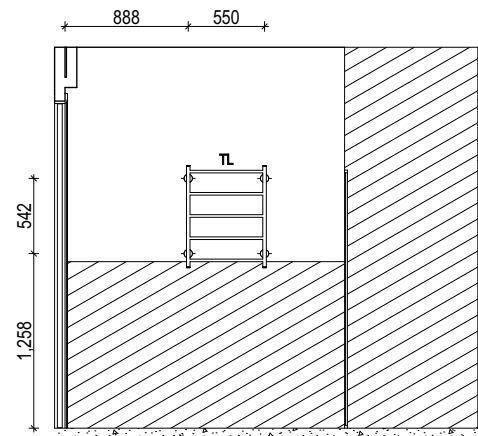
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ENSUITE PLAN
Scale: 1:50



ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50

LEGEND	
RSHR	RAIL SHOWER
ROSE	SHOWER ROSE
ELBW	SHOWER ELBOW CONNECTION
MIX	MIXER TAP
HT	HOT TAP
CT	COLD TAP
HS	HOB SPOUT
WS	WALL SPOUT
SC	STOP COCK
TRH	TOILET ROLL HOLDER
TR-S	TOWEL RAIL - SINGLE
TR-D	TOWEL RAIL - DOUBLE
TL	TOWEL LADDER
TH	TOWEL HOLDER
TR	TOWEL RACK
TMB	TUMBLER HOLDER
RNG	TOWEL RING
RH	ROBE HOOK
SHLF	SHELF
SR	SHAMPOO RECESS
SOAP	SOAP HOLDER

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McDonald Jones
YOUR HOME, YOUR DREAM

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6 TREE TO REMAIN NOT REMOVED	SOO 2023.03.06

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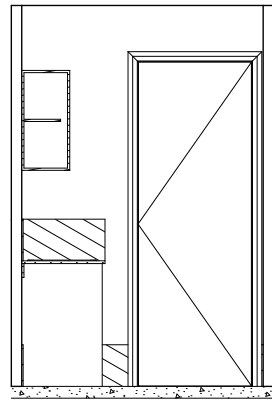
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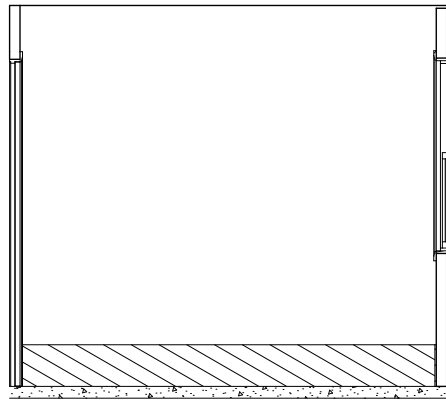
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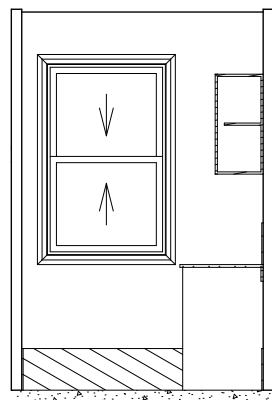
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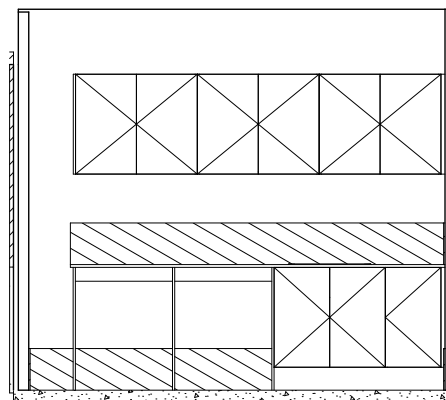
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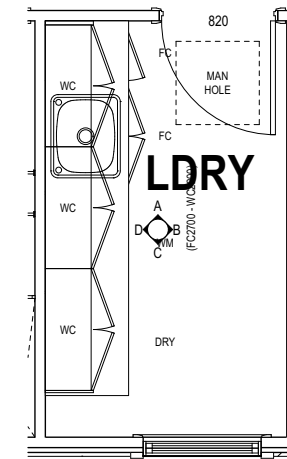
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ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50



LAUNDRY PLAN
Scale: 1:50

LEGEND	
RSHR	RAIL SHOWER
ROSE	SHOWER ROSE
ELBW	SHOWER ELBOW CONNECTION
MIX	MIXER TAP
HT	HOT TAP
CT	COLD TAP
HS	HOB SPOUT
WS	WALL SPOUT
SC	STOP COCK
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SHLF	SHELF
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SOAP	SOAP HOLDER

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03/02/2023

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ADDRESS: 99 LIVERPOOL STREET, SCONE NSW 2337
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COUNCIL: UPPER HUNTER SHIRE COUNCIL

HOUSE DESIGN: EATON	HOUSE CODE: H-EATCLAS17310
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
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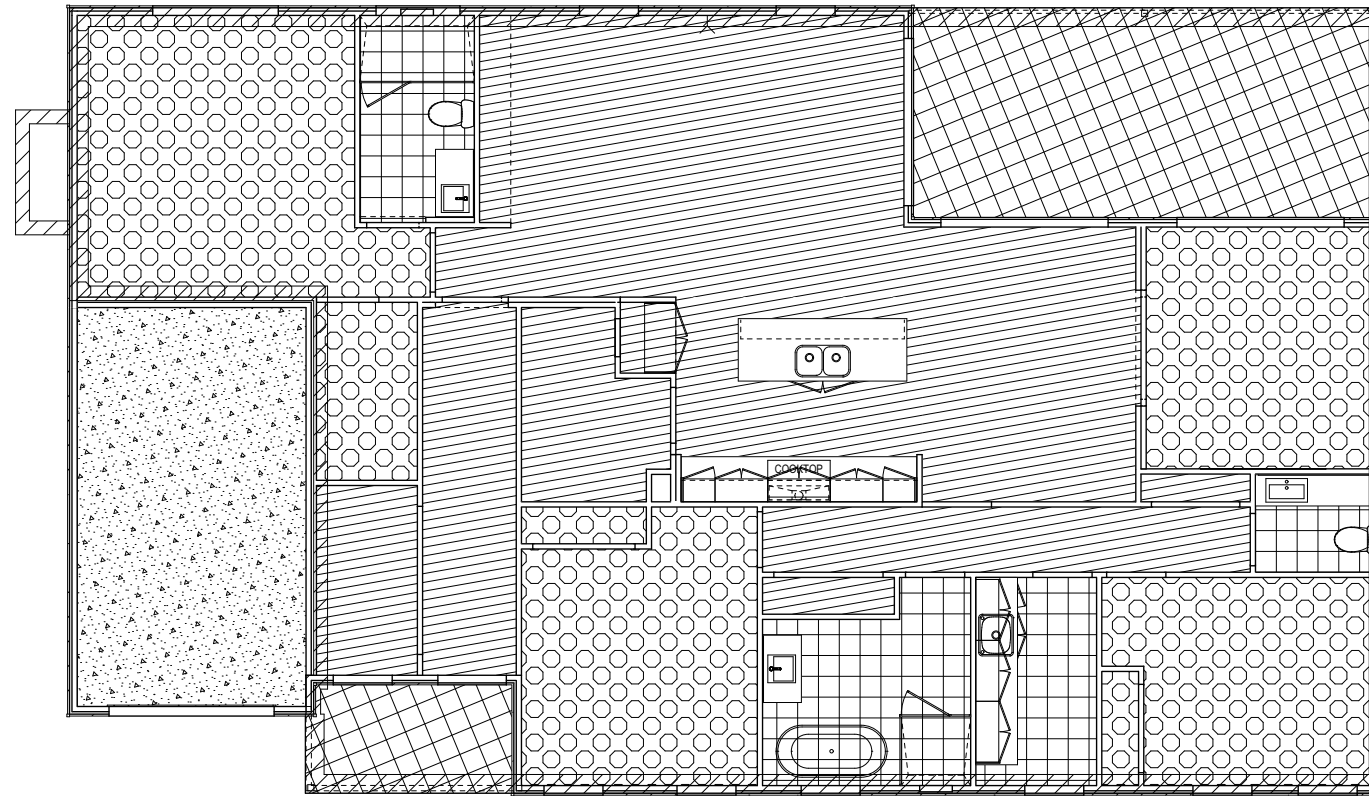
208925

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FLOOR TILES SHOWN ON PLAN DO NOT INDICATE THE SIZE OR JOINT LOCATIONS OF THE ACTUAL FLOOR TILES.
 TIMBER FLOORING SHOWN ON PLAN DOES NOT INDICATE THE BOARD SIZE OR DIRECTION OF THE ACTUAL FLOORING.

COVERINGS LEGEND


-  NO COVERING
-  COVER GRADE CONCRETE
-  CARPET
-  TIMBER/LAMINATE (BY OWNER)
-  TILE (STANDARD WET AREAS)
-  TILE (UPGRADED AREAS)
-  VINYL



FLOOR COVERINGS
 Scale: 1:100

6.1
 NATIONAL HOUSE
 INSPECTING SCHEME
 124.6
 www.nahs.gov.au

XXAXAY0L11 14 Apr 2022
 Assessor: Claude-Francois Sookloll
 Accreditation No. DMN/14/1862
 Address: Lot 22 (#99) Liverpool Street
 SCONE: Upper Hunter Shire Council
 NSW 2337



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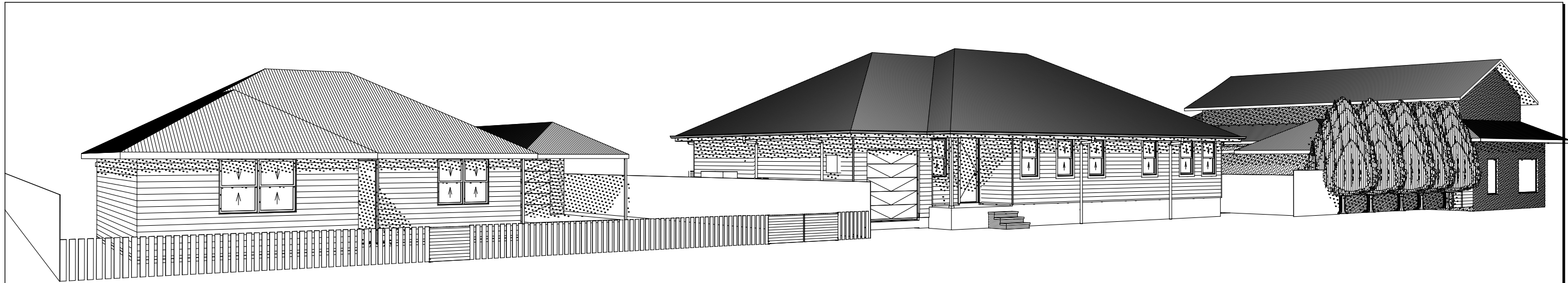
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 ADDRESS:
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 LOT / SECTION / DP:
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HOUSE DESIGN:
EATON
 FACADE DESIGN:
CLASSIC
 SHEET TITLE:
FLOOR COVERINGS

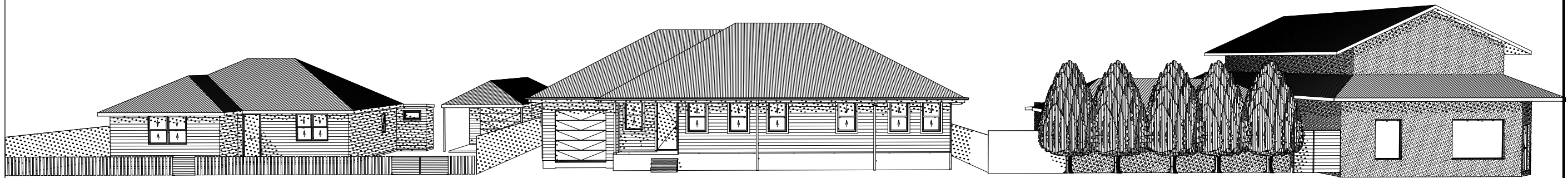
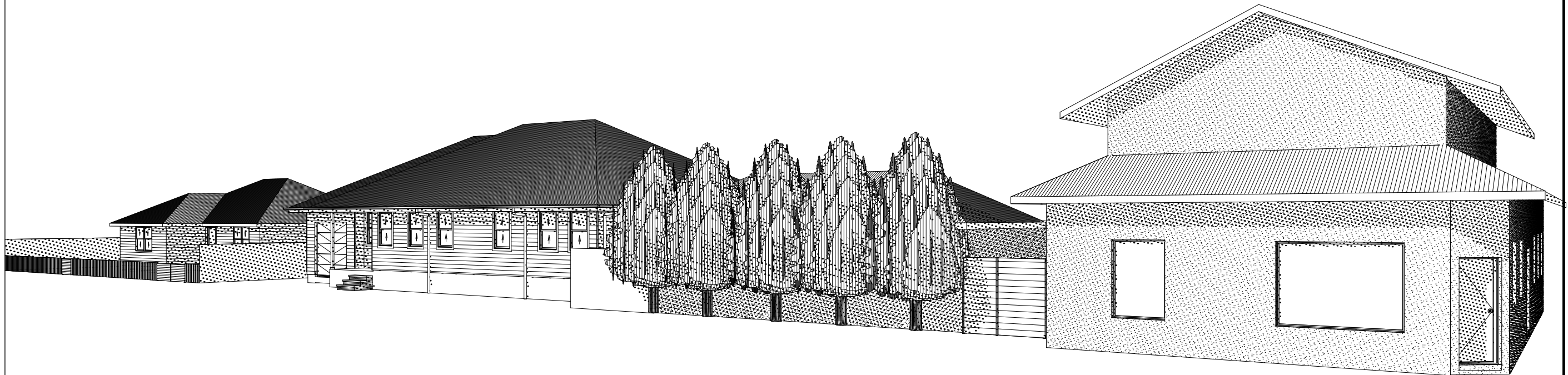
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12 / 13
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3D STREETScape PERSPECTIVE



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HOUSE DESIGN:
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FACADE DESIGN:
CLASSIC
SHEET TITLE:
HOUSE EXTERIOR 3D VIEWS

HOUSE CODE:
H-EATCLAS17310
FACADE CODE:
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SHEET No.:
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REPORT ON DEVELOPMENT APPLICATION CLASS 2 - 9 BUILDINGS AND SUBDIVISIONS

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



ADDRESS: 99 Liverpool Street Scone - Lot: 22 DP: 558794

APPLICATION No: DA 160/2022

PROPOSAL: Dwelling house and Strata Subdivision

OWNER: Ms Annett English

APPLICANT: Jordan Long

AUTHOR: Paul Smith

DATE LODGED: 2 November 2022

AMENDED:

ADD. INFO REC'D: The applicant provided additional information and a revised Statement of Environmental Effects on 18 April 2023 in response to a request for further information on 9 January 2023.

The applicant provided landscape plan and further information on 4 July 2023 following a request for further information on 1 May 2023 in relation to parking, existing dwelling, landscaping and floor space ratio.

DATE OF REPORT: 26 April 2023

SUMMARY OF FACTS

ISSUES: Non-compliance with front setback requirements, inadequate off-street parking, and proposed front landscaping on land not owned by the applicant, adverse impact on heritage conservation values. The applicant has not been forthcoming with information about the existing dwelling on the land- it appears that it is used as an office premises, however the development application does not propose a change of use.

SUBMISSIONS: No submissions were received.

RECOMMENDATION: Refusal

SCHEDULE OF PLANS SUBMITTED

PLAN TITLE/JOB REFERENCE NO	SHEET No	REVISION No	DRAWN BY	DATE	DATE RECEIVED
Cover Sheet Ref: 208925	1	6	McDonald Jones	06.03.2023	
Site Plan Ref: 208925	2	6	McDonald Jones	06.03.2023	
Water Management Plan Ref: 208925	3	6	McDonald Jones	06.03.2023	
Ground Floor Plan Ref: 208925	4	6	McDonald Jones	06.03.2023	
Window and Door Schedules Ref: 208925	5	6	McDonald Jones	06.03.2023	
Elevations/Sections Ref: 208925	6	6	McDonald Jones	06.03.2023	
Elevations Ref: 208925	7	6	McDonald Jones	06.03.2023	
3D Streetscape Ref: 208925	13	6	McDonald Jones	06.03.2023	

LOCATION MAP



DESCRIPTION OF PROPOSAL

The development site comprises an existing 890m² residential zoned lot with a 47.7m frontage to Guernsey Street and a 19m frontage to Liverpool Street, located approximately 250m west of the Scone commercial centre. The land is a heritage item containing a building that is currently used as an office premises (floor area = 180m²) and an existing dwelling (floor area = 60m²), although it appears that this building is being used as an office premises too.

The amended development application proposes the construction of a 17.86m x 11.376m x 6.5m high single storey dwelling and strata subdivision.

RELEVANT HISTORY

The site has been used for various commercial purposes. The vacant section of land formerly contained a stable block up until the early 2000s and now appears to be used as off-street parking associated with the commercial use. Based on information provided by the applicant there is an existing 1 storey weather board "dwelling" on the land with a floor area of 60m² (although it would appear that this building is being used as an office premises too).

REFERRALS

Internal Referrals

- Infrastructure Services (Water & Sewer)

The development application was referred to the Infrastructure Services (Water and Sewer) for assessment in relation to the provision of water and sewer services. A response was provided noting the development application has been amended to be a strata subdivision. Under this arrangement the land is not subdivided into 2 separate lots. Currently there is a water & sewer connection servicing this property – additional connections would not be required under a Strata Title application. Overall the recommendation is that the development should proceed with not specific water and sewer conditions. Notwithstanding additional water and sewer contributions would be required.

Planning Comment: Noted. A condition of consent pertaining to a Notice of Requirements under the Water Management Act 2000 would need to be imposed should Council see fit to grant consent to the development.

- Infrastructure Services (Assets – traffic, roads, stormwater, street trees)

The development application was referred to the Infrastructure Services (Assets) for assessment. The following issues were raised:

- *Two vehicle spaces required for proposed new dwelling on site.*
- *Landscaped area not to be on Council verge and is to be entirely within property boundary.*
- *Appropriate planting of street trees approved but not in lieu of a reduced building setback.*
- *Driveway in front of garage not long enough to prevent overhang onto Council verge. All parking to be with property boundary.*
- *Provision of off-street parking space for the existing commercial premises to be shown (5 spaces required based on floor area). Ingress/egress from the existing commercial building site and dwelling to be in a forward direction only.*
- *Vehicle crossovers to be shown and designed to meet Council's current standard guidelines.*
- *Adequate sight distance to be provided at the vehicle crossovers.*

Planning Comment: These matters have been considered in relation to the Upper Hunter Development Control Plan.

- Heritage Advisor

The development application was referred to the Heritage Advisor for assessment in relation to heritage matters. The following comments were made:

The design of the proposed new dwelling is assessed as having a detrimental impact on the West Scone Conservation Area and the listed heritage item *Shop (former Willow Tree Hotel and former butcher shop)*, which is located on the same site. The former Willow Tree Hotel is a prominent and important historic building located on the corner of Liverpool and Guernsey streets. There are also a number of heritage items in the vicinity of the proposed development which include:

<i>Scone RSL Former Boorers Mill</i>	<i>67–71 Guernsey Street Lot 1, DP 368876; Lot B, DP 394354</i>	<i>Local</i>	<i>12</i>
<i>Residence—stone cottage</i>	<i>68 Guernsey Street Lots A and C, DP 152433</i>	<i>Local</i>	<i>148</i>
<i>Baptist Church</i>	<i>72–74 Guernsey Street Lot 74, DP 1150759</i>	<i>Local</i>	<i>133</i>
<i>Mill Cottage</i>	<i>73 Guernsey Street Lot 1, DP 1090169</i>	<i>Local</i>	<i>13</i>
<i>Mower Shop (former Campbells Store Garage)</i>	<i>98–100 Liverpool Street and 53 Guernsey Street</i>	<i>Local</i>	<i>13 4</i>
<i>Veterinary clinic (former Campbells Chambers)</i>	<i>106 Liverpool Street Lot B, DP 411573</i>	<i>Local</i>	<i>15 6</i>
<i>Commercial premises</i>	<i>109 Liverpool Street Lots 12–14, DP 1125438</i>	<i>Local</i>	<i>14 3</i>

These listed heritage items and other buildings contribute to the significance of the conservation area. The West Scone Conservation Area is historically important as the earliest settlement area of Scone with the first Scone courthouse, an early grammar school and a number of other significant buildings including the former Willow Tree Hotel. The consistency of scale and form of the

residential buildings with garden areas, are an important part of the conservation area and hence new development should follow the guidelines of the Upper Hunter DCP 2015 and current DCP2023, and contribute to the existing quality of the conservation area.

The siting of the proposed new development on the same site as an important listed heritage item and its visual prominence from Liverpool and Guernsey Street requires a design that is in keeping with the conservation area. The Upper Hunter DCP2015 includes **C. General Design and Siting Guidelines**:

- *New buildings and infill development does not detract from the setting of heritage items or conservation areas.*
- *The existing characteristics of the street and the surrounding area are maintained and enhanced.*
- *An appropriate visual setting is provided for heritage items and heritage conservation areas.*
- *The significance of the conservation area and heritage items is able to be interpreted and is not subsumed by new development.*

The proposed building is assessed as detracting from the setting of the former Willow Tree Hotel. This part of the site is currently vacant and includes a mature tree and grassed area. There may also be archaeological evidence of a former stable on this site.

The scale of the proposed new dwelling results in a street frontage with minimal side setbacks and a minimal street setback. This is not in keeping with the residential pattern of gardens to the rear with mature trees, street frontage gardens and a pattern of side setbacks for the driveway.

The proposed front setback of 2.5 metres is too minimal, does not allow for a garden area and hence detracts from the conservation area. A minimal side setback of 2.309 metres is allowed and the driveway and garage setback to the street frontage of 3.640 metres are minimal.

The DCP 2015 Design Guidelines for **New Buildings** in the conservation area includes:

- *Development in the vicinity of listed heritage items or within heritage conservation areas should respect and complement the built form character of those items in terms of scale, setback, siting, external materials, finishes and colour.*
- *Front and side setbacks should be typical of the spacing between buildings located in the vicinity of the new development.*
- *New development should have regard to the established site patterns of the locality.*

While this is a single story building, the scale of the street frontage and setbacks have been assessed as not complementing the built form and character of the surrounding residences. Front and side setbacks have been assessed as atypical in the conservation area. The established site patterns are for garden areas that allow for a front garden and rear garden and driveway setback, and the rear and front garden with adequate planting zones, all of which repeat the established patterns.

The DCP 2015 **Design Guidelines** include:

- *New buildings should establish a neighbourly connection with nearby buildings by way of reference to important design elements such as verandahs, chimneys or patterns of openings and building entry addressing the street.*

These characteristic elements have not been developed in the proposed design. The dwelling has been designed with a porch which is too small in dimensions. Typical houses in the conservation area include verandah frontages for a large proportion for the street frontage and small porches are not a common feature in the residential area. This porch offers little articulation to the street frontage and the garage remains a dominant element with a minimal setback from the street. The roof form is hipped and in a form that is uncharacteristic of the early residential houses that included separated roofed areas to verandahs and hips or gables that define proportioned bays.

The development and minimal setbacks are likely to encroach on the root zone of the mature tree on the site. Mature trees are an important part of the conservation area and protection of root zones, replacement and enhancement of the tree canopy should be conditioned in any new development in order to prevent the cumulative deterioration of the tree canopy.

The new dwelling is assessed as detracting from the setting of the Former Willow Tree Hotel and the conservation area.

Planning Comment: The heritage advisor had an initial pre-lodgement meeting with the applicant and expressed concerns about the development as proposed and made suggestions for how the proposed dwelling might be better designed to address the heritage concerns. Following the lodgement of the development application further recommendations were provided in relation to increasing the setback of the garage by an additional 2m, increasing the size of the porch to depth of a minimum of 2 metres and at least a third of the street frontage and overall advising that the proposed dwelling has too large a footprint for the site as the required setbacks and verandah frontage cannot be achieved hence a reduction in the area is required.

SUBMISSIONS

The development application was placed on public exhibition from 9 November 2022 to 23 November 2022 in accordance with the Upper Hunter Community Participation Plan.

No submissions were received by Council.

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	R1 General Residential
Zoning objectives	<ul style="list-style-type: none"> • To provide for the housing needs of the community. • To provide for a variety of housing types and densities. • To enable other land uses that provide facilities or services to meet the day to day needs of residents. <p>The development is consistent with the zone objectives.</p>
Zoning permissibility	<p>The applicant proposes the development to be a strata subdivision and the construction of a single storey dwelling. The development is properly characterised as a dual occupancy as there is an existing dwelling and once the proposed dwelling is constructed there will be two dwellings (see the dictionary definition of dual occupancy).</p> <p>Dictionary Definition: dual occupancy (detached) means 2 detached dwellings on one lot of land, but does not include a secondary dwelling.</p>
Clauses (Part 4)	
Minimum Subdivision Lot Size (Clause 4.1)	Not applicable
Minimum Subdivision Lot Sizes Community Title (Clause 4.1AA)	Not applicable
Minimum Subdivision Lot Sizes Strata Plan Schemes (Clause 4.1A)	Not applicable
Exceptions to minimum lot sizes for certain residential development (Clause 4.1B)	Not applicable
Minimum subdivision lot sizes in certain split zones Allotments (Clause 4.1C)	Not applicable
Boundary Adjustments (Clause 4.1D)	Not applicable
Rural Subdivision (Clause 4.2)	Not applicable
Exceptions to minimum subdivision lot sizes for certain rural subdivisions (Clause 4.2A)	Not applicable
Erection of dwelling-houses on land in certain rural zones (Clause 4.2B)	Not applicable
Erection of rural workers' dwellings in Zone RU1 (Clause 4.2C)	Not applicable
Height of buildings (Clause 4.3)	The land is in an area where the height of buildings development standard is approximately 6.934m (as advise on Page 23 of the SoEE). In this regards the development complies.

Floor space ratio (Clause 4.4 and 4.5)	The objectives of this clause are to provide an appropriate density of development consistent with the established centres hierarchy and to ensure building density, bulk and scale makes a positive contribution towards the desired built form as identified by the established centres hierarchy. In this area the FSR development standard is set at 0.5:1. Based on a site area of 890m ² and that gross floor area of all buildings being 431.66m ² (Proposed Dwelling = 212.56m ² , Existing dwelling = 60m ² and commercial building = 159.8m ²) the FSR is 0.48:1.
Exceptions for development standards (Clause 4.6)	Not Applicable
Part 5 – Miscellaneous provisions	
Development near zone boundaries (Clause 5.3)	Not Applicable
Controls relating to miscellaneous permissible uses (Clause 5.4)	Not Applicable
Architectural roof features (Clause 5.6)	Not Applicable
Conversion of fire alarms (Clause 5.8)	Not Applicable
Dwelling house or secondary dwelling affected by natural disaster (Clause 5.9)	Not Applicable
Heritage conservation (Clause 5.10)	<p>(1) Objectives The objectives of this clause are as follows—</p> <p>(a) to conserve the environmental heritage of the Upper Hunter,</p> <p>(b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,</p> <p>(c) to conserve archaeological sites,</p> <p>(d) to conserve Aboriginal objects and Aboriginal places of heritage significance.</p> <p>(2) Requirement for consent Development consent is required for any of the following—</p> <p>(a) demolishing or moving any of the following or altering the exterior of any of the following (including, in the case of a building, making changes to its detail, fabric, finish or appearance)—</p> <p>(i) a heritage item,</p> <p>(ii) an Aboriginal object,</p> <p>(iii) a building, work, relic or tree within a heritage conservation area,</p> <p>(b) altering a heritage item that is a building by making structural changes to its interior or by making changes to anything inside the item that is specified in Schedule 5 in relation to the item,</p> <p>(c) disturbing or excavating an archaeological site while knowing, or having reasonable cause to suspect, that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed,</p> <p>(d) disturbing or excavating an Aboriginal place of heritage significance,</p> <p>(e) erecting a building on land—</p> <p>(i) on which a heritage item is located or that is within a heritage conservation area, or</p> <p>(ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance,</p> <p>(f) subdividing land—</p>

	<p>(i) on which a heritage item is located or that is within a heritage conservation area, or</p> <p>(ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance.</p> <p><u>Planning Comment:</u> The development site is within the West Scone Conservation Area and is a local heritage item listed in Schedule 5 of the UHLEP - Shop (former Willow Tree Hotel and former butcher shop) the proposed dwelling as proposed is considered to be detrimental to the significance of the heritage item and the conservation area. The development for the single dwelling as proposed fails to demonstrate any relationship or connection to the existing buildings on the land. No consideration has been given to the impact of the proposed single dwelling on No. 97 Guernsey Street which is also a heritage item.</p>
Bush fire hazard reduction (Clause 5.11)	Not Applicable
Eco-tourism facilities (Clause 5.13)	Not Applicable
Subdivision of, or dwellings on, land in certain rural, residential or environment protection zones (Clause 5.16)	Not Applicable
Intensive livestock agriculture (Clause 5.18)	Not Applicable
Pond-based, tank-based and oyster aquaculture	Not Applicable
Standards that cannot be used to refuse consent – playing and performing music (Clause 5.20)	Not Applicable
Flood Planning (Clause 5.21)	<p>1) <i>The objectives of this clause are as follows—</i></p> <p>(a) <i>to minimise the flood risk to life and property associated with the use of land,</i></p> <p>(b) <i>to allow development on land that is compatible with the flood function and behaviour on the land, taking into account projected changes as a result of climate change,</i></p> <p>(c) <i>to avoid adverse or cumulative impacts on flood behaviour and the environment,</i></p> <p>(d) <i>to enable the safe occupation and efficient evacuation of people in the event of a flood.</i></p> <p>(2) <i>Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development—</i></p> <p>(a) <i>is compatible with the flood function and behaviour on the land, and</i></p> <p>(b) <i>will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and</i></p> <p>(c) <i>will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and</i></p> <p>(d) <i>incorporates appropriate measures to manage risk to life in the event of a flood, and</i></p> <p>(e) <i>will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.</i></p> <p><u>Planning Comment:</u> The land is in the flood planning area. Based on the</p>

	<p>Fig Tree Gully Flood Study, the flood water depth in Guernsey Street to the front of the site averages 0.2-0.3m in the 1 in 100 year (1%AEP) event. The applicant advises that the floor level of the proposed residence will be 750mm above natural ground level and as such would be above the flood planning level.</p> <p><i>(3) In deciding whether to grant development consent on land to which this clause applies, the consent authority must consider the following matters—</i></p> <p><i>(a) the impact of the development on projected changes to flood behaviour as a result of climate change,</i></p> <p><i>(b) the intended design and scale of buildings resulting from the development,</i></p> <p><i>(c) whether the development incorporates measures to minimise the risk to life and ensure the safe evacuation of people in the event of a flood,</i></p> <p><i>(d) the potential to modify, relocate or remove buildings resulting from development if the surrounding area is impacted by flooding or coastal erosion.</i></p> <p>Planning Comment: The proposed development is likely to be above the flood planning level. Should the application be approved, it is recommended that a flood evacuation plan be prepared and submitted prior to the issue of an Occupation Certificate.</p>
Part 6 – Additional Local Provisions	
Earthworks (Clause 6.1)	The development proposal will require minor earthworks.
Terrestrial Biodiversity (Clause 6.3)	Not Applicable
Groundwater vulnerability (Clause 6.4)	Not Applicable
Drinking water catchments (Clause 6.5)	Not Applicable
Riparian land and watercourses (Clause 6.6)	Not Applicable
Airspace operations (Clause 6.7)	Not Applicable
Development in areas subject to aircraft noise (Clause 6.8)	Not Applicable
Events permitted without development consent (Clause 6.9)	Not Applicable

Essential Services (Clause 6.10)	<p><i>Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required—</i></p> <p>(a) <i>the supply of water,</i> (b) <i>the supply of electricity,</i> (c) <i>the disposal and management of sewage,</i> (d) <i>stormwater drainage or on-site conservation,</i> (e) <i>suitable vehicular access.</i></p> <p><u>Planning Comment:</u> The development application proposes an additional dwelling on the land such as to create a detached dual occupancy. It is considered that essential services of water supply, electricity and stormwater area available to the development. Suitable vehicular access is available to the “proposed residence” as shown by a concrete driveway, however there are concerns about the suitability of the proposed access for the existing dwelling.</p>
Location of sex services premises (Clause 6.11)	Not Applicable

STATE ENVIRONMENTAL PLANNING POLICIES

SEPP (Transport and Infrastructure) 2021	Not applicable
SEPP (Resilience and Hazards) 2021	<p>4.6 Contamination and remediation to be considered in determining development application</p> <p>(1) <i>A consent authority must not consent to the carrying out of any development on land unless—</i></p> <p>(a) <i>it has considered whether the land is contaminated, and</i> (b) <i>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</i> (c) <i>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.</i></p> <p><u>Planning Comment:</u> The site is not identified on the contaminated land registers. The land has been used for commercial purposes. The site is unlikely to be contaminated.</p>
SEPP No. 65 – Design Quality of Residential Flat Development	Not applicable
SEPP (Housing) 2021	Not applicable
SEPP (Industry and Employment) 2021	Not applicable
SEPP (Resources and Energy) 2021	Not applicable
SEPP (Primary Production) 2021	Not applicable
SEPP (Biodiversity and Conservation) 2021	Not applicable

REGIONAL ENVIRONMENTAL PLANNING POLICIES

There are no REP's applicable to the site.

DRAFT ENVIRONMENTAL PLANNING INSTRUMENTS

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

UPPER HUNTER DEVELOPMENT CONTROL PLAN 2015

<i>Development control plan section</i>	<i>Considered?</i>	<i>Comment (only if necessary)</i>
Part 2 Adequacy of Plans	Yes	No details of the proposed pergola (identified only on the floor plan at the garage entrance have been provided. In this regard the development as proposed cannot be fully assessed.
Part 3 Subdivision		
Part 4 Residential Development	Yes	Refer to Attachment 1
Part 9 Heritage Conservation	Yes	Refer to heritage advisor comments.
Part 10 Natural Hazards	Yes	
Part 11 Environmental Protection		
Part 12 Access and Vehicle Parking	Yes	Does not satisfy off-street parking requirements.

CONTRIBUTIONS PLANS

<i>Development control plan</i>	<i>Considered?</i>	<i>Comment (only if necessary)</i>
Section 94A Levy Contributions Plan 2008	YES	The development has an estimated value of \$300,000. In this regard a 1% levy would be applicable if the application is approved - \$3,000.00
Upper Hunter Development Contributions Plan 2017	NA	
Development Servicing Plan for Water Supply and Sewerage	YES	The development proposes one additional dwelling and as such water and sewer contributions would be applicable. It is recommended that the following condition of consent be imposed: <i>Prior to the issue of Construction Certificate (Subdivision Works Certificate) or Subdivision Certificate (whichever occurs first), a Compliance Certificate under Section 307 of the Water Management Act 2000 must be obtained from the Water Authority.</i>

PLANNING AGREEMENTS

There are no planning agreements relevant to the proposal.

REGULATIONS

The Environmental Planning and Assessment Regulation 2021

Clause 24 (1) A development application must—

(a) be in the approved form, and

(b) contain all the information and documents required by—(i) the approved form,

The approved form provided in the Application Requirements states that drawings must include: *elevations and sections showing proposed external finishes and heights of any proposed buildings*. Although the applicant has submitted elevations of the proposed dwelling house, they do not include the proposed pergola structure that will be added to the front of the garage.

LIKELY IMPACTS OF THE DEVELOPMENT

Context and Setting

The locality of Guernsey Street from Liverpool Street to Kingdon Street comprises a combination of commercial and residential building/land uses that reflect the intersection of zone boundaries for commercial, residential and mixed use. The eastern side of Guernsey Street is initially from the Liverpool Street intersection has a set of older buildings (No. 101 Guernsey St) with zero setbacks for a distance of approximately 30m. This is followed by two vacant lots (Nos. 109 Guernsey Street). The built forms are then predominantly single dwellings with front building line setbacks of 5-15m (the new motel has a 12.4m front setback). The front yards are landscaped and predominantly fenced with post and wire. No. 78 Guernsey Street (corner lot) has an approx. 2m high hedge which obscures the fence. The western side of Guernsey Street is dominated by single dwellings with front building line setbacks ranging from 3.3m to 6.6m. The streetscape is broken up by the two storey and large form of the Scone RSL which has a zero setback. All dwelling lots are fenced with steel mesh, steel picket or timber picket. There are two mature Eucalypt trees in the road centre and some trees/shrubs within the road reserve area.

The proposed dwelling has the potential to adversely impact on the streetscape and amenity of the area by being constructed too close to the front boundary and not allowing sufficient area for landscaping.

Although there is not a consistent fencing style for residential properties along this section of Guernsey Street, all the residential lots have front fences which defines the character of the locality. The Addendum to the Statement of Heritage Impact suggests "front fencing should not be required to be consistent with the site not being fenced to Guernsey Street in living memory". However the site has not previously been developed for the purposes of a dual occupancy and as such new fencing should be provided to be consistent with the established streetscape pattern.

Built Form

The development comprises the construction of a new dwelling – 15m x 11.3m x 6.85m high, with exterior timber cladding (James Hardie Primeline Newport (170mm) and zincalume roof. Overall the built form presents a blank appearance that imposes itself on the public realm – accentuated by the lack of articulation, reduced setback and insufficient potential for landscaping.

Access, Transport and Traffic

The development has the potential for a minor increase in traffic movement in the area. This section Guernsey Street already has a parking deficit in relation to overflow parking from the RSL club taking up space on the street. As discussed in relation to the DCP, insufficient parking has been identified (three spaces will be required). The proposed single dwelling creates a requirement for two parking spaces. The applicant's suggestion that one of the spaces be on-street is unacceptable. The development also has the effects of removing the off-street parking for the existing commercial premises.

It is not clear from the plans where the off-street parking for the existing dwelling will be located once the dual occupancy is in place. It is noted from the plans that there is a 3.5m wide fenced area on the southern side of the existing dwelling that could be converted to an internal driveway and parking spaces. However this has not been shown on the plans.

Public Domain

The development proposes a 3.64m long and approx. 3m wide internal driveway at the front of the garage of the dwelling. This does not satisfy the requirements of AS2890 – Off-street parking facilities which requires car-parking of 5.5m long. The current proposal would mean that vehicles that park in the driveway are likely to encroach in the road reserve/footpath. In this regard, the development has an adverse impact on the public domain. A request was made to alter the building by moving the garage component 2m back (for heritage reasons) and this would have also addressed the issue of parking. However this request was declined.

Heritage

The proposed development is likely to have an adverse impact on the heritage values of the site and locality as previously discussed.

Flora and Fauna

The site for the proposed new dwelling is mostly clear of vegetation, with the exception of ground cover. There is an existing Jacaranda Tree which the applicant advises will be retained. However it seems likely that the proposed single dwelling will impact on the tree protection zone (TPZ) and eventually result in the tree death.

Natural Hazards

The development site is in an area that is potentially affecting by flooding from Fig Tree Gully. However the flood level (around 200mm to 300mm in the 1% AEP) is not likely to impact on the development.

SUITABILITY OF THE SITE FOR THE DEVELOPMENT

The site is not considered to be suitable for the development as proposed. There is insufficient area to provide an adequate front setback, landscaping and off-street parking.

THE PUBLIC INTEREST

The development is not considered to be in the public interest as it relies on the public domain for the provision of an on-street parking space, it removes the off-street parking space potential for the existing commercial development. The development detracts from the heritage values of the existing site and conservation area.

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	YES
7	Physical relationship to and impact upon adjoin development (views, privacy, overshadowing, etc.)	YES
8	Site Management issues	YES
9	All relevant Section 4.15 considerations of Environmental Planning and Assessment Act 1979	YES

CONSISTENCY WITH THE AIMS OF PLAN

The development is inconsistent with the specific aims of the plan: UHLEP Aims 1.2 (2)(a)(iii) *to encourage the proper management, development and conservation of natural and human-made resources in the Upper Hunter by protecting, enhancing and conserving the environmental, scenic and cultural heritage of the Upper Hunter.*

The development is inconsistent with the objectives of the controls UHLEP Heritage Conservation Objectives 5.10 1(a) *to conserve the environmental heritage of the Upper Hunter*, and (b) *to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views* and (4) *Effect of proposed development on heritage significance: The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned.*

In this regard the development application is inconsistent with the aims and objectives of the Upper Hunter Local Environmental Plan 2013 as outlined in this report and as such, consent must not be granted.

SUBMITTORS CONCERNS

No submissions were received.

CONCLUSION

The development application was submitted on 21 November 2022 for a single dwelling and subdivision (1 lot into 2 lots). A number of issues were identified in relation to compliance with the Upper Hunter Local Environmental Plan 2013, inconsistent information in the Statement of Environmental Effects, heritage issues, inadequate plans, not providing a landscaping plan and non-compliance with the Upper Hunter Development Control Plan 2015. The applicant was sent a memo dated 9 January 2023 drawing attention to these issues and providing an opportunity to address them. Following the response a request for further information was issued on 1 May 2023 in relation to plans, vehicle parking, information about the existing dwelling, floor space ratio and the landscaping plan. On 4 July 2023 the applicant provided a landscape plan, car parking plan and response to the request for further information. Overall the responses have not demonstrated that the development as proposed has merit. On 4 September 2023 the applicant was advised of the issues and given a further opportunity to respond by a specified date (18.09.2023), however no response was provided within this timeframe.

Consequently the application has been assessed as unsatisfactory 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 not in keeping with the site context, is an inappropriate form of development for the site and is likely to result in any significant adverse impacts.

Accordingly, it is recommended that the application be refused.

RECOMMENDATION

PURSUANT TO SECTION 4.16/4.17 OF ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (AS AMENDED)

THAT Council, as the consent authority, refuse Development Application No. 160/2022 for development of a dwelling house and strata subdivision on land at 99 Liverpool Street Scone (Lot 22 DP 558794), as shown on the submitted plans, for the following reasons:-

1. Pursuant to Section 1.3 of the *Environmental Planning and Assessment Act 1979*, the proposed development is inconsistent with object (g) of the Act as it does not promote good design and amenity of the built environment.
2. Pursuant to Section 4.15(1)(a)(i) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Clause 5.10 Heritage Conservation of the Upper Hunter Local Environmental Plan 2013 as the proposal is likely to have an adverse impact on the heritage significance of existing heritage items and the West Scone Conservation Area.
3. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Part 4 (Residential Development) of the Upper Hunter Development Control Plan 2015 in relation to the lack of off-street parking, on-site front landscaping and non-compliance with the front setback control.
4. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Part 9 (Heritage Conservation) of the Upper Hunter Development Control Plan 2015 as the proposal is likely to have an adverse impact on the heritage significance of existing heritage items and the West Scone Conservation Area.
5. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979* the proposed development is inconsistent with the provisions of Part 12a (Access and Vehicle Parking) of the Upper Hunter Development Control Plan 2015 as access to the proposed parking space servicing the existing dwelling poses a safety risk to pedestrians.

6. Pursuant to Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979* the proposed development is likely to have an unacceptable adverse impact on the streetscape and amenity of the area by being constructed too close to the front boundary and not allowing sufficient area for landscaping.
7. Pursuant to Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, the proposed development is not in the public interest as it will have a negative impact on the integrity of existing heritage items and the West Scone Heritage Conservation Area.

REASONS FOR RECOMMENDED DECISION

- The development does not promote good design and amenity of the built environment
- The front building setback does not comply the Upper Hunter Development Control Plan 2015.
- There is insufficient off-street parking to service the existing and proposed development.
- The front setback is insufficient for adequate landscaping within the lot and parking of a vehicle in the driveway.
- Landowner's consent has not been obtained to carry out part of the development on land under the control of the Upper Hunter Shire Council
- The development is likely to adversely impact on a heritage item and the Scone West Conservation Area

PAUL SMITH
SENIOR ENVIRONMENTAL PLANNER

**Attachment 1: Upper Hunter Development Control Plan 2015 – Compliance Table - Part 4
– Urban residential**

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments
Design & siting			
A. Density	NA		The applicant needs to identify how many bedrooms are in the existing building.
B. Floor space ratio	Yes		
C. Battle-axe lots	NA		
D. Building setbacks - front	No		<p>The applicant proposes a front setback of 2.5m which does not meeting the Outcome to be achieved that is 4.5m from the primary road frontage to the building line.</p> <p><i>However the UHDCP also provides that building setbacks from the primary road frontage facades of existing adjoining buildings. Where there are different setbacks, consideration would be given to the average of the setbacks of those primary facades.</i></p> <p>The purpose of the front setback is to allow for landscaping to reduce the visual impact of buildings on the public domain and to provide a transitional zone from the public to private space and allow for car parking and landscaping.</p> <p>In this case the dwelling at No. 65 Guernsey Street has a front setback of 6.2m and the existing dwelling at No. 99 Liverpool Street has a setback of 0m. In this regard the required setback is 3.1m. In this regard the development does not comply. The development has to rely on undertaking the landscaping on land that is not in the ownership of the applicant.</p> <p>The development as proposed also provides for a 3.6m setback from the garage to the front property boundary thus resulting in vehicles parking in the driveway encroaching into the road reserve/public footpath.</p>

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments
			<p>The DCP also provides that a <i>vehicular driveway must be clear of obstructions which may prevent drivers having a timely view of pedestrians</i></p> <p>The driveway the existing dwelling (which is part of the dual occupancy and proposed Strata Lot 1) is obstructed by the wall of the building and existing colorbond fence. This is likely to prevent drivers having a timely view of pedestrians whilst egressing. Given that the existing driveway is in the location of the former stables on the site, Council has not record of having approved the driveway or fencing in this location.</p>
E. Building setbacks - side & rear	Yes		
F. General design considerations	Yes	Yes	
G. Multiple housing – general design	NA		
H. Building height & scale	Yes		
I. Solar access	Yes		
J. Building materials	Yes		
K. Visual & acoustic privacy	Yes		

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments
L. Natural site features	Yes		The site is within the flood planning area, however it is unlikely that the flood levels will significantly impact the proposed development.
M. Private open space & landscaping	No	No	The private open space does not have sufficient area to provide a landscaped buffer between adjoining properties. In particular due to the non-compliance with the front setback development control, the applicant proposes to make up for this by establishing landscaping in the road reserve area including three trees (<i>Lager stoemiaindica x fauriei</i> and shrubs (<i>Santolina chamaecyparssus</i>).
N. Accessibility & adaptability	NA	NA	
O. Heritage			<p>The site is within a Conservation Area and is a heritage item.</p> <p>The existing colorbond fence (and associated gate) to the existing dwelling does not comply with the design guidelines – which requires that “Colorbond fences are not to be used when visible from the street”.</p>
P. Relocated dwellings	NA	NA	
Access & infrastructure			
Q. Off street parking & access	No		<p>The proposed dwelling has a gross floor area (GFA) of 212.5m² and as such two parking spaces are required.</p> <p>The existing dwelling has a GFA is 60m² and as such two spaces are required.</p> <p>In this regard a total of three parking spaces are required.</p>

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments
			<p>In relation to the new dwelling two parking spaces are required, however only one parking space in a single lock up garage and the second space in the driveway is insufficient to house a vehicle with encroaching onto the footpath. In response to Council's request for further information the applicant the applicant states:</p> <p><i>The proposed dwelling design with a single parking space has occurred in response to Council's heritage officer's comments prior to lodgement of the application, to reduce garage dominance to the streetscape in the HCA.</i></p> <p><i>Sufficient parking is available on the street, thus reduction in one space will not negatively impact the street from a parking or traffic perspective.</i></p> <p>The heritage advisor has provided a comment on an earlier plan version (as part of a pre-lodgement meeting) the double garage being out of proportion with the rest of the building and suggest a single garage might be appropriate. This is related to how the building might be designed to better respond to the conservation values of the site and locality. This does not constitute approval for a reduction in the number of off-street parking spaces. The proposal to use the street as the parking space for a residential premises is unacceptable.</p> <p>The development also removes the car parking for the existing commercial premises which based on the floor area of 180m², requires five off-street parking spaces.</p> <p>Part 12a Access and Parking requires: <i>Driveway design details are provided</i></p> <p>No plan has been provided for access to the strata lot that will contain the existing dwelling.</p> <p>The minimum dimensions, design and construction of parking bays, aisles, driveways, loading areas etc is in accordance with Australian Standard AS 2890.1 Off-street Parking facilities. The driveway in front of the garage has a length of 3.6m. The required length is 5.4m. Although the proponent may claim this is not intended as a parking space it is likely to be used for any second vehicle or visitor parking.</p>

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments
			<p><i>Adequate on site manoeuvring and circulating areas is provided to ensure that all vehicles enter and leave the site do so in a forward direction.</i></p> <p>In relation to the existing dwelling the development application proposes to utilise an existing 3.5m wide. No details of this have been shown on the plans. There are concerns about this space to be used as part of a dual occupancy arrangement in relation to pedestrian safety. The space does not allow for vehicles to enter and exit in a forward direction and the fence height and the building are likely to impede the sightlines of a driver of a reversing vehicle.</p>
R. Water	Yes		
S. Sewerage	Yes		
T. Electricity & telecommunications	Yes		
U. Stormwater management	Yes		
V. Waste minimisation & management	Yes		
W. Clothes drying facilities	Yes		
X. Numbering	No		Would be subject to conditions of consent.

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments
Y. Outdoor lighting	Yes		
Z. Mailboxes	No		The details have not been provided.

4b Ancillary residential structures & activities

Outcomes to be achieved	Compliance with Design guidelines (Yes/No)	Comments
A. General design considerations		
B. Outbuildings, carports & detached garages		
C. Fences, screens & courtyard walls Fencing		

**Attachment 2: Upper Hunter Development Control Plan 2015 – Compliance Table - Part 3
– Subdivision**

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments (If the development does not comply with the design guidelines, how does it satisfy the Outcomes to be achieved?)
Subdivision layout & general design			
A. Subdivision purpose & general considerations	Yes		
B. Adjoining development	??		Need to consider the subdivision in relation to heritage conservation issues.
C. Lot size, shape & orientation	Yes	Yes	
D. Natural site features	No		The development application requires the removal of at least 1 street tree to facilitate access to proposed Lots 102 and 103. Arborist report has not been provided.
E. Natural hazards	NA		
F. Landform modification	Yes		Associated with road within access handle – not explicitly mentioned in SEE.
G. Land contamination	No		Need to provide contaminated land report.

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments (If the development does not comply with the design guidelines, how does it satisfy the Outcomes to be achieved?)
Movement & access networks			
H. Street network	NA		
I. Crown roads	NA		
J. Future road widening & upgrading	NA		
K. Access to lots from public roads	Yes		
L. Pedestrian & cyclist access	No		Not shown on plan but the in the DCP compliance document the applicant states: <i>Pedestrian and cycle paths will be designed in accordance with UHSC Draft Engineering Guidelines for Subdivisions and Developments (as amended).</i>
Infrastructure			
M. Reticulated water	Yes		
N. Reticulated sewerage	Yes		The applicant proposes to relocate the existing sewer infrastructure.

Outcomes to be achieved	Satisfies Outcomes to be achieved (Yes/No/NA)	Complies with Design guidelines (Yes/No/NA)	Comments (If the development does not comply with the design guidelines, how does it satisfy the Outcomes to be achieved?)
O. On-site waste water management	NA		
P. Stormwater management	Yes		
Q. Street lighting	Yes		
R. Electricity & telecommunications	Yes		
S. Public open space	NA		Public open spaces is not required for a subdivision of this scale.

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FINANCE REPORTS

F.05.1 LONG TERM FINANCIAL PLAN - PUBLIC EXHIBITION

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

PURPOSE

Council is required to endorse the draft Long Term Financial Plan before being placed on public exhibition for a minimum of 28 days. Council will then consider submissions made by the community prior to adopting the final version at its July 2024 meeting.

RECOMMENDATION

That Council:

1. endorse the draft Long Term Financial Plan 2024/2025 to 2033/2034 and place the document on exhibition for a period of not less than 28 days, commencing on Monday, 3 June 2024 and closing on Friday, 5 July 2024;
2. undertake community consultation for the draft Long Term Financial Plan 2024/2025 to 2033/2034; and
3. receive a report back to Council on the outcome of any submissions made during the Community consultation with consideration given to these submissions prior to adopting the final Long Term Financial Plan 2024/2025 to 2033/20234.

BACKGROUND

The Long term financial plan must be reviewed in detail as part of the 4 yearly review of the Community Strategic Plan. Normally this would be undertaken with the commencement of a new Council, however with the consideration of a Special Rate Variation (SRV), the LTFP is being prepared in advance to demonstrate the impacts on Council's finances with and without the SRV in place.

REPORT/PROPOSAL

The draft Long Term Financial Plan (LTFP) 2024/2025 to 2033/2034 is formulated using the Delivery Program & Operational Plan as its cornerstone for future operational revenue and expenditure and the asset management plans forming the basis for capital expenditure assumptions.

The LTFP is the snapshot of the future financial progression and sustainability of Council and provides the ratios for the Office of Local Government's financial benchmarks over the next 10 years.

Assumptions used include multiplier calculations of future operational revenue and expenditure plus the proposed funding and delivery of the capital works program, which includes:

- Rate peg increases to general rates
- Possible Special Rate Variation (SRV) assumptions in future years commencing from the 2025/2026 financial year.
- Operating revenue and expenditure increased by consumer price indexes (CPI)

Corporate Services

- Assumed Government grants for operational purposes and capital grant funding associated with the proposed capital works program
- Employee Award % increases including Superannuation Guarantee Rises to the 12% ceiling.
- Any proposed borrowing at assumed market rates
- Proposed capital works programs depicted by the asset management plans and Council's affordability of the projects.

As Council has shown an intent at its January 2024 ordinary meeting to apply for a special rate variation commencing the 2025/2026 financial year the LTFP has been prepared on the basis of the potential options proposed for an SRV during the community consultation phase.

These option are as follows:

- No SRV with only rate peg increment to the general rate
- SRV of 7.5% over a 4 year period 2025/2026 to 2029/2030 with a permanent cumulative increase to the general rate of 33.55%
- SRV of 10.0% over a 3 year period 2025/2026 to 2028/2029 with a permanent cumulative increase to the general rate of 33.10%

It is noted that the future assumptions and projections are based on current assumptions with these projections requiring future revision and recalibration from actual performance which will be taken into account by Council through the review and adoption of its annual Delivery Program & Operational Plan prepared each year during the term of Council.

Documentation will be provided to Councillors under separate cover.

OPTIONS

Either endorse as is or amend the draft Long Term Financial Plan 2022/2023 to 2031/2032 for the purpose of placing the document on public exhibition for a minimum of 28 days.

CONSULTATION

The Long Term Financial Plan 2024/2025 to 2033/2034 will be placed on public exhibition between Tuesday, 3rd June 2024 and Friday, 5 July 2024.

The public will be able to make submissions during the exhibition period.

Council will consider these submissions before adopting the Long Term Financial Plan.

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Responsible Governance

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

- 5.1 Effectively and efficiently management the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.
- 5.3 Effective financial and asset management to ensure Council's long-term sustainability.

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b. Delivery Program

- Reporting systems to ensure "Fit for the Future" benchmarks and any improvement program instigated are maintained for Council's financial sustainability
- Leadership that reviews Council operations and Council wide continuous service improvement

c. Other Plans

- The Long Term Financial Plan will link directly to the IP&R Framework.
- Council has met its requirements to date consistent with the IP&R Framework and will revise required documents as needed through this process.

IMPLICATIONS

a. Policy and Procedural Implications

Council has met its requirements to date consistent with the IP&R Framework.

b. Financial Implications

The LTFP provides the basis for sound financial management into the next 10 years.

c. Legislative Implications

Legislative responsibilities will be met consistent with the planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

d. Risk Implications

Minimise risks by meeting the Integrated Planning and Reporting (IP&R) framework.

e. Sustainability Implications

The Long Term Financial Plan provide the working framework for Council's long term financial sustainability.

f. Other Implications

Nil

CONCLUSION

Council is required to endorse the draft Long Term Financial Plan so that they can be placed on public exhibition for at least 28 days.

Council will consider all submissions and possible amendments to the Long Term Financial Plan prior to adopting the final document at its July 2024 Ordinary Council meeting.

ATTACHMENTS

There are no enclosures for this report

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F.05.2 ***SPECIAL RATE VARIATION - COMMUNITY ENGAGEMENT ACTION PLAN***

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

PURPOSE

To advise Council of the proposed Community Engagement Action Plan for the Special Rate Variation (SRV) consultation process.

RECOMMENDATION

That Council note the Community Engagement Action Plan to be utilised during the Community consultation for the potential Special Rate Variation.

BACKGROUND

As tabled in the report titled "Proposed Special Rate Variation" at its January 2024 ordinary Council meeting, Council adopted to notify IPART of its intent to apply for a Special Rate Variation from the 2025/2026 financial year.

REPORT/PROPOSAL

To assist Council during the Community consultation phase of the SRV it has engaged Morrison Low consultants to facilitate the process.

A Community Engagement Action Plan has been prepared outlining:

- Engagement Plans Context:
 - SRV project background
 - Engagement purpose and goals
 - Stakeholder analysis
- Approach:
 - Impact & complexity of engagement
 - Levels of engagement
 - Timeline
 - Mechanics
 - Roles and responsibilities during engagement
- Key Messaging
 - Frequently asked questions

The Community Consultation is proposed to commence on 3 June 2024 and close on 15 July 2024 at which time all submissions and survey results will be tabulated and included into a Community Engagement Report.

OPTIONS

1. Note the Community Engagement Action Plan
2. Propose any amendments to the tabled Community Engagement Action Plan

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CONSULTATION

- Council will engage the community through a number of mechanisms:
 - Direct mail out via flyer in annual rate notice
 - Newspaper advertisements
 - E-Newsletters
 - Dedicated web-page
 - Possible video content
 - Social media channels
 - Face-to-face community forums
 - Existing community group meetings
 - Council's Community Advisory Committees (CACs)
 - Drop-in information booth (Pop-ups)
- Councillors
- General Manager
- Director Environment and Community Services
- Director Infrastructure Services
- Manager Finance

STRATEGIC LINKS

a. Community Strategic Plan 2032

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

Responsible Governance

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

- 5.1 Effectively and efficiently management the business of Council, while encouraging an open and participatory Council with an emphasis on transparency, community engagement, action and response.
- 5.3 Effective financial and asset management to ensure Council's long-term sustainability.

b. Delivery Program

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

c. Other Plans

Preparation of the draft Long Term Financial Plan 2024/2025 to 2033/2034.

IMPLICATIONS

a. Policy and Procedural Implications

As part for the IPART recommendations for a SRV application the community is required to be consulted with the submissions from the consultation phase to be reviewed by Council prior to any application being lodged.

Corporate Services

b. Financial Implications

Council has prepared its Long Term Financial Plan on the basis of:

- No SRV with only rate peg increment to the general rate
- SRV of 7.5% over a 4 year period 2025/2026 to 2029/2030 with a permanent cumulative increase to the general rate of 33.55%
- SRV of 10.0% over a 3 year period 2025/2026 to 2028/2029 with a permanent cumulative increase to the general rate of 33.10%

c. Legislative Implications

Nil

d. Risk Implications

If Council does not proceed with an application for the proposed SRV, services to the Community may be reduced in line with Council's financial ability to deliver the services.

e. Sustainability Implications

Future financial sustainability of Council to continue to deliver service to the community at current levels will be determined by the proposed SRV options.

f. Other Implications

Nil

CONCLUSION

Council should note the Community Engagement Action Plan and the roles and responsibilities contained within.

The Community Engagement Action Plan provides the framework around the SRV consultation phase and will provide the community with informed information in order to understand the cumulative financial effect of the SRV on the general rate and be able to prepare a submission for consideration.

ATTACHMENTS

- 1 [↓](#) Upper Hunter SRV - Community Engagement Action Plan
- 2 [↓](#) Communications Campaign Fact Sheet



Community Engagement Action Plan

Special Rate Variation consultation

May 2024



Document status

Job #	Version	Written	Reviewed	Approved	Report Date
7782	1 -Document Outline (no content)	J McKenzie			9 April 2024
	2 Draft	J McKenzie	PD – G Smith QA – NN	G Smith	29 April 2024
	3 – Final	J McKenzie	PD – G Smith QA – NN	G Smith	17 May 2024

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Context

Morrison Low Consultants has been engaged by Upper Hunter Shire Council ('Council') to provide support and advice through the proposed special rate variation (SRV) community engagement process.

This community engagement action plan outlines the approach, key messages and timeline for community consultation on the potential SRV. This plan has been developed to ensure that it meets the SRV assessment criteria set out by the NSW Office of Local Government, who sets policy and oversees the local government industry, and the Independent Pricing and Regulatory Tribunal (IPART), who will assess any SRV application submitted. It has also been developed in compliance with the International Association for Public Participation (IAP2) Australasia Quality Assurance Standard.

SRV project background

Upper Hunter is considering two different options for a potential SRV, which is now seeking to consult the community on. The first option, Option 1, is a cumulative increase of 33.10% over three years as outlined in Table 1 below. The other option, Option 2, is a cumulative increase of 33.55% over four years, as outlined in Table 2 below

Table 1 Option 1: SRV over three (3) years

	2025-26	2026-27	2027-28	Cumulative
Total proposed increase	10.00%	10.00%	10.00%	33.10%

Table 2 Option 2: SRV over four (4) years

	2025-26	2026-27	2027-28	2028-29	Cumulative
Total proposed increase	7.50%	7.50%	7.50%	7.50%	33.55%

Engagement purpose and goals

The purpose of this community engagement is to ensure that the community is adequately informed and consulted about the impact of the proposed special rate variation and the impact of not applying for a special rate variation.

The objectives of this community engagement process include:

- To present the proposed SRV.
- To identify the impact of the SRV on the average rates across each rating category.
- To exhibit an updated LTFP demonstrating the impact of the proposed SRV on Council's operating results from 2023-24 for feedback and final endorsement by Council.



- To communicate to the community the timeline and process for any potential SRV application.
- To gather and consider the community's feedback to inform Council's final decision on whether and how to move forward with an SRV application.

Stakeholder analysis

The key impacted stakeholders are those that pay rates in the Upper Hunter Shire Local Government Area (LGA) or are renting property in the LGA, where there may be rent increases passed to cover the proposed rate increases fully or partly.

Stakeholder groups have been identified below to ensure that the specific considerations of these groups can be integrated into the community engagement plan. These groupings are not mutually exclusive, that is individuals may fall into a number of different stakeholder groups. For example, individuals who own multiple properties in the LGA may be both resident ratepayers and landlord ratepayers.

Table 3 Stakeholder groupings

Stakeholder group	Who is in the group	Specific considerations
Resident ratepayers	Homeowners who are residents of the LGA	Proposed rate increases will be directly incurred by these stakeholders, although these costs may be passed on if the property is rented.
Residential Renters	Renters who are residents of the LGA	It will be a decision of the landlord on whether and when any rate increases are passed on to renters.
Business ratepayers	Business property owners within LGA	Proposed rate increases will be directly incurred by these stakeholders, although these costs may be passed on if the property is rented. Rates are business expense to this category of ratepayer.
Farming ratepayers	Farming property owners within the LGA	Proposed rate increases will be directly incurred by these stakeholders, although these costs may be passed on if the property is rented. Rates are business expense to this category of ratepayer.
Mining ratepayers	Mining property owners within the LGA	Proposed rate increases will be directly incurred by these stakeholders, although these costs may be passed on if the property is rented. Rates are business expense to this category of ratepayer.
Culturally and Linguistically Diverse (CALD) members	Ratepayers, renters, landlords and business operators with CALD backgrounds	Council has considered the cultural and linguistic make up of their community and did not identify any need for non-English collateral and media to be included in the communications on the SRV.
Community stakeholder groups	Scone and Merriwa Chambers of Commerce Merriwa Progress Association Merriwa Branch of the	These groups have a direct interest in their members/residents and therefore, they need to understand why Council is proposing an SRV.



Stakeholder group	Who is in the group	Specific considerations
	NSW Farmers Federation	
Council’s consultative committees	Aberdeen, Murrurundi, and Merriwa Community Advisory Committees.	The membership of these committees are directly consulted on issues that affect their area, many committee members represent other community groups or interests. These committees need to be informed and consulted. Consultation with the wider community of general strategic issues is conducted through regular DP/OP forums. These have also been considered in the engagement plan.

Within each stakeholder group, there will be a range of socio-economic factors that will be considered through a capacity to pay analysis and report; this will further inform not only the affordability of any SRV, but also may provide further insight to improve the consultation plan and key messages.

Approach

Impact and complexity of engagement

This engagement is defined as ‘high impact’, which means that the issues will have a real or perceived impact across the whole LGA. The issue has the potential to create controversy and has a high level of potential community interest.

It is also considered to have ‘high complexity’, as the information presented to the community will be based on relatively complex financial analysis and needs to be expressed in terms that are easily understood.

Levels of engagement

The level of engagement is defined from the IAP2 Spectrum of Public Participation in the figure below. This spectrum outlines the level of engagement required depending on the purpose and desired outcome of the project.

Figure 1 IAP2 Spectrum of Public Participation¹

¹ International Association for Public Participation (IAP2) Australasia, 2018. *IAP2 Spectrum of Public Participation*. Retrieved from: https://iap2.org.au/wp-content/uploads/2020/01/2018_IAP2_Spectrum.pdf.



INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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To meet the assessment criteria for an SRV application, Council must:

1. Demonstrate that the **need and purpose** of a different rate path for Council’s General Fund is clearly articulated and identified in Council’s Integrated Planning and Reporting (IP&R) documents.
2. Show evidence that the **community is aware** of the need for and the extent of a rate rise.
3. Show that the **impact on affected ratepayers** is reasonable.
4. Exhibit, approve and adopt the relevant **IP&R documents**.
5. Explain and quantify the **productivity improvements and cost containment** strategies in its IP&R documents and/or application.
6. Address any other matter that IPART considers relevant.

To meet criterion two, Council would only need to undertake engagement at the “inform” level, but a “consult” level would ensure it more fully meets criteria one and four.



As a result, this community engagement action plan is drafted to meet both the **inform** and **consult** levels of engagement. This means that Council will provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and preferred solution and to obtain the public's feedback on analysis and alternatives. Council will keep the public informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision made by Council.

Council is currently preparing a 2024-35 Long Term Financial Plan (LTFP) to be adopted in June 2024. This LTFP, which includes the proposed SRV, will be exhibited, approved and adopted by Council in parallel to this community engagement process.

Engagement timeline

The proposed community engagement is expected to run over an six (6) week period commencing on 31 May 2024 and concluding on 15 July 2024.

This community engagement will build from inform to consult:

1. Inform: to raise awareness and inform all stakeholder groups of the options being considered.
2. Consult: to seek considered community feedback on these options to inform Council in their final deliberations on a potential SRV application.

At the conclusion of the engagement a detailed outcomes report will be prepared outlining the results of the engagement and summarising the feedback received.

Engagement mechanisms

The proposed mechanisms to be used for this engagement are outlined in the table below.

Table 4 Engagement mechanisms

Mechanism	Level of consultation	Reach (stakeholder groups)
Direct mail out Flyer with Rates Instalments	Inform	All ratepayers
Newspaper advertisements	Inform	All residents Small in Aberdeen Hunter River Times doesn't go to all UHSC LGA
Include in-language information, e.g. via printed inserts, in local newspapers	Inform	CALD communities
e-Newsletters	Inform	Ad-hoc, but can be deployed if needed. Database needs some reviewing.
Dedicated web-page	Inform and Consult	Public notice page with online survey



Mechanism	Level of consultation	Reach (stakeholder groups)
Video content (TBC)	Inform	
Social media channels	Inform	
Face-to-face sessions (no more than 40 people at a time, leveraging the DP/OP forums)	Inform & consult	DPOP All residents and ratepayers
Community group sessions (leveraging any scheduled meetings)	Inform & consult	
Council community consultative committees	Inform & consult	
Drop-in information booth	Inform & consult	

These external community engagement mechanisms will be coupled with internal communications to inform all staff about the proposed SRV and process and provide them with information to direct questions from members of the public that may arise in their day-to-day interactions. This will include:

- A managers' briefing
- Staff briefings by executive / managers
- Information and scripting for customer service and frontline teams
- Updates in staff e-news.

Roles and responsibilities

The roles of councillors, Council officers and Morrison Low in the engagement process are defined in the table below.

Table 5 Roles and responsibilities

Role	Responsibility
Morrison Low (consultant)	<ul style="list-style-type: none"> • Develop the community engagement plan • Support the development of background paper / information on the SRV and advise on translation into key engagement collateral Facilitate face to face sessions, assist Council in preparation presentation and taking notes at each forum <ul style="list-style-type: none"> • Prepare report on community engagement outcomes
Council's communications and engagement team	<ul style="list-style-type: none"> • Develop collateral for the various written mechanisms, based on information provided • Publish and release materials in line with this community engagement action plan, including internal communications • Gather community feedback and provide to Morrison Low for



	analysis
Council CFO and finance team	<ul style="list-style-type: none"> Update the LTFP model and document for exhibition Support the development of background papers and other collateral with financial analysis and modelling Manage the exhibition process and finalisation of the updated 2024-35 LTFP (which includes the SRV)
Council executive and management team (including General Manager)	<ul style="list-style-type: none"> Brief staff on SRV, process and community engagement activities Attend community face to face sessions Answer questions raised by the community in the engagement process
Mayor / Councillors	<ul style="list-style-type: none"> Approve community engagement plan Attend face to face community sessions (optional, but recommended)
General Manager	<p>Approve / Endorse community engagement plan, approve any adjustments to community engagement process as required</p> <ul style="list-style-type: none"> Participate in media interviews

Key messages

The key messages for the community should clearly communicate what is not negotiable and what aspects are open for community feedback to inform the decision-making process.

Non-negotiables include:

- the legislative requirement for Council to employ sound financial management principals.
- the current core deficits in the General Fund need to be addressed, targeting sufficient surpluses over time to ensure the ongoing financial sustainability of Council.

Community feedback is sought to:

- assess the level of community understanding of the proposed SRV and its impacts and why it is needed.
- seek submissions on the proposed SRV and the updated Long Term Financial Plan.

To support these key messages and the development of collateral for the community engagement activities, a background paper will be developed to articulate the need for and level of SRV being sought.

In addition, Council will also have the following reports:

- A capacity to pay report which will investigate, analyse and report on the community’s capacity to pay against Council’s rating categories and proposed SRV. This includes research of specific areas across the LGA and will undertake a range of comparisons and assessments of information for areas/locations within the LGA, and associated land use.
- An improvement plan outline the costs savings and revenue raising opportunities that it has implemented and those that are planned in the future.



3. An updated LTFP that will demonstrate the impact of the SRV on the ongoing financial sustainability of Council.

Key messages in any community communications and collateral will also include:

- how community members can seek further information or have their questions answered.
- how community members can provide their feedback on the proposed SRV.

what to expect after the community engagement activity is completed, including IPART's public submission and assessment process.

Frequently asked questions

A set of frequently asked questions (FAQs) and their responses will be developed for this engagement process. While every effort is made to ensure that this is a complete list of FAQs at the commencement, these questions will be regularly reviewed and updated throughout the engagement process.

The below is a starting list of the questions we expect to develop for the FAQs:

- How will the proposed special rate variation impact my rates?
- Why do we need an increase to our rates?
- What is the alternative to the proposed rates increase?
- What action has Council taken to address its financial situation?
- How does Council work out what rates to charge each resident?
- What is Council doing to keep rates low?
- Can't you get more funding from other levels of government to help pay for things?
- What if I can't afford to pay my increased rates? (Hardship Policy)
- When would a rate increase be applied from?
- How has Council identified the priority initiatives?
- Who is IPART and what do they do?



Detailed action plan

Table 6 Action plan

Ref	Action	Responsible	By when	Dependency
1	Draft Background Paper / information for SRV	Finance Team and Morrison Low (consultant)	17 May 2024	
2	Finalise updated LTFP for exhibition	Finance team	17 May 2024	
2	Develop FAQs	Communications & Engagement team and Morrison Low (consultant)	24 May 2024	1,2
4	Draft 'Direct Mail' content	Communications & Engagement team and Morrison Low (consultant)	24 May 2024	1,2
5	Draft Newspaper advertisements	Communications & Engagement team	24 May 2024	1,2
6	Draft e-Newsletter content	Communications & Engagement team	24 May 2024	1,2
7	Develop video on SRV (TBC)	Communications & Engagement team	24 May 2024	1,2
8	Develop survey	Communications & Engagement team and Morrison Low (consultant)	24 May 2024	1,2
9	Build Council SRV webpage	Communications & Engagement team	24 May 2024	1,2
10	Schedule face-to-face community sessions	Communications & Engagement team	29 May 2024	
	DPOP meetings – 2 week cycle starting mid-May.	Communications & Engagement team	13 May 2024	



Ref	Action	Responsible	By when	Dependency
11	Develop media release and social media content for commencement of engagement	Communications & Engagement team	24 May 2024	1,2
12	Develop and distribute information and scripting for customer service and frontline staff	Communications & Engagement team	24 May 2024	1,2
13	Council resolves to proceed to community consultation on an SRV	Council	27 May 2024	1,2
14	Brief managers on Council decision and next steps	General Manager / Directors	28 May 2024	14
15	Publish first newspaper advertisement on SRV	Communications & Engagement team	31 May 2024	5,14
16	Open the SRV webpage and Survey to the community	Communications & Engagement team	31 May 2024	9,14
17	Engagement period commences		31 May 2024	14
18	Publish e-Newsletter	Communications & Engagement team	3 June 2024	6,17
19	Release direct mail out	Communications & Engagement team	29 May 2024	4,17
20	Manage social media	Communications & Engagement team	31 May 2024 – 15 July 2024	11,17
21	Manage media enquires	Communications & Engagement team	31 May 2024 – 15 July 2024	11,17
22	Conduct face to face community sessions	Communications & Engagement team Morrison Low (consultant) to facilitate public forums Council executive and councillors to attend.	16-19 June 2024	10,17
23	Publish second newspaper advertisement	Communications & Engagement team	30 June 2024	5,17



Ref	Action	Responsible	By when	Dependency
24	Release reminder of SRV community engagement closing: <ul style="list-style-type: none"> • E-Newsletter • Social media 	Communications & Engagement team	5 July 2024	6,11,17
25	Close engagement, exhibition of updated LTFP and survey, and gather all community feedback	Communications & Engagement team	15 July 2024	17
26	Analyse submissions and survey results and draft community engagement report	Morrison Low (consultant)	22 July 20224	25
27	Finalise updated LTFP based on feedback over exhibition period	Finance team	22 July 2024	25
28	Draft report to Council		22 July 2024	25
29	Council resolves on whether to proceed with SRV application	Council	29 July 2024	28



Special Variation (SV) Proposal
Achieving community awareness

The Independent Pricing and Regulatory Tribunal (IPART) requires councils to actively engage residents in discussions about proposed Special Variations (SV). IPART will consider how effective each council’s community engagement and inclusion has been before determining its application to increase rates above the rate peg.

Councils need to successfully demonstrate to IPART that there is:

- a demonstrated need for the proposed SV,
- community awareness of the proposed increase, the need for it and its impact on average rates,
- a reasonable impact on ratepayers,
- a process to exhibit relevant documents to the public, and
- a history of well-documented organisational productivity improvements and cost containment strategies.

Building community awareness

What IPART looks for:	What we recommend:
<p>Evidence that the community is aware of the need for, and extent, of a rate rise</p>	<ul style="list-style-type: none"> • Producing a Community Awareness and Engagement Outcomes Report clearly setting out the strategies used by Council to raise community awareness and understanding of the need for, and extent of, a rate rise. The report should: <ul style="list-style-type: none"> ○ Summarise all communication tools and strategies used, ○ Outline how the engagement and awareness opportunities were promoted, ○ Demonstrate a variety of channels used to engage the community, this must include specific SRV face to face sessions with community, ○ Demonstrate clear and easy channels to for the community to provide feedback, including a survey that allows the community to demonstrate the level of awareness and understanding they have gotten from the engagement, ○ Include clear metrics illustrating community awareness and participation (e.g. social media engagements, website visits, number of media releases published, number of advertisements ran, etc.), ○ Document the engagement findings, including the key themes and issues raised via the consultation period, and



What IPART looks for:	What we recommend:
	<ul style="list-style-type: none"> ○ Outline how Council has/will respond to the key themes and issues raised via the consultation period.
Evidence that the council has clearly set out the extent of the General Fund rate rise under the proposed SV	<ul style="list-style-type: none"> ● Reviewing and refining Council’s LTFP to reflect the extent of the General Fund rate rise under the proposed SV, including each individual SV option.
Evidence that the council has communicated the full cumulative increase of the proposed SV in percentage terms, and the total increase in dollar terms for the average ratepayer, by rating category.	<ul style="list-style-type: none"> ● Producing a Rates Calculator to enable ratepayers to calculate what their rates could be under each of the proposed SV options. ● Ensuring that all written communications (e.g. flyers, print advertisements, website content, etc.) clearly communicate the full cumulative increase of the proposed SV in percentage terms, and the total increase in dollar terms for the average ratepayer, by rating category.
Evidence that the council has communicated its ongoing efficiency measures and its progress against these measures, in its explanation of the need for the proposed SV.	<ul style="list-style-type: none"> ● Producing an Organisational Improvement Plan setting out the various productivity improvements and cost containment strategies the council has already achieved, as well as those it plans to achieve.
Evidence that the council’s Community Engagement Strategy for the proposed SV incorporated an appropriate variety of engagement methods to ensure community awareness and input occurred.	<ul style="list-style-type: none"> ● Developing a comprehensive Community Engagement Strategy incorporating a range of engagement methods that are appropriate for the local community, including a combination of digital, print and an in-person feedback mechanisms. ● The Engagement Summary Report must demonstrate that Council has delivered on all aspects of the Engagement Strategy.

Compiling your Community Engagement and Awareness Outcomes Report

- Prior to the consultation period, develop a strong communications plan clearly identifying the various communication tools Council will use to raise awareness of the proposed SRV and engage the community in the process. Communication tools should include:
 - Social media posts,
 - Media releases,
 - Advertisements (print, radio, social media, etc.),
 - Surveys and online platforms for information and feedback, and
 - Community forums/information sessions.
- During the consultation period, establish a dedicated page on Council’s website and ensure that all relevant documents are publicly available for download. Documents should include:
 - Revised LTFP and other revised IP&R documents,
 - Capacity to Pay Report,



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- Organisational Improvement Plan,
 - Proposal-specific media releases (if any), and
 - Fact sheets (if developed).
- During the consultation period, actively monitor local newspapers for any media coverage of the proposed SRV, including both news articles and letters to the editor/opinion pieces. Scan copies of all print coverage (including letters to the editor) and document the name of the publication they appeared in, and date of publication.
 - Following completion of the consultation period, capture screenshots of all posts published to Council's social media channels, including date/time published, as well as reach and engagement metrics.
 - Following completion of the consultation period, export all relevant metrics from Council's website, specifically the number of page visits and document downloads (e.g. LTFP, Capacity to Pay Report, fact sheets, etc.)



General Manager's Unit

NOTICES OF MOTION

NM.05.1

NOTICE OF MOTION - SUPPORT FOR SCONE RACE CLUB

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Robyn Cox - Executive Assistant

The following notice of motion has been received from Cr James Burns:

MOTION

That this Council supports the Scone Race Club in its efforts to secure funding for the Concourse redevelopment at the Scone Race Course and in doing so this Council will write a letter signed by the Mayor showing such support.

STAFF COMMENT

Council can and does provide written support to many clubs and associations that are seeking to get government or industry funding for projects that enhance the life of people in the local government area. No formal request has been received from the Scone Race Club in this regard however a letter of support can be provided on request if Council so chooses.

