

**MINUTES OF THE ORDINARY MEETING OF UPPER HUNTER SHIRE COUNCIL HELD ON  
MONDAY 25 SEPTEMBER 2023 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 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:**

Cr Flaherty is on approved leave until 1 November 2023.

23/230

**RESOLVED**

**That the apology received from Cr Allison McPhee be accepted.**

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

**MAYORAL ELECTIONS**

---

**ELECT.09.1**

***ELECTION OF MAYOR***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/231

**RESOLVED**

- 1. that the Returning Officer conduct the election for the position of Mayor.**
- 2. that nominations for the position of Mayor be accepted.**
- 3. that in the event of there being more than one nominee, Council determine by resolution, the method by which the election be conducted being preferential ballot, ordinary ballot or open voting.**
- 4. that the Mayor be elected and hold office until council elections are held on 14 September 2024.**

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

---

**ELECT.09.2*****ELECTION OF DEPUTY MAYOR*****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Robyn Cox - Executive Assistant

23/232

**RESOLVED**

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

Moved: Cr T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

The General Manager assumed the position of Returning Officer and called for nominations for the position of Mayor.

**There being one (1) nomination received and being in order, Cr Maurice Collison was declared elected as Mayor of Upper Hunter Shire Council for the remainder of this Council term.**

The Returning Officer called for nominations for the position of Deputy Mayor.

**There being one (1) nomination received and being in order, Cr James Burns was declared elected as Deputy Mayor of Upper Hunter Shire Council for the remainder of this Council term.**

Mayor Collison resumed his position as Chair of the meeting.

**PUBLIC PARTICIPATION:****G.09.5 Annual Presentation - Scone Neighbourhood Resource Centre**

Lee Watts – Manager Scone Neighbourhood Resource Centre

23/233

**RESOLVED that an extension time of two minutes be granted for the presentation to continue.**

Moved: Cr R Campbell

Seconded: Cr J Burns

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES:**

23/234

**RESOLVED that the minutes of the ordinary Council meeting held on 28 August 2023 be adopted with an amendment that Cr Williamson voted against the motion for Item CR.08.1.**

Moved: Cr A Williamson

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

**DISCLOSURES OF INTEREST:**

Nil

---

**A.09.1** ***RECOGNITION OF LENGTH OF SERVICE - ROBYN ORMAN AND DAVID NORVILL***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/235

**RESOLVED**

**That Council recognise David Norvill and Robyn Orman for their 20 years' service to Council.**

Moved: Cr Collison      CARRIED UNANIMOUSLY

**STANDING COMMITTEE REPORTS**

---

**SCR.09.1** ***ENVIRONMENTAL & COMMUNITY SERVICES COMMITTEE***

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Paige Heusler - Admin Assistant - Environmental & Customer Service

23/236

**RESOLVED That Council:**

- 1. adopt the minutes of the Environmental & Community Services Committee meeting held on 12 September 2023.**

Moved: Cr L Watts      Seconded: Cr R Campbell      CARRIED UNANIMOUSLY

23/237

**RESOLVED That Council:**

- 2. ECSC.09.1 – adopt the minutes of the Upper Hunter Shire and Kia Ora Youth Music Committee meetings held on 24 January 2023 and 11 July 2023.**

Moved: Cr L Watts      Seconded: Cr T Clout      CARRIED UNANIMOUSLY

23/238

**RESOLVED That Council:**

- 3. ECSC.09.3 - approve Development Application No. 70/2023 for a farm shed and demolition of an existing shed at Lot 200 DP 880359, 3934 New England Highway, Parkville subject to the conditions of consent in Attachment 4 to the report.**

Moved: Cr L Watts      Seconded: Cr R Campbell      CARRIED UNANIMOUSLY

23/239

**RESOLVED That Council:**

- 4. ECSC.09.4 - that Council**

- a) pursuant to section 27 of the Local Government Act 1993, reclassify the following parcels of land from community to operational by amending the Upper Hunter Local Environmental Plan 2013:**
  - 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) endorse the planning proposal to amend the Upper Hunter Local Environmental Plan 2013.**
- c) submit the planning proposal to the Minister for Planning and Public Spaces for a Gateway Determination pursuant to section 3.34 of the Environmental Planning and Assessment Act 1979; and**
- d) if approved, proceed to hold a public hearing as required under section 29 of the Local Government Act 1993.**

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

---

**SCR.09.2*****INFRASTRUCTURE SERVICES COMMITTEE*****RESPONSIBLE OFFICER:** Rag Upadhyaya - Director Infrastructure Services**AUTHOR:** Leah Moore - Infrastructure Support Officer

23/240

**RESOLVED****That Council adopt the minutes of the Infrastructure Services Committee meeting held on Tuesday, 12 September 2023.**Moved: Cr R Campbell    Seconded: Cr T Clout    CARRIED UNANIMOUSLY

---

**SCR.09.3*****CORPORATE SERVICES COMMITTEE*****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Wayne Phelps - Manager Finance

23/241

**RESOLVED****That Council adopt the minutes of the Corporate Services Committee meeting held on 15 September 2023.**Moved: Cr A Williamson    Seconded: Cr B McKenzie    CARRIED UNANIMOUSLY

---

**COMMITTEE/DELEGATES REPORTS**

---

**C.09.1*****MERRIWA AGED HOSTEL COMMITTEE*****RESPONSIBLE OFFICER:** Amanda Catzikiris - Manager Community Services**AUTHOR:** Tash Taaffe - Community Services Officer

23/242

**RESOLVED****That Council adopt the minutes of the Merriwa Aged Hostel Committee meeting held on 22 August 2023.**Moved: Cr R Campbell    Seconded: Cr L Watts    CARRIED UNANIMOUSLY

---

**C.09.2*****COMMUNITY ADVISORY COMMITTEE - MERRIWA DISTRICT*****RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services**AUTHOR:** Tash Taaffe - Community Services Officer

23/243

**RESOLVED****That Council:**

- 1. adopt the minutes of the Community Advisory Committee – Merriwa District meeting held on 14 August 2023.**
- 2. consider ways to improve the promotion of Gummun Place Hostel and investigate options for future development of Independent Living Units in Merriwa.**
- 3. support the Cassilis District Development Group to identify funding opportunities to develop a walking track in Cassilis.**

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

---

---

**C.09.3*****COMMUNITY ADVISORY COMMITTEE - MURRURUNDI DISTRICT*****RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services**AUTHOR:** Yolanda Wynn - Community Services Officer

23/244

**RESOLVED****That Council:**

1. adopt the minutes of the Community Advisory Committee – Murrurundi District meeting held on 24 August 2023;
2. design appropriate River Walk signage and circulate to the Community Advisory Committee Murrurundi District for comment.

Moved: Cr B McKenzie    Seconded: Cr J Burns

CARRIED UNANIMOUSLY

---

**C.09.4*****COMMUNITY ADVISORY COMMITTEE - SCONE DISTRICT*****RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services**AUTHOR:** Yolanda Wynn - Community Services Officer

23/245

**RESOLVED****That Council:**

1. note the record of proceedings of the Scone District Community Advisory Committee meeting held on 6 September 2023;
2. in relation to the Scone CBD Revitalisation project:
  - a. consider the existing plaques on St Aubins Street in the new proposal, for continuity;
  - b. support the proposed “storyboard” location at 133 Kelly Street, Scone underneath the mural;
  - c. not place the seating nor plants outside the toilets
  - d. investigate opportunities for artists to submit design concepts for the covering of the toilet block;
3. install signage on the main road entrances to Scone to acknowledge Scone as a Tidy Towns winner.

Moved: Cr L Watts

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

---

**FINANCE REPORTS****F.09.1*****REFERRAL OF DRAFT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023 FOR THE CONDUCT OF AUDIT*****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Wayne Phelps - Manager Finance

23/246

**RESOLVED****That Council refer the draft Annual Financial Statements for the year ended 30 June 2023 to the Audit Office of NSW via their external auditor Prosperity Advisory Group for auditing purposes.**

Moved: Cr A Williamson    Seconded: Cr J Burns

CARRIED UNANIMOUSLY

## GENERAL ADMINISTRATION REPORTS

---

### **G.09.1** ***AMENDMENT TO MAKING THE RATE 2023/2024***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Wayne Phelps - Manager Finance

23/247

#### **RESOLVED**

That Council amend the ad-valorem rate initially adopted for the Aberdeen Residential Rate Sub-category from 0.0033055 cents to 0.0033104 cents to align with the Council adopted Revenue Policy.

Moved: Cr A Williamson Seconded: Cr J Burns

CARRIED UNANIMOUSLY

---

### **G.09.2** ***REQUESTS FOR DONATIONS***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/248

#### **RESOLVED**

That Council:

1. provide a donation to Murrurundi Preschool for \$200 towards waiving hire fee of Wilson Memorial Oval and its facilities for their community fundraising event to be held on 14 October 2023;
2. provide a donation to Lions Club of Aberdeen & Scone Inc for \$200 for financial assistance towards the running of their "Lap The Map" event in aid of World Diabetes Day to be held on 12 November 2023;
3. provide a donation to 1<sup>st</sup> Scone Scout Group for \$200 for financial assistance towards holding their annual Founders Day event to be held on 24 February 2024.

Moved: Cr R Campbell Seconded: Cr T Clout

CARRIED UNANIMOUSLY

---

### **G.09.3** ***PROPOSED FEES - WATER MANAGEMENT ACT APPROVALS***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Mathew Pringle - Director Environmental & Community Services

23/249

#### **RESOLVED**

That Council:

1. endorse the proposed fees for applications and inspections under the Water Management Act 2000 (Table 1).
2. place the proposed fees on public exhibition for 28 days.
3. adopt the proposed fees for the remainder of the 2023-24 financial year if no objections are received in response to public exhibition.

Moved: Cr J Burns

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

---

**G.09.4** ***COMMUNITY CONSULTATION ON DE-AMALGAMATION - SUBMISSIONS***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Greg McDonald - General Manager

23/250

**RESOLVED**

**That Council note the feedback received and forward the results to the Minister for Local Government**

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

---

**G.09.5** ***ANNUAL PRESENTATION - SCONE NEIGHBOURHOOD RESOURCE CENTRE***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Robyn Cox - Executive Assistant

23/251

**RESOLVED**

**That Council receive a presentation from the Scone Neighbourhood Resource Centre.**

Moved: Cr B McKenzie      Seconded: Cr T Clout      CARRIED UNANIMOUSLY

---

**POLICY MATTERS**

---

**H.09.1** ***POLICY - PUBLIC INTEREST DISCLOSURES***

**RESPONSIBLE OFFICER:** Greg McDonald - General Manager

**AUTHOR:** Ian Roberts - Governance & Risk Advisor

23/252

**RESOLVED**

**That Council adopt the policy, Internal Reporting and Public Interest Disclosures.**

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

---

**LATE REPORT**

---

**G.09.6** ***AUSTRALIA DAY AWARDS - CATEGORIES AND ELIGIBILITY***

**RESPONSIBLE OFFICER:** Mathew Pringle - Director Environmental & Community Services

**AUTHOR:** Amanda Catzikiris - Manager Community Services

23/253

**RESOLVED**

**That Council amend the number of Upper Hunter Shire Australia Day Awards to the following categories:**

- **Citizen of the Year - (1 per district being Aberdeen, Merriwa, Murrurundi and Scone)**
- **Young Citizen of the Year - (1 per district being Aberdeen, Merriwa, Murrurundi and Scone)**
- **Local Champion - (1 per district being Aberdeen, Merriwa, Murrurundi and Scone)**
- **Sustainability & Environmental Achievement Award (Merriwa District only)**
- **Upper Hunter Shire Citizen of Year (selected by Councillors for whole LGA)**
- **Upper Hunter Shire Young Citizen of Year (selected by Councillors for whole LGA)**

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

## CLOSED COUNCIL

23/254

### RESOLVED

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

Moved: Cr T Clout

Seconded: Cr R Campbell

CARRIED UNANIMOUSLY

## CONFIDENTIAL REPORTS

---

**CR.09.1**

### ***TENDER T012324HUN – ROAD RESURFACING***

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

23/255

### RESOLVED

That Council:

1. accept the following tenders:
  - Accurate Asphalt & Road Repairs Pty Ltd
  - All Pavement Solutions Pty Ltd
  - ANA Industries Pty Ltd
  - Bitupave Ltd t/a Boral Asphalt
  - Colas New South Wales Pty Ltd
  - Downer EDI Works Pty Ltd
  - Fulton Hogan Industries Pty Ltd
  - Ian Rich Asphalts Pty Ltd
  - NSW Sprayseal Pty Ltd
  - Fenworx Pty Ltd t/a Newpave Asphalt
  - NSW Building and Civil Pty Ltd
  - QC Asphalts Pty Ltd
  - Stabilised Pavements of Australia Pty Ltd
  - The Trustee for Supersealing Unit Trust t/a Supersealingas a Panel Source tender of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 July 2023 to 30 June 2026 for all resurfacing categories 1 to 5; and
2. subject to satisfactory performance, allow a further 12 month optional extension from 1 July 2026 to 30 June 2027 for all resurfacing categories 1 to 5.

Moved: Cr J Burns

Seconded: Cr T Clout

CARRIED UNANIMOUSLY



---

**CR.09.2**

***TENDER T152324HUN - PROVISION OF TRAFFIC CONTROL SERVICES***

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

23/256

**RESOLVED**

**That Council:**

**1. accept the following tenders**

- Altus Traffic Pty Ltd
- D&D Traffic Management Pty Ltd t/a D&D Traffic Management
- DOB Enterprises Pty Ltd t/a Watchout Traffic Control
- Go Traffic Pty Ltd
- GoldLane Traffic Management t/a Golding Lane Pty Ltd
- Lack Group Traffic Pty Ltd
- Platinum Traffic Services Pty Ltd t/a Platinum Traffic Services
- Traffic Logistics Pty Ltd
- Traffic NSW Pty Ltd t/a Traffic NSW
- TrafficPower Pty Ltd
- Workforce Road Services t/a Workforce Road Services Pty Ltd

**as a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 October 2023 to 30 September 2025; and**

**2. subject to satisfactory performance allow a further 12 month optional extension from 1 October 2025 to 30 September 2026.**

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

---

**CR.09.3**

***TENDER T022324HUN - READY MIXED CONCRETE***

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

23/257

**RESOLVED**

**That Council:**

**1. accept the tender from Boral Resources (Country) Pty Ltd as a Single Source supplier, providing the best value to the Upper Hunter Shire Council for the period 1 July 2023 to 30 June 2026; and**

**2. subject to satisfactory performance allow a further 12 month optional extension from 1 July 2026 to 30 June 2027.**

Moved: Cr L Watts

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

---

**CR.09.4**

***TENDER T162324HUN - SUPPLY AND APPLICATION OF  
LINEMARKING***

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

23/258

**RESOLVED**

**That Council:**

**1. accept the following tenders:**

- **Complete Linemarking Services Pty Ltd**
- **Dolphin Line Marking Pty Ltd t/a Dolphin Line Marking**
- **J&M Road marking Specialists Pty Ltd**
- **Oz Linemarking NSW Pty Ltd**
- **Jenelad Pty Ltd t/a Whiteline Road Services**
- **Workforce Road Services Pty Ltd**

**as a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 October 2023 to 30 September 2025; and**

**2. subject to satisfactory performance allow a further 12 month optional extension from 1 October 2025 to 30 September 2026.**

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

---

**CR.09.5**

***TENDER T142324HUN - TREE MAINTENANCE***

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

23/259

**RESOLVED**

**That Council:**

**1. accept the following tenders:**

- **Active Tree Services Pty Ltd t/as Active Tree Services**
- **Asplundh Tree Expert (Australia) Pty Ltd t/as Summit Open Space Services**
- **D&C Tree Services Pty Ltd**
- **Garwood Tree Services Pty Ltd**
- **TLC Business Group Pty Ltd t/as Hunter Tree & Lawn Care**
- **TreeServe Pty Ltd**

**as a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 October 2023 to 30 September 2025; and**

**2. subject to satisfactory performance allow a further 12 month optional extension from 1 October 2025 to 30 September 2026.**

Moved: Cr B McKenzie

Seconded: Cr T Clout

CARRIED UNANIMOUSLY

---

**CR.09.6**

***TENDER T032324HUN - SUPPLY AND DELIVERY OF  
STATIONERY***

**RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance

**AUTHOR:** John Reijn - Stores and Purchasing Supervisor

*This matter is considered to be confidential under Section 10A(2) (d i) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

23/260

**RESOLVED**

**That Council:**

1. accept the following tenders:
  - Australian Graphic and Office Supplies Pty Ltd t/a Stuart and Dunn Office Choice
  - Sharp Electronics Newcastle Unit Trust t/a Sharp officeas a Panel Source of suppliers, providing the best value to the Upper Hunter Shire Council for the period 1 July 2023 to 30 June 2025; and
2. subject to satisfactory performance allow a further 12 month optional extension from 1 July 2025 to 30 June 2026.

Moved: Cr T Clout

Seconded: Cr A Williamson

CARRIED UNANIMOUSLY

**RETURN TO OPEN MEETING**

23/261

**RESOLVED**

**That the meeting move back into Open Council.**

Moved: Cr T Clout

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 6.04PM.