



NOTICE OF MEETING

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993* that a **Meeting of Singleton Council** will be held in the **Council Chambers, Queen Street Singleton**, on **Tuesday 19 April 2022**, commencing after the Public Forum at **5.30PM**.

Emergency Evacuation - Council Chambers

In case of an emergency, for example a fire, please evacuate the building via the marked exit doors (*Mayor points to the doors*). The order to evacuate may be signified by an alarm siren or by a Council officer or myself. Please proceed to the green "emergency assembly area" signs either near the cycleway on Queen Street (*Mayor points in direction of Queen Street*) or at the other side of the carpark towards the Gym & Swim (*Mayor points again*). An instruction to evacuate to a marked area should be followed without delay to assist Council in ensuring the Health and Safety of all staff and visitors.

Privacy/Webcasting

In accordance with the *NSW Privacy & Personal Information Protection Act, 1998*, you are advised that all discussion held during the Open Council Meeting is public information. This will include any discussion involving the Mayor, a Councillor, staff member or a member of the public. All persons present or attending via audio-visual link should withhold from making public comments about another individual without seeking the consent of that individual in the first instance.

Please be aware that Council webcasts its Open Council Meetings via its website. All persons should refrain from making any remarks that could potentially be considered defamatory. Council accepts no liability for any defamatory remarks made during the course of the Council Meeting. No other persons are permitted to record the Meeting, unless specifically authorised by Council to do so.

General

All persons present either in the Council Chambers or via audio-visual link are requested to turn their mobile devices to silent during the course of the Council Meeting. Any persons attending via audio-visual link are required to have their camera on at all times.

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 Singleton 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.

AGENDA

PAGE

Opening of Meeting

Acknowledgement of Country

I would like to begin by paying my respects to Elders past and present of the Wanaruah, Wonnarua people and acknowledge their custodianship of the land on which we are meeting today. I also pay my respects to all Aboriginal people from other nations that are here today and live in Wanaruah, Wonnarua country.

Apologies and applications for a leave of absence by Councillors

Confirmation of Minutes

1. 15 Mar 2022

Matters Arising from Minutes

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Withdrawal of Items/Late Items of Business

Mayoral Minute(s)

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Questions with Notice

Jason Linnane
GENERAL MANAGER

MEETING PRINCIPLES

Council and Committee meetings should be:

- *Transparent:* Decisions are made in a way that is open and accountable.
- *Informed:* Decisions are made based on relevant, quality information.
- *Inclusive:* Decisions respect the diverse needs and interests of the local community.
- *Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- *Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- *Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- *Effective:* Meetings are well organised, effectively run and skilfully chaired.
- *Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

GM22/22. Leave of Absence - Cr Hollee Jenkins**FILE: 21/00157**

Executive Summary

The purpose of this report is to advise that Cr Hollee Jenkins has applied for a leave of absence from Council from 1 May 2022 to 31 May 2022 inclusive due to travel.

RECOMMENDED that Council grant leave of absence to Cr Jenkins from 1 May 2022 to 31 May 2022 inclusive.

Attachments

There are no attachments for this report.

**GM23/22. United Wambo Voluntary Planning Agreement (VPA)
Community Committee****FILE: 20/00460**

Executive Summary

The purpose of this report is to seek Council's endorsement of the community member nominee required for the United Wambo Voluntary Planning Agreement (VPA) Community Committee.

RECOMMENDED that Council endorse the community member nominee Brian Atfield, resident of Jerrys Plains, to participate on the United Wambo Voluntary Planning Agreement Community Committee.

Report

The United Wambo VPA Community Committee has two (2) member vacancies as these members have moved out of the Local Government Area.

As per the Terms of Reference the Committee may have up to five (5) community members and an alternate community member. The latest nomination will fill one of the community member positions, leaving one community member position and the alternate community member position available.

Mr Atfield is a long-standing member of the Jerrys Plains village and submitted a nomination form seeking to become a Committee member.

The Committee's functions are to consult with the community to ascertain needs and opportunities for projects that can be considered for funding from the VPA. The Committee recommends to Council projects which would build sustainability and enhance the quality of life within the community.

Mr Atfield met the selection criteria for Committee members and provided proof that he is a local resident of Jerrys Plains.

Community Strategic Plan

The outline of the Committee and its functions align to the following themes of the Community Strategic Plan 2017-2027.

Our People

- 1.1 Provide services and facilities that meet the needs of our Community at different stages of life

Our Places

- 2.5 Promote and facilitate sustainable village living

Our Environment

3.1 Collaborate to enhance, protect and improve our environment

Our Economy

4.8 Foster initiatives that strengthen Singleton's brand identity

Our Leadership

5.6 To lead, govern and regulate in an ethical, equitable and transparent way

Delivery Program/Operational Plan

1.1.1 Integrate Council's Community Development Strategies to encompass all stages of life and community

2.5.1 Enhance the visual and public amenity of villages through the implementation of the Village Master Plans

3.1.3 Support community organisations to obtain funding for environmental projects

4.8.1 Develop and implement quality visual representation of Singleton as a lifestyle and investment destination

5.6.4 Meet Governance Compliance and Reporting Requirements

Council Policy/Legislation

- *Local Government Act, 1993*
- *Local Government (General) Regulations, 2021*

Financial Implications

Endorsing the community member nominee for the United Wambo VPA Community Committee will have no direct financial implications for Council. It will however facilitate the expenditure of funds from the VPA to be allocated to community projects in the Jerrys Plains and Warkworth villages within an agreed governance process.

Consultation/Social Implications

The formation of the VPA Community Committee involved an Expression of Interest process and active recruitment with the assistance of Glencore personnel.

Environmental Consideration

All projects undertaken will be required to demonstrate they are environmentally sustainable.

General Manager's Report (Items Requiring Decision) - GM23/22

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not meet the Terms of Reference by not endorsing the community member to the committee which may lead to reputational damage	High	Adopt the recommendation	Low	Yes
There is a risk that Council will be seen as not providing the opportunity for the community to be represented, which may lead to reputational damage.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Endorse the following community member to participate on the United Wambo VPA Community Committee:
 - Brian Atfield – resident of Jerrys Plains
2. Not endorse the community member to participate on the United Wambo VPA Community Committee.

Option one is recommended.

Conclusions

It is recommended that Council endorse the community member nomination, Brian Atfield to participate on the Community Committee to assist in the delivery of positive community benefits from the United Wambo VPA.

Attachments

There are no attachments for this report.

DCCS11/22. Road Naming - Johnston Court, Sedgefield**FILE: 21/00509**

Executive Summary

The purpose of this report is for Council to consider the naming of a proposed road as part of DA 307/2013 at Sedgefield.

RECOMMENDED that:

1. Council endorse the road name Johnston Court and call for public submissions on the proposed name.
2. Should no negative submissions be received:
 - a) Council formally adopt the name
 - b) Signpost Johnston Court
 - c) Publish a notice of the new name in the NSW Government Gazette.
3. Should any negative submissions be received, a further report be considered by Council prior to adoption of a name.

Report

The proposed road is situated within Lot 15 DP 1254323 and extends in a westerly direction for a length of 200m. If approved, this name will be a unique road name in the Singleton Local Government Area (LGA).

A copy of the proposed plan is provided as **Attachment 1**.

The name Johnston has been chosen by the developer from Council's pre-approved road name list, which was endorsed by Council on 15 December 2003.

The proposed road name is named after John Johnston who was born in London in 1797 and emigrated to Australia in 1802. He lived and worked as a farmer in the Hawkesbury area until 1824, when he set out for the Hunter on a promise of a land grant. He selected a portion of land, which formed the nucleus of the town of Singleton and named it Clydesdale. In 1855 he was appointed to the Commission of the Peace and for many years he was a trustee and ruling elder of St Andrews Church.

The name has also been reviewed and pre-approved for use within the Singleton LGA by the Geographical Names Board, which reviews and monitors usage of roads, as well as the Addressing Information Policy.

Community Strategic Plan**Our Environment**

- 3.6 Increase the planning and preparedness for natural disasters.

Our Leadership

- 5.1 Council's service delivery is aligned with our community's needs and delivered the best way possible.

Delivery Program/Operational Plan

The adoption of the road name will not impact Council's Delivery Program/Operational Plan.

Council Policy/Legislation

The adoption of this road name will be carried out in accordance with the following:

- *Roads Act, 1993*
- *Roads Regulation (2018)*
- NSW Address Policy and User Manual – May 2021.

Financial Implications

The expense to Council is minimal and is allowed for in Council's operating budget.

The naming of this road does not change the ownership, rights or obligations and there will be no further financial implications.

Consultation/Social Implications

The proposal if endorsed by Council, will be advertised in the Singleton Argus and Hunter River Times. The community will be given 28 days to provide submissions on the name.

Any negative submissions received will be considered in a further report by Council. If no negative feedback is received, the name will be recommended by Council and will be made official via a notice of the new name in the NSW Government Gazette.

Environmental Consideration

There are no environmental considerations.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk to Council that roads will not be named which may lead to residents not being found /or emergency services being delayed to a property.	Medium	Adopt the recommendation	Low	Yes

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not name a road in accordance with current processes / legislation, which may lead to Council's reputation being impacted.	Medium	Adopt the recommendation	Low	Yes
There is a risk of that Council incurs legal implications and associated costs if we do not name in accordance with current processes	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council endorse the road name Johnston Court and call for public submissions on the proposed name.
 - a. Should no negative submissions be received:
 - i. Council formally adopt the name
 - ii. Signpost Johnston Court
 - iii. Publish a notice of the new name in the NSW Government Gazette.
 - b. Should any negative submissions be received, a further report be considered by Council prior to adoption of a name.
2. Reject the proposed road name and seek an alternate name.

Option one is recommended.

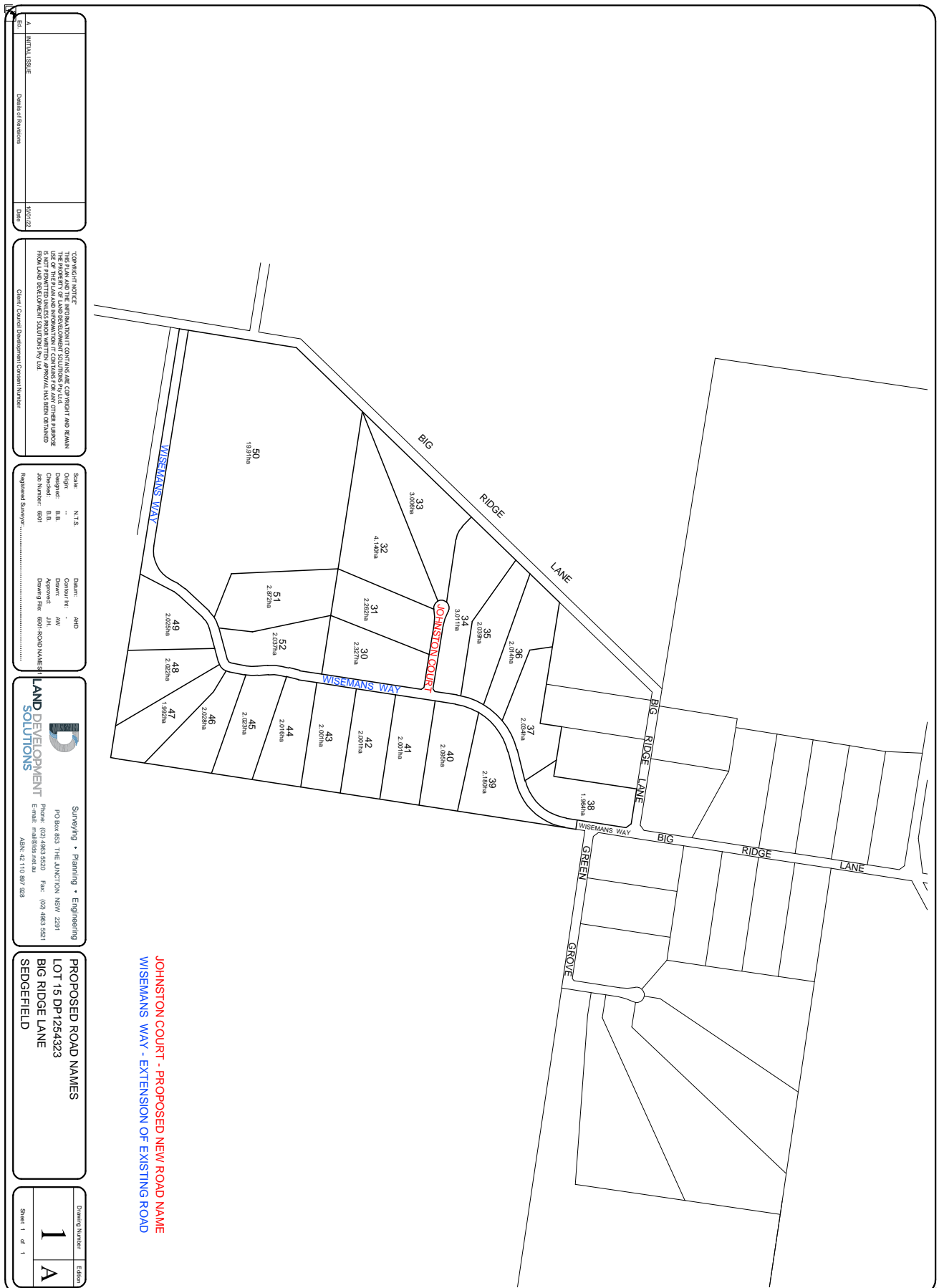
Conclusions

It is recommended that Council endorse the road name Johnston Court for public submissions and community consultation.

If no objections are received to the proposed name, it is recommended that the name is adopted and signposted.

Attachments

AT-1 [↓](#) Plan - Proposed Johnston Court SEDGEFIELD



12. 2022/23 Revenue Policy - Rating Policy**FILE: 21/00620**

Executive Summary

The purpose of this report is to advise Council of the proposed Rating Policy that has been included in Council's Revenue Policy which is contained within Council's draft Operational Plan 2022/23.

Section 405 of the *Local Government Act, 1993 (the Act)* requires a Council to include in its draft Operational Plan the Council's Revenue Policy. Incorporated in the Revenue Policy is information regarding Council's Rating Policy. The Rating Policy details each ordinary rate and each special rate which is proposed to be levied.

RECOMMENDED that Council adopt the following Rating Policy for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*:

- 1) Council applies to IPART for a one-off Additional Special Variation (ASV) to its rates for 2022/23 of 2.0% total rates increase in accordance with its existing Long Term Financial Plan (LTFP)
- 2) Council's 2022/23 rate yield be increased by:
 - a) If approved by IPART, 2.0% as per Council's previously adopted LTFP
 - b) If the ASV is not approved by IPART, 0.7%
 - c) Plus, Council's approved catch-up amount as advised by the Office of Local Government of \$7,516
- 3) A rating structure consisting of the following categories/subcategories:

Rate Category	Subcategory
Residential	Singleton Rural Residential Village Ordinary
Business	Singleton Mount Thorley Village Ordinary
Farmland	Ordinary
Mining	Coal

Report

Section 405 of the Act requires a Council to include in its draft Operational Plan the Council's Revenue Policy. Council's Revenue Policy details the proposed Rating Policy that will be used for the 2022/23 Financial Year, which has been reproduced below.

Rating Policy

2022/23 Consideration

Section 494 of the NSW *Local Government Act, 1993* requires Council to make and levy ordinary rates for each financial year.

In accordance with the provisions of Section 514 of *the Act*, all parcels of rateable land in the Council's area have been declared to be within one or other of the following categories:

Farmland	Mining
Residential	Business

The determination of the category for each parcel of land is done in accordance with the definitions set out in Sections 515, 516, 517, 518 and 519 of *the Act*. The classification that applies to each parcel of land is printed on the annual rate notice that is issued. Section 524 of *the Act* requires a rateable person (or the person's agent) to notify the council within 30 days after the person's rateable land changes from one category to another.

A general revaluation of the Singleton Local Government Area (LGA) took place during 2019, with a base date of 1 July 2019. The 2022/23 rating year will be the third year in which these valuations will be used for the calculation of Council's General Purpose Rating Income.

The Independent Pricing and Regulatory Tribunal (IPART) determined the rate pegging limit for 2022/23 to be 0.7% for Singleton Council. However, in response to submissions from NSW councils, the Office of Local Government issued Circular 22-03 - Guidelines for Additional Special Variation (ASV) Process for 2022/23. That Circular will allow councils to apply to IPART for an additional special variation of either:

- 2.5% or
- the rate pegging estimate which was included in Council's 2021/22 Long Term Financial Plan (LTFP) (which was 2.0% for Singleton Council), whichever is the lower.

Under these guidelines Singleton Council may apply for a 2.0% ASV for 2022/23, which is the increased amount shown in the current LTFP adopted by Council 21 June 2021 and means no change from the existing plan. There is an application process and while Council does not yet know the outcome, Council is confident it can demonstrate that despite improving efficiencies, a 0.7% increase would make it difficult for Council to meet its financial commitments in 2022/23.

Further, a 0.7% increase would make it difficult for Council to meet its financial commitments beyond 2022/23. Therefore, it is recommended Council apply for the additional special variation to be permanent (kept in the rates base).

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS12/22

IPART will:

- accept applications from councils up to 29 April 2022
- publish applications to enable community consultation for a period of at least 3 weeks and
- will notify councils of its decision no later than 21 June 2022.

Council may adopt the determination by IPART which could be either:

- a 2.0% Additional Special Variation
- or a 0.7% rate pegging limit
- or any other increase that IPART may determine for 2022/23 for Singleton Council.

Singleton Council's Rating Summary for 2022/23 is shown below and is based on a 2.0% rate peg in accordance with the current LTFP and the ASV application. If in the unlikely event that Council is unsuccessful in its ASV application, Council will reduce the rates increase to a 0.7% rates increase.

Council's 2021/22 Statement of Compliance Return in relation to the calculation of the Notional Yield indicated the Notional Yield was below the Permissible General Income by \$7,516. This amount has been added to the percentage increase as per Section 511 of *the Act*. This catch up amount along with the proposed rate peg increase of 2.0% represents a 2.03% increase in rate yield for the 2022/23 financial year.

In accordance with section 494 of *the Act*, the following Ordinary Rates are proposed:

2022/23 RATING SUMMARY						
Rate Type	Category	Sub-Category	Ad Valorem Amount Cents in \$	Base Amount \$	% of Total Rate	Rate Yield \$'000
Ordinary	Residential	Singleton	0.6735	248	21.05	6,597
Ordinary	Residential	Rural	0.5186	248	14.92	1,713
		Residential				
Ordinary	Residential	Village	0.4647	248	31.61	254
Ordinary	Residential	Ordinary	0.266	248	20.64	2,937
Ordinary	Business	Singleton	1.1585	248	7.74	1,663
Ordinary	Business	Mount Thorley	1.1469	248	6.11	337
Ordinary	Business	Village	1.0345	248	17.79	41
Ordinary	Business	Ordinary	0.3597	248	16.12	449
Ordinary	Farmland	Ordinary	0.3006	248	10.05	1,636
Ordinary	Mining	Coal	0.6825			8,472
Total Yield						24,099

Council's rating structure includes a combination of ad valorem and base amounts. The following explains these different methods of levying rates.

- Ad valorem - is the levying of rates by multiplying land value by a rate in the dollar
- Base amounts - are a set charge for every assessment in the rating category and is used to recover the costs of common services and facilities more equitably amongst all ratepayers, rather than distributing these costs on a land value basis.

For a majority of categories, the rating structure comprises a combination of ad valorem and base amounts. As mentioned above, this provides for an equitable distribution of the overhead costs which apply to all ratepayers and then a rate on the land value of the property.

The following categories are proposed for 2022/23:

Residential

There are four sub-categories in the Residential category.

Residential Singleton - applies to land within the Singleton town area which has a dominant residential use (other than as a hotel, motel, guest-house, backpacker hostel or nursing home or for any other form of residential accommodation, not being a boarding house or lodging house, prescribed by the Regulations); or zoned for residential purposes;

Residential Rural Residential - applies to land with a dominant residential use, located in or near a residential subdivision which is outside the NSW Fire Brigade Area and is located within 225 metres of a water main. The majority of these properties are situated on the fringe of Singleton and Branxton;

Residential Village - applies to land which has a dominant residential use and is located within a village area; and

Residential Ordinary - applies to all land which has a dominant residential use and cannot be categorised in any of the other residential categories.

Business

The Business category consists of four sub-categories:

Business Singleton - applies to land within Singleton town area, which cannot be categorised as farmland, residential or mining;

Business Mount Thorley - applies to land situated in the Mount Thorley industrial area, which cannot be classified as farmland, residential or mining;

Business Village – applies to land situated in a village area, which cannot be classified as farmland, residential or mining; and

Business Ordinary - applies to land within the Singleton Local Government Area, other than those categorised as Business Singleton, Business Mount Thorley and Business Village, which cannot be categorised as farmland, residential or mining.

Farmland

Council proposes to levy a *Farmland Ordinary* rate on all properties satisfying the farmland definition. The rate will apply to all farming properties within the Singleton Local Government Area.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS12/22*Mining

This category consists of one sub-category *Mining Coal* which applies to all parcels of rateable land held or used for coal mining purposes.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this matter:

Our Leadership

- 5.7 Infrastructure services, facilities and Council are managed in a financially sustainable way.

Delivery Program/Operational Plan

The adoption of the draft Revenue Policy - Rating Policy will meet the following outcomes of Council's Delivery Program and Operational Plan:

- 5.7.6 Develop annual Operational Plan budget and review the Long Term Financial Plan.
 - 5.7.6.1 Develop the annual budget including Fees and Charges for adoption by Council by 30 June each year.

Council Policy/Legislation

Sections 405, 494, 514 – 519, and 524 of the *Local Government Act, 1993*.
Revenue Policy.

Council's Hardship Policy is also relevant, as this policy provides financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of rates and charges.

Financial Implications

If IPART approves the ASV, Council will generate \$24.099 million in general rate income to fund essential services, which are provided to the community along with funding to enable Council to maintain its infrastructure assets at the required level and to remain a financially sustainable entity.

Consultation/Social Implications

A Councillor briefing regarding the proposed rating structure as part of the Operational Plan 2022/23 was held on 1 March 2022 and a further Councillor briefing on rates was held on 12 April 2022.

The draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days in accordance with the requirements of the *Local Government Act, 1993*.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS12/22

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of non-compliance with the <i>Local Government Act 1993</i> should Council not publicly exhibit the draft Rating Policy which may lead to financial loss should it be found that Council's rates are illegal.	High	Adopt the recommendation	Low	Yes
There is a risk of community dissatisfaction with the level of rate increases at this moment which may lead to reputational damage to Council.	Medium	Develop communications plan to explain increases and advising of Council's Hardship Policy to assist ratepayers experiencing financial hardship.	Low	Yes
There is a risk of not increasing rates this year by the full rate peg limit which may lead to longer term financial impacts and the ability of Council to provide services to the Community.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council adopt the following Rating Policy for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*:

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS12/22

- a) Council applies to IPART for a one-off Additional Special Variation (ASV) to its rates for 2022/23 of 2.0% total rates increase in accordance with its existing Long Term Financial Plan (LTFP).
- b) Council's 2022/23 rate yield be increased by:
- i) If approved by IPART, 2.0% as per Council's previously adopted LTFP
 - ii) If the ASV is not approved by IPART, 0.7%
 - iii) Plus, Council's approved catch-up amount as advised by the Office of Local Government of \$7,516.
- c) A rating structure consisting of the following categories/subcategories:

Rate Category	Subcategory
Residential	Singleton Rural Residential Village Ordinary
Business	Singleton Mount Thorley Village Ordinary
Farmland	Ordinary
Mining	Coal

2. Council does not apply for an ASV and adopts a 0.7% rates increase, which would have negative short and long term impacts.

Option one is recommended.

Conclusions

Adopting a rating policy to take up a 2.0% general rate increase in line with Council's previously adopted Long Term Financial Plan and the proposed ASV application to IPART.

Attachments

There are no attachments for this report

13. 2022/23 Revenue Policy - Domestic Waste Management Charges**FILE: 21/00620****Executive Summary**

The purpose of this report is to advise Council of the proposed Domestic Waste Management Services (DWM) Charges that have been included in Council's Revenue Policy which is contained within Council's draft Operational Plan 2022/23.

Section 405 of the *Local Government Act, 1993* (the Act) requires a Council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan.

RECOMMENDED that Council adopt the following Domestic Waste Management Services Charges for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*:

Domestic Waste Management Services Charges

Urban / Villages

Weekly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$550.00
Weekly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$590.00
Additional weekly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly garden organics (240L)	\$100.00
Additional fortnightly recycling service (360L)	\$125.00
Minimum domestic waste service charge	\$35.00

Rural

Fortnightly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$470.00
Fortnightly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$520.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$100.00

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS13/22

Additional fortnightly garden organics (240L)	\$150.00
Additional fortnightly recycling service (360L)	\$125.00
Minimum domestic waste service charge	\$35.00

Commercial Urban

Weekly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$495.00
Weekly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$545.00
Additional weekly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly garden organics (240L)	\$100.00
Additional fortnightly recycling service (360L)	\$125.00

Commercial Rural

Fortnightly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$495.00
Fortnightly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$545.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly garden organics(240L)	\$150.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly recycling service (360L)	\$125.00

Report

Council's Revenue Policy details the proposed DWM Services charges that will be levied for the 2022/23 Financial Year, which have been reproduced below.

Domestic Waste Management Services

Council operates a separate financial charging and cost accounting system to ensure that waste management services are provided at full cost recovery to consumers, with income received from waste charges not exceeding the cost to Council of providing these services.

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Section 496 of the Act provides that *'a Council must make and levy a charge for each year for the provision of domestic waste management services for each parcel of rateable land for which the service is available'*.

Section 504(3) provides *'Income obtained from charges for domestic waste management must be calculated so as not to exceed the reasonable cost to the Council for providing those services'*.

Domestic waste is defined as waste on domestic premises of a kind and quantity ordinarily generated on domestic premises and includes waste that may be recycled but does not include sewage. DWM services are those services that comprise the periodic collection of domestic waste from individual parcels of rateable land and services that are associated with the collection and includes weekly garbage collections, fortnightly recycling and organics collections, bulk waste collection, recycling programs to reduce domestic waste (eg mattress drop off days), education, waste audits, processing and disposal of collected materials (including landfill disposal) and the payment of relevant section 88 levy to the NSW Environment Protection Agency (EPA). The DWM Charge should also be based on the expected level of service delivery (including any future changes to services), any existing surplus or deficit, and any potential changes to service delivery costs in future years. This is particularly relevant in the current recycling climate, where changes to industry may result in future adjustments to the cost of processing recyclable materials. Council carefully monitors the consequences of these changes, in both the short and long term.

In determining the amount of a DWM charge, council must have regard to a number of things, including the purpose of the service, the nature, extent and frequency of the service, the cost of providing the service, the categorisation for rating purposes of the land and the nature and use of premises.

The Singleton Waste Management Facility pays a Waste and Environment Levy (Waste Levy) to the EPA on all waste received, including domestic waste collections. It is estimated that the 2022/2023 waste levy will rise from the current \$84.70 per tonne to \$86.00 (actual is to be advised by EPA in June 2022). The payment of the Waste Levy is included in the DWM charge for all services, and the Fees and Charges Schedule for leviable wastes. It has been estimated that the amount of the levy payable for 2022/2023 will be \$603,500 for domestic waste and \$774,000 for other leviable waste received at the Waste Management Facility.

The landfill disposal plan completed in 2014/15 shows that the Singleton landfill has a lifespan of more than 50 years at an estimated disposal rate of about 15,000 tonnes per annum. This rate of disposal from the red residual bin from households has previously decreased since 2016, which is attributable to the introduction of the garden organics service in 2017. However, this figure has increased in the past 2 years, likely as a result of the COVID pandemic changing the amount of time people are spending at home. It is anticipated that the volume of waste disposed of in the red bin will decline with the introduction of a food organic service in 2024.

In late 2019, Council undertook a review of the rehabilitation liability for the Waste Management Facility. This review was necessary to determine whether council has allowed enough funds in the waste reserve to provide for the long-term rehabilitation costs

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associated with the landfill site. This review has resulted in an increase to the rehabilitation provision, resulting in a subsequent increase to both the DWM Charge and the Waste Management Facility gate fees.

In accordance with section 496(1) of the Act a minimum DWM Service Charge will be raised for each rateable assessment on a DWM route, which is not charged for a regular kerbside DWM Service.

The DWM Charges allow for the provision of the following services:

URBAN

- Weekly collection of red 240L mobile waste bins for general waste
- Fortnightly collection of either 240L or 360L yellow recyclables bin
- Fortnightly collection of green 240L garden organic bin
- Annual kerbside collection of bulk wastes (including scrap steel)
- One trailer load of general mixed waste (maximum 300kg) to Singleton Waste Management Facility per annum free of charge
- Recycling of household quantities of recyclable products at the Singleton Waste Management Facility Community Recycling Centre is free of charge.

RURAL

- Fortnightly collection of red 240L general waste bin
- Fortnightly collection of either 240L or 360L yellow recyclables bin
- Fortnightly collection of green 240L garden organic bin
- One box trailer load of general mixed waste (maximum 300kg) to Singleton Waste Management Facility per annum free of charge
- Recycling of household quantities of recyclable products at the Singleton Waste Management Facility is free of charge
- Annual kerbside collection of bulk wastes (including scrap steel).

COMMERCIAL URBAN (OPTIONAL)

These charges will be applied to businesses and non-rateable assessments who elect to have a waste service

- Weekly collection of red 240L mobile waste bins for general waste
- Fortnightly collection of either 240L or 360L yellow recyclables bin
- Fortnightly collection of green 240L garden organic bin
- Trailer vouchers are not accessible to commercial customers.

COMMERCIAL RURAL (OPTIONAL)

These charges will be applied to businesses and non-rateable assessments who elect to have a waste service

- Fortnightly collection of red 240L mobile waste bins for general waste
- Fortnightly collection of either 240L or 360L yellow recyclables bin

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- Fortnightly collection of green 240L garden organic bin
- Trailer vouchers are not accessible to commercial customers.

UNOCCUPIED URBAN LOTS

- A minimum charge is applied to unoccupied urban lots, as per section 496(1) of the Act, as detailed in the table below.

The proposed DWM Charges for the 2022/23 financial year are as follows:

Urban / Villages

Weekly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$550.00
Weekly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$590.00
Additional weekly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly garden organics (240L)	\$100.00
Additional fortnightly recycling service (360L)	\$125.00
Minimum domestic waste service charge	\$35.00

Rural

Fortnightly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$470.00
Fortnightly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$520.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly garden organics (240L)	\$150.00
Additional fortnightly recycling service (360L)	\$125.00
Minimum domestic waste service charge	\$35.00

Commercial Urban

Weekly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$495.00
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Weekly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$545.00
Additional weekly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly garden organics (240L)	\$100.00
Additional fortnightly recycling service (360L)	\$125.00

Commercial Rural

Fortnightly general waste (240L), fortnightly recycling (240L), fortnightly garden organics (240L)	\$495.00
Fortnightly general waste (240L), fortnightly recycling (360L), fortnightly garden organics (240L)	\$545.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly garden organics (240L)	\$150.00
Additional fortnightly recycling service (240L)	\$100.00
Additional fortnightly recycling service (360L)	\$125.00

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this matter:

Our Environment

- 3.3 Promote efficient water and waste management and increase reuse and recycling.

Delivery Program/Operational Plan

The adoption of the recommendation will meet the following outcomes of Council's Delivery Program and Operational Plan:

- 3.3.2 Implement the Singleton Waste Strategy 2013-2031.

- 3.3.2.1 Review and implement the Singleton Waste Strategy aligned to the NSW Waste Strategy.

Council Policy/Legislation

The collection and management of waste is regulated under the *Protection of the Environment Operations (Waste) Regulation 2014*, *Waste Avoidance and Resource*

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Recovery Act 2001 and is undertaken in accordance with the Environment Protection Authority's (EPA) Waste Avoidance and Resource Recovery Strategy, the [Hunter / Central Coast Waste Avoidance and Resource Recovery \(WARR\) Strategy 2017-21](#) and Council's Waste Strategy 2013 – 2031.

The setting of the DWM charge is provided for through section 405, 496 and 504 of the Act, and Council's Revenue Policy.

Council's Hardship Policy will also be relevant, as this policy provides financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of rates and charges.

Financial Implications

Estimated revenue of \$4,650,953 to be generated from DWM charges has been included in Council's Revenue Policy and Draft Operational 2022/23 Budget.

Consultation/Social Implications

A Councillor Briefing regarding the draft 2022/23 Operational Plan was held on 1 March 2022.

The draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days in accordance with the requirements of the Act.

Environmental Consideration

There are no environmental impacts from the proposed charges.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council's waste management charges are not in line with legislative requirements which may lead to legal action, fines and penalties.	Low	Adopt the proposed service charges as outlined in the report	Low	Yes
There is a risk of community dissatisfaction with the level of fee increases which may lead to reputational damage to Council.	Medium	Prepare a communications plan to explain the reasons for the increased costs and provide a rebate scheme to assist those	Low	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
		ratepayers experiencing financial hardship.		
There is a risk that not increasing the DWMC as recommended will result in an increased draw down on the Waste Reserve impacting the future viability of the Waste Management Facility	High	Adopt the recommendation.	Low	Yes

Options

The following options are available to Council:

1. That Council adopt the following Domestic Waste Management Services Charges for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*.
2. Amend the charges, which may lead to insufficient funding to provide the DWM service.

Option one is recommended.

Conclusions

Council operates a separate financial charging and cost accounting system to ensure that Waste Management Services are provided at full cost to consumers, with income received from waste charges not exceeding the cost to Council of providing these services.

Attachments

There are no attachments for this report

14. 2022/23 Revenue Policy - Water Charges**FILE: 21/00620****Executive Summary**

The purpose of this report is to advise Council of the proposed Water Charges that have been included in Council's Revenue Policy which is contained within Council's draft Operational Plan 2022/23.

Section 405 of the *Local Government Act, 1993* (the Act) requires a Council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan.

RECOMMENDED that Council adopt the following Water Charges for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23, which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*:

1. Singleton Water Supply:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre Up to 450kL/ Above 450kL
Singleton Water Charge – Residential & Non-Residential	Access Charge	\$181.29	2.32/3.48
	20 mm Service	\$181.29	2.32/3.48
	25 mm Service	\$283.27	2.32/3.48
	32 mm Service	\$464.10	2.32/3.48
	40 mm Service	\$725.16	2.32/3.48
	50 mm Service	\$1,133.06	2.32/3.48
	65 mm Service	\$1,914.88	2.32/3.48
	80 mm Service	\$2,900.64	2.32/3.48
	100 mm Service	\$4,532.25	2.32/3.48
	150 mm Service	\$10,197.56	2.32/3.48
	Above Obanvale	\$36.26	2.32

Note: Obanvale and non-residential customers are not subject to the step charge for using greater than 450kL

2. Mount Thorley Water Supply:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre
Mount Thorley Water Charge	Access Charge	\$181.29	2.32
	20 mm Service	\$181.29	2.32
	25 mm Service	\$283.27	2.32
	32 mm Service	\$464.10	2.32
	40 mm Service	\$725.16	2.32
	50 mm Service	\$1,133.06	2.32
	65 mm Service	\$1,914.88	2.32

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	80 mm Service	\$2,900.64	2.32
	100 mm Service	\$4,532.25	2.32
	150 mm Service	\$10,197.56	2.32

3. Jerrys Plains Water Supply:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre Up to 450kL/Above 450kL
Jerrys Plains	Access Charge	\$90.65	2.32/3.48
Water Charge –	20 mm Service	\$181.29	2.32/3.48
Residential &	25 mm Service	\$283.27	2.32/3.48
Non-Residential	32 mm Service	\$464.10	2.32/3.48
	40 mm Service	\$725.16	2.32/3.48
	50 mm Service	\$1,133.06	2.32/3.48
	65 mm Service	\$1,914.88	2.32/3.48
	80 mm Service	\$2,900.64	2.32/3.48
	100 mm Service	\$4,532.25	2.32/3.48
	150 mm Service	\$10,197.56	2.32/3.48

Note: Non-residential customers are not subject to the step charge for using greater than 450kL

4. Broke Water Supply:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre Up to 450kL/Above 450kL
Broke	Access Charge	\$181.29	2.32/3.48
Water Charge –	20 mm Service	\$181.29	2.32/3.48
Residential &	25 mm Service	\$283.27	2.32/3.48
Non-Residential	32 mm Service	\$464.10	2.32/3.48
	40 mm Service	\$725.16	2.32/3.48
	50 mm Service	\$1,133.06	2.32/3.48
	65 mm Service	\$1,914.88	2.32/3.48
	80 mm Service	\$2,900.64	2.32/3.48
	100 mm Service	\$4,532.25	2.32/3.48
	150 mm Service	\$10,197.56	2.32/3.48

Note: Non-residential customers are not subject to the step charge for using greater than 450kL

Report

Section 405 of the Act requires a Council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan. Council's Revenue Policy details the proposed water charges that will be levied for the 2022/23 financial year, which have been reproduced below.

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Council has a long-term financial plan in place for the Water Fund. This plan has been established to ensure that the total income generated is sufficient to meet all of long-term operations, maintenance, asset renewal and new infrastructure costs associated with the provision of water supply services. To ensure this is the case into the future, charges are annually adjusted to reflect movement in costs.

Water charges will increase in 2022/2023 by approximately 2.5%. Charges after 2022/2023 are expected to be increased by at least CPI to ensure overall revenue is in line with inflation. However, if water usage continues to decline, it may be necessary to increase water charges above CPI to adequately fund operational, asset renewal and new/upgraded asset costs. Council will continue to review the charges on an annual basis to ensure costs remain affordable for customers but also are sufficient to maintain and replace aging infrastructure within the water network.

The residential water charges consist of a fixed annual base charge and a water consumption charge. *NSW Government's Best Practice Management of Water Supply and Sewerage Guidelines* require that Council achieve a 25% base charge and 75% user charge split. This pricing arrangement sends a strong pricing signal to users to use water efficiently. Council has adjusted the charges accordingly to comply with this requirement.

The water consumption charge is a tiered usage charge, dependant on the volume used and is based on the long run marginal operating cost of the water supply system. If a threshold usage of 450 kilolitres is exceeded, a higher usage 'step' charge is applied. This charging method encourages lower water consumption and is in line with water industry best practice. The 'step' charge per kilolitre only applies to residential dwellings. Large families who may be unduly affected by the 'step charge' can apply for relief from the full effect of the charge increase with each case being treated by Council on its merits.

Charges for residential and non-residential customers have been made equivalent to be consistent with the NSW Government *Best Practice Management of Water Supply and Sewerage Guidelines*. Non-residential is defined as business, commercial and non-rateable properties. The non-residential water charges consist of a fixed annual base charge and a water consumption charge.

These customers are not subjected to the 'step' usage charge, however their base charges are levied in proportion to the size of the water service installed on the property, reflecting the load that can be placed on Council's water systems. Higher charges apply to properties with multiple or oversized water meter service connections.

The water base charge is proportional to the size of the water connection to reflect the load that can be placed on the water system. Oversized services (those greater than 20mm) attract a higher base charge, which is based on the cross sectional area of the service compared to a standard 20mm service.

Note that, pending further consideration by Council, each strata and torrens title unit will be treated as a single residential assessment with a 20mm service connection as per *NSW Best Practice Management of Water Supply and Sewerage Guidelines*.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/22***Singleton Water Supply Area:****Residential and Non-Residential Water Customers**

The usage charge was adjusted to \$2.32 per kilolitre for the first 450 kilolitres of water used to achieve the 25% base charge and 75% user charge split. For over 450 kilolitres, the usage charge is \$3.48 per kilolitre.

Business, commercial and non-rateable properties are not subjected to the step usage charge. Their base charges will continue to be levied in proportion to the size of the water service, reflecting the load that can be placed on Council's water systems.

Water Charges

Charges to be applied to Singleton residential and non-residential water supply customers in 2022/23 are as follows:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre Up to 450kL/ Above 450kL
Singleton Water Charge – Residential & Non-Residential	Access Charge	\$181.29	2.32/3.48
	20 mm Service	\$181.29	2.32/3.48
	25 mm Service	\$283.27	2.32/3.48
	32 mm Service	\$464.10	2.32/3.48
	40 mm Service	\$725.16	2.32/3.48
	50 mm Service	\$1,133.06	2.32/3.48
	65 mm Service	\$1,914.88	2.32/3.48
	80 mm Service	\$2,900.64	2.32/3.48
	100 mm Service	\$4,532.25	2.32/3.48
	150 mm Service	\$10,197.56	2.32/3.48
	Above Obanvale	\$36.26	2.32

Note: Obanvale and non-residential customers are not subject to the step charge for using greater than 450kL

It has been estimated that the total income yield for the Singleton Water Supply Area for the 2022/23 financial year will be \$6,213,573.

Mt Thorley Water Supply Area:

The Mount Thorley water charges consists of a fixed annual base charge and a water consumption charge. These customers are not subjected to the step usage charge as there are no residential customers in the supply area. Oversized services attract a higher base charge due to the additional load they place on water distribution systems.

The usage charge was adjusted to \$2.32 per kilolitre for all water used to achieve the 25% base cost and 75% user charge split.

Charges to be applied to Mount Thorley water supply customers in 2022/23 are as follows:

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Type	Category	Base Charge	Usage Charge \$ per Kilolitre
Mount Thorley Water Charge	Access Charge	\$181.29	2.32
	20 mm Service	\$181.29	2.32
	25 mm Service	\$283.27	2.32
	32 mm Service	\$464.10	2.32
	40 mm Service	\$725.16	2.32
	50 mm Service	\$1,133.06	2.32
	65 mm Service	\$1,914.88	2.32
	80 mm Service	\$2,900.64	2.32
	100 mm Service	\$4,532.25	2.32
	150 mm Service	\$10,197.56	2.32

It has been estimated that the total income yield for the Mt Thorley Water Supply Area for the 2022/23 financial year will be \$86,795.

Jerrys Plains Water Supply Area:

Due to limited size distribution mains, normally only 20mm services will be provided to properties within the village supply area. Requests for larger services, or services from locations outside the declared village supply area, will only be accepted subject to assessment of system capacity and headworks charges being levied and paid. Not all meter sizes are available in all areas.

The Jerrys Plains water supply is treated, under contract by AGL Macquarie and reticulated by Council.

The usage charge was adjusted to \$2.32 per kilolitre for all water used to achieve the 25% base cost and 75% user charge split.

Charges to be applied to Jerrys Plains residential and non-residential water supply customers in 2022/23 are as follows:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre Up to 450kL/Above 450kL
Jerrys Plains Water Charge – Residential & Non-Residential	Access Charge	\$90.65	2.32/3.48
	20 mm Service	\$181.29	2.32/3.48
	25 mm Service	\$283.27	2.32/3.48
	32 mm Service	\$464.10	2.32/3.48
	40 mm Service	\$725.16	2.32/3.48
	50 mm Service	\$1,133.06	2.32/3.48
	65 mm Service	\$1,914.88	2.32/3.48
	80 mm Service	\$2,900.64	2.32/3.48
	100 mm Service	\$4,532.25	2.32/3.48
	150 mm Service	\$10,197.56	2.32/3.48

It has been estimated that the total income yield for the Jerrys Plains Water Supply Area for the 2022/23 financial year will be \$42,980.

Broke Water Supply Area:

Due to the locality and distribution main sizes only 20mm services will be provided to properties within the village supply area. Requests for larger services or services from locations outside the declared village supply area will only be accepted subject to assessment of system capacity and headworks charges being levied and paid. Revenue from customers aims to cover operations costs and overheads, but only part of the capital costs for the scheme.

The usage charge was adjusted to \$2.32 per kilolitre for all water used to achieve the 25% base cost and 75% user charge split.

Charges to be applied to Broke residential and non-residential water supply customers in 2022/23 are as follows:

Type	Category	Base Charge	Usage Charge \$ per Kilolitre Up to 450kL/Above 450kL
Broke Water Charge – Residential & Non-Residential	Access Charge	\$181.29	2.32/3.48
	20 mm Service	\$181.29	2.32/3.48
	25 mm Service	\$283.27	2.32/3.48
	32 mm Service	\$464.10	2.32/3.48
	40 mm Service	\$725.16	2.32/3.48
	50 mm Service	\$1,133.06	2.32/3.48
	65 mm Service	\$1,914.88	2.32/3.48
	80 mm Service	\$2,900.64	2.32/3.48
	100 mm Service	\$4,532.25	2.32/3.48
	150 mm Service	\$10,197.56	2.32/3.48

It has been estimated that the total income yield for the Broke Water Supply Area for the 2022/23 financial year will be \$176,500.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this matter:

Our Leadership

- 5.1 Council's service delivery is aligned with our Community's needs and delivered the best way possible.

Delivery Program/Operational Plan

The adoption of the recommendation will meet the following the following outcomes of Council's Delivery Program and Operational Plan:

- 5.1.11 Manage Water and Sewerage operations in compliance with regulatory requirements and customer service level agreements.

5.1.11.1 Provide high quality water and sewer services that are 100% compliant with environmental and health requirements.

Council Policy/Legislation

- Section 405 of the *Local Government Act, 1993*
- Revenue Policy.

Council's Hardship Policy will also be relevant as this policy provides financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of rates and charges.

Financial Implications

Estimated revenue to be generated from water charges of \$6,519,848 has been included in Council's Revenue Policy and draft 2022/23 Budget.

Consultation/Social Implications

A Councillor Briefing on the 2022/23 Draft Operational Plan was held on 1 March 2022.

The draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days in accordance with the requirements of the *Local Government Act, 1993*.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of not having sufficient funds to meet the asset maintenance and renewal requirements related to water assets which may lead to increased asset failures and reputational damage to Council.	High	Review charges annually, adopt the recommendation	Low	Yes
There is a risk of community dissatisfaction with the level of fee increases which may lead to reputational damage to	Medium	Prepare a communications plan to explain the reasons for the increased costs and provide a	Low	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Council.		rebate scheme to assist those ratepayers experiencing financial hardship.		

Options

The following options are available to Council:

1. That Council adopt the Water Charges as detailed in the Recommendation for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23, which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*.
2. Amend the charges, which may lead to insufficient funding to provide the water services.

Option one is recommended.

Conclusions

Council has long term planning in place for the Water Fund. This asset strategy has established that the total income generated is sufficient to meet all of long term operations, maintenance, asset renewal and new infrastructure costs associated with the provision of water supply services. To ensure this is the case into the future, charges are annually adjusted to reflect movement in costs.

Attachments

There are no attachments for this report

15. 2022/23 Revenue Policy - Sewerage Charges**FILE:** 21/00620**Executive Summary**

The purpose of this report is to advise Council of the proposed sewerage charges that have been included in Council's Revenue Policy which is contained within Council's draft Operational Plan 2022/23.

Section 405 of the *Local Government Act, 1993* (the Act) requires a Council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan.

RECOMMENDED that Council adopt the following charges for the Singleton Sewerage Scheme for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*:

1. Sewerage Charges

Type	Category	Amount
Residential Customers	Sewerage Base Charge	\$765.60
Non Residential Customers	Annual Sewerage Access Charge	\$732.39
	Sewerage access charge for a 20mm diameter water supply connection	\$732.39
	Sewer Usage Charge	\$2.29
Miscellaneous Charges	Pump Maintenance Charge per pump module	\$258.30
	Annual Liquid Trade Waste Fee	\$107.64
	Trade Waste Usage Charge kL	\$1.80
On-Site Sewage Management (OSSM)	Annual Charge	\$72.00

Report

Section 405 of the Act requires a council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan. Council's Revenue Policy details the proposed Sewerage and Liquid Trade Waste charges that will be levied for the 2022/23 Financial Year, which have been reproduced below.

Council has a long-term financial plan in place for the Sewer Fund. This plan has established that the total income generated is sufficient to meet all long-term operations,

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maintenance, asset renewal and new infrastructure costs associated with the provision of sewer supply services. To ensure this is the case into the future, charges are annually adjusted to reflect movement in costs.

To adequately fund operational, asset renewal and new/upgraded assets, sewerage bills will increase in 2022/2023 and 2023/2024 by approximately 8.5% annually. Charges after 2023/2024 are expected to be increased by at least CPI to ensure overall revenue is sufficient to fund sewer operations. Council will continue to review the charges on an annual basis to ensure costs remain affordable for customers but also are sufficient to maintain and replace aging infrastructure within the sewer network.

Sewerage and Liquid Trade Waste Charges**Description of the Sewer Billing System**

Since the 2008/09 financial year, Council has applied a user pays pricing to all commercial sewer users based on the *NSW Government's Best Practice Framework for Water and Sewer Supplies*. The guidelines require all sewerage and liquid trade waste dischargers to pay usage-based bills.

Residential sewerage dischargers currently pay a uniform annual charge based on the cost to treat their combined discharge to sewer. As a whole, they meet an equitable share of the cost of the sewerage system and treatment. The recommended uniform base charge for 2022/23 is \$765.60. Note that, pending further consideration by Council, each strata and torrens title unit will be treated as a single residential assessment with a standard residential service connection as per *NSW Best Practice Management of Water Supply and Sewerage Guidelines*.

For non-residential customers, sewerage bills will be based on a two-part tariff consisting of an annual access charge and a uniform usage charge per kilolitre discharged.

The sewerage access charge is proportional to the size of the water connection to reflect the load that can be placed on the sewer system, and the usage charge reflects the marginal costs of Council's sewerage business. It is applied to the estimated volume discharged into the sewer system. The method by which this is achieved is by the use of a sewerage discharge factor (determined for each business type).

The access charge non-residential customers for 2022/23 is \$732.39 and the usage charge is \$2.29.

Note that, pending decision of Council, a block of company or community title units or flats will be treated as a single non-residential assessment as per *NSW Best Practice Management of Water Supply and Sewerage Guidelines*.

It has been estimated that the total income yield for the Singleton sewerage area for the 2022/23 financial year will be \$5,583,863.

Pressure Sewer Services

Council has adopted pressure sewer system as an acceptable alternative to conventional gravity systems in certain circumstances. The Maison Dieu area is designated as a

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reticulated pressure sewer area. However, where pressure sewer systems prove to be the most appropriate technology for a particular connection, it may be utilised as the means for providing sewerage services to other areas.

Properties located within the pressure sewer system area require an individual pressure sewer system installed within the allotment, connected to the sewer main in the street. All pressure sewer systems are subject to an Installation and Maintenance and Service Agreement. Currently, Council undertakes this work for an annual fee.

The pump maintenance fee for 2022/23 is recommended to be set at \$258.30, which is charged in addition to any other sewer charges applicable to the property. Customers with a simplex pump unit will pay \$258.30, a duplex pump unit will pay \$516.60 and a triplex pump unit will pay \$774.90 in annual pump maintenance fees.

From 2022/23 for residential customers, this charge will be levied on the rates notice along with the water and sewer charges. Non-Residential customers will see this charge on the tri-annual water and sewer account.

Description of Liquid Trade Waste Billing System

Sewerage customers may also hold Liquid Trade Waste approvals to discharge to sewer. Most approvals require pre-treatment in approved equipment before discharging to sewer. These assessments are liable to pay additional trade waste access and usage charges in accordance with the *Liquid Trade Waste Regulation Guidelines*, as the trade waste discharges impose added reticulation, pumping and treatment requirements on Council's infrastructure.

The minimum trade waste bill for 2022/23 is recommended to be \$107.64, being for those assessments with approvals to discharge to sewer, which are not subject to a trade waste discharge factor.

Council has set the usage charge for Liquid Trade Waste discharges at \$1.80 per kilolitre for 2022/23.

For large scale Trade Waste Dischargers (type C), excess mass charges will also apply and are set annually in Council's schedule of fees and charges.

In rare circumstances, Council may permit the discharge of liquid trade waste which has not been satisfactorily pre-treated, to Council's sewer. If this is the case, the property owner will be formally notified that they are permitted to discharge liquid trade waste not satisfactorily pre-treated, to Council's sewer, and they will be required to pay full user-based charges, based on the volume discharged and the full cost to Council to provide treatment for the unmodified liquid trade waste discharge. These charges are further detailed in Council's schedule of fees and charges.

The above charges are also proposed to be levied to property owners who have not complied with an order, under the terms of their trade waste discharge approval, to provide full and adequate pre-treatment before discharge to Council's sewer.

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It has been estimated that \$107,583 will be raised during 2022/23 for Liquid Trade Waste charges.

On Site Sewage Management System

An annual charge for Onsite Sewage Management System (OSSM) was introduced in the 2014/15 financial year. All ratepayers who have an OSSM are recommended to be charged \$72.00 per system.

This charge will cover the cost of Council issuing an "Approval to Operate". All OSSM are required under section 68(1) of the *Local Government Act, 1993* to hold an Approval to Operate. This approval expires after 12 months.

It has been estimated that the total income yield for OSSM for the 2022/23 financial year will be \$293,998.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this matter:

Our Leadership

- 5.1 Council's service delivery is aligned with our Community's needs and delivered the best way possible.

Delivery Program/Operational Plan

The adoption of the recommendation will meet the following the following outcomes of Council's Delivery Program and Operational Plan:

- 5.1.11 Manage Water and Sewerage operations in compliance with regulatory requirements and customer service level agreements.
- 5.1.11.1 Provide high quality water and sewer services that are 100% compliant with environmental and health requirements.

Council Policy/Legislation

- Section 405 of the *Local Government Act, 1993*
- Revenue Policy.

Council's Hardship Policy will also be relevant to this matter as this policy provides financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of rates and charges.

Financial Implications

Estimated revenue of \$5,985,444 to be generated from Sewerage charges are included in Council's Revenue Policy and Draft 2022/23 Budget.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS15/22***Consultation/Social Implications**

A Councillor Briefing was provided on the 2022/23 Operational Plan on 1 March 2022.

The Draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days in accordance with the requirements of the *Local Government Act, 1993*.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of not having sufficient funds to meet the asset maintenance and renewal requirements related to sewer assets which may lead to increased asset failures and reputational damage to Council.	High	Review charges annually, adopt the recommendation	Low	Yes
There is a risk of community dissatisfaction with the level of fee increases which may lead to reputational damage to Council.	Medium	Prepare a communications plan to explain the reasons for the increased costs and provide a rebate scheme to assist those ratepayers experiencing financial hardship.	Low	Yes

Options

The following options are available to Council:

1. That Council adopt the Singleton Sewerage Scheme charges in the Recommendation for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23, which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*.
2. Amend the charges, which may lead to insufficient funds to provide sewer services.

Option one is recommended.

Conclusions

Section 405 of the *Local Government Act, 1993* requires a Council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan. Incorporated in the Revenue Policy is information regarding the proposed Sewerage charges and on-site sewer management.

Attachments

There are no attachments for this report

16. 2022/23 Revenue Policy - Stormwater Management Service Charge**FILE: 21/00620**

Executive Summary

The purpose of this report is to advise Council of the proposed Stormwater Management Service Charges that have been included in Council's Revenue Policy which is contained within Council's draft Operational Plan 2022/23.

Section 405 of the *Local Government Act, 1993* requires a Council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan.

RECOMMENDED that Council adopt the following prescribed maximum charges for the Singleton Stormwater Management Service Charge for inclusion in the Revenue Policy contained within Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*:

1. For land categorised as residential:	\$25.00
2. For residential strata lots:	\$12.50
3. For land categorised as business:	\$25.00, plus an additional \$25.00 for each 350 square metres or part of 350 square metres by which the area of the parcel of land exceeds 350 square metres up to a maximum charge of \$100.00

Report

Section 405 of the *Local Government Act, 1993* (the Act) requires a council to adopt an Operational Plan. Council's Revenue Policy is a key part of the Operational Plan.

Council's Revenue Policy details the proposed Stormwater Management Service charges that will be levied for the 2022/23 financial year, which has been reproduced below.

Stormwater Management Service Charge

The Act allows councils to levy annual charges for the provision of stormwater management services.

Council has adopted a Stormwater Management Plan (SWMP). The SWMP was adopted to ensure issues relating to stormwater are implemented to be sustainable and provide real gains in environmental management.

The Act states the Stormwater Management Service Charge only applies to developed urban land and cannot be levied where an existing environmental levy or special rate is focused on stormwater management for the same purpose.

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Section 496A of the Act states a council may make or levy an annual charge for stormwater management services only in respect of urban land that is categorised for rating purposes as residential or business. The Stormwater Management Service Charge will be levied on all developed residential or business assessments in the defined urban area of Singleton. The defined urban area of Singleton is the area covered by the NSW Fire Service.

The following charges are proposed to apply in 2022/23, which are the maximum prescribed by the Act:

1. For land categorised as residential:	\$25.00
2. For residential strata lots:	\$12.50
3. For land categorised as business:	\$25.00, plus an additional \$25.00 for each 350 square metres or part of 350 square metres by which the area of the parcel of land exceeds 350 square metres up to a maximum charge of \$100.00

The estimated net yield from the proposed Stormwater Management Service Charge is \$153,488.

The funds collected from this charge will be applied for the purpose of works identified in the Singleton Council Review of Urban Stormwater Drainage System – 2017.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this matter:

Our Environment

3.4 Collect and manage urban stormwater effectively.

Delivery Program/Operational Plan

The adoption of the recommendation will meet the following the following outcomes of Council's Delivery Program and Operational Plan:

3.4.2 Deliver Stormwater Quality Improvement Program

3.4.2.1 Deliver stormwater maintenance to improve quality stormwater.

Council Policy/Legislation

- Sections 405 and 496A of the *Local Government Act, 1993*
- Revenue Policy.

Council's Hardship Policy will also be relevant to this matter as this policy provides financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of rates and charges.

Financial Implications

Estimated revenue of \$153,488 to be generated from Stormwater Services Management Charge is included in Council's Revenue Policy and Draft 2022/23 Budget along with the expenditure allocation as identified above.

Consultation/Social Implications

A Councillor Briefing regarding the 2022/23 Operational Plan was held on 1 March 2022.

The draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days in accordance with the requirements of the *Local Government Act, 1993*.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of community dissatisfaction with Stormwater management if revenue is not collected and subsequent works are not able to proceed which may lead to reputational damage to Council.	Medium	Adopt the recommendation	Low	Yes
There is a risk that if the proposed charges are not applied of a reduction in other services to fund such works, which may lead to reputational damage to Council.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council adopt the recommended charges for the Singleton Stormwater Management Service Charge for inclusion in the Revenue Policy contained within

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Council's draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*.

2. Adopt lower charges, which may lead to insufficient funding for stormwater management.

Option one is recommended.

Conclusions

The Act allows councils to levy annual charges for the provision of stormwater management services and for other purposes subject to the Regulations.

The funds collected from this charge will be applied for the purpose of works identified in the Singleton Council Review of Urban Stormwater Drainage System 2017.

Attachments

There are no attachments for this report

17. 2022/23 Revenue Policy - Interest Charges on Outstanding Rates and Charges**FILE: 21/00620**

Executive Summary

The purpose of this report is to set the level of interest penalties to apply in respect of rate and charges arrears for the 2022/23 financial year.

RECOMMENDED that Council apply the maximum permissible rate of interest as specified by the Minister for Local Government to outstanding rates and charges for the 2022/23 financial year.

Report

Councils are responsible for fixing, by formal resolution, the level of interest penalties to apply in respect of rates and charges arrears, which must not exceed the rate specified for the time being by the Minister by notice in the Gazette.

The maximum level of interest is determined each year and advised to councils by the Office of Local Government. Section 566 (3) of the *Local Government Act, 1993* (the Act) states in part that “*the rate of interest is that set by the Council but must not exceed the rate specified for the time being by the Minister by notice published in the Gazette*”. Council has always applied the maximum amount of interest on the basis that it provides an incentive to ratepayers to meet their obligations in regard to rates outstanding. This is done bearing in mind that in relation to rate payments:

- There are several payment options available to ratepayers
- It is a foreseeable expenditure
- Ratepayers with genuine hardship are able to apply to Council for payment plans and writing off of interest.

Council proposes to apply the maximum permissible rate of interest payable on outstanding rates and charges at an amount to be announced by the Minister of Local Government in accordance with Section 566 of the Act. The interest rate for 2021/22 was set at 6.0%. At the time of writing this report, the maximum rate of interest payable on overdue rates and charges for the 2022/23 financial year had not been announced.

The discretion to write off interest charges in respect of rates and arrears in a range of appropriate circumstances is available to council and/or to enter into payment plans with any individual or any category of ratepayers to facilitate the discharge of the rating liability.

In the case of water usage charges, interest will be calculated 21 days after the account is issued at the rate to be announced in accordance with section 566 of the Act.

Interest charges will also be raised against sundry debtor accounts that are unpaid after 30 days at the rate to be announced in accordance with section 566 of the Act.

Community Strategic Plan

This report addresses the following strategy contained within Council's adopted Community Strategic Plan:

Our Leadership

5.6 To lead, govern and regulate in an ethical, equitable and transparent way.

Delivery Program/Operational Plan

Interest revenue on outstanding rates and charges is included in the draft 2022/23 Budget.

Council Policy/Legislation

- Section 566 of the *Local Government Act, 1993*.
- Policy 6009 - Hardship Policy.
- Policy 6002 - Debt Recovery Policy.

Financial Implications

Council will account for any interest on outstanding rates and charges when applicable. The draft 2022/23 budget includes an estimate of \$30,300 for interest raised on overdue rates and charges.

Consultation/Social Implications

A Councillor Briefing was held regarding the 2022/23 Operational Plan on 1 March 2022.

The draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of reduction in revenue from not charging interest on overdue rates and charges which may lead to financial implications for Council's budget.	High	Adopt the recommendation	Low	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that overdue rates and charges amounts will increase due to there not being any penalty for late payment which may lead to financial implications for Council's budget.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council apply the maximum permissible rate of interest as specified by the Minister for Local Government to outstanding rates and charges for the 2022/23 financial year.
2. Reject the recommendation and set a lesser interest rate which would reduce revenue and the incentive to pay debts owed to Council.

Option one is recommended.

Conclusions

Council proposes to apply the maximum permissible rate of interest payable on outstanding rates and charges at an amount to be announced by the Minister for Local Government in accordance with section 566 of the Act.

Attachments

There are no attachments for this report

DCCS18/22. 2022/23 Revenue Policy - Fees and Charges Schedule**FILE: 21/00622**

Executive Summary

The purpose of this report is to present to Council the draft 2022/23 Fees and Charges Schedule for inclusion in the Draft Operational Plan 2022/23.

RECOMMENDED that Council adopt the draft 2022/23 Fees and Charges Schedule for inclusion in the Draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*.

Report

Section 608 of the *Local Government Act, 1993* (the Act) provides that Council may charge and recover an approved fee for any service it provides, other than a service provided, or proposed to be provided on an annual basis for which it is authorised or required to make an annual charge under Section 496 or 501 of the Act.

Section 609 of the Act provides that when determining the approved fee, the Council must take into account the following factors:

- The cost of the Council providing the service
- The price suggested for that service by any relevant industry body or in any schedule of charges published, from time to time, by the Office of Local Government
- The importance of service to the community
- Any factors specified in the regulations under the Act.

A schedule of proposed Fees and Charges has been prepared by Council and is shown as **Attachment 1**. This schedule identifies the type and the amount of the fee proposed by the Council for services to be provided in the 2022/23 Financial Year.

A Goods and Services Tax (GST) has been applied against the fees and charges that are subject to the GST. If GST is payable the amount shown includes GST.

The fees and charges have been prepared using the best available information in relation to the GST impact on the fees and charges at the time of publication. If a fee that is shown as being subject to GST is subsequently proven not to be subject to GST, the fee will be amended by reducing the GST to nil. Conversely, if Council is advised that a fee is shown as being not subject to GST becomes subject to GST then the fee will be increased but only to the extent of the GST payable.

Changes or additions to Council fees which may be considered during 2022/23 will be advertised for 28 days for public submissions before adoption by Council as provided by Section 610F of the Act.

Council's Pricing Criteria

Council's Pricing Criteria has been established to provide an equitable distribution of the cost of services provided by Council. These services are consumed by various groups

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and in differing quantities, so it must be determined how the cost of a service is to be distributed amongst the customers of Singleton Council.

Some of the services provided are offset by grants or contributions from other levels of government. These are services that are generally viewed as State or Federal responsibilities that can be more effectively and efficiently supplied through the local government network.

Other services are provided at such a cost that it is unrealistic to recover the full cost, so a contribution through means of a fee is charged to recoup a proportion of the total cost. The amount charged for each service is therefore considered on these lines taking into account the cost of providing the service and the reasonable contribution deemed practicable to be recovered.

Included in the Fees and Charges Schedule are definitions of the fee types which reflect Council's pricing policies.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this matter:

Our People

- 1.1 Provide services and facilities that meet the needs of our community at different stages of life.

Our Leadership

- 5.7 Infrastructure services, facilities and Council are managed in a financially sustainable way.

Delivery Program/Operational Plan

The adoption of the draft Fees and Charges Schedule will meet the following outcomes of Council's Delivery Program and Operational Plan:

- 5.7.6 Develop annual Operational Plan budget and review the Long-Term Financial Plan.
 - 5.7.6.1 Develop the annual budget including Fees and Charges for adoption by Council by 30 June each year.

Council Policy/Legislation

- Sections 496, 501, 608, 609 and 610F of the *Local Government Act, 1993*.

Financial Implications

The receipt of fees and charges is an important part of Council's overall revenue strategy. The draft Operational Plan for 2022/23 identifies \$16.9 million in user fees and charges. Most fees have been adjusted in line with the Consumer Price Index (CPI), the Local

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Government Cost Index (LGCI) and anticipated movements in the Local Government State Award.

Consultation/Social Implications

A copy of the draft Fees and Charges schedule was distributed to Councillors on 11 February 2022 as part of the Councillor Briefing papers for review. This was followed by a Councillor Briefing regarding the 2022/23 Operational Plan on 1 March 2022.

The draft 2022/23 Operational Plan will be placed on public exhibition for a period of at least 28 days in accordance with the requirements of the *Local Government Act, 1993*.

Environmental Consideration

Not Applicable.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of non-compliance with the <i>Local Government Act 1993</i> by not placing the draft fees and charges on public exhibition, which may compromise the legality of Council's Fees and Charges	High	Adopt the recommendation	Low	Yes
There is a risk of community dissatisfaction with the level of fee increases, which may lead to reputational damage to Council.	Medium	Create a communication plan for any fees that have increased above the standard increase	Low	Yes

Options

The following options are available to Council:

1. That Council adopt the draft 2022/23 Fees and Charges Schedule for inclusion in the Draft Operational Plan 2022/23 which will be exhibited for public comment in accordance with the requirements of the *Local Government Act, 1993*.
2. Amend the Fees and Charges Schedule then place on exhibition.
3. That Council reject the recommendation and defer for further consideration.

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Option one is recommended.

Conclusions

A schedule of proposed Fees and Charges has been prepared for Council's consideration, which identifies the type and amount of fee approved by the Council for services provided in the 2022/23 financial year. The preferred option is to adopt the recommendation.

Attachments

AT-1 [↗](#) Draft 2022/2023 Fees & Charges Schedule

Attachment Under
Separate Cover

DOCC9/22. Integrated Planning and Reporting Documents for Public Exhibition**FILE:**
21/00271/004

Executive Summary

The purpose of this report is to seek Council's endorsement for the public exhibition of the suite of draft Integrated Planning and Reporting documents in accordance with the *Local Government Act, 1993*.

RECOMMENDED that Council:

1. Endorse the draft Community Strategic Plan 2022-2032, draft combined Delivery Program 2022-2026 and Operational Plan 2022/2023 and draft Resourcing Strategy for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021*.
2. A report be presented to Council in June 2022 for the adoption of the draft Community Strategic Plan 2022-2032, draft combined Delivery Program 2022-2026 and Operational Plan 2022/2023 and draft Resourcing Strategy following consideration of submissions received during the required exhibition period.

Report

In accordance with the Integrated Planning and Reporting (IP&R) requirements of Local Government in NSW, the Singleton Community Strategic Plan is scheduled for review following an election.

In May 2021, Council commenced communication and engagement with the Singleton community to develop the new Singleton Community Strategic Plan 2022-2032.

Following a very extensive engagement process including face-to-face engagements, workshops, social media and online consultation and feedback, a draft document has been prepared for public exhibition. The engagement resulted in Council gathering feedback from more than 2000 people from the local community.

The draft Singleton Community Strategic Plan 2022-2032 provides a solid framework for clear connectivity and alignment between the desires of the community and the prioritisation of Council activities, outputs and programming.

The draft Resourcing Strategy (which includes the Long-Term Financial Plan, Asset Management Strategy and Plans and Workforce Plan) details Council's plan to ensure adequate resources are available to deliver the services and initiatives in line with the draft Delivery Program and draft Community Strategic Plan.

The draft combined Delivery Program 2022-2026 and Operational Plan 2022/2023 has been prepared to define the priority deliverables to achieve the community's needs and desires over the coming four years and for the term of this elected Council and the annual actions that will be delivered during the first year.

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC9/22

This draft suite of documentation is required to be publicly exhibited for a minimum period of 28 days and any submissions received are to be considered in the process of finalisation and adoption of the draft IP&R documentation.

Council must adopt the draft IP&R documentation by 30 June 2022 in accordance with legislative requirements under the *Local Government Act, 1993*.

Community Strategic Plan

This report is for the public exhibition of the draft Community Strategic Plan 2022-2032 and raises no issues for the current Community Strategic Plan, Delivery Plan and Operational Plan.

Council Policy/Legislation

The *Local Government Act, 1993* as well as the *Local Government (General) Regulation, 2021* outline requirements for the preparation, exhibition and endorsement of the IP&R suite of documents.

Financial Implications

Financial implications associated with this plan are incorporated in the draft Resourcing Strategy, which includes, the Long-Term Financial Plan, Asset Management Strategy and plans and Workforce Plan.

The IP&R documents are all based on 2.0% rates increase in 2022/2023. This is the recommended increase as part of an application for the Additional Special Variation (ASV) to the Independent Pricing and Regulatory Tribunal (IPART) and is recommended in a separate report to Council DCCS13/22. If the ASV application is not supported or not successful, Council will revert to IPART's 0.7% rates increase and this will be reflected in the IP&R documents presented in the June report to Council.

Consultation/Social Implications

Singleton Council undertook seven (7) months of consultation to gather and understand the community's needs, desire and aspirations for the future.

Our consultation resulted in over 2000 interactions through the below engagements:

- Online community engagement surveys receiving 904 responses
- Engagement roadshow
- Three (3) community workshops
- Dotmocracy and vision boards
- Social media engagement and Facebook submissions
- Under 18's art and creative competition
- Three (3) focused Councillor Workshops.

In addition to the consultation indicated above, the public exhibition period being sought provides an additional opportunity for engagement and consultation with the community.

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC9/22

The draft documents will be available at Council's Customer Service Centre, Singleton Library and on Council's web site www.singleton.nsw.gov.au for the period of the exhibition.

The community will be made aware of the exhibition period and the ability to view the document via Council's website, social media, and local print media.

Environmental Consideration

The draft Community Strategic Plan outlines the key environmental considerations for Singleton, as adopted in the Singleton Sustainability Strategy 2019-2027. The draft Delivery Program 2022-2026 and draft Operational Plan 2022/2023 include actions for Council to affect change in these areas.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of non-compliance with the <i>Local Government Act, 1993</i> by not adopting the Resourcing Strategy by 30 June 2022 which may lead to financial and reputational implications to Council.	High	Adoption of the recommendation to place the draft operational plan on public exhibition.	Low	Yes
There is a risk of non-compliance with the <i>Local Government Act, 1993</i> by not placing the draft suite of documents on public exhibition which may lead to legal action challenging the validity of the IP&R documentation.	High	Adoption of the recommendation	Low	Yes
There is a risk of community dissatisfaction with a lack of understanding of Council's IP&R plans which may lead to reputational damage to Council.	Medium	Adoption of the recommendation and implementation of communication plan.	Low	Yes

*Organisation and Community Capacity Report (Items Requiring Decision) - DOCC9/22***Options**

The following options are available to Council:

1. Endorse the draft Community Strategic Plan 2022-2032, draft combined Delivery Program 2022-2026 and Operational Plan 2022/2023 and draft Resourcing Strategy for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act 1993* and *Local Government (General) Regulation, 2021*.
2. Resolve not to place the draft Community Strategic Plan 2022-2032, draft combined Delivery Program 2022-2026 and Operational Plan 2022/2023 and draft Resourcing Strategy and on public exhibition. This is not recommended as it would breach the statutory requirements of the *Local Government Act 1993* and *Local Government (General) Regulation, 2021*.

Option one is recommended.

Conclusions

The structure and detail of the documents presented, and the rigor of the engagement process places Singleton Council in a strong position to be able to effectively and efficiently deliver the priorities outlined by the community.

Attachments

AT-1 	DRAFT - Community Strategic Plan - Create Singleton 2022- 2032	Attachment Under Separate Cover
AT-2 	DRAFT - Combined Delivery Program 2022-2026 and Operational Plan 2022/2023	Attachment Under Separate Cover
AT-3 	DRAFT - Long Term Financial Plan 2022- 2032	Attachment Under Separate Cover
AT-4 	DRAFT - Workforce Plan - Our People Strategy 2022-2026	Attachment Under Separate Cover
AT-5 	DRAFT - Asset Management Strategy 2022-2032	Attachment Under Separate Cover
AT-6 	DRAFT - Asset Management Plans	Attachment Under Separate Cover

DOCC10/22. Draft Children's Services Policy**FILE: 13/0633**

Executive Summary

The purpose of this report is for Council to consider adoption of the revised Children's Services Policy.

RECOMMENDED that:

1. Council place draft POL/7004.4 Children's Services Policy on public exhibition for a period of 28 days and provide public notice of its intention to adopt the draft Policy subject to consideration of submissions received.
2. Draft POL/7004.4 Children's Services Policy be adopted following the public exhibition period subject to submissions received provided there are no objections and POL/7004.3 Children's Services Policy be revoked.
3. Should objections be received a further report be presented to Council for the adoption of the draft Children's Services Policy with consideration of the submissions received during the public exhibition period.

Report

The Children's Services Policy has been developed to ensure that Council meets the requirements of the National Quality Framework (NQF). Regulation 168 of the NQF requires the approved provider of an education and care service to have in place defined policies and procedures.

The Policy outlines Council's position and commitment to each of the seven key quality areas of the National Quality Standards deemed to have important outcomes for children, being:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership, service management and effective administration.

The Policy is supported by a comprehensive procedure manual.

A copy of the draft Policy is shown as **Attachment 1**. This document includes updates made to the Policy providing additional information and clarity from POL/7004.3. Proposed changes to the policy are highlighted in yellow and include:

- updating responsible director
- updating the purpose

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC10/22

- inclusion of new definition
- clarification of context in a number of the prescribed quality areas
- updating the legislation list.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this draft policy:

Our People

- 1.1 Provide services and facilities that meet the needs of our Community at different stages of life.

Our Leadership

- 5.6 To lead, govern and regulate in an ethical, equitable and transparent way.

Delivery Program/Operational Plan

The adoption of the draft Policy will meet the following outcomes of Council's Delivery Program and Operational Plan:

- 1.1.5 Deliver quality cost-effective Long Day Care to meet the National Quality Framework.
- 1.1.6 Deliver quality cost-effective management of the Mobile Preschool.
- 1.1.7 Deliver quality cost-effective Out of School Hours (OOSH) services to meet the National Quality Framework.
- 5.6.6 Policies are reviewed as required throughout the term of Council to ensure legislative compliance.

Council Policy/Legislation

- *Education and Care Services National Law Act, 2010*
- *Education and Care Services National Regulations, 2011*
- *Local Government (State) Award, 2020*
- *Children's Guardian Act, 2019*
- National Quality Standards for Early Childhood Education and Care and School Age Care.

Financial Implications

Non-compliance with the NQF can result in monetary penalties being applied and/or costly legal processes. Assessment and Ratings results may also be affected and in turn have a reputational impact on the services and Council.

*Organisation and Community Capacity Report (Items Requiring Decision) - DOCC10/22***Consultation/Social Implications**

The draft Policy has been developed in consultation with the Children's Services Team. Council's Leadership Team have endorsed this policy prior to reporting to Council.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not comply with Section 168 of the National Quality Framework which may lead to reputational, financial and legal implications.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will have unclear policy and processes which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the standard of care required for children as per the national quality framework may not be adhered to which may lead to reputational damage and financial loss to Council.	Medium	Adopt the recommendation	Low	Yes
There is a risk that members of the public and customers of our Children Services businesses will feel they have not been consulted which may lead to reputational damage to Council.	Low	Adopt the recommendation	Low	Yes

*Organisation and Community Capacity Report (Items Requiring Decision) - DOCC10/22***Options**

The following options are available to Council:

1. Place draft POL/7004.4 Children's Services Policy on public exhibition for a period of 28 days and provide public notice of the intention to adopt the draft Policy subject to consideration of submissions received.
2. Resolve not to place draft POL/7004.4 Children's Services Policy on public exhibition and request that further amendments be made.

Option one is recommended.

Conclusions

It is recommended that Council place the draft Children's Services Policy on public exhibition with the intention of adopting the policy subject to consideration of submissions received.

Attachments

AT-1 [!\[\]\(cf531ed27e91483460120fcc057b3901_img.jpg\)](#) DRAFT - Childrens Services Policy



CHILDREN'S SERVICES

Policy | Community Services Delivery

The purpose of this policy is to ensure compliance with Education and Care Services National Regulations.

Document No:	POL/7004	Version:	4
Service Unit:	Children's Services		
Responsible Officer:	Coordinator Community Services		
Responsible Director:	Director Organisation and Community Capacity		
Authorisation Date:	TBA	Next Review:	17 February 2024
Minute No:	TBA		

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Policy

Children's Services

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1 Background

1.1 Title of the Policy and Commencement Date

The Children's Services Policy takes effect from TBA.

1.2 Purpose of the Policy

The purpose of this policy is to ensure that Children's Services are compliant with the Education and Care Services National Regulations. This policy applies to Colleen Gale Children's Centre, Singleton Mobile Preschool and Singleton Out of School Hours.

2 Objective

The objectives of the policy are to meet the requirements of the Education and Care Services National Regulations 2012 specifically Regulation 168 which requires the approved provider of an education and care service have in place policies and procedures relating to matters set out in sub-regulation (2).

3 Application

The policy applies to staff and users of Council's Childcare Services and is supported by processes and procedures.

4 Definitions

For the purposes of this policy:

Term	Meaning
Approved Learning Frameworks	Services are required to base their educational program on an approved learning framework. There are two nationally which outline practices that support and promote children's learning: <ul style="list-style-type: none">• Belonging, Being and Becoming: The Early Years Learning Framework for Australia;• My Time, Our Place: Framework for School Age Care in Australia.
Child-related work	Face-to-face contact with children in a child related sector, or work in a stipulated, child related role.
National Quality Framework (NQF)	Operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations.



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National Quality Standard (NQS)	Key aspect of the NQF and sets a high, national benchmark for early childhood education and care, and outside school hours care services in Australia.
National Regulations	The <i>Education and Care Services National Regulations</i> support the NWF and provide detail on a range of operational requirements for an education and care service.
Regulatory Authority	Australian Children's Education and Care Quality Authority (ACECQA) the independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector improving outcomes for children.
Working with Children Check Clearance	An authorisation to engage in child-related work.

5 Principles/Body

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.

The NQS includes seven quality areas that are important outcomes for children.

Services are assessed and rated by their regulatory authority against the NQS and given a rating for each of the seven quality areas and an overall rating based on these results.

The principles on which Council operates its Children's Services are defined within the seven quality areas of the NQS as follows.

5.1 Quality Area 1 – Educational Program and Practice

Educational program and practice of educators are child-centered, stimulating and maximise opportunities for enhancing and extending each child's learning and development.

Council will use approved Learning Frameworks to inform and underpin the programs and practice in our services. We are committed to supporting the inclusion and participation of every child and their family. Our educational programs and practices will value and respect Indigenous cultures, identities and connections to community and country. The important role families have in children's childhoods and in supporting a child to identify with and make meaning of themselves and their world is recognised.

Our commitment to supporting participation contributes to children having a strong sense of identity and wellbeing, being a confident learner; and being an effective communicator. By listening to children, our educators support children's active participation, and it is incorporated into all daily routines and learning opportunities. Our educators reflect deeply about the way they implement the approved learning framework in our services and also helping them to adopt holistic practices, be responsive to children, and to plan and implement learning.

Educators are skilled in recognising opportunities in the learning environment and deliver the curriculum using a number of teaching strategies in order to extend and assess children's learning development and well-being. Educators promote each child's agency, enabling them to make choices and decisions that influence their



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Children's Services

experience. This approach builds children's communication and literacy skills, as well as self-efficacy, confidence and promotes them to be active participants within their learning environment.

5.2 Quality Area 2 – Children's Health and Safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

Council is committed to ensuring that each child's health and safety needs are met, including identifying the risks and hazards of emergency and evacuation situations. Children, educators, and staff regularly practice our emergency and evacuation procedures to maximise their safety and wellbeing in the event of such situations.

We recognise and respect individual health and comfort requirements, through the implementation of effective hygiene practices to control the spread of infectious diseases, and the prevention and management of injuries and illness. Staff promote the importance of healthy eating and physical activity by ensuring children's nutritional and physical health needs are met and that opportunity for learning about healthy lifestyles underpins everyday routines and experiences. We believe that all children have the right to experience quality education and care in an environment that provides for their protection through adequate supervision, safe experiences and environments, and emergency preparedness.

Council is committed to ensuring that staff understand their legal and ethical obligation in acting to protect any child who is at risk of abuse or neglect. Council is committed to fulfilling its duty of care by endeavouring to ensure that all workers act in the best interests of a child and take all reasonable steps to ensure a child's safety. Council complies with current child protection legislation to protect children and young people in the workplace.

Council complies with the *Child Protection (Working with Children) Act 2012 (NSW)* which stipulates that employers should not employ new workers, or continue to employ existing workers, in a child-related role if they do not hold a valid Working with Children Check clearance. Council will ensure that upon enrolment of their child, all parents/guardians must provide:

- Birth Certificate; and
- An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that their child is up to date with their scheduled immunisations, or;
- An ACIR Immunisation Exemption – Medical Contraindication Form (IMMU11) which has been certified by an immunisation provider; or
- An ACIR Immunisation History form on which the immunisation provider has certified that the child is on a recognised catch-up schedule.

Parents/guardians who fail to provide the required documentation will not be permitted to enrol their child.

Excursions and incursions are an important part of our educational program, providing opportunities for children to build connections with the local community and contributing to their sense of belonging and connection. We conduct risk assessments and ensure authorisations are obtained from families. Council requires written authorisations from parents or authorised nominees ensuring the health, safety, wellbeing, and best interests of all children are met. Through the authorisation



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Children's Services

process, parents are informed of risks associated with a situation and can make an informed choice whether to proceed.

We are committed to the safe delivery of children to, and collection from, our services and have detailed processes and procedures in place, proactively implementing them.

5.3 Quality Area 3 – Physical Environment

Physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development.

Council is committed to providing safe and comfortable physical environments at its services that actively promote children's wellbeing, learning and development outcomes. The design and location of our premises are appropriate for their purpose. Our environments will promote children's competence and independent exploration and enrich children's learning and development through play. We take an active role in caring for the environment and will contribute to a sustainable future.

Council is committed to ensuring that all outdoor and indoor spaces, buildings, furniture, equipment, facilities, and resources are suitable for their purposes. Premises, furniture, and equipment is safe, clean, and well maintained. Resources, materials, and equipment are sufficient and appropriate, and support the flexibility of our children's programs and experiences.

Council facilities will be designed or adapted to ensure access and participation by every child and employee in the service and to allow flexible use and interaction between indoor and outdoor space.

Sustainable practices will be embedded in the operations of our services, including the use of environmentally friendly products where practicable. Children are encouraged to respect the environment and participate in experiences that build their understanding of the responsibilities necessary for a sustainable future. We offer children and families inviting, flexible, inclusive, and interactive indoor and outdoor environments that provide opportunities to engage with both built and natural elements.

5.4 Quality Area 4 – Staffing Arrangements

Qualified and experienced educators, who develop warm, respectful relationships with children, create predictable environments and encourage children's active engagement in the learning program.

Council is committed to its employees and to ensuring its workforce is appropriately qualified, motivated, and experienced for its critical role in enhancing children's learning and development through:

- The development of warm, respectful relationships with children.
- The creation of safe environments for children.
- Encouraging children's active engagement in their learning programs.

Council is committed to establishing and maintaining effective, ethical, and efficient practices in all aspects of its operations. All childcare employees are required to always maintain, effective working relationships with each other that are based on the principles of mutual respect, integrity, equity, fairness and recognition of each other's strengths and skills.



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Council is committed to always maintaining required educator to child ratios and qualifications. Staffing arrangements are optimised so that children's learning, development, safety, and wellbeing are prioritised at all times. To protect the health, safety, and wellbeing of children at our services, all staff, work experience students or volunteers are required to meet screening requirements and copies of all results and relevant working with children checks are in secure **records management systems**.

Council will maintain professional standards in all aspects of its operations, including in respect of its staffing and employment practices and plans. All childcare staff will use ethical principles and professional standards to guide their decision making and practice in Council workplaces. All childcare staff will work collaboratively and challenge, support and learn from each other to further develop their skills and to improve practice and relationships. Council encourages the appropriate engagement of both work experience and volunteer persons in our services. Work experience students are generally studying towards an early childhood qualification and are placed in services to acquire practical knowledge through interaction with staff and children. Council may also support approved persons for volunteer work in our services to gain experience in the sector.

5.5 Quality Area 5 – Relationships with Children

Relationships with children are responsive, respectful and promote children's sense of security and belonging.

We recognise that children are central to everything that we do and that the relationship between the child and the educator is critical to children feeling valued, competent, capable, safe, and secure. We know that children benefit from positive relationships. By listening to children and being responsive and respectful to children, we are promoting children's well-being, self-esteem, sense of security and belonging. Our educators sensitively engage and guide children's interactions with others as they explore their own identity and develop more complex social skills and relationships. Educators will also give due regard to the size and composition of groups when arranging children's spaces, resources, and routines to minimise times when individual children are likely to experience stress or frustration. Our educators positively guide children and support them to develop skills in regulating their own behaviour.

Council does not condone any form of corporal punishment or unreasonable discipline which is an offence under Section 166 of the Education and Care Services National Law Act (2010). Children are provided with support, guidance, and opportunities to regulate their own behaviour. Where challenging behaviours exist or develop, we promote proactive partnerships with families to positively support children's behaviour. Behaviour guidance strategies will not under any circumstances involve the use of any physical punishment, isolation, humiliation, intimidation, or negative labelling by childcare staff. Should behaviour guidance strategies prove to be ineffective and there is a continuing risk of harm to others Council may exclude the child from the service.



5.6 Quality Area 6 – Collaborative Partnerships with Families and Communities

Collaborative relationships with families are fundamental to achieving quality outcomes for children, and community partnerships based on active communication, consultation and collaboration are essential.

We recognise that families are our primary partners in our work. Council recognises that every child belongs within their family, their cultural group, neighbourhood, and wider community. Council believes that a child's earliest development and learning takes place through their relationships, particularly with their family, who are a child's first and most influential educators. Council commits to respectful and collaborative relationships with families and communities, as we work together to create a positive environment for our children – both where they live and where they learn – to actively promote children's wellbeing, learning and development. Council respects our children, staff, and families' rights to a safe and positive environment at their services. Educators are required to ensure practices in the service respect families' rights and responsibilities. We expect our families to:

- Have a responsibility to be in control of their behaviour at all times and conduct themselves in a lawful, safe, and responsible manner that respects the rights of others, and;
- Use appropriate language and volume of speech.

The following behaviours toward any person are unacceptable:

- all forms of bullying;
- harassment;
- abuse;
- discrimination;
- actions that put another person at risk of harm;
- threats of any kind.

Should families fail to comply with these responsibilities Council may exclude them from the service.

5.7 Quality Area 7 – Governance and Leadership

Effective leadership and governance of the service contributes to quality environments for children's learning and development. Effective leaders establish shared values for the service and set clear direction for the service's continuous improvement.

Council is committed to ensuring that all its services have effective leadership which promotes a positive organisational culture and builds a professional learning environment. Council will pursue continuous improvement in all aspects of its operations, and this objective is central to each service's Philosophy Statement.

Council believes that efficient administrative support systems are essential enablers for the effective management and delivery of quality services and is committed to providing and improving those systems. Protecting the privacy of children, families and staff is of utmost importance. Council is therefore committed to the preservation of the confidentiality, integrity, and appropriate use of information it is entrusted with.



Policy

Children's Services

Council will ensure that appropriate governance arrangements are in place to manage all aspects of its business.

All childcare staff will be properly inducted with easy access to induction tools and supports provided. Every effort will be made to ensure continuity of key service staff. Qualified and experienced staff will lead the development of the curriculum and will ensure the establishment of clear goals and expectations for teaching and learning.

The Australian Government's Priority of Access Guidelines sets out three levels of priority, which Council must follow when filling vacant places when the demand for childcare exceeds supply:

- Priority one – a child at risk of serious abuse or neglect;
- Priority two – a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the *New Tax System (Family Assistance) Act 1999*;
- Priority three – any other child.

Within these main categories, priority should be given to the following children:

- Children from Aboriginal and Torres Strait Islander families;
- Children from families that include a disabled person;
- Children from families that include an individual whose adjusted taxable income does not exceed the lower income threshold or whose partner is on income support;
- Children from families with a non-English speaking background;
- Children from socially isolated families;
- Children of single parents;
- Under the Priority of Access Guidelines, if there are no vacant places and we are providing care for a child who is a priority three, the services may require that child to vacate the place in order to provide a place for a child in priority one or two.

Fee levels will be assessed and set each year for Long Day Care, Mobile Preschool, Out of School Hours Care and Vacation Care in accordance with Council's annual budget process. Council reviews its Operational Plan and Budget annually. The proposed fees and charges for Council operated Education and Care Services will be notified to parents utilising the services as well as to the wider community. The proposed fees and charges will be open to community comment and submissions. The schedule of fees and charges will be provided to all parents on enrolment and throughout any review period.

Council aims to ensure that the enrolment and orientation process meet the unique needs of each child and family. This supports them during their transition to the service, helps develop collaborative partnerships, and promotes a sense of belonging to the service community. Council recognises that families, educators, other staff, and the community need to feel confident any concerns or issues raised will be handled promptly and professionally. An effective complaints management process is provided to meet families'/carers' needs.



6 Relevant Legislation

- *Education and Care Services National Regulations (2011)*
- *Education and Care Services National Law Act 2010*
- *Local Government (State) Award 2020*
- *Children's Guardian Act 2019*
- National Quality Standards for Early Childhood Education and Care and School Age Care

7 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

7.1 Related Documents

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
17/36488	Children's Services Manual Procedure
17/95449	Children's Services Emergency Management Plan Procedure

Table 7-1 – Related documents

8 Responsible Officer/Policy Owner

Ownership of this policy rests with the Coordinator Community Services.

9 Responsibilities

Parties or Persons	Responsibilities
Approved Provider	<ul style="list-style-type: none"> • Implement and ensure compliance with this policy. • Provide ongoing training for staff within identified areas of need. • Be alert to possible signs of child abuse and neglect in children.
Responsible Persons	<ul style="list-style-type: none"> • Have a duty of care to ensure all operations within their area of responsibility comply with current legislation. • Stay up to date with legislative changes, reviewing and updating the Service Unit's operations, policies, procedures, and actioning improvements when non-compliance is identified or reported. • Be alert to possible signs of child abuse and neglect in children.



Policy

Children's Services

Staff/Educators	<ul style="list-style-type: none"> • Required to comply with legislation and Council policies, protocols, and procedures. • Staff shall report through their Supervisor any areas of non-compliance they become aware of. • Provide a supportive and responsive environment that fosters children's skills: <ul style="list-style-type: none"> ○ Developing social competence and feeling of self-worth; ○ Expressing emotions in a socially acceptable manner; ○ Communicating with others, both as an active listener and effective talker; ○ Responding sensitively to the needs of others; ○ Acknowledging and learning how to deal with frustration; ○ Learning how to negotiate and solve problems in non-threatening ways; ○ Respecting diversity. • Model the above behaviours in their own daily interactions with the children, their families, and fellow staff members. • Be alert to possible signs of child abuse and neglect in children.
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10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by **Children's Services People Leaders** to ensure compliance.

12 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.

13 Last Review Date

This policy was last reviewed on 17 February 2020.



14 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the Government Information (Public Access) Act 2009, NSW.

15 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.

16 Document History

The below table provides a summary of changes and amendments to this document.

Version	Date Amended	Author	Comments
4	20 March 2022	Nicole Lonsdale	<ul style="list-style-type: none">• Policy ownership details updated• Inclusion of current applicable regulation• Inclusion of regulatory authority specific to the policy• Minor wording updates



DOCC11/22. Draft Volunteering Program Policy**FILE: 17/00315**

Executive Summary

The purpose of this report is for Council to consider a revised draft Volunteering Program Policy.

RECOMMENDED that:

1. Council place draft Policy POL/7032.4 Volunteering Program Policy on public exhibition for a period of 28 days and provide public notice of its intention to adopt the draft Policy subject to consideration of submissions received.
2. Draft POL/7032.4 Volunteering Program Policy be adopted following the public exhibition period subject to submissions received provided there are no objections and POL/7032.3 Volunteering Program Policy be revoked.
3. Should objections be received a further report be presented to Council for the adoption of the draft Volunteering Program Policy with consideration of the submissions received during the public exhibition period.

Report

The Volunteering Program Policy has been revised to ensure that Council provides opportunities for people to connect and participate in the community through meaningful and relevant volunteer roles. This policy provides guidance to staff and members of the public who wish to volunteer, providing a framework for the relationship.

The Volunteering Program is supported by the Policy, a procedure, information, and induction pack providing a Council-wide approach to volunteer management. The Program has been developed in consideration of other Council best practice models and in line with the "National Standards for Volunteer Involvement".

A copy of the revised draft Policy is shown as **Attachment 1**.

Community Strategic Plan

The Community Strategic Plan identifies the following strategies relevant to this draft policy:

Our Leadership

- 5.6 To lead, govern and regulate in an ethical, equitable and transparent way.

Delivery Program/Operational Plan

Adoption of the draft Policy will meet the following outcomes of Council's Delivery Program and Operational Plan:

5.6.5.1 Council policies are current and reviewed as required.

Council Policy/Legislation

- *Work Health and Safety Act 2011, NSW*
- *Work Health and Safety Regulations*
- *Government Information (Public Access) Act, 2009*

Financial Implications

Volunteers enable Council to extend and expand its services through a wide range of value-added programs. Without volunteer contribution to these areas, they would not be as effective in delivering services to the community. Volunteering is an enabler and driver of equitable growth, making a significant contribution to the economic welfare of the community.

Consultation/Social Implications

The draft Policy has been developed in consultation with Council's Leadership Team and endorsed prior to reporting to Council. Minor changes made to the policy have been highlighted in yellow, and include:

- a reference that all incidents involving volunteers need to be reported in accordance with Council's Incident Reporting procedures
- updating the titles of related legislation to reflect recent changes.

Volunteers are significant contributors to the social and cultural well-being of the community. Volunteering can give community members a sense of achievement and purpose, helping them feel part of the community, builds self-esteem and confidence, helps develop skills, develops friendships and community bonds.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not have an appropriate policy in place to cover volunteers in the workplace which may expose Council to litigation and claims for damages.	Medium	Adopt the recommendation	Low	Yes

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC11/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will have unclear policy and processes which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Place draft POL/7032.4 Volunteering Program Policy on public exhibition for a period of 28 days and provide public notice of the intention to adopt the draft Policy subject to consideration of submissions received.
2. Resolve not to place draft POL/7032.4 Volunteering Program Policy on public exhibition and request that further amendments be made.

Option one is recommended.

Conclusions

It is recommended that Council place the draft Volunteering Program Policy on public exhibition with the intention of adopting the policy subject to consideration of submissions received.

Attachments

AT-1 [↓](#) Draft Volunteering Program Policy - April 2022



VOLUNTEERING PROGRAM

Policy | Organisation and Community Capacity

The purpose of this policy is to encourage community participation, providing a framework for managing the relationship between Council and its volunteers.

Document No:	POL/7032	Version:	4
Service Unit:	Community Services Delivery		
Responsible Officer:	Manager Community Services Delivery		
Responsible Director:	Director Organisation and Community Capacity		
Authorisation Date:	TBA	Next Review:	17 February 2024
Minute No:	TBA		

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Policy

Volunteering Program

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1 Background

1.1 Title of the Policy and Commencement Date

The Volunteering Program Policy takes effect from TBA.

1.2 Purpose of the Policy

Volunteers and volunteer organisations play an active and important role in our community. Singleton Council supports and encourages the active involvement of volunteers in community organisations and in the activities of Council.

Council values highly and recognises the contribution made by volunteers who give their time, energy, talent, skills, and knowledge to help others. It is this contribution, which assists in shaping change, and influence our local community.

Singleton Council provides opportunities for people to connect and participate in the community through meaningful and relevant volunteer roles. Volunteers make an invaluable contribution to the community through a diverse range of activities and programs.

2 Objective

2.1 Objectives and Coverage of the Policy

The objectives of the policy are:

- To recognise the valuable assistance provided by volunteers;
- To ensure that volunteers have work that is safe, meaningful, fulfilling, and that they are appreciated;
- To ensure all volunteers are treated with respect and gratitude for their contribution;
- To provide overall guidance and direction to volunteers, currently engaged in or thinking of engaging in volunteer work across all areas of Council;
- To enable volunteers to contribute to their community
- To enable volunteers to utilise their individual skills and contribute to identified Council services;
- To provide guidance in recruiting and where necessary terminating of volunteer services;
- To enhance the range of services available across all sectors of Council; and
- To allow for wider community participation in various Council services.

3 Application

This policy applies to all official, active, and future volunteers in Singleton Council.



4 Definitions

For the purposes of this policy:

Term	Meaning
Volunteers	Individuals who mutually benefit the community and themselves; provide services of their own free will and without coercion; do not receive any payment in cash or in kind and complement the workforce.
Mutual benefit	Volunteering remains an agreement between parties, whereby value is gained by the individual Volunteer, the program, the community, and the Council.
Complement	Volunteers will complement, but not threaten the livelihood of paid workers or replace the services or roles provide by paid Employees.
Inclusiveness	Council will ensure its programs and activities meet individual needs, are welcoming of diversity and value the strengths and abilities of all community members.
Responsible Officer	The person that a Volunteer reports to when volunteering for Council.

5 Principles/Body

5.1 Procedural Statement

In Singleton Council, volunteers are involved in a diverse range of activities for a variety of purposes. Guidelines for the recruitment, selection and management of volunteers are outlined in the Volunteering Program Procedure. All volunteers must meet the following criteria to volunteer for Council:

- Complete a satisfactory Australia wide Criminal History Check prior to appointment and then at a minimum every five (5) years thereafter, if required;
- Volunteers in a prescribed position, complete a satisfactory Working with Children Check
- Comply with all relevant policies, procedures, and legislative requirements;
- Current NSW Drivers Licence (where applicable);
- Successfully complete a compulsory probation period from the commencement date.

Volunteers have the right to:

- Receive and participate in sufficient appropriate ongoing training to fully prepare for their role;
- Be kept in touch with any new developments in regard to the role, receiving ongoing support, and supervision;



Policy

Volunteering Program

- Be heard by their Responsible Officer if they need to voice any concerns or queries and have such issues dealt with sensitively and expeditiously, contribute ideas, and have their contributions recognised;
- To be treated as co-workers by Employees and other volunteers, hear positive language and comments about volunteering from Council;
- Work in a safe environment, refuse tasks they believe to be unsuitable, report any injury or accident to their Responsible Officer immediately after the incident. In accordance with Council's incident reporting requirements all reporting must be within 24 hours.

Volunteers have the responsibility to:

- Uphold Council's reputation and image in the community and on social media;
- Maintain confidentiality and privacy;
- Consider volunteering to be a serious commitment, be reliable and give notice as soon as possible of unavailability before termination;
- Abide by Council's policies, standards, and procedures as appropriate and conduct themselves in accordance with Council Values;
- Have respect for others' work time, skills, and workplaces, and treat the general public, employees, and fellow volunteers in a courteous and respectful manner;
- Remain non-judgemental and refrain from imposing views and standards on others, including not speaking on behalf of Council;
- Be committed to working co-operatively as a team member, sharing information, and skills with other volunteers, and asking for help when needed;
- Wear appropriate clothing and safety clothing as required by the Council Work Wear Procedure;
- Read, understand, and carry out all duties in accordance with Council's Work Health and Safety Statement of Commitment, Equitable Workplace Protocol, and Respectful Workplace Protocol.
- Comply with the provisions of Council's Code of Conduct for Employees.

Council has the right and responsibility to:

- Negotiate a commitment from a Volunteer and/or refuse the services of Volunteers;
- Expect volunteers to adhere to Volunteer policies and procedures;
- Have Council property and equipment respected;
- Provide a safe work environment including administration of Criminal History Checks in accordance with legislative requirements, providing appropriate insurance coverage;
- Manage volunteers in a structured and professional manner, recognising Volunteer contributions;
- Promote volunteering in the community;



Policy

Volunteering Program

- Oversee the day-to-day responsibility of volunteers at work;
- Maintain and report data relating to volunteers e.g., list incidents, types of work, value of work;
- Assist with the administration requirements outside a Volunteer's usual day-to-day responsibilities, such as completing an Incident/Hazard Report or declaring gifts in Council's Gifts and Benefits Register;
- Each manager of Council, where volunteers are engaged, will be responsible for organising the recruitment, training, and supervision of volunteers in their area. However, the Manager may assign Supervisors to work with volunteers, but will monitor closely the Supervisors and ensure that each Volunteer is trained and capable of fulfilling his/her functions adequately.

6 Relevant Legislation

- *Government Information (Public Access) 2009, NSW*
- *Work Health and Safety Act 2011, NSW*
- *Work Health and Safety Regulations 2017, NSW*

7 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

7.1 Related Documents

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
17/36399	Volunteering Program Procedure
19/36964	Volunteering Information Pack
19/59262	Volunteer Induction Pack
21/17139	Council Work Wear Procedure
20/63075	WHS Statement of Commitment
PRO/6.1	Equitable Workplace Protocol
22/10289	Volunteer Application Form
19/36581	Library Volunteering Role Activity Statement
19/36583	Youth Volunteering Role Activity Statement
TBA	Arts & Culture Volunteering Role Activity Statement
22/12383	Process Map – Volunteer Onboarding Checklist

Table 7-1 – Related documents

8 Responsible Officer/Policy Owner

Ownership of this policy rests with the Manager Community Services Delivery.



9 Responsibilities

Parties or Persons	Responsibilities
Managers	<ul style="list-style-type: none"> To lead staff and volunteers in their understanding of, and compliance with, this policy and to manage any reports made in relation to it.
Supervisors	<ul style="list-style-type: none"> To supervise volunteers in their understanding of, and compliance with, this policy and to report and concerns in relation to it, to the Manager.
Information Management	<ul style="list-style-type: none"> To receive documents and process them in accordance with Council's procedures, assigning them to the relevant officer for action in a timely manner.
Integrated Risk Management	<ul style="list-style-type: none"> To develop systems and processes for development to the organisation to ensure a safe place of work.

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by Manager **Community Services Delivery** to ensure compliance.

12 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.

13 Last Review Date

This policy was last reviewed on 19 June 2020.

14 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) Act 2009, NSW*.

15 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.



Policy

Volunteering Program

16 Document History

The below table provides a summary of changes and amendments to this document.

Version	Date Amended	Author	Comments
4	20 March 2022	Nicole Lonsdale	<ul style="list-style-type: none">• Policy ownership details updated• Related documents table updated• Monitoring details updated to Manager Community Services Delivery.



DOCC12/22. Minutes - Singleton & District Disability Advisory Committee - 31/03/2022**FILE: 22/00043**

Executive Summary

The Singleton & District Disability Advisory Committee held its ordinary meeting on 31 March 2022. The meeting minutes are shown as **Attachment 1** for Council's information.

RECOMMENDED that Council:

1. Note the minutes of the Singleton & District Disability Advisory Committee held on 31 March 2022.
2. Endorse the revised Terms of Reference for the Singleton & District Disability Advisory Committee.

Report

In accordance with the Council Committees Procedure the Singleton & District Disability Advisory Committee's current Terms of Reference were reviewed, updated and agreed by the Committee at the 31 March 2022 meeting.

Council is requested to approve the updated Terms of Reference as shown at **Attachment 2**.

Expressions of Interest for community members will be sought for the Committee upon Council's approval of the Terms of Reference.

Attachments

AT-1 [↓](#) Minutes - Singleton & District Disability Advisory Committee
31 March 2022

AT-2 [↓](#) Terms of Reference - Singleton & District Disability Advisory
Committee UPDATED March 2022

MEETING NOTES
SINGLETON & DISTRICT DISABILITY ADVISORY
COMMITTEE
1.00PM Thursday 31 March 2022



Present	Alexander Gallagher (Chair) Cr Val Scott Cr Mel McLachlan Maxine Smith Sandy Cruickshanks Tabatha Kattau (virtual) Leslie Adie (virtual) Vicki Brereton Kristy Murphy Owen McLeod
In attendance	Kirsten Torrance – Executive Assistant
Meeting Location	Singleton Council Committee Room & Microsoft Teams

1. Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Diana Deaves, Susan Patterson, Janice Lawrence, Anita White, Rachel Baigent, Sean Britton and Moya Collins.
- Absent – Kim Wren, Luke Boldery, Moya Collins, Rachel Fitton, Joanne Heath, Julia Weir, Amanda Lenton.

NB – due to technical issues with the virtual meeting platform the meeting did not commence until approximately 1:20pm. Council apologies for any inconvenience caused.

2. Disclosure of Interests

- Nil

3. Confirmation of Minutes

- The minutes of the meeting dated Tuesday 5 October 2021 were confirmed.

Moved: Maxine Smith Seconded: Sandy Cruickshank

4. Matters arising from the Minutes

- Day of Disability – As a consequence of COVID19 restrictions this event was small last year, with Belgravia and the library holding scaled-down activities. This year will hopefully be a bigger event.

5. Agenda Items

MEETING NOTES
SINGLETON & DISTRICT DISABILITY ADVISORY
COMMITTEE
1.00PM Thursday 31 March 2022



-
- i. **Introduction of Committee Members – Chair**
Present committee members introduced themselves.
- ii. **Review - Singleton & District Disability Advisory Committee Terms of Reference – Vicki Brereton**
Updates to the Terms of Reference were distributed with the agenda and changes were discussed and agreed upon during the committee meeting. A summary of significant changes is as below:
- Committee tenure will change to two years to allow for better consistency and progression of work by the committee. Committee positions will be vacated at the end of the two-year period
 - Membership is capped at ten, excluding the two places reserved for elected Council representatives. If there are more than ten nominations, memberships exceeding the prescribed number of ten are at the discretion of the Chair.
 - 50% of the membership will be people with disabilities, or carers and family members of people with disabilities. The remainder will be service providers and/or community organisation from the disability sector.
 - The chair of the committee will be an elected Council representative and the deputy Chair will be elected by the committee at its first meeting following the expression of interest process.
 - Only one representative from an organisation will be appointed to the Committee. Approved members can appoint one proxy to attend meetings when they are not available. When in attendance at meetings the nominated proxy will have the same voting rights of the appointed member
 - Following approval of the Terms of Reference by Council expression of interest for all community and organisation positions will be advertised. Existing committee members will be eligible to re-nominate in writing or by other methods as required.
 - Council officers do not have voting rights.
 - Quorum increased to six (from five) and is based on numbers and not on category.

It was confirmed by Council that during the term of the Committee the Terms of Reference can be reviewed and updated if required with the agreeance of the Chair.

Sandy left the meeting at 2:00pm due to other commitments

Alex left the meeting at 2:07pm due to transport requirements

MEETING NOTES
SINGLETON & DISTRICT DISABILITY ADVISORY
COMMITTEE
1.00PM Thursday 31 March 2022



iii. Update - Community Development Strategy – Kristy Murphy

Council is currently drafting a Community Development Strategy. This strategy will address current challenges and potential future issues affecting the social, cultural and community well-being of the Singleton Community. It will identify opportunities for council investment and strategies to attract external funding sources. It will help drive the direction of council services and committees to ensure quality outcomes for the Singleton community.

While community development has the potential to look at whole of community, for the purposes of this plan and to focus Council's attention on the priority areas from the consultation and research the following have been identified as areas of priority:

- Youth
- Ageing
- Aboriginal and Torres Strait Islander Peoples
- Vulnerable Families and Children/ Targeted Early Intervention
- Homelessness
- Mental Health
- Vulnerable communities

Vulnerable communities include: LGBTIQ+, People who are isolated and/or lonely, people experiencing domestic and family violence, people from non-English speaking backgrounds, those experiencing unemployment.

Disability is also an identified priority area, however this is covered in the Disability Inclusion Action Plan (DIAP). The DIAP and its actions will be referenced in the Community Development Strategy.

iv. Update - Disability Inclusion Action Plan 2022-2026 – Kristy Murphy

The Disability Inclusion Action Plan working group have been working towards the development of the new Singleton Council Disability Inclusion Action Plan (DIAP) 2022-2026 since November 2021. The committee alongside Council staff developed a communication and engagement strategy, this has been in use during February with a focus on gathering as much input into the plan by the community as possible, with a clear focus on people with lived experience.

Community Consultation has taken place via survey, online meetings, phone calls and emails. The DIAP survey and alternative consultation methods has been promoted via social and print media, council's website, radio, the Disability Advisory Committee, and through personalised emails or phone calls to relevant community members and service providers (where council had access to current contacts).

Relevant departments across Council have also had input into the plan with staff offering potential actions to meet identified needs.

MEETING NOTES
SINGLETON & DISTRICT DISABILITY ADVISORY
COMMITTEE
1.00PM Thursday 31 March 2022



The Disability Inclusion Action Plan is currently in draft. Actions will be reviewed by the Disability Inclusion Action Plan working group and will then go to Council Leadership for review.

The draft Disability Inclusion Action Plan is due to go to Council on 17th May 2022. Once on approval by Council, it will then be on public exhibition for further community comment for 28 days.

The Disability Inclusion Action Plan working group would like to thank everyone who has contributed to the plan either through consultation and/or through promotion to help in reaching people with lived experience to have their input.

6. Other Business

Discussion around interest in this committee and promotion of membership.

The Singleton Arts & Cultural Advisory Group will be seeking Expressions of Interest for vacancies of 3 identified positions, one being a person who identifies as having a disability.

Kurt Fearnley will be presenting at the Upper Hunter Inspirations Conference on 11 May 2022 at Muswellbrook RSL Club. 9am – 4:30pm. \$77 per ticket. Eventbrite link as below.

[2022 Upper Hunter Inspirations Conference Tickets, Wed 11/05/2022 at 9:00 am | Eventbrite](#)

Council wishes to thank the outgoing Committee members for their service with special recognition to Alex Gallagher as Chair. Council looks forward to working with you all again.

7. Action List

No actions recorded.

8. Next Meeting

Tuesday 3 May 1pm, Singleton Council Committee Room

The meeting closed at 2:30pm

Alexander Gallagher
Chair

DRAFT

Singleton & District Disability Advisory Committee
Terms of Reference
Revision 3: 31 March 2022



Terms of Reference Singleton & District Disability Advisory Committee

1. Establishment

The name of the Committee established under Section 355 of the Local Government Act, 1993, shall be “The Singleton & District Disability Advisory Committee” hereafter referred to as “the Committee”.

2. Authority

This Committee has been established in accordance with Section 355 of the Local Government Act, 1993.

3. Functions and Responsibilities

This committee’s functions are to:

- To advise Council on appropriate policies and procedures to ensure compliance with the provisions of the Disability Discrimination Act 1992 and the Disability Inclusion Act 2014
- To maintain contact with people with disabilities and the community of Singleton Council To ensure that the Singleton Community is aware of the needs of residents with disabilities
- To assist the Singleton Community to break down barriers and promote access to services, information and employment and promote the rights of residents with a disability
- To represent Singleton & District residents with disabilities on bodies which further the above aims and as agreed by the Committee.

4. Referral of Matters

- All Committee minutes will be reported to Council for information and for adoption of any recommendations.

5. Membership and length of term

The Committee will consist of:

- Committee membership will be open to people who support the above objectives, apply for membership and are accepted as members of the Committee by Council.
- The Committee will encourage wide representation of all types of disability in its membership, including intellectual and psychiatric disability.

1

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DRAFT

Singleton & District Disability Advisory Committee
Terms of Reference
Revision 3: 31 March 2022



- The composition of the Committee will be ten (10) persons, excluding the two (2) places reserved for elected representatives of Singleton Council.
- 50% of the membership (five positions) will be for people with disabilities, or carers or family members of people with disabilities, and the remainder representatives of disability service providers and/or community organisation from the disability sector.
- Only one representative from an organisation will be appointed to the Committee. Approved members can appoint a one proxy to attend meetings when they are not available. Nominated proxies when in attendance at meetings will have the same voting rights of the appointed member.
- A Council officer will provide support and advice to the Committee as required but will hold no voting rights. The appointed Council officer will work with the Committee to assist it to carry out its advisory function.
- Membership is for two (2) years and all Committee positions are to be vacated at the conclusion of the two-year period.
- The elected Council representatives will hold position on the committee until the next ordinary election.
- Membership shall be reviewed by calling an expression of interest for all positions. Existing members shall be eligible to re-nominate in writing or by other methods i.e. call to a council officer. Following receipt of expressions of interest Council will assess and recommend to Council community members for the Committee.
- Casual vacancies will be filled by the Committee as they occur
- A position on the Committee will become vacant:
 - If a member is absent for three (3) consecutive meetings without notification to the Committee
- The office bearers will consist of a Chairperson (one of the elected Council representatives) and Vice-Chair who will be elected by the members at the first meeting of the new committee.
- The position of secretary will remain a function of Council staff (as it is a committee of Council)
- Members of the community may be invited to be members of a working party of the Singleton and District Disability Advisory Committee as affiliated members.

6. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet on the first Tuesday of every second month. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- The Chairperson of the Committee will chair all meetings. In the absence of the Chairperson, the Vice-Chair or a person from amongst the members of the Committee will chair the meeting.
- Motions arising at any meeting of the Committee will be decided by majority vote of the designated Committee members.

2

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DRAFT

Singleton & District Disability Advisory Committee
Terms of Reference
Revision 3: 31 March 2022



- Discussion of contentious issues concerning people with disabilities should not result in action being taken until and unless there is consultation with the relevant disability group.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

7. Quorum

- A quorum will be six (6) members including the Chairperson.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

8. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- Members shall observe the provisions of the Local Government Act in relation to declarations of interest in business placed before the Committee. Members shall also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the minutes of the meeting.

9. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

3

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DRAFT

Singleton & District Disability Advisory Committee
Terms of Reference
Revision 3: 31 March 2022

**10. Observers and Visitors**

- A Councillor who is not a member of a committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.
- Interested persons may attend Committee meetings, but do not have voting rights.

11. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded on the relevant CM9 container.
- Minutes will be reported to Council for adoption or for information.

12. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the relevant Director and any other relevant stakeholders, as determined by the Chair.

DOCC13/22. Minutes - Singleton Community Economic Development Fund Joint Management Board - 22/03/2022

FILE:
21/00285/002

Executive Summary

The Singleton Community Economic Development Fund (SCEDF) Joint Management Board held its meeting on 22 March 2022. A report was considered to formalise the election of the Chairperson for the SCEDF Joint Management Board, as required under the Deed.

RECOMMENDED that Council:

1. Note the minutes of the SCEDF Joint Management Board Meeting – 22/03/2022.
2. Endorse Cr Godfrey Adamthwaite as Chair of the SCEDF Joint Management Board.

Attachments

AT-1 [↓](#) CEDF_22032022_MIN

**MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT
MANAGEMENT BOARD
2:00PM TUESDAY 22 MARCH 2022**



Present	Cr Godfrey Adamthwaite, Cr Sue George, Mayor Sue Moore (V), Mr Geoff Moore (Bloomfield Group), (V), Mrs Vicki Brereton (Director Organisation & Community Capacity)
In Attendance	Jason Linnane (General Manager) Cheryl Smith (Executive Assistant)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome to the Board. The General Manager explained that he had been invited to come along and facilitate the meeting. The General Manager gave an overview of the status of the Supreme Court matter.
- Acknowledgement of Country by the General Manager
- Apologies – Ashley McLeod

2 Disclosure of Interests

- Cr George, President Neighbourhood Centre.

3 Confirmation of Minutes

- The minutes of the Community Economic Development Fund Joint Management Board meeting held on Tuesday 30 November 2021, were confirmed.

(S Moore/G Moore)

4 Matters arising from the Minutes

- Grant recipients extremely positive about the program and the function was very successful. Very positive media coverage.

Action: Develop holistic Comms Program

5 Agenda Items

5.1 Community Economic Development Fund Joint Management Board - Election of Chairperson FILE:21/00285/007

The purpose of this report was to formalise the election of the Chairperson for the Singleton Community Economic Development Fund – Joint Management Board, as required under the Deed which was circulated with the report.

**MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT
MANAGEMENT BOARD
2:00PM TUESDAY 22 MARCH 2022**



Two nominations were received for the position of Chair, Crs Sue Moore and Godfrey Adamthwaite. As all members of the Board were not present the Board Members participating virtually were asked to submit their vote for the Chair by email and the proxy vote by Ashley McLeod be accepted.

The votes were tallied and Cr Adamthwaite was declared Chair subject to the endorsement by Council at its meeting to be held on 19 April, 2022.

**5.2 Update - Singleton Community Development Fund,
Round 1 FILE:21/00285/007**

A report was provided to the Singleton Community Economic Development Fund Joint Management Board with an update on the progress of approved applications and opportunities for improvement for future funding rounds.

NOTED.

**5.3 Singleton Community Economic Development Fund -
Financial Status 31 January 2022 FILE:21/00285/007**

A report was provided to the Singleton Community Economic Development Fund (CEDF), Joint Management Board detailing the financial status of the Fund as of 31 January 2022 and propose the allocation of approved grants to the various Voluntary Planning Agreements that contribute to the CEDF.

MOVED Cr Moore **SECONDED** Cr George that the Singleton Community Economic Development Fund (CEDF) Joint Management Board:

1. note the reported financial status as at 31 January 2022, and
2. approve the allocation of approved projects to the each Voluntary Planning Agreement as detailed in Tables 2 and 3 circulated with the report.

CARRIED.

**5.4 Community Economic Development Fund - Three
Year Program Development FILE:21/00285/007**

A report was provided to seek input from the Singleton Community Economic Development Fund Joint Management Board regarding key elements to be included in the development of the three-year funding program.

The Board provided a number of insights for consideration of the Joint Management team. The Joint Management Team will present options for consideration at the June meeting.

NOTED.

**MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT
MANAGEMENT BOARD
2:00PM TUESDAY 22 MARCH 2022**



6 Other Business

- Nil.

7. Next Meeting

- 21 June, 2022.

The meeting closed at 2.51pm.

A handwritten signature in black ink, appearing to read 'Jason Linnane', with a stylized flourish at the end.

Jason Linnane
General Manager

DI&P16/22. Renaming of Matilda Park**FILE: 22/00112****Executive Summary**

The purpose of this report is for Council to consider the renaming of Matilda Park to Singleton Lions Park.

RECOMMENDED that:

1. Council endorse the renaming of Matilda Park to Singleton Lions Park and call for public submissions on the proposed renaming.
2. Should no negative submissions be received:
 - a) Council formally adopt the name;
 - b) Signposting at the park be installed to identify the site as Singleton Lions Park; and
 - c) The Park name be included in topographic mapping and SIX Maps.
3. Should any negative submissions be received, a further report be considered by Council prior to the renaming of the Park.

Report

The Singleton Lions Club has approached Council and requested that a park within Singleton be named “Singleton Lions Park” to reflect the contribution that the Lions Club has made to Singleton since being chartered in 1956. The Club has grown from humble beginnings stemming from friendships formed during the clean-up operations from the disastrous 1955 floods that affected the Valley at that time.

An audit of potential sites was undertaken, with the Lions Club identifying the site, currently known as Matilda Park, as the preferred location. Matilda Park is a grassy area in a dedicated road corridor at the corner of Wynyard Street and Munro Lane as shown in the photo below. The site is vacant except for a “Singleton Shire Council” sign and large established tree. A map of the area is provided in **Attachment 1**.



Photo 1: The proposed site

As the site is part of a road reserve it cannot be officially named by the Geographical Names Board (GNB) and can only be named by Council. It appears that the site became known locally as Matilda Park due to the location of the Matilda Tank at the site prior to its relocation to Townhead Park. There does not appear to have been any previous application to name the site.

The GNB has advised that Council can name the space without it going to the board and have it included in topographic mapping and SIX Maps. It is strongly recommended that the naming guidelines of the NSW Place Naming Policy are followed so that if the portion of the road corridor is closed in the future (i.e. no longer road) the name can be proposed and considered by the Board. The proposed name of "Singleton Lions Park" complies with the naming guidelines.

The 75th Anniversary of Lions in Australia will be celebrated in September 2022. Should the renaming of Matilda Park to Singleton Lions Park be supported, the Lions Club would like to install and maintain a commemorative garden on the site.

Community Strategic Plan

Our People

- 1.2 Provide social, recreational and cultural services which educate, inspire and entertain.
- 1.3 Promote, facilitate and provide services for public health, healthy living and lifestyles

Our Places

- 2.1 Provide safe and well-maintained facilities and infrastructure

Our Leadership

- 5.1 Council's service delivery is aligned with our Community's needs and delivered the best way possible.

Delivery Program/Operational Plan

The adoption of the renaming of Matilda Park to Singleton Lions Park is directly related to the following deliverables and actions within the Delivery and Operational Plans:

- 2.1.6 Maintain Singleton's open space in line with service level agreements
- 5.1.7 Demonstrate delivery of services aligned to community needs

Council Policy/Legislation

The GNB is the authority for geographical names in NSW and operates under the *Geographical Names Act, 1966*.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P16/22

The naming proposal follows the accepted practice for naming, as included within the GNB of NSW Place Naming Policy.

Financial Implications

The expense to Council is minimal and is allowed for in Council's operating budget.

The renaming of this park does not change the ownership, rights or obligations and there will be no further financial implications.

Consultation/Social Implications

The proposal, if endorsed by Council, will be advertised in the Singleton Argus and Hunter River Times and posted on social media. The community will be given 28 days to provide submissions on the name.

Any negative submissions received will be considered in a further report by Council. If no negative feedback is received, the name will be recommended by Council and a sign will be installed.

Environmental Consideration

There are no environmental considerations.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will be seen not to support the Singleton Lions Club in their request to have a park named after them to reflect the contribution that the Lions Club has made to Singleton since being chartered in 1956, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will miss the opportunity to support the Lions Club in contributing in a positive way to the amenity of Singleton, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P16/22***Options**

The following options are available to Council:

Option 1:

1. Council endorse the renaming of Matilda Park to Singleton Lions Park and call for public submissions on the proposed renaming.
2. Should no negative submission be received:
 - a) Council formally adopt the name;
 - b) Signposting at the park be installed to identify the site as Singleton Lions Park; and
 - c) The Park name be included in topographic mapping and SIX Maps.
3. Should any negative submissions be received, a further report be considered by Council prior to the renaming of the Park.

Option 2: Council reject the proposed renaming of Matilda Park to Singleton Lions Park.

Option one is recommended.

Conclusions

It is recommended that Council endorse the renaming of Matilda Park to Singleton Lions Park for public advertising and community consultation.

If no objections are received to the proposed renaming, it is recommended that the name is adopted and signposted.

Attachments

AT-1 [↓](#) Site Plan

Matilda Park



- Legend**
- Proximity Warning Messages
- Current Land Parcels
- Standard Lot
 - Strata Lot
 - Strata Unit
 - Valuation Lot
 - Proposed Lot



Date: 19-Jan-2022
Projection: WGS 1984 Web Mercator Auxiliary Sphere

DISCLAIMER:
While every care is taken to ensure the accuracy of this data, Singleton Council makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose, and also disclaims all responsibility and all liability (including without limitation, liability in negligence) for any expenses, losses, damages (which includes consequential damage) and costs which you might incur as a result of data being inaccurate or incomplete for any reason. Any resale of this data is strictly prohibited.

DI&P17/22. Integrated Water Cycle Management (IWCM) Strategy **FILE: 18/00316-02/06****Executive Summary**

The purpose of this report is for Council to consider adoption of the Integrated Water Cycle Management (IWCM) Strategy following public exhibition of the Draft IWCM Strategy. The IWCM Strategy provides a 30-year plan for the provision of appropriate, affordable, cost-effective, and sustainable water and sewerage services that meet community needs and protect public health and the environment. The Strategy provides a considered direction for Council's water and sewerage business and has been prepared in accordance with NSW Government guidelines. The documented outcomes of the IWCM Strategy have been reviewed and are supported by key stakeholders and regulatory groups.

RECOMMENDED that Council:

1. Adopt the Integrated Water Cycle Management Strategy; and
2. Seek concurrence from the Department of Planning and Environment for the adopted Strategy.

Report

Integrated Water Cycle Management (IWCM) is the integrated management of the water supply and sewerage services within a whole of catchment strategic framework. IWCM is a framework to help identify water management risks, to address these risks, to determine the appropriate management responses and to manage the impacts of the risks so that social, environmental and economic objectives are met. The IWCM Strategy provides a 30-year plan for the provision of appropriate, affordable, cost-effective and sustainable water and sewerage services that meet community needs and protect public health and the environment.

The IWCM Strategy is a key component of the NSW Government's *Best-Practice Management of Water Supply and Sewerage Guidelines* (BPM Guidelines) 2007. Development of the strategy is based on the BPM Guidelines and the associated IWCM Strategy Checklist prepared by the Department of Planning and Environment (DPE). The IWCM Strategy is to be reviewed every four years and fully updated every eight years.

The first phase of the IWCM Strategy development defines the catchment, water resource and urban water issues faced by Council (the Issues Paper). Once the issues are broadly defined, studies are undertaken for the second phase to better define issues and look at ways of managing them (the Options Assessment). Studies involve population and water demand projections, bulk supply and distribution analysis and management options development. This process results in Council adopting a long-term strategy for the integrated delivery of its water supply and sewerage services to its customers (the IWCM Strategy). The IWCM Strategy sets the objectives, performance standards and associated performance indicators for the water and sewerage business and ensures right-sized infrastructure and efficient service provision to meet the needs of the community.

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The IWCM Strategy, once developed, is endorsed by Council and provided to DPE for their concurrence.

Council commenced development of its updated IWCM Strategy in 2016, however the project was delayed by resourcing and also as a result of a significant change of scope required by DPE. A key project milestone was achieved at a stakeholder workshop in July 2021, which involved review of the outcomes of investigations and analysis of the scenarios derived. This workshop was attended by Council Officers, representatives of the elected Council as well as representatives from DPE, NSW Health and the Environment Protection Authority (EPA). Three scenarios of project combinations were assessed, and a preferred Scenario confirmed by the stakeholders.

The draft IWCM Strategy was then developed around the preferred scenario and submitted, for consideration by Council, to the October 2021 Council meeting.

At its meeting held on 18 October 2021 Council resolved as follows:

1. Place the draft Integrated Water Cycle Management (IWCM) Strategy on public exhibition for a period of 42 days; and
2. Consider a further report for the adoption of the IWCM Strategy with consideration of the submissions received during the public exhibition period.

No comments were received during the public exhibition period.

The final IWCM Strategy is included as **Attachment 1**.

IWCM Projects

The IWCM projects address risks and issues identified during the development of the Issues Paper as well as any new or upgrade projects identified during the development of the IWCM Strategy. Asset renewal projects will continue to be identified through normal asset management processes. The projects included in the final IWCM Strategy are from Scenario One which is the recommended scenario identified through the scenario evaluation and ranking process. A summary of the key projects included in the IWCM Strategy is provided in **Table 1** below.

Table 1 – IWCM Projects

Projects	Delivery Timeframe	Comments
Sewerage System Issues		
Upgrade the gravity lines in the Bourke Street Sewer Pump Station (SPS) catchment	2021 – 2025	Previously identified and programmed work - informed by IWCM investigations
Upgrade of Kennedy SPS	2021 – 2025	
Upgrade the gravity line in the Kennedy SPS catchment	2021 – 2025	
Upgrade Dunolly SPS pumps.	2035 – 2040	
Singleton Sewage Treatment Plant (STP) Issues		

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Projects	Delivery Timeframe	Comments
Augment capacity of the STP inlet works	2022	Previously identified and programmed work - informed by IWCM investigations
Recommission two sludge lagoons	2023	
Refurbish existing sludge drying beds and construct new supernatant recycle pump station.	2023	
Medium term option – Proceed with a chemical dosing facility which would be used to chemically reduce phosphorus levels to 1 mg/L in the effluent to reduce the extent of algae formation.	2023	
Monitor the extent of algal formation in the effluent ponds and proceed with chemical dosing to reduce phosphorus levels to 0.1 mg/L (if required).	2050	
Unserviced Areas (Sewer)		
Broke - Pressure sewer system with oxidation ponds, maturation ponds and opportunistic reuse.	2045	Delivery date extended to 20+ years as projects are not currently feasible. Project feasibility to be reviewed during a future review / update of the IWCM Strategy
Jerrys Plains - Pressure sewer system with oxidation ponds, maturation ponds and opportunistic reuse.	2045	
Bulga - Pressure sewer system with oxidation ponds, maturation ponds and opportunistic reuse.	2050	
Wattle Ponds - Improve On-site Sewer Management System (OSSM) performance.	2050	
Mt Thorley - Pressure sewer system with oxidation ponds, maturation ponds and opportunistic reuse.	2050	
Water Security		
Implement actions from Water Loss Management Plan	2021 – 2025	Projects Identified through the IWCM investigations
Actions from Drinking Water Management System (DWMS) Improvement plan.	2022	
Build a new Water Treatment Plant (WTP) at Jerrys Plains to treat river water or supply water from the Singleton system.	2030	
Undertake additional microbial testing. Confirm source water catchment classification. Add ultraviolet disinfection as additional process treatment unit, if required to meet target log reduction value.	2031	
Use Rose Point Park bore water as a supplementary source for Singleton town water supply.	2035	
Support for connection of Lostock Dam to Glennies Creek Dam (NSW Government project).	2035	Not Council Funded - Delivery is dependent on State
Support for connection of Singleton Council to Hunter Water Supply Network via a potable two-way pipeline (NSW Government project).	2035	

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Projects	Delivery Timeframe	Comments
Bulga Milbrodale Water Supply Scheme (subject to grant funding).	2024	Priorities and Grant Funding

Community Strategic Plan**Our Places**

2.3 Provide safe and reliable water and sewer services

Our Environment

3.3 Promote efficient water and waste management and increase reuse and recycling

Delivery Program/Operational Plan

- 2.3.1 Plan and deliver the Potable Water Supply Schemes for Bulga and Camberwell Villages
 - 2.3.1.1 Seek funding for the construction of the Bulga Milbrodale Water Supply scheme
- 2.3.3 Maintain and expand, in line with new water supply schemes, the Singleton Drinking Water Quality Management System in compliance with NSW Health requirements
 - 2.3.3.1 Maintain high quality water supply to Singleton through annual review of Drinking Water Management System
- 2.3.5 Maintain compliance with NSW Best Practice Framework for water and sewer
 - 2.3.5.2 Maintain high quality water and sewer services by implementing Best Practice Management Plans and Strategies
- 2.3.6 Implement asset renewal and replacement program for water and sewer treatment, including pump stations and reservoirs
 - 2.3.6.1 Conduct the 2021/2022 Capital Works Program for Water and Sewer
- 3.3.4 Implement the regulator approved Integrated Water Cycle Management Plan
 - 3.3.4.1 Complete the 8-yearly review of the Integrated Water Cycle Management Plan

Council Policy/Legislation

The *Local Government Act 1993* provides the legal framework for the supply of water and sewerage works and facilities, including the levying of charges for water and sewerage supply.

Council's current water and sewer prices are set annually through the adoption of Council's Operational Plan and the fee structure is guided by the BPM Guidelines. The primary objective of Council's water pricing is to achieve full cost recovery as well as a split of 75% usage charge, 25% base charge to send a strong pricing to signal customers to reduce water usage.

Council sets its water and sewer developer charges under Section 64 of the *Local Government Act 1993*.

Under Section 409 of the *Local Government Act 1993*, Council is entitled to pay a dividend from the water and sewer funds to the general fund if it meets the requirements of the BPM Guidelines. The BPM Guidelines have been published by the Minister for Water Utilities pursuant to Section 409(6) of the *Local Government Act 1993*. Completing the IWCM Strategy is a key component of compliance with the BPM Guidelines. The BPM Guidelines also require Council to obtain concurrence from DPE following the adoption of the IWCM Strategy.

Financial Implications

The IWCM Strategy reviews the impacts of planned projects on both the Typical Residential Bill (TRB) and developer charges at a high-level to ensure that these cost implications are reasonable and are achieving full-cost recovery. The purpose of conducting a high-level financial analysis as part of the IWCM Strategy is to enable Council to determine any significant differences between the scenarios but it is not to determine the actual TRB and developer charges that will eventuate. A full detailed financial analysis will be undertaken to determine the actual TRB, through setting of annual user charges in Council's Operational Plan, and developer charges, through preparation of a Developer Servicing Plan, following the adoption of the IWCM Strategy.

The high-level financial assessment undertaken as part of the IWCM Strategy determined that there was no material difference in the TRB and developer charges between each of the scenarios.

The IWCM Strategy includes the development of a 30-year capital works program which ensures capital and operational funding is available to meet the needs of the community over the term of the IWCM Strategy. Following adoption of the IWCM Strategy, the capital works program and associated funding will be incorporated in Council's Long term Financial Plan.

Consultation/Social Implications

Wide consultation with various stakeholders has been completed at various stages of the development of the IWCM Strategy. This has been done in line with the consultation requirements in the IWCM Strategy Checklist from the BPM Guidelines for stakeholder engagement which required, at a minimum, Council to engage with stakeholders upon

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preparation of the Issues Paper, Scenario Analysis and draft IWCM Strategy. Council has exceeded these consultation requirements.

Consultation activities have included several Councillor Briefings and stakeholder workshops involving Council Officers, members of the community, representatives of the elected Council, representatives from DPE, NSW Health and the EPA, as well as members of Singleton business community.

The IWCM Strategy was considered by Council at the October 2021 meeting after which time a formal engagement plan was developed to inform engagement with the community and the newly elected Council in early 2022. In accordance with the engagement plan the IWCM Strategy was placed on public exhibition for a period of 42 days. Two community engagement sessions were also held on Wednesday 24 November 2021 between 12:00pm to 1:00pm and Monday 6 December 2021 between 5:30pm to 6:30pm. No comments were received during the public exhibition period.

As per the BPM Guidelines, Council will seek DPE's concurrence for the final IWCM Strategy following adoption by Council. Council has included representatives from DPE throughout the development of the IWCM Strategy and has already considered extensive feedback from DPE in the preparation of the final IWCM Strategy.

Environmental Consideration

Prior to construction of any project, Council will assess the environmental impacts of the projects in accordance with the relevant legislation, including the *Environmental Planning and Assessment Act 1979*.

The IWCM Strategy includes various projects relating to upgrades at the Singleton STP where the primary outcome is improved environmental performance.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that without a finalised IWCM Strategy Council will not comply with BPM Guidelines which may lead to an inability to pay a dividend from the water and sewer business to the general fund.	High	Adopt the recommendation	Low	Yes
There is a risk that if the IWCM Strategy is not finalised, projects included within the Strategy will be ineligible for grant funding which may lead to Council having to source alternate	High	Adopt the recommendation	Medium	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
funding.				
There is a risk that Council will not comply with its legislative requirements which may lead to legal action, fines and penalties.	High	Adopt the recommendation	Low	Yes
There is a risk that if the IWCM Strategy is not finalised Council's water and sewer business will not meet the expected levels of service for the community which may lead to reduced levels of service and/or increased costs to Council and the community.	High	Adopt the recommendation	Low	Yes
There is a risk that DPE will not provide concurrence for the final IWCM Strategy which may lead to increased financial costs and reputational damage.	Low	Adopt the recommendation Significant previous stakeholder consultation with DPE.	Low	Yes

Options

The following options are available to Council:

1. Resolve to adopt the Integrated Water Cycle Management Strategy and seek concurrence from the Department of Planning and Environment.
2. Resolve not to adopt the Integrated Water Cycle Management Strategy and that another review be carried out.

Option one is recommended.

Conclusions

Council has prepared the IWCM Strategy to provide a 30-year plan for the provision of appropriate, affordable, cost-effective and sustainable water and sewerage services that meet community needs and protect public health and the environment. The IWCM Strategy presents the strategic direction for Council's water and sewerage business and ensures compliance with BPM Guidelines. The documented outcomes of IWCM Strategy have been reviewed and publicly exhibited to obtain support from stakeholders in the community and regulatory groups.

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Attachments

AT-1  Integrated Water Cycle Management Strategy

Attachment Under
Separate Cover

DI&P18/22. Minutes - Local Traffic Committee - 17/03/2022**FILE: 22/00072**

Executive Summary

The Local Traffic Committee held its ordinary meeting on 17 March 2022. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council:

1. Note the minutes of the Singleton Local Traffic Committee Meeting held on 17 March 2022.
2. Adopt the following recommendations made by the Local Traffic Committee:

Item 1: John Street – Parking Restrictions

Local Traffic Committee recommends that Council approves the amendments to the timed parking controls on the section of John Street between Macquarie Street and Campbell Street as per drawing 'PS22-009 - John Street - Parking amendments'.

Item 2: Event - ANZAC Day 2022 - Temporary Traffic Management

Local Traffic Committee recommends that Council approves the implementation of the temporary traffic control measures for the ANZAC Day parade on 25 April 2022 as per the ANZAC Day 2022 Traffic Management Plan.

Item 3: Blaxland Avenue - GIVE WAY signs

Local Traffic Committee recommends that Council approves the installation of GIVE WAY signage and line marking on all side roads along Blaxland Avenue that do not currently have them and PEDESTRIAN warning signs around the intersection of Blaxland Avenue/Mitchell Avenue as per drawing 'PS22-006 - Blaxland Avenue - GIVE WAY and PEDESTRIAN signs'.

Item 4: Kelso Street - NO STOPPING sign relocation

Local Traffic Committee recommends that Council approves the relocation of the existing NO STOPPING sign currently in place on the boundary of number 31 and 33 Kelso Street to a point 7.2m east of the boundary of number 33 and 35 Kelso Street as per drawing 'PS22-008 - Kelso Street - NO STOPPING sign relocation'.

Item 5: Event - Firelight 2022 - Temporary Traffic Management

Local Traffic Committee recommends that Council endorses the Traffic Management Plan for Firelight 2022 and approves the event in accordance with this plan and the following conditions:

1. As per the *Work Health and Safety Act 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.

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2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event commences.
3. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card).
4. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).

Item 6: Event - AusCycling 2022 – Temporary Traffic Management

Local Traffic Committee recommends that Council endorses the Traffic Management Plans as submitted by AusCycling for the following events:

- Saturday 23 April 2022 – Road Race – Short Course
- Sunday 24 April 2022 – Broke Criterium Course

and approves the events in accordance with these plans under Section 144 of the Roads Act 1993 and the following conditions:

1. This approval is subject to AusCycling obtaining written approval by the NSW Police Force pursuant to Section 115 of the Road Transport Act 2013. **If Police approval is not granted, the event cannot take place.**
2. All race participants must follow the rules of the road at all times unless special traffic control is provided.
3. Riders are to never cross the centreline of the road. Sanctions for crossing a centreline are to be put in place and issued to riders if necessary.
4. Compliance with Traffic Guidance Schemes (TGS's) must take precedence over any operational or competitive expedience encountered in the conduct of a race.
5. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
6. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before a race passes any given point.
7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).

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8. If Traffic Controllers are used, they must hold current traffic controller certification – ‘Traffic Controller’ (previously blue card)
9. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under Roads Regulation 2018
10. Traffic controllers must display their authorisation when controlling traffic.
11. Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
12. The implementation of TGS’s must be undertaken by a person that holds current certification – ‘Implement Traffic Control Plans’ (previously yellow card)
13. Any changes or modifications to the TGS’s can only be made by a person that holds appropriate current certification – ‘Prepare a Work Zone Traffic Management Plan’ (previously red card)
14. The event organiser must undertake letterbox drops to all affected businesses and residents in the areas at least 7 days prior to the events taking place to advise of the upcoming events.

Item 7: Event - Jerrys Plains Bicentennial Celebration 2022 - Temporary Traffic Management

Local Traffic Committee recommends that Council endorses the Traffic Management Plan for Jerrys Plains Bicentennial Celebration 2022 and approves the event in accordance with this plan and the following conditions:

1. As per the *Work Health and Safety Act 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the Traffic Guidance Schemes are properly and fully implemented at an appropriate time before the event starts.
3. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
4. If Traffic Controllers are used, they must hold current traffic controller certification – ‘Traffic Controller’ (previously blue card).
5. Traffic Controllers can only operate in accordance with a Traffic Guidance Scheme that has been authorised by the relevant Roads Authority, under Roads Regulation 2018.
6. Traffic controllers must display their authorisation when controlling traffic.

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7. Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
8. The implementation of Traffic Guidance Schemes must be undertaken by a person that holds current certification – ‘Implement Traffic Control Plans’ (previously yellow card).
9. Any changes or modifications to the Traffic Guidance Schemes can only be made by a person that holds appropriate current certification – ‘Prepare a Work Zone Traffic Management Plan’ (previously red card).

Item 8: Event - Society of Saint Pius X Procession - Temporary Traffic Management

Local Traffic Committee recommends that Council endorses the Traffic Management Plan – 25th Church Anniversary Procession – Singleton (TMP no. 118) and approves the implementation of the temporary traffic control measures required to run this event in accordance with this plan subject to the following conditions:

1. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event begins.
3. Traffic Controllers must hold current traffic controller certification – ‘Traffic Controller’ (previously blue card).
4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the Roads Regulations 2018
5. Traffic controllers must display their authorisation when controlling traffic.
6. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
8. The implementation of TGS's must be undertaken by a person that hold current certification – ‘Implement Traffic Control Plans’ (previously yellow card).

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9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).
3. Allocate funds from within the existing operational budget as follows to undertake the works recommended by the Local Traffic Committee:

Item	Title	Source of funds	Est. amount
1	John Street – Parking Restrictions	TfNSW Traffic Facilities Budget	\$2,000
2	Event - ANZAC Day 2022 - Temporary Traffic Management	TfNSW Traffic Facilities Budget	\$5,000
3	Blaxland Avenue - GIVE WAY signs	TfNSW Traffic Facilities Budget	\$4,000
4	Kelso Street - NO STOPPING sign relocation	TfNSW Traffic Facilities Budget	\$500
5	Event - Firelight 2022 - Temporary Traffic Management	Firelight Event Budget	\$6,000
6	Event - AusCycling 2022 – Temporary Traffic Management	N/A	\$0
7	Event - Jerrys Plains Bicentennial Celebration 2022 - Temporary Traffic Management	N/A	\$0
8	Event - Society of Saint Pius X Procession - Temporary Traffic Management	N/A	\$0

Attachments

AT-1 [↓](#) Minutes - Local Traffic Committee - 17/03/2022

**MINUTES
LOCAL TRAFFIC COMMITTEE
9.30AM THURSDAY 17 MARCH 2022**



Present	Councillor Sue George – (Chair) (Cr SG) Alison Balding – TfNSW Representative (AB) Chief Inspector Jo Schultz – NSW Police (JS) Senior Constable Amy Sweeney – NSW Police (AS)
In Attendance	Mayor Sue Moore – (Cr SM) Justin Fitzpatrick-Barr – Director Infrastructure and Planning (JFB) Damian Morris – Manager Infrastructure Services (DM) Paul Smith – Traffic Engineering Officer – (PS) Melissa Cope – Minute Taker
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Ruth Rogers
Dave Layzell
Sam Masoomi
Jason Linnane

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Local Traffic Committee meeting held on Thursday 18 November 2021 and Wednesday 22 December 2021, were confirmed.

Moved AB / Seconded Cr SG

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Item 1 - John Street - Parking Restrictions

FILE:22/00072

Recommendation:

Local Traffic Committee recommends that Council approves the amendments to the timed parking controls on the section of John Street between Macquarie Street and

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Campbell Street as per drawing 'PS22-009 - John Street - Parking amendments'.

Unanimous Support

5.2 Item 2 - Event - ANZAC Day 2022 - Temporary Traffic Management **FILE:22/00072**

Recommendation:

Local Traffic Committee recommends that Council approves the implementation of the temporary traffic control measures for the ANZAC Day parade on 25 April 2022 as per the ANZAC Day 2022 Traffic Management Plan.

Unanimous Support

5.3 Item 3 - Blaxland Avenue - GIVE WAY signs FILE:22/00072

Recommendation:

Local Traffic Committee recommends that Council approves the installation of GIVE WAY signage and line marking on all side roads along Blaxland Avenue that do not currently have them and PEDESTRIAN warning signs around the intersection of Blaxland Avenue/Mitchell Avenue as per drawing 'PS22-006 - Blaxland Avenue - GIVE WAY and PEDESTRIAN signs'.

Unanimous Support

5.4 Item 4 - Kelso Street - NO STOPPING sign relocation FILE:22/00072

Recommendation:

Local Traffic Committee recommends that Council approves the relocation of the existing NO STOPPING sign currently in place on the boundary of number 31 and 33 Kelso Street to a point 7.2m east of the boundary of number 33 and 35 Kelso Street as

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per drawing 'PS22-008 - Kelso Street - NO STOPPING sign relocation'.

Unanimous Support

5.5 Item 5 - Event - Firelight 2022 - Temporary Traffic Management

FILE:22/00072

Consultation

Council will send letters to all affected businesses and property owners/occupants once the event is approved.

Recommendation:

Local Traffic Committee recommends that Council endorses the Traffic Management Plan for Firelight 2022 and approves the event in accordance with this plan and the following conditions:

1. As per the *Work Health and Safety Act 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event commences.
3. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card).
4. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).

Unanimous Support

5.6 Item 6 - Event - AusCycling 2022 Temporary Traffic Management

FILE:22/00072

Recommendation:

Local Traffic Committee recommends that Council endorses the Traffic Management Plans as submitted by AusCycling for the following events:

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- Saturday 23 April 2022 – Road Race – Short Course
- Sunday 24 April 2022 – Broke Criterium Course

and approves the events in accordance with these plans under Section 144 of the Roads Act 1993 and the following conditions:

1. This approval is subject to AusCycling obtaining written approval by the NSW Police Force pursuant to Section 115 of the Road Transport Act 2013. **If Police approval is not granted, the event cannot take place.**
2. All race participants must follow the rules of the road at all times unless special traffic control is provided.
3. Riders are to never cross the centreline of the road. Sanctions for crossing a centreline are to be put in place and issued to riders if necessary.
4. Compliance with Traffic Guidance Schemes (TGS's) must take precedence over any operational or competitive expedience encountered in the conduct of a race.
5. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
6. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before a race passes any given point.
7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
8. If Traffic Controllers are used, they must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
9. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under Roads Regulation 2018
10. Traffic controllers must display their authorisation when controlling traffic.
11. Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
12. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card)

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13. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card)
14. The event organiser must undertake letterbox drops to all affected businesses and residents in the areas at least 7 days prior to the events taking place to advise of the upcoming events.

Unanimous Support

**5.7 Item 7 - Event - Jerrys Plains Bicentennial Celebration
2022 - Temporary Traffic Management FILE:22/00072**

- Event organisers are expecting 2000-3000 people to attend their event. PS looked on Facebook event page and so far 22 people have advised they will be attending
- Facebook looks to be the only advertising or promotion of the event
- TfNSW doesn't believe they will reach 2000-3000 people
- Bus drop off area only for two (2) buses at this stage
- Only one (1) parking area assigned for event.

Recommendation:

Local Traffic Committee recommends that Council endorses the Traffic Management Plan for Jerrys Plains Bicentennial Celebration 2022 and approves the event in accordance with this plan and the following conditions:

1. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the Traffic Guidance Schemes are properly and fully implemented at an appropriate time before the event starts.
3. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
4. If Traffic Controllers are used, they must hold current traffic controller

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certification – 'Traffic Controller' (previously blue card)

5. Traffic Controllers can only operate in accordance with a Traffic Guidance Scheme that has been authorised by the relevant Roads Authority, under Roads Regulation 2018
6. Traffic controllers must display their authorisation when controlling traffic.
7. Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
8. The implementation of Traffic Guidance Schemes must be undertaken by a person that holds current certification – ‘Implement Traffic Control Plans’ (previously yellow card)
9. Any changes or modifications to the Traffic Guidance Schemes can only be made by a person that holds appropriate current certification – ‘Prepare a Work Zone Traffic Management Plan’ (previously red card)

Unanimous Support

5.8 Item 8 - Event - Society of Saint Pius X Procession - Temporary Traffic Management

FILE:22/00072

- The event has run in previous years.

Recommendation:

Local Traffic Committee recommends that Council endorses the Traffic Management Plan – 25th Church Anniversary Procession – Singleton (TMP no. 118) and approves the implementation of the temporary traffic control measures required to run this event in accordance with this plan subject to the following conditions:

1. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event begins.

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3. Traffic Controllers must hold current traffic controller certification – ‘Traffic Controller’ (previously blue card).
4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the Roads Regulations 2018
5. Traffic controllers must display their authorisation when controlling traffic
6. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
8. The implementation of TGS’s must be undertaken by a person that hold current certification – ‘Implement Traffic Control Plans’ (previously yellow card).
9. Any changes or modifications to the TGS’s can only be made by a person that holds appropriate current certification – ‘Prepare a Work Zone Traffic Management Plan’ (previously red card).

Unanimous Support

5.9 Informal Agenda Item 1 - Speed Zone Referrals to TfNSW

FILE:22/00072

Speed Zone referrals to TfNSW

Outstanding speed zone reviews requested by Council:

Location	Request
Middle Falbrook Road	Speed zone reduction in vicinity of no. 797 Council were advised on 27/2/2020 that TfNSW have appointed contractors to undertake SZR – no update since this date. Latest Update: 17/03/2022 - Has progressed, completed first part of review
Rusty Lane (north arm)	Reduce 80km/h limit to 60km/h Latest update: Council were advised on 27/2/2020 that TfNSW have appointed contractors to undertake SZR – no update since this date. 17/03/2022 - No Update
Range Road	60km/h speed limit from the Golden Highway to past the entrance to the Army base. Sent to TfNSW on 6/4/2017. Latest update: Council were advised on 27/2/2020 that the SZR was with TfNSW Regional Director North for authorisation and that and that

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	<p>arrangements for installation will be organised when this authorisation has been received. Latest update 17/03/2022 – Speed limit to stay at 80kms, the missing 80kms sign now been replaced, request complete AB will advise Army of decision</p>
Mount Thorley interchange	<p>Clarification of speed limit through the interchange Sent to TfNSW 23/7/2014 17/03/2022 - Signs still not up. Progressing</p>
Mount Thorley Industrial area	<p>Clarification of speed limits throughout the area Sent to TfNSW 28/6/2012</p>
Retreat Road	<p>Request for reduction from 70km/h to 50km/h. Chloe Maher - chloe_maher@hotmail.com Sent to TfNSW on 13/5/2020.</p>
Branxton Area - Lakes Folly Drive, Rusty Lane etc.	<p>60km/h speed limit and extend 80km/h speed limit. Sent to TfNSW on 11/11/2020.</p>
Dyrring Road	<p>Reduce 100km/h limit to 80km/h. Sent to TfNSW on 18/6/2021.</p>
Wollombi Road	<p>Reduce 100km/h limit to 80km/h. Sent to TfNSW on 18/6/2021.</p>
Radford Park area	<p>Review current 100km/h speed limit. Sent to TfNSW on 30/11/2021. Latest update 17/03/2022 - Reduced to 50km/h, speed signs up, request closed.</p>

DOCUMENT: 21/93549

**5.10 Informal Agenda Item 2 - Police Enforcement Requests
Police Enforcement Requests**

FILE:22/00072

Police enforcement requested by Council since the last meeting of the LTC:

- Residents of the Glendonbrook Halls committee are conducting an audit of signs.
- PS has had bus stop signs installed in Glendonbrook location.

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- PS has emailed times to AS, they have been sent to Traffic and Highway patrol for tasking.

6 Other Business

- N/A

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	17/03/2022	Advise Council's Events Team of Councils decisions in regards to items 5.2, 5.5, 5.6, 5.7 & 5.8	Paul Smith	25/04/2022
	17/03/2022	Arrange for works to be undertaken for items 5.1, 5.3 & 5.4	Paul Smith	27/05/2022

8 Next Meeting

- 12 May 2022 at 9:30am, Council Chambers

The meeting closed at 9:49am

Councillor Sue George

Chair

DI&P19/22. Minutes - Roads Advisory Committee - 15/03/2022**FILE:** 20/00034

Executive Summary

The Roads Advisory Committee held its ordinary meeting on 15 March 2022. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

1. Note the minutes of the Roads Advisory Committee meeting held on 15 March 2022.
2. Adopt the following recommendations of the Roads Advisory Committee:

Item 5.1 Unnamed Road off Hermitage Road Pokolbin

1. Council does not undertake any additional works along the currently unnamed section of road, locally known as Ironbark Hill Road, beyond the extent of the current Low Maintained Road, and advise the applicant accordingly.
2. The applicant be advised to obtain a s138 approval to undertake their own improvement works associated with all-weather access to their property.
3. Council writes to the landowners of Lots 11, 12 & 71 advising them of the requirement to obtain a s129 permit for existing Public Gates, alternatively to have them and any associated infrastructure within the road reserve removed.

Item 5.2 Capital Works for 2022/2023 – Update

That the Roads Advisory Committee Meeting recommends that Council endorse the draft Roads Capital Works Program – 2022/2023

Item 5.3 Crown Land Transfer - Putty Valley

1. Formally endorses the response letter issued to Crown Lands with respect to the proposed transfer of Putty Valley Road to Council.
2. Writes to the NSW Deputy Premier, Minister for Lands and Water, Minister for Local Government, Minister for Regional Transport and Roads, Minister for Planning and Homes and the Member for Upper Hunter to advocate on issues associated with the transfer of Crown roads to local governments.
3. Keep residents informed of progress.

Item 5.4 Road Closure update – Various

The update of road closures for the following roads was noted.

- a) Dalwood Road
- b) Nobles Lane Crossing

Item 5.5 Driveways and Access Roads Policy – Update

An update on the Draft Policy - Driveways and Access Roads within Council Road Reserves was provided.

Item 5.6 Public Gate & Bypass Policy – Update

An update on the Public Gate & Bypass Policy was provided.

Item 5.7 Roads Flood Management Policy – Update

An update on the Roads Flood Management Policy was provided.

Item 5.8 Bimbadeen Road Remedial Action – Update

An update on the progress of remedial actions being undertaken on Bimbadeen Road was provided.

Item 5.9 Sunnyside Lane - Road Condition - Low Maintenance Road

The matter is currently being investigated by Council Officers and will be reported to the Roads Advisory Committee at a future meeting.

Item 5.10 Moores Lane - 746 Elderslie Road

Council has received a request to close the section of Moores Lane which traverses the runway used by Newcastle Sport Parachute Club. The matter is currently being investigated by Council Officers and will be reported to the Roads Advisory Committee at a future meeting.

Item 5.11 Meeting Dates

Proposed meeting dates for 2022:

- 8 March 2022 – Meeting postponed to 15 March 2022
- 7 June 2022
- 6 September 2022
- 13 December 2022

Item 5.12 Mount Royal NP FAFT Program – Request to waive fees

That the Roads Advisory Committee Meeting recommends that Council waive the s138 fees applicable to the National Parks & Wildlife Service (NPWS) for the requested period to facilitate works as part of the Fire Access and Fire Trail Program.

Item 5.13 Piribil Street Road Ownership - Request for Transfer from Crown

1. Consider making application to Crown Lands to transfer a section of Piribil Street from Doyle Street to the end and including the Unnamed Cemetery Road.
2. Classify the roads as Low Maintenance Roads, and list the required upgrade works in future capital works programs, should the roads be transferred to Council.
3. Allocate \$50,000 from Council's 2021-22 Roads Unsealed Maintenance Budget to undertake minor upgrade works as an interim measure, should the roads be transferred to Council.

Item 5.14 Starvation Lane - Proposed Road Closure

That the Roads Advisory Committee recommends to Council that it physically closes a section of Starvation Lane by installing barriers at both ends of the Unmaintained sections of Starvation Lane to prevent vehicular access.

Item 5.15 Regional Road Transfer – Update

That the Roads Advisory Committee recommends that Council formally endorse the revised list of roads submitted for consideration under the NSW Government's Road Classification Review.

Attachments

AT-1 [↓](#) Minutes - Roads Advisory Committee - 15032022

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Present	Mayor Sue Moore (Cr SM) (Chair) Deputy Mayor Tony Jarrett (Cr TJ)
In Attendance	Justin Fitzpatrick-Barr (JFB) Damian Morris (DM) Mary-Anne Crawford (MAC) Neda Khojasteh (NK) Warren Vandermeer (WV) Melissa Cope (Minutes)
Public Access	Mr Di Mascio – Item 5.1 Unnamed Road off Hermitage Road Pokolbin Mr Tim Spooner – Item 5.3 Crown Land Transfer - Putty Valley
Meeting Location	Council Chambers

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
Cr Hollee Jenkins
Jason Linnane
Sam Masoomi
David Maunder

2 Disclosure of Interests

- Cr SM declared an insignificant interest in Item 5.10 - Moores Lane.

3 Confirmation of Minutes

The minutes of the Roads Advisory Committee meeting held on 21 September 2021, were confirmed.

Moved Cr SM / Seconded Cr TJ

4 Matters arising from the Minutes

- N/A

5 Agenda Items

5.1 Unnamed Road off Hermitage Road Pokolbin

FILE:20/00034

Purpose:

The purpose of this report is to consider available options relating to ongoing maintenance issues for the Unnamed Road off Hermitage Road, Pokolbin, that is

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locally known as Ironbark Hill Road.

Mr Di Mascio, who is the owner of Lot 11 and 12 Ironbark Hill Road, has been allocated 5 minutes to address the committee in relation to access to his property:

- Mr Di Mascio is requesting for Council to provide a gravel track to access his property. As a ratepayer he believes a gravel track should be installed by Council as it is a public road. Mr Di Mascio would like to build on his property in the future.
- The property currently has no dwelling and is zoned RU4, a dwelling is not permissible in this zone.
- Tourist accommodation would be permissible and there would be no need to upgrade the road, but there would be an obligation to construct a layback to the front gate of each lot.
- Owners are able to obtain a s138 approval to undertake improvement works for access to their property.

Mr Di Mascio was advised Council will not be undertaking any works on the accessway to his property.

Recommendation:

That the Roads Advisory Committee Meeting recommends that:

- a) Council does not undertake any additional works along the currently unnamed section of road, locally known as Ironbark Hill Road, beyond the extent of the current Low Maintained road, and advise the applicant accordingly;
- b) The applicant be advised to obtain a s138 approval to undertake their own improvement works associated with all-weather access to their property;
- c) Council writes to the landowners of Lots 11, 12 & 71 advising them of the requirement to obtain a s129 permit for existing Public Gates, alternatively to have them and any associated infrastructure within the road reserve removed.

Moved Cr SM / Seconded Cr TJ

5.2 Capital Works for 2022/2023 – Update

FILE:20/00034

Purpose:

The purpose of this report is to provide an overview of the proposed Roads Capital Works Program for 2022/2023.

Recommendation:

That the Roads Advisory Committee Meeting recommends that Council endorse the draft Roads Capital Works Program – 2022/2023.

Moved Cr TJ / Seconded Cr SM

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5.3 Crown Land Transfer - Putty Valley

FILE:20/00034

Purpose:

The purpose of this report is to advise of an objection letter sent to Crown Lands in response to the proposed Crown Land Transfer of Putty Valley Road to Council.

Mr Tim Spooner, who is the owner 1945 Putty Valley Road, has been allocated 5 minutes to address the committee in relation to the situation of Putty Valley Road as a Crown Road.

- Mr Spooner thanks Council for their prompt work at Putty in the recent flooding event
- Mr Spooner acknowledges the Crown Road situation is an ongoing issue and wishes to point out if Council continually approves subdivisions in the area over time the road deteriorates with no control over who uses the road and no responsibility to repair the road
- Mr Spooner believes with the recent flooding event Council will be in a better position to obtain disaster relief funding and Council may accept transfer of the road from Crown Lands, if the road is in a good state
- Mr Spooner will email photos of Putty Valley Road to DM
- Mr Spooner is concerned for RFS access should there be a fire emergency as there is currently no access available
- Cr SM advised no works can currently be undertaken without consent from Crown Lands and in regards to Council approving subdivisions in the area, Council is unable to refuse a legal Development Application request
- Council will be seeking emergency grant funding due to the recent flood event, Council Officers have been onsite to collect information and photos. DM will contact TfNSW to seek emergency funding options.

Mr Spooner will keep the Putty Community updated.

- Verbal response received from Crown Lands that Council will be obtaining the road.
- WV conducted an extensive search for approvals issued by Crown Lands or by Council
- State Government uses the road for access to Putty State Forrest.
- RFS funding is not available as Putty Valley Road is not a fire trail.
- NK advised Crown Lands is only including road costs not bridges and culverts, which are a huge expense to a small Council.
- Cr SM advised to take the motion to the Council meeting on 15 March 2022 due to the urgency of the request.

Recommendation:

The Roads Advisory Committee Meeting recommends that Council:

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- a) Formally endorses the response letter issued to Crown Lands with respect to the proposed transfer of Putty Valley Road to Council - **AT-4**
- b) Writes to the Deputy Premier, Minister of Lands and Water, Minister of Local Government, Minister of Regional Transport and Roads, Minister for Planning and the Member for Upper Hunter to advocate on issues associated with the transfer of Crown roads to local governments.
- c) Keep residents informed of progress.

Moved Cr TJ / Seconded Cr SM

**5.4 Road Closure update - Various
Executive Summary**

FILE:20/00034

The purpose of this report is to provide an update of Physical Road Closures at various locations:

- a) Dalwood Road
- b) Nobles Lane Crossing

Noted

FOR INFORMATION

**5.5 Driveways and Access Roads Policy - Update
Executive Summary**

FILE:20/00034

The purpose of this report is to provide an update on the Draft Policy - Driveways and Access Roads within Council Road Reserves.

The policy is in draft format and is currently under review by LT.

Noted

FOR INFORMATION

**5.6 Public Gate & Bypass Policy - Update
Executive Summary**

FILE:20/00034

The purpose of this report is to provide an update on the Public Gate & Bypass Policy.

- Council currently has no Public Gate and Bypass Policy in place, existing cattle grids are non-compliant. Council has previously asked residents to remove the non-compliant grids however with no policy to enforce, residents are not willing to comply.

The policy is in draft format and is currently under internal review by staff before being recommended for review by LT.

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Noted

FOR INFORMATION

**5.7 Roads Flood Management Policy - Update
Executive Summary**

FILE:20/00034

The purpose of this report is to provide an update on the Roads Flood Management Policy.

The policy is currently being developed, once in draft format it will undergo an internal review by staff before being recommended for review by LT and reported to the Roads Advisory Committee.

Noted

FOR INFORMATION

**5.8 Bimbadeen Road Remedial Action - Update
Executive Summary**

FILE:20/00034

The purpose of this report is to provide the Roads Advisory Committee with an update on the progress of remedial actions being undertaken on Bimbadeen Road.

The following remedial actions have been, and are being implemented/programmed as resources become available:

- Slashing has been completed on the road shoulders
- Road vegetation crews will be trimming limbs of adjacent trees in the coming weeks to gain better site distance around bends.
- Whipper snapping and vegetation spraying along the verges will also be included as part of these works
- Potholes and edge corrections will be fixed in the coming weeks
- Signage is to be repaired at the same time, along with the installation of additional guide posts
- Council Officers are currently preparing a design for delineation including signposting, line marking and Retro Reflective Pavement Markers, as well as additional guardrail
- Council staff are continuing to review available products to ensure suitability of potential high friction wearing service.
- The investigation and design is scheduled to be completed in May 2022. It is estimated that the works is to cost \$300,000 thus works will need to be scheduled into future capital works program and/or seek funding sourced from external grant funds.
- Residents are happy with works starting and understand Council are completing works within a budget.

Noted

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FOR INFORMATION

5.9 Sunnyside Lane - Road Condition - Low Maintenance Road **FILE:20/00034**
Executive Summary

The purpose of this report is to provide an update on Sunnyside Lane.

- The matter is currently being investigated by Council Officers and will be reported to the Roads Advisory Committee at a future meeting
- Concerns have been raised about the usage of Sunnyside Lane as an unmaintained road by recreational 4WDs driving through properties, cutting fences and getting bogged. Owners are requesting for the road to be closed
- Council will investigate options available and provide a report to the next Local Traffic Committee meeting
- MAC suggested investigating installation of surveillance cameras similar to those used for bulk waste by Council. Cameras may act as a deterrent until a solution can be finalised. Footage captured by the cameras can be taken to Police.

FOR INFORMATION

5.10 Moores Lane - 746 Elderslie Road **FILE:20/00034**
Executive Summary

Council has received a request to close the section of Moores Lane which traverses the runway used by Newcastle Sport Parachute Club.

The request has been acknowledged, Council Officers commenced investigation on this matter and have consulted Newcastle Sports Parachute Club (NSPC) regarding the letter received by Council.

An initial assessment of the issue undertaken by Council Officers identified the following:

- Moores Lane is comprised of a maintained section (north and east) and an unmaintained section (west) that traverses the runway;
- From an aerial photo image, a sealed strip is contained within land owned by NSPC, and that it would appear (site unseen) that this sealed runway also crosses over the unmaintained Council Road reserve on the western side of

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their property.

Council Officers will undertake further investigation to establish what Planning approvals, if any have been issued for the runway that has been constructed across the road reserve.

FOR INFORMATION

**5.11 Meeting Dates
Executive Summary**

FILE:20/00034

The purpose of this report is to proposed meeting dates for the Roads Advisory Committee.

Proposed meeting dates for 2022:

- 8 March 2022 – Meeting postponed to 15 March 2022
- 7 June 2022
- 6 September 2022
- 13 December 2022

Noted

FOR INFORMATION

5.12 Mount Royal NP FAFT Program – Request to waive fees

FILE:20/00034

Purpose:

The purpose of this report is to advise the Committee of a request received from National Parks & Wildlife Service (NPWS) to waive fees associated with s138 applications for specified works.

Council has received advice from NPWS that they are commencing fire trail improvement works in the Mount Royal National Park, as part of the Fire Access and Fire Trail (FAFT) Program. NPWS has identified several locations including Mount Royal Road and Cassells Road where s138 approvals will be required for them to carry out works under the Fire Access Fire Trail Program

Recommendation:

That the Roads Advisory Committee Meeting recommends that Council waive the s138 fees applicable to the National Parks & Wildlife Service (NPWS) for the requested period to facilitate works as part of the Fire Access and Fire Trail Program.

Moved Cr SM / Seconded Cr TJ

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**5.13 Piribil Street Road Ownership - Request for Transfer
from Crown FILE:20/00034**

Purpose:

The purpose of this report is to consider available options relating to ongoing maintenance issues for Piribil Street, Jerrys Plains.

- Council will lodge an application to Crown Lands to work on the Crown Road
- A request will go to the April Council meeting for approval, Jerrys Plains Bicentennial Celebration is on 30 April 2022
- Works are planned to commence before the Bicentennial Celebrations.

Recommendation:

That the Roads Advisory Committee Meeting recommends that Council:

- a) Consider making application to Crown Lands to transfer a section of Piribil Street from Doyle Street to the end, and including the Unnamed Cemetery Road;
- b) Classify the roads as Low Maintenance Roads, and list the required upgrade works in future capital works programs, should the roads be transferred to Council;
- c) Allocate \$50,000 from Council's 2021-22 Roads Unsealed Maintenance Budget to undertake minor upgrade works as an interim measure, should the roads be transferred to Council.

Moved Cr SM / Seconded Cr TJ

5.14 Starvation Lane - Proposed Road Closure FILE:20/00034

Purpose:

The purpose of this report is to advise the Roads Advisory Committee of the proposed physical road closure of a section of Starvation Lane.

- Council received a request from a Solicitor on behalf of the property owner at 742 Dyring Road to physically close a section of Starvation Lane that adjoins the property along the side and rear boundaries
- Council will notify residents and release communications for the general public to advise of the decision to close a section of Starvation Lane.

Recommendation:

That the Roads Advisory Committee recommends to Council that it physically closes a section of Starvation Lane by installing barriers at both ends of the Unmaintained sections of Starvation Lane to prevent vehicular access.

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Moved Cr SM / Seconded Cr TJ

5.15 Regional Road Transfer - Update

FILE:20/00034

Purpose:

The purpose of this report is to provide an update on the NSW State Government's Road Classification review and present to the Roads Advisory Committee a list of roads that were submitted to the State Government for consideration as part of the Review.

Recommendation:

That the Roads Advisory Committee recommends that Council formally endorse the revised list of roads submitted for consideration under the NSW Government's Road Classification Review.

Moved Cr TJ / Seconded Cr SM

6 Other Business

- DM will review the Terms of Reference at the next Roads Committee meeting. No changes are expected, the standards need to be reviewed.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date

8 Next Meeting

- 7 June 2022 9:30am

The meeting closed at 10:47am

Mayor Sue Moore
Chair

DI&P20/22. Singleton Sustainability Advisory Committee - Membership**FILE:**
19/00046/003

Executive Summary

The purpose of this report is for Council to consider the appointment of new members to the Singleton Sustainability Advisory Committee, comprising the NSW Government agency member, two persons with relevant expertise and two community members.

RECOMMENDED that Council:

1. Endorse the following members for the Singleton Sustainability Advisory Committee in accordance with the Committee's Terms of Reference:
 - Jonathan Wood - NSW Government (DPE) agency member
 - Sophie Nichols - Person with relevant expertise
 - Geoff Stevenson - Person with relevant expertise
 - Neville Barry - Community member
 - Wendy Lawson - Community member.
2. Note the following Council staff members as determined by the Acting General Manager:
 - Manager Development and Environment - Council Representative
 - Coordinator Environmental Services - Council Representative.

Report

The membership of the Singleton Sustainability Advisory Committee is due for renewal with the first meeting scheduled for 28 April 2022.

As per the existing Terms of Reference (**Attachment 1**) the Committee will consist of:

- Two Councillors appointed by Council.
- Two Council staff as determined by the General Manager.
- One representative from a State Government agency able to coordinate input from state agencies appointed by Council after consideration of a recommendation from the General Manager.
- One local representative of the local aboriginal community appointed by Council after consideration of a recommendation from the General Manager.
- Up to two persons with relevant expertise appointed by Council after consideration of a recommendation from the General Manager.
- Two members of the local community with a demonstrated interest in sustainability and experience in community engagement appointed by Council following a public request for Expression of Interest applications.

With internal members appointed annually and external members appointed biennially.

Expressions of Interest

An advertisement requesting Expressions of Interest (EOI) was publicly advertised from 11 March 2022 to 18 March 2022, with the timeframe extended to 25 March 2022, due to feedback received.

An email was sent directly to previous committee members requesting their expression of interest.

At close of business on 25 March 2022, Council had received EOIs from the following persons:

- Jonathan Wood – NSW Government (DPE) Sustainable Advantage
- Neville Barry - a community member
- Wendy Lawson - a community member
- Sophie Nichols - a community member and person with relevant expertise
- Geoff Stevenson - a community member and person with relevant expertise

In considering the submissions received through the EOI process it has been determined that all the above listed candidates are suitable for roles on the Singleton Sustainability Advisory Committee. It is therefore recommended that Council formally endorses the listed candidates as members to the Committee and in the roles as described in the final recommendation.

Community Strategic Plan

This report relates to the following Community Strategic Plan strategies:

Our Environment

3.1 Collaborate to enhance, protect and improve our environment

Our Leadership

5.1 Council's service delivery is aligned with our Community's needs and delivered the best way possible

Delivery Program/Operational Plan

5.1.5 Implement the Singleton Council Environmental Sustainability Plan

5.1.5.1 Implement the Community Sustainability Strategy

Financial Implications

There are no financial implications in endorsing new members for the Singleton Sustainability Advisory Committee.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P20/22***Consultation/Social Implications**

Notification of the EOI seeking new members was advertised in the Hunter River Times and Argus, and on Council's website.

The Acting General Manager, after reviewing the Council officer's assessment of the EOI and subsequent recommendation, endorsed the member nominations as listed in this report.

Environmental Consideration

There are no environmental implications in endorsing new members for the Singleton Sustainability Advisory Committee.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not meet Operational Plan requirements resulting in outstanding actions and deliverable, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the community will become disengaged which may lead to the inability to achieve effective sustainability outcomes.	Medium	Adopt the recommendation	Low	Yes
There is a risk to Council's reputation due to inaction on sustainability, which may lead to community disengagement and reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the adopted Terms of Reference will not be met could result in an ineffective and disengaged committee, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the quorum for the	Medium	Adopt the recommendation	Low	Yes

Infrastructure & Planning Report (Items Requiring Decision) - DI&P20/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
committee will not be met which may lead to reputational damage.				

Options

The following options are available to Council:

- Council endorses the following members for the Singleton Sustainability Advisory Committee in accordance with the Committee's Terms of Reference:
 - Jonathan Wood - NSW Government (DPE) agency member
 - Sophie Nichols - Person with relevant expertise
 - Geoff Stevenson - Person with relevant expertise
 - Neville Barry - Community member
 - Wendy Lawson - Community member

and notes the following Council staff members as determined by the General Manager:

- Manager Development and Environment - Council Representative
- Coordinator Environmental Services - Council Representative

- Council does not endorse the above members for the Singleton Sustainability Advisory Committee.

Option one is recommended.

Conclusions

It is recommended that Council endorses the proposed membership for the Singleton Sustainability Advisory Committee as recommended by the Acting General Manager.

Attachments

AT-1 [↓](#) Singleton Sustainability Advisory Committee - Terms of Reference (TOR) - Accepted August 2020

Singleton Sustainability Advisory Committee
Terms of Reference
Revision 3: 27 August 2020



Terms of Reference Singleton Sustainability Advisory Committee

1. Establishment

The Committee was established to guide the long-term sustainability of Singleton beyond mining in partnership with community stakeholders.

When performing its functions, the Committee is to take into consideration the vision and strategies outlined in the Singleton Community Strategic Plan (CSP) 2017 – 2027 and the United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development. Details of both are included in **Attachment 1**.

2. Authority

The principles of sustainability and integration of these principles are embedded in the *NSW Local Government Act (1993)* through the *Local Government Amendment (Ecologically Sustainable Development) Act 1997*.

Councils, and therefore this committee, are required to properly consider the following provisions in decision making and management:

- Section 7(e) requires Councils, Councillors and Council employees to have regard to the principles of ecologically sustainable development in carrying out their responsibilities; and
- Section 8 requires Council to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development.

3. Functions and Responsibilities

This committee's functions are to:

- Enable the Council to demonstrate civic leadership by promoting actions that enhance the community's quality of life and sustainability;
- Provide input and give due consideration to issues and risks likely to impact on the future sustainability of Singleton having regard to the 17 Sustainable Development Goals;
- Provide advice during the review of Council's strategies, policies and plans to enhance the achievement of sustainable outcomes for the community;
- Consider priorities for inclusion in the Council's Community Strategy, Delivery Plan and Operation Plan which promote sustainability;
- Support raising Council and community awareness about long term sustainability through education and knowledge-based resources;
- Promote engagement with, and foster participation by, the community in the development and implementation of sustainability initiatives which minimise our ecological footprint;

Singleton Sustainability Advisory Committee
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- Provide a local reference point for liaison with and between stakeholders and service providers consulting and working in the community to promote sustainability;
- Act as a reference group during development of the Singleton Sustainability Strategy and any future community sustainability strategies and/or action plans, and
- Support, monitor and evaluate the implementation of the Sustainability Strategy.

4. Referral of Matters

The minutes from Committee meetings will be reported to Council and all recommendations of this Committee must be referred on to Council for adoption.

5. Membership and length of term

The Committee will consist of:

Members (voting)

- 2 x Councillors appointed by Council
- 1 x representative of a state government agency able to coordinate input from state agencies appointed by Council after consideration of a recommendation from the General Manager.
- 1 x representative of the local aboriginal community appointed by Council after consideration of a recommendation from the General Manager.
- 2 x persons with relevant experience appointed by Council after consideration of a recommendation from the General Manager.
- 2 x members of the local community with a demonstrated interest in sustainability and experience in community engagement appointed by Council following a public request for Expression of Interest applications.
- 2 x Council staff as determined by the General Manager.

Attendees (non-voting)

- General Manager, or their delegate
- Member of staff responsible for the taking of minutes

Invitees (non-voting) for specific Agenda items

- Other officers may attend by invitation as requested by the Committee.

The Chair

- The Chair will be elected by the majority of the Committee's voting members and must be one of the Councillors.
- If the elected Chair is not present at a meeting of the Committee, then the other Councillor present shall become Chair. If neither Councillor is present, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.

Vacant Positions

A position on the Committee will become vacant:

Singleton Sustainability Advisory Committee
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- At the end of a Council term;
- upon the death of a member;
- if a member resigns;
- if a member is absent for three (3) consecutive meetings without notification to the Committee;
- upon a resolution being passed by a two-thirds majority of members present at a properly constituted meeting of the Committee.

The Committee will serve for the following term:

- Councillors – annual review
- Non-Councillor members – for the term of the Council (nominally four (4) years)

6. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet at least quarterly. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- All decisions and recommendations shall be determined preferably by consensus but if this is unable to be achieved by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

7. Quorum

- A quorum will consist of a majority of current voting members.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

8. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.

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- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

9. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

10. Observers and Visitors

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting, or vote at the meeting.

11. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded on the relevant CM9 container.
- Minutes will be reported to Council for adoption or for information.

12. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the relevant Director and any other relevant stakeholders, as determined by the Chair.

Singleton Sustainability Advisory Committee
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ATTACHMENT 1

Council has developed and adopted a Community Strategic Plan 2017-2027 (CSP), which details the strategic objectives, outcomes and actions for Singleton. The CSP is developed in accordance with the Integrated Planning and Reporting requirements under the *Local Government Act 1993*. Under the CSP, Council's vision is:

"Vibrant – Progressive – Connected – Sustainable – Resilient"

The strategies to meet this vision identified in the CSP have been grouped under five pillars:

- Our People
- Our Places
- Our Environment
- Our Economy
- Our Leadership

This committee is to recognise the UN definition of Sustainable Development;

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

The committee must also recognise the 17 Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development, which came into force on 1 January 2016.

- | | |
|----------|--|
| Goal 1. | End poverty in all its forms everywhere |
| Goal 2. | End hunger, achieve food security and improved nutrition and promote sustainable agriculture |
| Goal 3. | Ensure healthy lives and promote well-being for all at all ages |
| Goal 4. | Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all |
| Goal 5. | Achieve gender equality and empower all women and girls |
| Goal 6. | Ensure availability and sustainable management of water and sanitation for all |
| Goal 7. | Ensure access to affordable, reliable, sustainable and modern energy for all |
| Goal 8. | Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all |
| Goal 9. | Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation |
| Goal 10. | Reduce inequality within and among countries |
| Goal 11. | Make cities and human settlements inclusive, safe, resilient and sustainable |
| Goal 12. | Ensure sustainable consumption and production patterns |
| Goal 13. | Take urgent action to combat climate change and its impacts* |

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- Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- Goal 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

Figure 1: United Nations Sustainable Development Goals

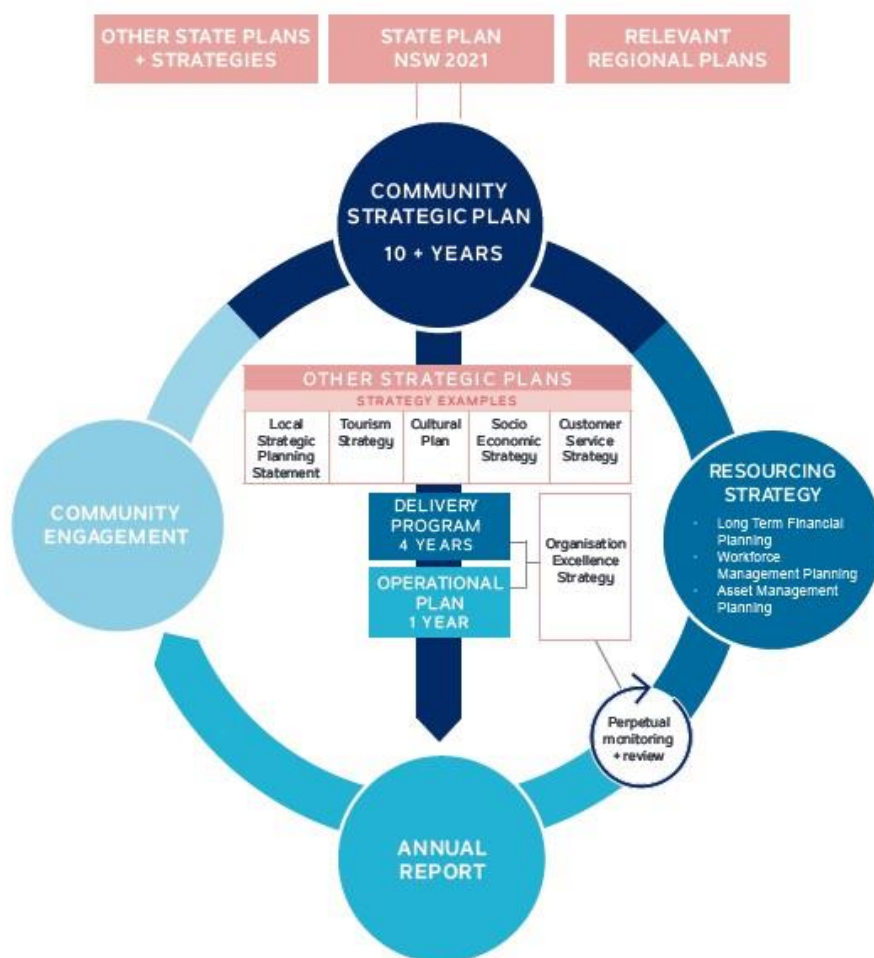


Every four years Council reviews the Community Strategic Plan and develops a Delivery Program that sets the targets for the Council term in line with the objectives of the CSP. An Annual Operational Plan then details the actions that will be undertaken each financial year to ensure that progress is made towards the four-year Delivery Program and wider CSP. Actions to meet the deliverables in the Community Sustainability Strategy are incorporated into the annual Operational Plan, reviewed quarterly by the Sustainability Advisory Committee and reported on in the Annual Report. **Figure 2** illustrates the relationship between the CSP, Sustainability Strategy, Operational Plan and Annual Report.

Singleton Sustainability Advisory Committee
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Figure 2: Singleton Integrated Planning and Reporting Framework



DI&P21/22. Singleton Weeds Advisory Committee - Membership**FILE:**
19/00046/006

Executive Summary

The purpose of this report is for Council to consider the appointment of Government Agency and Community members to the Singleton Weeds Advisory Committee.

RECOMMENDED that Council:

1. Endorse the following members for the Singleton Weeds Advisory Committee in accordance with the Committee's Terms of Reference:
 - Doug Campbell (General Manager) and Ross Fleming (Alternate) as the Upper Hunter Weeds Authority committee member
 - Matt Kennedy as the Local Land Services committee member
 - Lawrence Sparkes as the Landcare committee member
 - Martin Fallding and Neville Barry as Local Landowner committee members.
2. Notes the following Council staff members as determined by the Acting General Manager:
 - Manager Development and Environment – Council Representative
 - Coordinator Environmental Services - Council Representative.

Report

The membership of the Singleton Weeds Advisory Committee is due for renewal with the first meeting scheduled for 5 May 2022.

As per the existing Terms of Reference (**Attachment 1**) the Committee will consist of:

- 1 x Councillor and an alternative appointed by Council.
- Minimum of one (1) representative from one of the following organisations appointed by Council after consideration of a recommendation from the General Manager:
 - Upper Hunter Weeds Authority
 - Hunter Local Land Services
 - Landcare or other similar environmental group
 - Industry groups including Mining.
- Minimum of two (2) local landowners with a demonstrated interest in weed management and experience in community engagement appointed by Council following a public request for Expression of Interest applications.
- 2 x Council staff as determined by the General Manager.

With non-Councillor members appointed for the term of the Council (nominally four (4) years)

Expressions of Interest

An advertisement requesting Expressions of Interest (EOI) was publicly advertise from 11 March 2022 to 18 March 2022, with the timeframe extended to 25 March 2022, due to feedback received.

An email was also sent directly to previous committee members requesting their expression of interest.

At the close of business on 25 March 2022, Council had received EOIs from the following persons:

- Two (2) expressions of interest for the two community member positions being:
 - Martin Fallding
 - Neville Barry
- One (1) expression of interest for the Landcare position from:
 - Lawrence Sparkes
- One (1) expression of interest for the Local Land Services position from:
 - Matt Kennedy
- One (1) expression of interest and one alternate for the Upper Hunter Weeds Authority position from:
 - Doug Campbell (General Manager)
 - Ross Fleming (Alternate)

In considering the submissions received through the EOI process it has been determined that all the above listed candidates are suitable for the proposed roles on the Singleton Weeds Advisory Committee. It is therefore recommended that Council formally endorses the listed candidates as members to the Committee, in the roles as detailed in the final recommendation to Council.

Community Strategic Plan

Our Environment

3.1 Collaborate to enhance, protect and improve our environment.

Delivery Program/Operational Plan

3.1.6 Implement “Biodiversity” theme actions in the Singleton Community Environmental Strategy Action Plan.

3.1.6.2 Implement actions developed under the Weeds Management Strategy, including actions that educate staff and the community on problem weeds.

Financial Implications

There are no financial implications in endorsing new members for the Singleton Weeds Advisory Committee.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P21/22***Consultation/Social Implications**

Notification of the EOI seeking new members was advertised in the Hunter River Times and Argus, and on Council's website.

The Acting General Manager, after reviewing the Council officer's assessment of the EOI and subsequent recommendation, endorsed the member nominations as listed in this report.

Environmental Consideration

There are no environmental implications in endorsing new members for the Singleton Weeds Advisory Committee.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not meet Operational Plan requirements resulting in outstanding deliverables, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the community will become disengaged which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk to Council's reputation due to inaction on weed management which may lead to community disengagement and reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the adopted Terms of Reference will not be met which may lead to an ineffective and disengaged committee.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the quorum for the committee will not be met, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council endorses the following members for the Singleton Weeds Advisory Committee in accordance with the Committee's Terms of Reference:
 - Doug Campbell (General Manager) and Ross Fleming (Alternate) as the Upper Hunter Weeds Authority committee member
 - Matt Kennedy as the Local Land Services committee member
 - Lawrence Sparkes as the Landcare committee member
 - Martin Fallding and Neville Barry as Local Landowner committee members

and notes the following Council staff members as determined by the Acting General Manager:

- Manager Development and Environment – Council Representative
 - Coordinator Environmental Services - Council Representative
2. Council does not endorse the above members for the Singleton Weeds Advisory Committee.

Option one is recommended.

Conclusions

It is recommended that Council endorses the proposed membership for the Singleton Weeds Advisory Committee as recommended by the Acting General Manager.

Attachments

AT-1 [!\[\]\(0d5ec72f61334709c3fc9450209b754f_img.jpg\)](#) Terms of Reference - Singleton Weeds Advisory Committee
- Adopted by Council - 16/11/2020

Terms of Reference Singleton Weeds Advisory Committee

1. Establishment

The Committee was established to provide “tenure neutral” strategic planning and coordination of weed management activities in the Singleton Local Government Area.

In the making of recommendations, the Committee is to take into consideration the vision and strategies outlined the Community Strategic Plan (CSP) 2017 – 2027.

The Council's vision is;
“Vibrant – Progressive – Connected – Sustainable –Resilient”.

The strategies to meet this vision identified in the CSP have been grouped under five pillars:

- Our People
- Our Places
- Our Environment
- Our Economy
- Our Leadership

Success for each of these pillars is defined as:



2. Authority

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act 1993.

The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Request the attendance of any employee or councillor at Committee meetings.

3. Functions and Responsibilities

This committee's functions are to:

- Oversee the development of a Weeds Management Strategy for the Singleton Local Government Area that includes:
 - Collaborative approaches to weed management at a local level that complements regional plans and regulatory requirements for priority weed species.
 - Prioritisation of local priority weed management threats.
 - Initiation of locally focused education programs to raise awareness of weed management issues.
- Oversee the implementation, monitoring and reporting of activities identified in the Strategy.
- Advise on strategies, plans and programs relevant to weed management.
- Advise Council on implementing its general biosecurity duty.
- Represent the interests of local landowners, businesses and land management organisations.
- Serve as a conduit between Singleton Council, the Upper Hunter Weeds Authority and the Hunter Regional Weeds Committee.

4. Referral of Matters

The minutes from Committee meetings will be reported to Council and all recommendations of this Committee must be referred on to Council for adoption.

Singleton Weeds Advisory Committee
Terms of Reference
Revision 3: September 2020



5. Membership and length of term

The Committee will serve for the following term:

- Councillors – annual review
- Non-Councillor members – for the term of the Council (nominally four (4) years)

The Committee will consist of:

Members (voting)

- 1 x Councillor and an alternative appointed by Council
- Minimum of one (1) representative from one of the following organisations appointed by Council after consideration of a recommendation from the General Manager:
 - Upper Hunter Weeds Authority
 - Hunter Local Land Services
 - Landcare or other similar environmental group
 - Industry groups including Mining
- Minimum of two (2) local landowners with a demonstrated interest in weed management and experience in community engagement appointed by Council following a public request for Expression of Interest applications.
- 2 x Council staff as determined by the General Manager.

Attendees (non-voting)

- General Manager, or their delegate

Invitees (non-voting) for specific Agenda items

- Other officers may attend by invitation as requested by the Committee.

The Chair

- The Chair must be the Councillor nominated for the Committee.
- If the Chair is not present at a meeting of the Committee, then the alternate Councillor present shall become Chair. If neither Councillor is present, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.

Vacant Positions

A position on the Committee will become vacant:

- At the end of a Council term; or
- upon the death of a member; or
- if a member resigns; or
- if a member is absent for three (3) consecutive meetings without notification to the Committee; and
- upon a resolution being passed by a two-thirds majority of members present at a properly constituted meeting of the Committee.

6. Operation

- The Committee shall comply with Council's adopted Code of Meeting Practice.
- The Committee will meet at least quarterly. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- All decisions and recommendations shall be determined preferably by consensus but if this is unable to be achieved by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

7. Quorum

- A quorum will consist of a majority of current voting members.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

8. Conflict of Interest

- Members shall observe the provisions of the Local Government Act in relation to declarations of interest in business placed before the Committee.
- Members shall also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the minutes of the meeting.

9. Meetings

- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

10. Agendas and Minutes

- Agendas and associated documentation will be circulated at least five (5) working days prior to a meeting;
- Any matters to be considered at the meeting will be provided to the Chair a minimum of seven working days prior to the meeting;
- The Council Officer will keep a Minutes File to record all Committee and General Meeting business;
- The draft minutes and action sheet of each meeting will be reviewed by the Chair and circulated to Committee members as soon as possible;
- Minutes will be reported to Council at the earliest opportunity.

Singleton Weeds Advisory Committee
Terms of Reference
Revision 3: September 2020



11. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

DI&P22/22. Singleton Heritage Advisory Committee - Membership FILE: 20/00035

Executive Summary

The purpose of this report is for Council to consider the appointment of community members to the Singleton Heritage Advisory Committee.

RECOMMENDED that Council endorse the following community members for the Singleton Heritage Advisory Committee in accordance with the Terms of Reference:

- Ms Lynette MacBain
- Mr Neville Barry
- Mr Stewart Mitchell
- Ms Fay Gray.

Report

The membership of the Singleton Heritage Advisory Committee is due for renewal with the first meeting scheduled for 22 April 2022.

As per the existing Terms of Reference (**Attachment 1**) the Committee will consist of:

- A Councillor appointed by Singleton Council.
- 3 to 7 members of the local community with a demonstrated interest in heritage and/or experience in a related field appointed by Council following a public request for Expression of Interest for applications.
- Singleton Council Heritage Officer.
- 1 Council staff usually a Town Planner.
- A member of the Traditional Custodians is encouraged.

The Committee will serve for the following term:

- Councillor – for the term of the Council (nominally four (4) years).
- Non-Councillor members – for the term of the Council (nominally four (4) years).
- Re-application is encouraged to see a continuation of knowledge.

Expressions of Interest

An advertisement requesting Expressions of Interest (EOI) from community members was publicly advertised from 11 March 2022 to 18 March 2022, with the timeframe extended to 25 March 2022 in response to feedback received.

At the close of business on 25 March 2022, expressions of interest were received from the following individuals:

- Ms Lynette MacBain
- Mr Neville Barry
- Mr Stewart Mitchell
- Ms Fay Gray

Infrastructure & Planning Report (Items Requiring Decision) - DI&P22/22

In considering the submissions received through the EOI process it has been determined that all four candidates are suitable as community members on the Committee. It is therefore recommended that Council formally endorses all four candidates as community members to the Committee.

Community Strategic Plan

Our Places

2.4 Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community.

Delivery Program/Operational Plan

2.4.8 Promote, support and increase awareness for positive heritage outcomes.

Financial Implications

There are no financial implications in endorsing new members for the Singleton Heritage Advisory Committee.

Consultation/Social Implications

Notification of the EOI seeking new members was advertised in the Hunter River Times and Argus, and on Council's website.

The Acting General Manager, after reviewing the Council officer's assessment of the EOI and subsequent recommendation, endorsed the member nominations as listed in this report for consideration by Council.

Environmental Consideration

There are no environmental implications in endorsing new members for the Singleton Heritage Advisory Committee.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not meet Operational Plan requirements resulting in outstanding deliverables, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes

Infrastructure & Planning Report (Items Requiring Decision) - DI&P22/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that the quorum for the committee will not be met, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that grant funding applications associated with the Mount Thorley Warkworth Heritage Grants Program will not be assessed appropriately through the Committee, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the community will become disengaged which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the adopted Terms of Reference will not be met which may lead to an ineffective and disengaged committee.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council endorses the following new community members for the Singleton Heritage Advisory Committee in accordance with the Terms of Reference:
 - Ms Lynette MacBain
 - Mr Neville Barry
 - Mr Stewart Mitchell
 - Ms Fay Gray

Infrastructure & Planning Report (Items Requiring Decision) - DI&P22/22

2. Council does not endorse the above community members for the Singleton Heritage Advisory Committee.

Option one is recommended.

Conclusions

It is recommended that Council endorses four new community members for the Singleton Heritage Advisory Committee as recommended by the Acting General Manager.

Attachments

AT-1 [!\[\]\(05be7c7a8995decd503647c99211f7c2_img.jpg\)](#) SINGLETON HERITAGE ADVISORY COMMITTEE TERMS
OF REFERENCE as determined 31.1.2020

SINGLETON HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE

1. Establishment

The Committee was established in 2006 to increase community participation, awareness and appreciation of heritage in the Singleton local government area. The Committee allows for the various interest groups in the area to have an opportunity to actively participate in the conservations and management of the areas heritage buildings, place and items.

The objective of the Singleton Heritage Advisory Committee is to provide for increased community participation, awareness and appreciation of heritage in the Singleton Local Government Area.

In the making of recommendations, the Committee is to take into consideration the vision and strategies outlined the Community Strategic Plan (CSP) 2017 – 2027

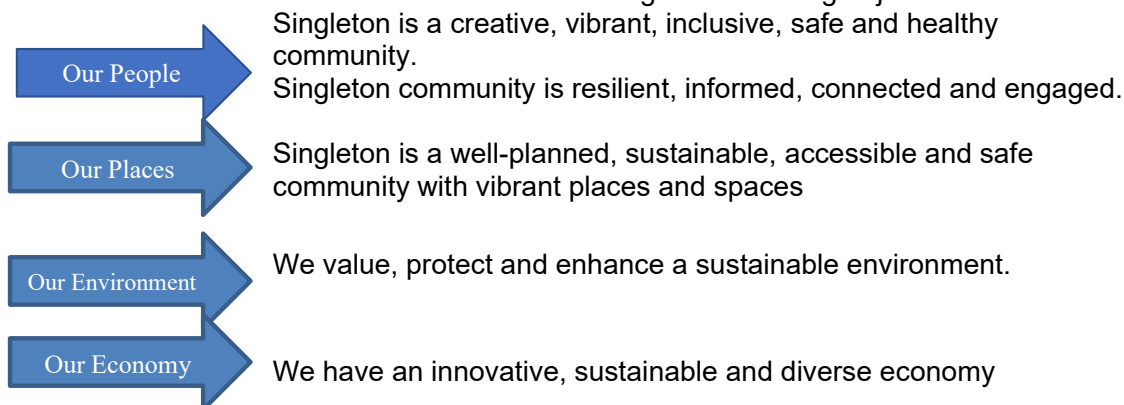
The Council's vision is;

“Vibrant – Progressive – Connected – Sustainable –Resilient”.

The strategies to meet this vision identified in the CSP have been grouped under five pillars:

- Our People
- Our Places
- Our Environment
- Our Economy
- Our Leadership

Success is measured in each of these areas through the following objectives:



2. Authority

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act, 1993.

The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information); and
- Request the attendance of any employee or Councillor at Committee meetings.

3. Functions and Responsibilities

This committee's functions are to:

- Provide advice during the review of Council's strategies, policies and plans to enhance heritage value within the community;
- Consider priorities for inclusion in the Council's Community Strategy, Delivery Plan and Operation Plan which promote sustainability;
- Identify, consider and provide recommendations to Council on heritage incentives for development of heritage sites;
- Make recommendations on the nomination to and deletion of items from the Local Environmental Plan (LEP) and to identify items of State significance, which are considered to be eligible for inclusion in the NSW Heritage Office State Heritage Register;
- Raise community awareness of heritage conservation;
- Consider and make recommendations to Council on funding for projects eligible for Local Heritage Assistance Funding, Mount Thorley Warkworth Heritage Grant Funding and other funding sources and to promote funding opportunities;
- Support Council generally in the development and implementation of strategies, policies and programs, including funding opportunities, related to heritage conservation;
- Promote the natural, cultural and historic heritage of the Singleton Local Government Area and ensure it continues to develop a strong sense of place and identity; and
- Advise Council on a range of heritage-related matters which are of interest to the community.

4. Referral of Matters

The minutes from Committee meetings will be reported to Council and all recommendations of this Committee, including funding recommendations, must be referred on to Council for adoption.

5. Membership and length of term

The Committee will serve for the following term:

- Councillor – for the term of the Council (nominally four (4) years)
- Non-Councillor members – for the term of the Council (nominally four (4) years).
- Re-application is encouraged to see a continuation of knowledge.

The Committee will consist of:

Members

- A Councillor appointed by Singleton Council
- 3 to 7 members of the local community with a demonstrated interest in heritage and/or experience in a related field appointed by Council following a public request for Expression of Interest for applications; and
- Singleton Council Heritage Officer
- 1 Council staff usually a Town Planner.
- A member of the Traditional Custodians is encouraged.

Attendees

- Secretariat service provided by Council

Invitees for specific Agenda items

- Other officers may attend by invitation as requested by the Committee.
- At times of funding decisions any other relevant person or representative.

6. Officers

The following positions will be elected by committee members:

- Chairperson.
- Vice Chair.
- Secretary.
- Minute Secretary
- Publicity Officer

Elections will be held annually, generally the first meeting of each new calendar year.

The Chair

- The Chair will be elected from the members of the Committee
- If the elected Chair or Vice Chair is not present at a meeting of the Committee, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.

Vacant Positions

A position on the Committee will become vacant:

- At the end of a Council term;
- upon the death of a member;
- if a member resigns;
- if a member is absent for three (3) consecutive meetings without notification to the Committee; or
- upon a resolution being passed by a two-thirds majority of members present at a properly constituted meeting of the Committee.

7. Operation

- The Committee shall comply with Council's adopted Code of Meeting Practice.
- The Committee will meet at least bi-monthly. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- In the event that a matter of the Committee must be addressed outside normal Committee meetings, an Extraordinary Meeting may be called by the Chair following consultation with Council staff.

- All decisions and recommendations shall be determined preferably by consensus but if this cannot be achieved then by majority vote of members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

8. Quorum

A quorum will comprise at least five (5) members to include:

- Three (3) community representatives; and
- One (1) of either the Councillor member; the Singleton Council Heritage Advisor or Council staff member
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

9. Conflict of Interest

- Members shall observe the provisions of the Local Government Act 1993 in relation to declarations of interest in business placed before the Committee.
- Members shall also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the minutes of the meeting.

10. Meetings

- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

11. Agendas and Minutes

- Every attempt will be made to have agendas and associated documentation circulated at least five (5) working days prior to a meeting;
- Any matters to be considered at the meeting will be provided to the Chair a minimum of seven working days prior to the meeting where possible;
- The Council Officer will keep a Minutes File to record all Committee and General Meeting business;
- The draft minutes and action sheet of each meeting will be reviewed by the Chair and circulated to Committee members as soon as possible; and
- Minutes will be reported to Council at the earliest opportunity.

12. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

GM24/22. Disclosures by New Councillors and Designated Persons - January - March 2022**FILE: 21/00608**

Executive Summary

In accordance with the requirements of the Code of Conduct, all new Councillors and designated staff members must complete and lodge a Disclosure of Interests form within three months of being elected or commencing employment with Council.

The following 10 returns were received from newly elected Councillors for the months of January and February:

- Cr Sue Moore, Mayor
- Cr Godfrey Adamthwaite
- Cr Belinda Charlton
- Cr Sue George
- Cr Tony Jarrett
- Cr Hollee Jenkins
- Cr Mel McLachlan
- Cr Tony McNamara
- Cr Val Scott
- Cr Dan Thompson

The following return was received from a newly appointed designated staff member for the month of March 2022:

- Director Corporate & Commercial Services

These Returns are tabled for Council's information and a register of returns is stored in Council's Electronic Document Management System.

Information contained in returns is made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the information Commissioner.

FOR INFORMATION**Attachments**

There are no attachments for this report

**GM25/22. Minutes - Combined Rural Halls Meeting - 03/03/2022
and Combined Rural Halls Report - March 2022****FILE:** 22/00009

Executive Summary

The Combined Rural Halls Committee held their meeting on 3 March 2022. The minutes are shown as **Attachment 1** and the Combined Rural Halls Reports are shown as **Attachment 2** for Council's information.

FOR INFORMATION**Attachments****AT-1** [!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42_img.jpg\)](#) Minutes - Combined Rural Halls Meeting - 3 March 2022**AT-2** [!\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d_img.jpg\)](#) March Hall reports

SINGLETON COMBINED RURAL HALLS

Meeting 3 March 2022

Meeting Room Singleton Diggers, York Street Singleton

Meeting opened 7.00 pm

Present: Phil Reid Bulga, Val Daldry Warkworth, Bruce Merrick Warkworth, Jane Bryson Mitchell's Flat, Sue Moore Elderslie, Narelle Paget Whittingham, Linda Ancich Whittingham, Christine Brown Whittingham, Rhonda Walter Jerry's Plains, Maureen Pratt Jerry's Plains, Lisa Harper Hebden, Patti Johnson Glendon Cr Sue George

Apologies: Maureen Joliffe Glendonbrook, Jim Joliffe Glendonbrook, Joy Patton Glendon, Evelyn Hardy Broke, Ken & Margaret Ferguson Putty, Jan Hedley Bulga

Minutes of the previous meeting: accepted moved Sue Moore, seconded Jane Bryson CARRIED

Business Arising from Minutes:

- Bushfire Resilience Grant successful for mobile phone boosters at Rural Halls and RFS sheds (\$50 000)
- Some Halls successful with Wellbeing Grants

Correspondence:

- Notification of Bushfire grant success
- Some Halls have received correspondence re STAND facilities – they are different to the Bushfire grant

Treasurer's Report:

Current account Balance \$196.82

NOTED

General Business

- **Resources for Regions 9** – awaiting notification on timelines, all application still valid, Sue will contact Halls for confirmation when dates received
- **Bushfire Grants** to some Halls for Expo's, First Aid Training etc, very successful
- **Singleton District Community Op Shop Inc** – Donation of \$5 000 to each Hall – Certificate to be sent. Many thanks and appreciation from those Halls present – **account details to be sent to Sue George ASAP**
- **Hall Updates**
 - **Bulga** – AGM 9 March, Raffles continuing, Yoga weekly, Bingo first Monday, extensions progressing, First Aid Course held and defibrillator obtained
 - **Warkworth** – Lakelanders Motor hoes booked for July, morning Tea twice a month after Church
 - **Whittingham** – Christmas excellent, many people attended and great to see people in the Hall, Pie Drive running, Sheila's Shed now operating again, received grant of \$18 000 from the Stronger Communities Grant program to replace ceiling

- **Jerry's Plains** – Mining Info days, caravanners booked, Fair March 19 – all welcome, support from Coolmore, Bicentennial weekend of April 30, May 1. Activities Saturday, Dinner Dance Saturday night (details in Hall report)
- **Elderslie** – Booking increased, Interior work complete, looks great, grant application submitted, AGM delayed
- **Mitchell's Flat** – few activities, Lolly Run well received, Macrame a regular event, Kitchen finished thanks to Paul Ryan, The Walkers and Max Dawson, Emergency Day 25 March, from grant funding-all welcome, Concert – Festival of Small Halls in 2023
- **Glendon** – Christmas successful many new members, AGM January no changes, Wedding at Hall, few bookings including the Mail Run
- **Hebdon** – Lolly Run, Hirings few – hens Party, Wild Dog Association, hall upgrades externally by Glencore, Toy Box still operating, yet to have AGM
- **Putty** – Remembrance Day Event in November. AGM on 19 February with “Welcome to Putty Day’ and opening of new playground. Updating website, First Aid course through Council Grant on Saturday 5 March, now COVID restrictions eased Friday Night Detour and Educational sessions planned.
- **Other Business**
 - Bulga has Table Tennis table if anyone interested – contact Phil Reid 0407700683
 - Phil has sourced stackable Sebel Chairs \$8 each if interested contact Phil now
 - How do you clean wine stains off timber floors – vinegar & bicarb soda a s paste suggested
 - SU Moore gave brief outline on Election issue
 - Card to be sent to Dennis Mitchell's family
 - Singleton Community Op Shop Inc would like photo opportunity – Sue will contact halls when date & time known.
- **Next meeting May 5 2022**

Meeting closed 7.50pm

Rural Halls Meeting 3rd March, 2022

The Lakelanders Motor Homes have booked the Hall for 3 nights in July. We will be holding a worked bee first.

We are back to having our normal Morning Teas twice a month following Church.

The mines are still mowing the grass regularly.

Val Daldry

Warkworth

HEBDEN Hall Report

March 2022

- Lolly Run successful
- Several Hires – Hen's Party & the Wild Dog Association
- Prior to Christmas Glencore assisted with external painting – handrails, doors and entrance ways
- Toy Box still operating
- AGM yet to be held
- Band night date to be advised

Elderslie Community Hall

3rd March 2022

Hall is looking fabulous (picture attached)

With new painting \$20,000 community building grant and new windows western side from a previous combined hall grant

Our AGM has been delayed and will be next Wednesday 9th March –will advise of any changes after this however not expecting any.

We cancelled Santa due to Covid

Starting to get some bookings coming through now.

Fire check sorted. Insurance just arrived.

Have applied for grant for new septic Envirocycle from Federal grant \$15,000-should be known by end March.

Still crossing all our combined fingers for Resources for Regions grant.

Quote received for screen on kitchen door and window which will submit to hall meeting to follow AGM next week.

Sue Moore

President

Elderslie Hall



Elderslie Hall - interior

BUL 41.

ITEMS FOR RURAL HALLS MEETING

AGM	*	9th March 2022
Raffles	*	Friday Night at Tavern

Hall Usage

- Yoga – has recommenced and is held every Tuesday night
- Bingo – 1st Monday of each month

Hall Extension Update

- McPherson Built has commenced construction of the new outdoor deck area and storeroom. Some delays due to the current weather conditions otherwise the build is going to plan.
- Due to most of the works being outside, we have been able to utilize the hall after hours for Yoga, Bingo, Meetings etc.

Resilience –

First aid course held Feb.

Defibrillator installed

ABN 815 307 90014

Contact: Patti Johnson 0458 162 308 (Secretary)

GLENDON SCHOOL OF ARTS HALL

The Glendon School of Arts Hall members enjoyed a Christmas get together on Dec 10th. We had the pleasure of welcoming some new members to our Community which was great to see, there was plenty of laughter and a fun night had by all.


With the ease of covid restrictions we were able to hold our AGM – All 2021 Committee Members were re-elected, which is great to see and proves we have a committed group of volunteers wanting to ensure Glendon School of Arts Hall stays viable and open for our community members.

Hall bookings – We have had 3 Hall Hire since October, one including our very own President and Secretary Patti & Antony Beetson wedding reception.

We are happy to say we have several future bookings for the hall so far one being our Annual Mail Run Sunday April 10th

Unfortunately, due to Covid restrictions we were unable to hold our usual Voting Day BBQ and cake stall which was disappointing.

Patricia Johnson


Secretary

Combined Rural Halls

Jerrys Plains School of Arts Hall Inc.

Meeting 3rd March 2022

Our hall has a few bookings coming up with coal mines having community information days.

The Wild Dog Association Meeting and later in the year the Caravanners have booked for the long weekend in October.

The Jerrys Plains Community Fair and Car Boot Sale are holding their annual fair on the 19th March 2022. Thanks to Coolmore our major sponsor we have free entry to the event and a free jumping castle and a free obstacle course. We also have live music by Daniel Runchel Music and children's entertainer Tom Foolery a master magician and much more. We hope you will come along and enjoy our fair.

Another big event coming up for Jerrys Plains is our Bi-centennial celebrations. A hoedown dance is being held at the hall on the Saturday night 30th April 2022 at 7.00 pm Tickets are \$25.00 and entertainment by Heywood & Moore & the Hoedown Band. Call 0447 640 294 to book tickets.

The main celebrations are happening on the Saturday.

The hall is also hosting a Sunday breakfast from 7.30 am to 11.00 pm on Sunday 1st May 2022.

*Australia Celebration @ Hall, free activities
for children*

PUTTY HALL NEWS

Like everyone, we were restricted as to what we could do at the Putty Hall.

Most of our activities were held on line such as the Putty Get Ready and Disaster Recovery programs. We saw Council, SES, Police, CFR and Red Cross come on board during these programs.

We applied for a grant for upgrades to the Putty Hall with a long wish list and hope to get a successful response.

Sadly Pam & Geoff King moved from Putty, mainly because of Pam's health and are relocating to North Richmond.

Our first event for a long time was the Remembrance Day Service

Following that we held a Christmas party on 11th December and on the 19th December the Saint Shenouda Monastery put on an open day and BBQ at the hall.

The Moduplay children's playground which was purchased as part of the Bushfire Community Resilience and Recovery Fund was erected in January

The PCA held its AGM on 19th February, followed by a "Welcome to Putty" evening. This brought new residents together and the children enjoyed the new playground.

The PCA committee for 2022-23

President, Jane Robinson

Vice President, Andy Edward

Secretary, Lynn Nortje email: lpnortje@gmail.com

Treasurer, David Hope

Publicity Officer, Martha Babineau

Trust Officer, Ken Ferguson

Our website is being reworked and other documents will be made available on-line as well as hard copy should people need those.

A First Aid Course will be held at Putty Hall on Saturday 5th, courtesy of Singleton Council and run by Aspire Training. We have about sixteen people enrolled.

We hope that now the Covid restrictions have eased, the Friday Night Detour and Educational sessions which have been planned for a very long time will be commencing soon.

Mitchell's Flat Recreation Club Inc
Report for Combined Halls Committee
3rd February 2022

- Very few activities have been held. We didn't have a Christmas Party but had a successful "Lolly Run". There have been a couple of Macrame courses run by a local expert, with a few more to come.
- The new kitchen is finished and looks really good. Many thanks go to Paul Ryan, Maria and Robert Walker and Max Dawson for all the work they contributed in order to get it finished. We now just need a function to christen it.
- We were successful in applying for a Resilience Grant and are now planning an Information/ Open Day on 27th March with visiting speakers, static displays , children's activities and catering, with the aim of introducing the local community to all that the Hall has to offer.
- There was a possibility of hosting a Small Halls Festival Concert but with several concerns regarding Covid we did not go ahead for this year but will apply again for the Spring/ Summer tour 2022/2023.. Hopefully other halls will book concerts in following years as the organisers are very keen to have a Hunter venue.

**GM26/22. Minutes - United Wambo VPA Community Committee - FILE: 20/00460
02/03/2022**

Executive Summary

The United Wambo VPA Committee held its meeting on 2 March 2022. A copy of the minutes are shown as **Attachment 1** and the Financial Report is shown as **Attachment 2** for Council's information.

FOR INFORMATION

Attachments

- AT-1** [↓](#) Draft Minutes - United Wambo Community Committee
Meeting - 2 March 2022
- AT-2** [↓](#) United Wambo VPA Report 31 January 2022

MINUTES
UNITED WAMBO VPA COMMUNITY COMMITTEE
1.00pm Wednesday, 3 March 2022



Present	Myffy Doyle (MD) (Minutes) Angela D'vere (AD) Aislinn Farnon (AF) Cr Sue George (Chair) Mark Ihlein (MI) Emily Lambkin (EL) David Thelander (DT)
In Attendance	Phillip Williams, Oliver Seymour – Terras Landscaping Architects
Meeting Date and Time	Wednesday, 3 March 2022 1.00PM
Meeting Location	Jerrys Plains Hall

1. Welcome and Apologies 1.07pm

- Welcome
- Acknowledgement of Country by Chair
- Apologies –Madelaine Walsh – Advised by EL that Madelaine Walsh has moved out of the area and will not be attending future meetings.

2. Disclosure of Interests

NIL

3. Confirmation of Minutes

The minutes of the United Wambo Voluntary Planning Agreement Community Committee held on Wednesday, 3 November 2021 were confirmed.

Moved DT Second AF

4. Agenda Items

4.1	Landscaping concept plan for village project
	Phillip Williams and Oliver Seymour from Terras Landscape Architects presented to the committee their concept plans for Jerrys Plains Recreation ground. Feedback on the plans and suggestions/ideas of a village LED Variable Message Board sign and pump track were provided by the committee to Phillip and Oliver. Revised plans to be available for June meeting Members of the committee are encouraged to attend the Glencore Community night, Wednesday 9 March 2022. A great opportunity for the committee to show the community what the committee is about.

MINUTES
UNITED WAMBO VPA COMMUNITY COMMITTEE
 1.00pm Wednesday, 3 March 2022



	<p>Action: MD/AF to collaborate on a handout to be produced for community night. – what is happening, what has happened. Create timeline in handout.</p> <p>Action: MD to send through Bulga village LED VMB design to committee for future consideration.</p> <p>Action: AF requested for a copy of the concept plan to show at the United Wambo community night for community consultation.</p> <p>Action AF to send Dog Leg Fence photos to Terras</p>
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4.2	Project Summary table
	Noted by the committee
4.3	Jerrys Plains Bicentenary
	<p>29,30 April & 1 May 2022</p> <p>The committee work with the Council to facilitate the high level of service of Jerrys Plains for the event.</p> <p>MI has notified the internal Council staff of the celebration and requested the village to be mowed and tidied up for the weekend.</p> <p>MI updated committee of the Wayfinding Signage project. The tender has been awarded to the contractor and installation of villages signs will be installed in the near future.</p> <p>Action: MI will request for Jerrys Plains village sign to be high priority for installation</p> <p>Action: MI to send the committee the Council adopted way finding sign design for the villages</p> <p style="text-align: right;">Moved EL Second AD Carried</p>

4.4	Playground Equipment
	Updated committee on the process for funding of the playground.

MINUTES
UNITED WAMBO VPA COMMUNITY COMMITTEE
1.00pm Wednesday, 3 March 2022



4.5	Annual review survey results
	<p>The Chair acknowledged the results and would like to improve the results for 2022.</p> <p>Action: The committee to send through comments about the survey results to the Chair or MI by Friday, 4 March 2022.</p>

5. Financial Report

The Finance report was tabled. The variation between the Finance department's report and the Project Summary table in Agenda Item 4.2 are due to the different dates that the reports are updated and completed.

Action: MD to correspond with the Finance team to correct financial table of spending in the "Detailed survey of the main street of the village" row. The indicated amount is incorrect and needs to be rectified.

6. Other Business

Chair – Sourced answers to the questions raised at November's meeting. Answer provided were by Justin Fitzpatrick-Barr (JF-B) , Director Infrastructure and Planning Services Group, Singleton Council

- *Chair - Can speed check be carried out on the Golden highway at Jerrys Plains please – there is a concern about the speed of vehicles travelling through the town?*

JF-B - Paul is still waiting on the traffic/speed counts from TfNSW, given Golden Highway is a State Road, he spoke with TfNSW about this last week and the request has been raised with the appropriate department however they have not yet been carried out.

Once we have received the data it will be shared with Councillors through the LTC

- *Chair - United Wambo have initiated discussions with TfNSW regarding mowing the Golden Highway, they have been told it is under the control of Council, can we confirm?*

I can confirm that Council is the Roads Authority for the Golden highway road reserve (much to our surprise given it's a State Road) and meetings have been held with TfNSW, Council and the Mining Company to discuss the

MINUTES
UNITED WAMBO VPA COMMUNITY COMMITTEE
1.00pm Wednesday, 3 March 2022



process that will be followed in relation to the planned road re-alignment, road closure process and negotiations with Council on fair and reasonable compensation for the sale of public land (i.e. the closed road)

- *Chair - Many of the roads/streets in Jerrys Plains are Crown roads, who is responsible for their upkeep and do they at any time revert to Council Roads (Piribil Street is an example)*

As a general rule Councils do not maintain Crown Roads. The responsibility sits with Crown. Notwithstanding this, our Road Assets Team are undertaking a review of Crown Roads across the LGA (including Piribil St) to identify those roads that would be considered reasonable to take over ownership of. Once the review is complete, the matter will be reported to the Roads Advisory Committee and Council as part of our standard process.

AF – It would be beneficial to get good information of processes out to the community.

MD – Notified the committee of resignation from the VPA – Project Officer's role.

Chair – thanked MD for her time and effort while in the position.

7. Action List

Pulse/ Action No	Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
	2/3/2022	MD/AF to collaborate on a handout to be produced for community night. – what is happening, what has happened. Create timeline in handout.	Myffy Doyle Aislinn Farnon	7/3/2022	completed	

MINUTES
UNITED WAMBO VPA COMMUNITY COMMITTEE
1.00pm Wednesday, 3 March 2022



	2/3/2022	MD to send through Bulga village LED VMB design to committee for future consideration.	Myffy Doyle	1/6/2022	completed	
	2/3/2022	AF requested for a copy of the concept plan to show at the United Wambo community night for community consultation.	Aislinn Farnon	7/3/2022	completed	
	2/3/2022	AF to send Dog Leg Fence photos to Terras	Aislinn Farnon	7/3/2022	MD sent through document with photos	
	2/3/2022	MI will request for Jerrys Plains village sign to be high priority for installation	Mark Ihlein	22/4/2022	Request has been made	
	2/3/2022	MI to send the committee the Council adopted way finding sign design for the villages	Mark Ihlein	18/3/2022	Document sent	
	2/3/2022	The committee to send through comments about the survey results to the Chair or MI by Friday, 4 March 2022.	Committee	4/3/2022	No comments made	

MINUTES
UNITED WAMBO VPA COMMUNITY COMMITTEE
1.00pm Wednesday, 3 March 2022



	2/3/2022	MD to correspond with the Finance team to correct financial table of spending in the "Detailed survey of the main street of the village" row. The indicated	Myffy Doyle	1/6/2022	Complete and rectified	
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8. Next Meeting

Wednesday, 1 June 2022, 1.00pm
 Location – Jerrys Plains Hall

The meeting closed at 3.27pm

Cr Sue George

Chair

VPA : United Wambo VPA

As at 31/1/2022

	2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	2021/2022	Life to Date	Allocated Funding	Balance Remaining
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Jerry's Plains Projects												
Opening Balance	-	1,325,000.00	1,323,218.96	1,320,866.92	1,317,910.98	1,315,439.13	1,314,576.54	1,311,036.98	1,325,000.00			
Income												
Contribution	1,325,000.00	-	-	-	-	-	-	-	-	1,325,000.00		
Expenditure (incl. commitments)												
Jerry's Plains Projects												
2 Landscaping Design Project	-	40.00	-	-	-	-	-	6,150.00	6,190.00	6,190.00	\$50,000.00	43,810.00
4 Detailed survey of main street of the village								44,510.66	44,510.66	44,510.66	\$30,000.00	- 14,510.66
Subtotal Jerry's Plains Projects		-	40.00	-	-	-	-	50,660.66	50,700.66	50,700.66		
Local Projects around Warkworth and Jerry's Plains												
Subtotal Local Projects around Warkworth and Jerry's Plains		-	-	-	-	-	-	-	-	-		
1 VPA Projects Officer		1,781.05	2,312.04	2,955.94	2,471.86	862.59	3,459.56	1,729.55	15,572.57	15,572.57		
3 Committee Management Funding		-	-	-	-	-	80.00	-	80.00	80.00		
Total	1,325,000.00	(1,781.05)	(2,352.04)	(2,955.94)	(2,471.86)	(862.59)	(3,539.56)	(52,390.21)	(66,353.23)	1,258,646.77		
Balance Remaining	1,325,000.00	1,323,218.96	1,320,866.92	1,317,910.98	1,315,439.13	1,314,576.54	1,311,036.98	1,258,646.77	1,258,646.77	1,258,646.77		

Notes :

\$ = total actuals plus commitments

GM27/22. Reports on LGNSW Special Conference - Mayor Sue Moore and Cr Tony Jarrett**FILE:** 22/00009

Executive Summary

Mayor Sue Moore and Cr Tony Jarrett attended the LGNSW Special Conference at the Hyatt Regency in Sydney from 28 February to 2 March 2022.

A copy of the Mayor's report on the event is shown as **Attachment 1** and a copy of Cr Jarrett's report is shown as **Attachment 2** for Council's Information.

FOR INFORMATION**Attachments**

AT-1 [↓](#) LGNSW Special Conference - Report from the Mayor

AT-2 [↓](#) LGNSW Special Conference - Report from Cr Jarrett

LG NSW Special Conference

28th Feb-2nd March 2022

Hyatt Regency Sydney

The special conference was primarily held to deal with the motions as the elected positions had been determined at the end of 2021.

4 workshops were held during Monday afternoon. Council involvement in new national agreement on closing the Gap. Rural and Regional Health. Investing in you-Verbal judo for Councillors and Domestic violence prevention. I am not sure why they continue to allocate tickets to each session rather than being able to choose what is of interest to each delegate.

Later in the afternoon – meet the Politicians forum was an interesting session. Following on from this the AR Bluett Awards. It is always great to see the many things Councils are doing particularly in these such challenging times. In our category Blayney narrowly beat Forbes for the honor. Well deserved to Blayney - such a big effort for a smaller Council.

Monday evening dinner we enjoyed with most of the other Hunter Joint Organization of Councils delegates. It was another great evening to network with our nearer colleagues.

After a very warm welcome to Country by Yvonne Weldon, Tuesday was largely designated to motions/business paper.

Many motions went through without debate however several were caught by proposed word changes or additions. It generally seemed to me the metro Councils had control of the floor.

A motion from Liverpool City Council re climate action plan attracted a suggested amendment – the motion calling on the Australian Government to strengthen the 2030 emissions target to 50% and achieve this target by 2050. Amendments that came forward requested this to be increased to 75%. Motions if supported by Conference are considered by the Executive committee in line with existing policy and importance. A few amendments were suggested to increase the target further still and the original motion was about to be put with a call for any further speakers. I found myself on my feet—with no plan of what I was going to say—which went something like this

– Sue Moore here - Singleton Mayor - I have been Mayor for 9 years and on Council for over 20 years. While not speaking against the motion I wish to make comment. Singleton is probably considered to be one of the most polluting areas in NSW. We have 17 coal mines mostly open cut - on our boundary with Muswellbrook we have 2 very old coal fired power stations with Liddell and Bayswater. As a Council we have not supported climate emergency (I heard a gasp of horror from someone behind me) - I continued - instead we joined the City Powers Partnership which will see real outcomes for our Council and our community by reducing our carbon footprint. Achieving real things that can make a real difference. I further explained some of these actions. I finished with adding that with my other hat on I am a beef producer - and I have to say that there are never going to be electric tractors and suggested people think about where their food will come from. Sitting down I realized the applause however it was the rest of the conference that amazed me with many congratulations comments to me. I found this very surprising – even people coming up to me at the Gala dinner later that evening. Just goes to show if you speak up there are often others thinking the same as you. This was easily the most rewarding and memorable part of conference for me.

There was another motion from Lake Macquarie City Council – I had talked to their delegates prior and hoped to add wording such as “current mines” - the motion being to call for support of diversification of coal reliant economies by investigating legislative change re better use of former mine land. This motion then went off on a different approach from the green sector - disappointing however I appreciated Lake Macquarie acknowledged our issues.

Once again the conference was much more interesting from networking then from speakers or business paper. We sat behind Kempsey Council and had much in common to discuss.

Cr Sue Moore

Singleton Mayor

Local Government New South Wales

Special Conference.

Monday 28th February – Wednesday March 2nd.

This conference you did not register until 1.00 pm with workshops starting at 1.30 pm

Day 1 – Monday February 28th

Workshop Rural and Regional Health – Issues and solutions.

There were three presenters with questions following each presenter.

1. The Honourable Bonnie Taylor – Minister for Regional Health – Mental Health and Women.

Based on a BHR survey high quality care was being delivered, with the survey indicating 95% of people who used the regional health were satisfied with their experience.

In mental health people have struggled and they gone through more difficult times with the impact upon communities of fire, drought and now the pandemic (the full impact of the floods had not yet impacted). She discussed regional variations in suicide rates but overall, the rate is not escalating, as the government has put more people on the ground.

People are telling her need for accurate services and primary health care that people know what services are operational in their local government area and have access to primary health care.

Questions

The issue of the employment of, and how to attract GPs to rural and remote areas. The response was that GPs shortage was a national issue we need to work with state and federal agencies to make new models. That also address the individuality of regions not one size fits all, and the need for flexibility. Spoke of the need to encourage GPs to belong and feel part of the community, and the need to train more GPs spoke of the Charles Stuart University program.

Spoke about virtual health care – used successfully with addiction issues and cancer care through the use of the video link. This educational opportunity for clinicians and patient to enhance their connectedness with each other.

A Ministry of Regional Health not yet established but will be finalised. Currently a pillar in the Ministry, that has Regional Health with their own Secretary.

The issue of staffing was also raised with the need to attract and retain staff. The Minister understands the need to attract more staff and is preparing to invest to attract a 25% increase in workforce. Looking at subsidies in regional health housing, wages no need to work all the time (quality of life) and educational opportunities. Also promoting career opportunities in regional health provision more training to make study more attractive with country university

centres, a scholarship system. Look at the person first know the person would be prepared to stay in the area for ten years. Also, people change careers encourage people to seek a career to change into nursing.

The Regional Health enquiry – where to now? The need for more accountability and uniformity in health districts. A recommendation will be made in April or June in regard to local health districts, with local health districts getting more autonomy. Used the example of the Covid immunisation model and community responses. Looked at the success of Wilcannia dealing with Covid in their community.

The problem of travel and access to dialysis was also raised. The need for units to be established in the local hospital for community access and the nurses travel to provide the drugs and the intravenous procedures. The need for more services to be delivered locally and used the example of the Oncology unit in Cooma. The aim is to have the local community access to this eService so they don't have to travel. But also stressed the need to think of safety first when developing a care pattern.

The revolving door of doctors the issue has been the continuity of care delivered by doctors. The nature and attitudes of doctors in rural and remote communities has changed they no longer work 24 hours per day. GP's now look at their quality of life. This issue can't be fixed in the short term. Telehealth can be helpful especially for mental health issues. But the pool of doctors is not there, one of the problems is the local health district bidding for GPs.

Better health in the bush program was also raised by offering higher salaries to doctors this has been rejected. In Western Australia they have been using trials of visiting doctors.

2. Ryan Park – Shadow Health Minister

Made a commitment State Labour would reduce the Aboriginal Health Gap.

Discussed the inquiry into Health and Hospital in Rural/Regional NSW. he met resistance in outlining the terms of reference, yet there were over 700 submissions with no advertising. He believed the huge response was that the issues were outside the metro areas, no one knew the extent of the rural regional issues, because government had paid no attention. The Inquiry have identified a number of areas for improvement.

1. A lack of meaningful engagement, and consultation with all government levels and our local systems. Health Care systems and local government should provide each other with support, councils need to know the clinical services are offered at their local hospitals. The clinical services plan should be public, so everyone aware of what the hospitals offer. The regional CEO needs to be accountable and the need to be responsible and the need to be able to measure, interpret their hospital data trends.
2. Greater collaboration at the Federal and State levels in regard to the employment of GPs. Many GPs didn't feel supported or valued, need to address what incentives work and those that do not. Should not rely on local councils to provide housing or other incentives. Local government however needs to have a plan to retain their GPOs.

3. The culture of Local Health Districts must be removed, he believes this culture is corrosive. The more remote the LHD the issue is with cultural practices on the ground – that need to be identified and rooted out.
4. The need to increase investment in our small hospitals who need resources. The lack of resources would not happen in the city. Our small rural hospitals are running out of resources and staff.

Resources and staff need to be moved into regions, the inquiry chartered a path forward, that is realistic and deliverable, that would enhance the accountability of local health districts. We need to listen to people from local government.

3. Councillor Phyllis Miller – Mayor Forbes.

She identified the problem of the shortage of doctors in regional and rural areas both sides of politics have made mistakes. The country needs to pinch doctors from the city i.e., 2-year rotations.

The need to incentivize to attract medical staff grants and build residences so people will come out. Hospitals and local government need to develop and have attraction and retention policies. For example, any doctor \$3,500 1st day the district, and in their second year a new car. To keep our midwives and registered nurses pay for their professional development.

The concept of the medical city to get doctors out of the city, walk in walk out centres this the Forbes centre now has 10 doctors. The Council has developed an Aboriginal medical centre which is one of the largest in Australia.

Partnerships with universities – Forbes has a partnership with Wollongong University to assist with the registration of doctors.

Why can't regions get specialists on 2-year rotations and doctors provided with housing. Due to Covid encouraged people to move out of the city – experience of country life – take \$45,000 off HECs fees. The situation with locums their pay rates need parity with wages.

Questions.

Mental Health

Mental health issues not only related to youth, but there is also not enough service especially in aged care. Ryan stated he believed mental health should also be embedded in aged care. Need to get rid of the view that people go to aged care residences to die. Aged people need to feel respected, and comfortable with new technology.

Issue of Locums and rural doctors.

The issue is one of equity the payment of rural doctors compared with city doctors. The length of hours worked and the need to address quality of life this has changed in rural doctors. The need for price parity on all specialists.

Hospital Boards

re-introduce more control from the local community. Local communities need greater say in the services provided. The Boards also need to be accountable and autonomy with budgets.

Disillusioned Bureaucracy

Health carers concerns are not taken seriously.

Meet the Politicians Forum**Greg Warren Shadow Minister for Local Government**

- The role of local government in the Covid highlighted the important role councils' play they are the closest to the action.
- One of the Challenges is cost shifting a crisis for councils to find funds, as a result our financial systems funding model needs clarity and certainty.
- Code of conduct policy is an example of political expediency and a waste of money
- A big thank you to Local Government who have met and understand the many challenges.
- The issue of forced merges is not on.
- Development contributions infrastructure from state contribution are the in regions, they are earned, and consultation will continue.

David Shoebridge Greens

- Rate cap (0.75%) is an insult less than inflation. The costs incurred above the inflation rate will result in the cuts to local services.
- Council should be able to set their own rates yet remain transparent and accountable to the community.
- Another issue prohibits charging compliance fees and now developers have taken the money away.
- Grants funding is a mess no transparency no accountability. There is a need for a fair share for all councils.
- Buildings regulations is a mess the result is dodgy buildings. Councils don't have power to get rid private certifiers and to give these funds back to council

John Graham Shadow Minister for Roads

- The need campaign on impact of the cost of tolls on urban and regional areas, this has cost of living impacts as people travel into the CBD.
- The policy is for local roads over toll roads build roads 85,000 klms.
- Sydney and NSW should look to achieve their potential in the after dark economy. Not just the Sydney. The CBD night economy needs to be encouraged in councils, we need to get our local venues back.
- Local government at core of change, venues and spaces that don't have to rely on pokies. Allow our local governments to operate with incentives, licensing fees with state governments support.
- Integrity in government support ICAC independent funding.

Susan Wynne Mayor.

- Local government is so much more than roads, rubbish, and rates. As a result of Covid we need to create a sense of community. We are witnessing the systemic dismemberment of local government, by stripping away the dollars. Today Councils are drowning financially. We have to keep asking for permission. The government is constantly taking money off us look at rate levy that is under the inflation rate. No help at all in funding support through Covid outbreak, we were told we had to do more with less. At no time were councils thanked for their efforts.
- Celebrate getting superannuation this year hard to make a living and serve our local community.
- Trend at all levels of government to present misinformation and fear mongering no respect for each other.
- Local government should celebrate their differences and work together, we need to be united to survive

Questions:

- Night time economy venues will have to have support from levels of government to move away from clubs.
- Amendments to the emergency servicing and rates demonstrate that the state loves you collecting their taxes. Should be funded by state government look at Lismore will have to spend more on the reconstruction, we need decouple the levy from rates.
- What is ALP doing about rate pegging? Labor will not support lifting rate caps but agrees pegging a serious restriction on council funding.
- Champion of local government digital transformation? There has been a lack of investment in how the operating capacity of digital transformation is funded. State needs to provide funding examples yet is cost shifting when they expect councils to meet the cost.
- Classification of roads? Stop funding tolls put funding back into regional and local roads. Road's classification needs to be treated equally. The FAG funding genuinely responds to road funding.
- Disaster funding local government has to fund recovery. how can government help local government meet their commitments? The government need to step in and address their recovery the issues or their will be more like Lismore.
- Examples of using federal funding pool for emergencies e.g., Dutton crowd funding.
- Serving term? The previous council went 5 years the new council only 2 year's service. You can't get things done council should be extended to 2025 to bring into line.
- Women in local government how do we get the figure to 50%? One of the factors helping working women able to become councillors, has been the introduction of superannuation

- In our Code of Conduct, developers cannot run Why do we exclude these people? Not best fit for them to be on councils' our community's need confidence. The act is an anomaly in terms of funding. Labor will review the model code to address the accountability issue and conflicts of interest. We don't need any in the first-place real estate agents full of conflicts of interest look at complaint's costs etc it is a mess
- Shell Harbour iVote concerned what happened. The parliament will examine what happened and will not happen again. iVote was a mess underfunded, if under pressure will not survive, 39 councils may have been affected.
- iVote needs funding or a new system.

Day 2 Tuesday March 1st

Most of Tuesday was spent debating motions from the various Local Government Areas throughout New South Wales. There were 93 category 1 motions. Motions were divided into:

- LGNSW Board
- Financial sustainability
- Infrastructure contributions
- Local government recognition
- Elections and democracy - motion 16 - from Georges River banning developers and real estate agents serving as councillors was carried. But it did highlight regional differences between city and country LGAs. With a number of country councils having real estate agents as councillors and mayors.
- Industrial relations and employment
- Housing
- Planning
- Social and community –
- Environment - motion from Ballina to encourage councils to place investment and loans with non-fossil fuel aligned financial institutions was defeated – again.
- Animal welfare
- Code of Practice.
- Governance and accountability - motion from Lismore for the OLG to amend the code of conduct in order that recommendations of third-party investigation into a breach be adopted or rejected by an independent panel not councillors was narrowly lost.
- Infrastructure
- Transport,
- Land and utilities –
- Mining and agriculture. Of the 94 motions only approximately 2 were defeated.

If any Councillor would like to look at the various motions, please see me for a lend of the motions booklet..

Address: Wendy Tuckerman MP Minister for Local Government.

Opened her address by outlining the impact of the floods on the North Coast and the local governments' recovery efforts. She thanked councillors, and council staff for their service to the community during this emergency.

She used the Conference to reflect about ongoing recovery from the impacts of Covid its many challenges, along with the multitude of natural disasters. These events have demonstrated the sustainability of local government and their communities.

She spoke about the diversity of councils with now 39% of councillors are female.

Other areas covered:

- The role of the office of local government is a resource that will serve councils, to regulate and act as a facilitator for education.
- Councillor conduct, they need to maintain the highest level of conduct.
- The need to increase collaboration amongst local councils, with the office of local government and other levels of governments all working together.
- Spoke on the report from Ipart and the level of rate pegging aware of and will address your concerns. They will conduct a review of the cost index methodology, but the review will not help now.
- Our challenges are to trust – encourage and collaborate.

Address: Linda Scott – President Australian Local Government Association (ALGA)

As the federal election looms council's need to advocate both sides of politics to make them aware of your communities' issues. The Budget came out in March assumes the election will in May.

Our local governments need to highlight that we need further financial support. With a campaign under the slogan "Don't leave local communities behind!" She again brought up the need to increase the Financial Assistance Grant (FAG) back to previous levels. With these increase of funds local governments can create a further 43,000 jobs, and 6.5 billion to the Gross Domestic Product (GDP).

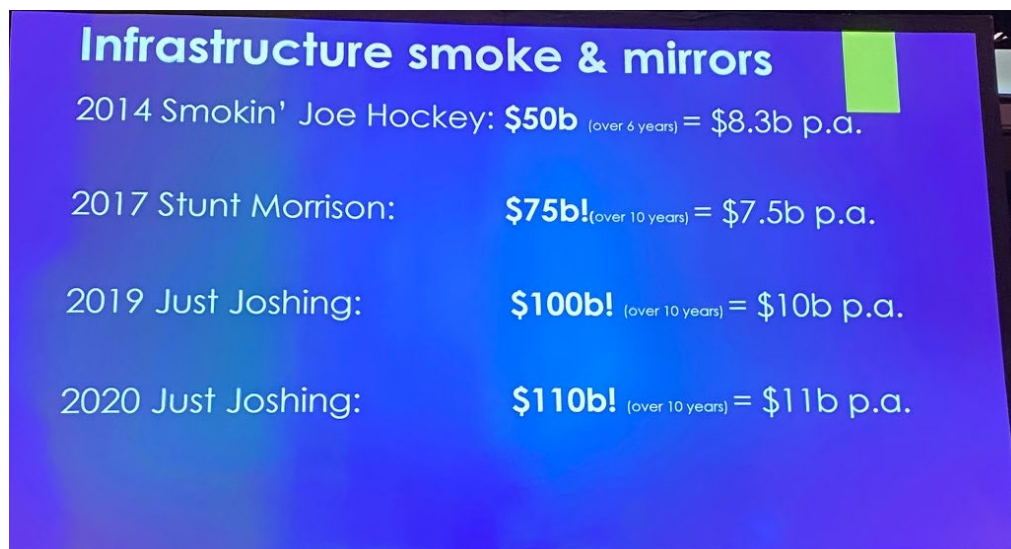
Day 3 Wednesday March 2nd.

Keynote Address: Michael Pascoe – Economic Outlook 2022 – 23 and Beyond

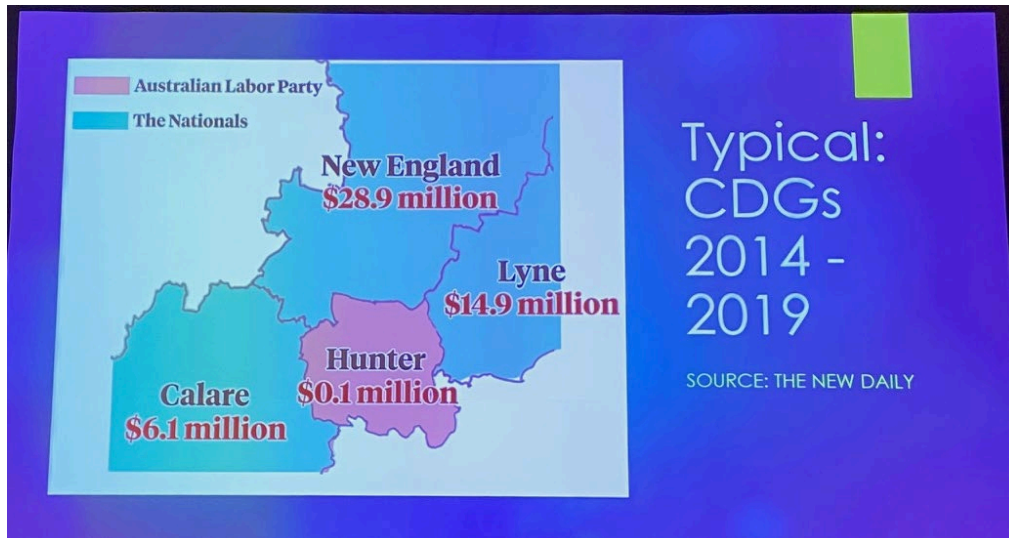
- Delivered an economic outlook over this period of time his theme was prediction is a mug's game.
- The Treasury only has 2 years and the other 2 years to make up.
- These are crazy times with a recession in stock, yet we have record house prices
- If we concentrate on next year, we are looking good with savings to depend on:
- Tax and grants will pull forward business and housing.
- Closed state borders are positive.
- Fiscal policy has created more free money.
- In this election year money will be splashed around.

But

- Interest rates will rise with a fall in housing prices fall post-election.
- Covid stimulus has not been the investment sugar hit expected, because we have not built back better, and we can't leave recovery for business.
- Currently Non mining business below par under 2%.
- Long term investment is not happening. This was a chance build for future.
- Social housing got some home building and did spark surge in the building industry but highlighted shortages in supplies and labour. As a result, NSW stock of public housing is falling
- Rental assistance has increased federal funding, but this is not a policy to help people.
- Building our future, they use adds & videos that are very good to highlight issues.



- Josh's spin game was invented by "smoking" Joe Hockey, big numbers then a lot of years to achieve.
- This has created a pattern of boom and bust
- How do you pay council grants? We are increasingly seeing the corruption of federal grants



- NSW promised to end the grants system this will be a key issue of the government's integrity
- Biggest economic challenges how do we get wages rising when the federal government is opposed to wage rises, much worse looks weekly wage increase only \$5.
- Trickle economics down still works
- Soft infrastructure investment in education, health etc is decreasing
- Next financial year looks good
- Climate change investment with the next surge the creation of a gas plant in the Hunter.

Could be worse!

Panel Questions

Michael Pascoe

One message - Continue to see uncertainty yet have capacity get through with resilience.

State local government financial relationship they need reset the balance.

We are about to enter international uncertainty with prospect of war. Governments should be budgeting for periods of indebtedness playing for the future how they can be paid.

Local government sector should have the 1% funding fixed share taxation revenue restored.

There is no plan for housing.

Funding for Hunter underfunded another example of cost shifting.

Felicity Wilson MP Parliamentary Secretary

Housing affordability big issue it will be long term for families to get into the housing market. IPART everyone understands cost pressures the state government has role to play. In local government IPART is their decision. Emergency services levy CTs to review

Daniel Mookhey MLC Shadow Treasurer

The ALP will not get rid of rate pegging. But address the issues of cost shifting and the grant system. Promoting long term grants so Councils can plan. Rising interest rates will be major threats that will put cash flow in councils under pressure. Wages policies will boost incomes.

Phillip Ruddock Mayor Hornsby Shire Council

Financial sustainability should be responsibility of local government council. Local government should have the power to seek their own funds. State government should not fix rates, but go back to the community to set costs for council, we need to get rid of IPART

Nuatali Nelmes – Lord Mayor City of Newcastle

Grants that went into Newcastle was spent on urban renewal. Our development applications were worth \$1billion this has had a dramatic impact on the city. Newcastle is no longer the dirty city. Other key developments have been:

- Privatisation of the harbour
- Runway upgrade of our airport
- Art gallery redevelopment

Should be able to get proper government funds

Panel Session

Ellen Fanning – as the chair

Climate change – the gap between recognition and action

Penny Sharpe – Minister for Environment

Professor Lesley Hughes – Macquarie University

- World has warmed IPCC report recommended reading to show the impacts of the warming
- . The world has warmed about 1.2 degrees -Australia is 1.4 degrees.
- Australia the most vulnerable country for weather extreme events rainfall and drought.
- UN code red for humanity, things have become worse and are accelerating we need to make emissions cuts.
- People are dying extreme heat conditions.
- Decline off season rainfall, this will change food production.
- No federal leadership still fund fossil fuel projects. We need to reduce green house gases 75% 2030 nil by 2050.
- What do you say people distrust climates change tell them to get out of the way

Declan Clausen Deputy Lord Mayor Newcastle

- Proud of actions taken by Newcastle Council -with a number of initiatives.
- 83% councils feel communities are affected by climate change.
- Aiming to reduce carbon emissions by 100% through development of a renewable solar power farm
- Business case for a clean energy solar farm is a huge saving to council's expenses.
- Decreased council emissions by 70%.
- Moving the car fleet to battery, chain saws to electric, garbage trucks will soon be electric.
- Okay networking brings together councils to work together to work on common goals and seek to improve cost efficiency.

Patrick Ibbotson – partner at Maddocks

- Climate Change law, councils have developed their own initiatives.
- Still integration problems, water quality still poor, land clearing increasing, the system is still churning.
- If we don't act change will be forced on us. For example, the impact of financial markets on coal production.
- Courts need to consider the foreseeable risk of harm in climate change.
- Councils need look more sustainability projects in regard to climate change.

I would like to thank Council for giving me the opportunity to attend this conference.

Tony Jarrett

19. Investment Report - March 2022**FILE: 21/00487**

Executive Summary

In accordance with clause 212 of the *Local Government (General) Regulation, 2021* the following funds are invested under section 625 of the *Local Government Act, 1993* as at 31 March 2022.

FOR COUNCIL'S INFORMATION**Report**

Council's investment portfolio yielded 1.20% pa for the month of March versus the bank bill index benchmark return of 0.04% pa. For the past 12 months, the investment portfolio returned 1.27% pa, exceeding the bank bill index benchmark's 0.04% pa by 1.23% pa.

Council's total portfolio of investments was \$124 million with an additional \$386 thousand held in Council's operational account as at 31 March 2022.

During March, Council's investment portfolio had \$2 million in two term deposits mature with a weighted average rate of 1.42% pa. Council invested \$3 million into three 12 month term deposits paying an average of 1.08%.

The investment portfolio does vary from month to month. As investments are redeemed upon maturity or sold this will rebalance the risk exposure with those financial institutions close to the policy limit.

Council has a wide range of credit rating exposures among many banks and is now proactively reducing exposures to small, low rated and unrated banks as their deposits mature and invest the proceeds into larger, higher rated institutions. With many of larger banks offering competitive rates in this environment, it is expected that Council's overall investment yield will be little changed (apart from the overall interest rate conditions) while the portfolio's credit quality will improve significantly.

The size of the investment portfolio varies from month to month as a result of cash flow for the period. Cash outflows (expenditure) are typically relatively stable from one month to another. Cash inflows (income) are cyclical and are largely dependent on the rates instalment due dates and the timing of grant payments including receipts of the Financial Assistance Grants.

Attachment 1 to this report provides Council's Investment Summary Report for March 2022.

*Corporate and Commercial Services Report (Items for Information) - DCCS19/22***Certification by the Responsible Accounting Officer:**

In accordance with clause 212(1)(b) of the *Local Government (General) Regulation, 2021* the investments listed in this report have been made in accordance with:

- i) the *Local Government Act, 1993*
- ii) the Regulations, and
- iii) Council's Investment Policy.

Attachments

AT-1 [↓](#) March 2022 Investment Portfolio



Investment Summary Report
March 2022

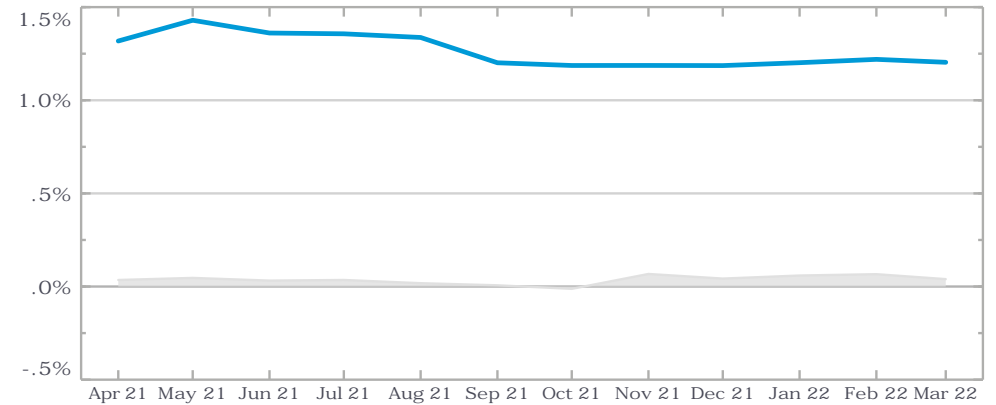
Singleton Council
Executive Summary - March 2022



Investment Holdings

By Product	Face Value (\$)	Current Value (\$)
Bonds	12,250,000.00	12,183,050.00
Cash	6,949,517.37	6,949,517.37
Floating Rate Note	51,250,000.00	51,202,212.29
Floating Rate Term Deposits	1,000,000.00	1,000,000.00
Term Deposit	52,500,000.00	52,500,000.00
	123,949,517.37	123,834,779.66

Investment Performance

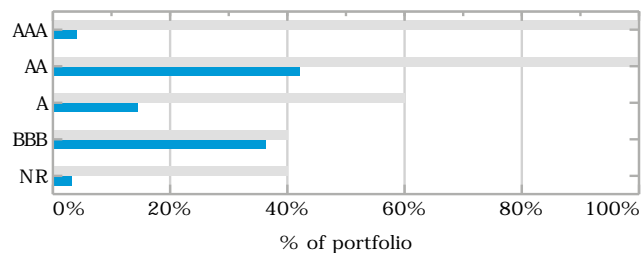


Portfolio Annualised Return

AusBond BB Index Annualised Return

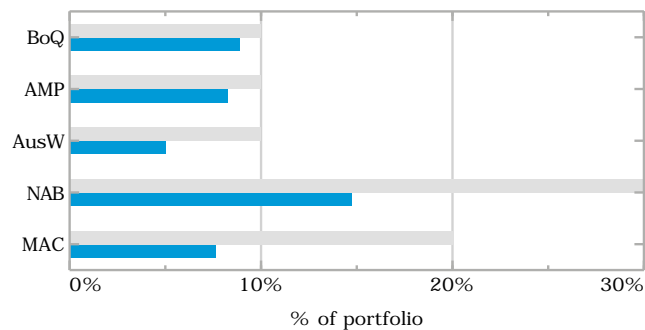
Investment Policy Compliance

Total Credit Exposure



Portfolio Exposure Investment Policy Limit

Highest Individual Exposures vs Policy

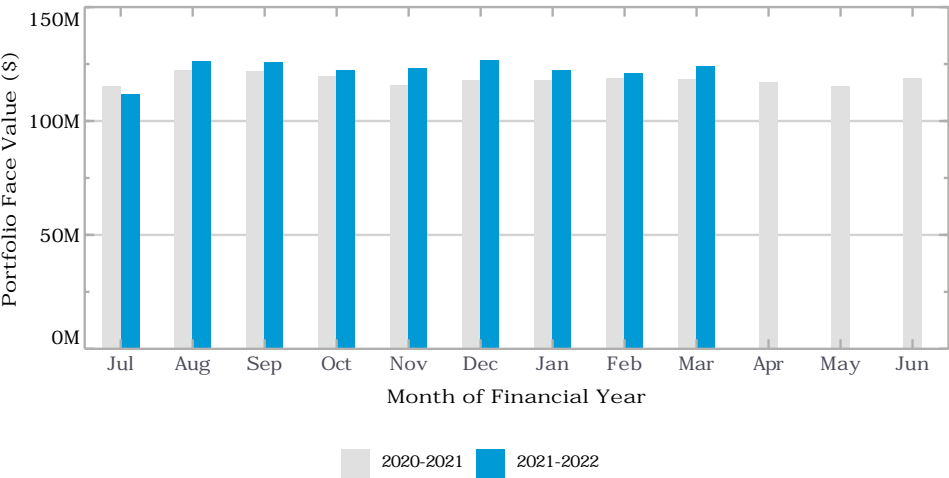


Term to Maturities

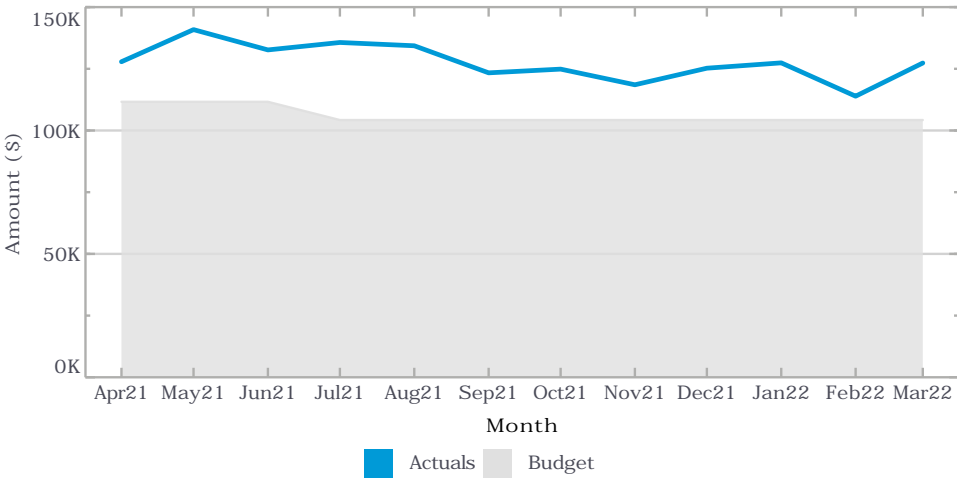
Maturity Profile	Face Value (\$)		
Between 0 and 1 Year	43,599,517	35%	100%
Between 1 and 2 Years	27,250,000	22%	70%
Between 2 and 5 Years	53,100,000	43%	50%
	123,949,517		



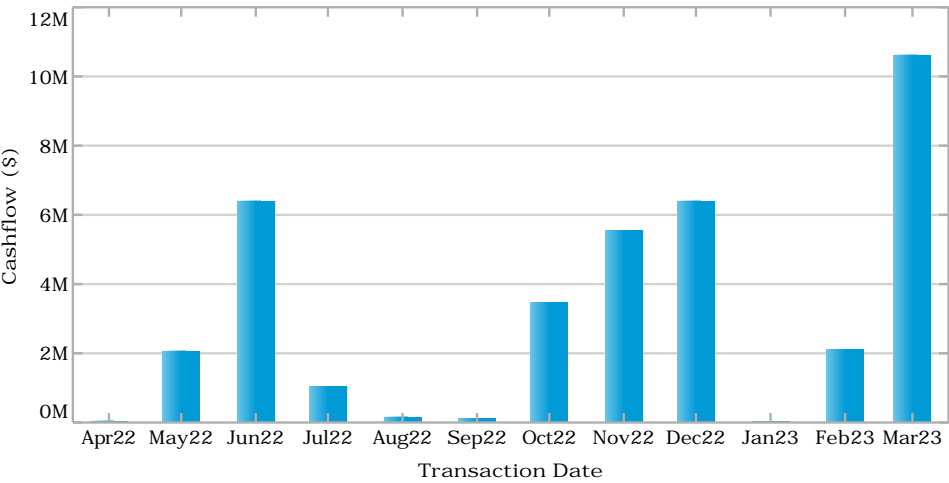
Historical Portfolio Balance



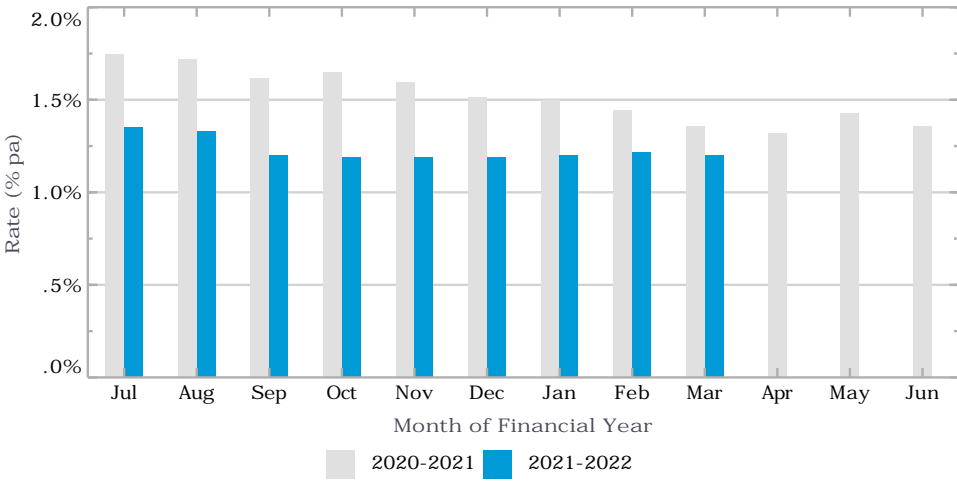
Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary



Weighted Average Return



Singleton Council
Investment Holdings Report - March 2022



Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
2,700,881.81	0.6000%	Macquarie Bank	A+	2,700,881.81	540145	Accelerator
4,248,595.52	0.5500%	AMP Bank	BBB	4,248,595.52	540079	31d Notice
40.04	0.2000%	Commonwealth Bank of Australia	AA-	40.04	539173	
6,949,517.37	0.5694%			6,949,517.37		

Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
31-May-22	2,000,000.00	2.7500%	Judo Bank	BBB-	2,000,000.00	31-May-19	2,045,958.90	539144	45,958.90	Annually	
7-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	7-Jun-17	1,026,852.05	539111	26,852.05	Annually	
8-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	5-Jun-17	1,026,942.47	539110	26,942.47	Annually	
14-Jun-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	11-Jun-21	1,003,624.66	541529	3,624.66	At Maturity	
14-Jun-22	1,000,000.00	2.4000%	Police Credit Union	NR	1,000,000.00	14-Jun-19	1,019,226.44	539150	19,226.44	Annually	
23-Jun-22	1,000,000.00	3.2500%	Rabobank Australia	A+	1,000,000.00	23-Jun-17	1,025,109.59	539112	25,109.59	Annually	
28-Jun-22	1,000,000.00	3.3300%	Rabobank Australia	A+	1,000,000.00	28-Jun-17	1,025,271.51	539113	25,271.51	Annually	
28-Nov-22	1,500,000.00	0.6000%	National Australia Bank	AA-	1,500,000.00	30-Nov-20	1,503,008.22	540621	3,008.22	Annually	
28-Nov-22	2,000,000.00	0.7000%	Defence Bank	BBB	2,000,000.00	28-Nov-21	2,004,717.81	542153	4,717.81	At Maturity	
30-Nov-22	2,000,000.00	0.7800%	Auswide Bank	Baa2	2,000,000.00	30-Nov-21	2,005,214.25	542134	5,214.25	At Maturity	
7-Dec-22	1,000,000.00	1.1000%	Judo Bank	BBB-	1,000,000.00	7-Dec-21	1,003,465.75	542222	3,465.75	At Maturity	
21-Dec-22	3,000,000.00	0.7000%	National Australia Bank	AA-	3,000,000.00	23-Dec-21	3,005,695.89	542217	5,695.89	At Maturity	
29-Dec-22	1,000,000.00	1.1000%	AMP Bank	BBB	1,000,000.00	29-Dec-21	1,002,802.74	542220	2,802.74	At Maturity	
10-Feb-23	1,000,000.00	0.9000%	P&N Bank	BBB	1,000,000.00	11-Feb-22	1,001,208.22	542337	1,208.22	At Maturity	
13-Feb-23	1,000,000.00	0.9000%	Westpac Group	AA-	1,000,000.00	11-Feb-22	1,001,208.22	542335	1,208.22	Quarterly	
9-Mar-23	1,000,000.00	1.0000%	Macquarie Bank	A+	1,000,000.00	4-Mar-22	1,000,767.12	542393	767.12	At Maturity	
9-Mar-23	1,000,000.00	1.0000%	Macquarie Bank	A+	1,000,000.00	4-Mar-22	1,000,767.12	542394	767.12	At Maturity	
15-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,000,230.14	541221	230.14	Annually	
15-Mar-23	1,000,000.00	1.2300%	ING Bank (Australia)	A	1,000,000.00	15-Mar-22	1,000,572.88	542448	572.88	At Maturity	

Singleton Council
Investment Holdings Report - March 2022



Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
20-Mar-23	2,000,000.00	0.6000%	AMP Bank	BBB	2,000,000.00	19-Mar-21	2,000,361.64	541211	361.64	Annually	
22-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,000,230.14	541241	230.14	Annually	
27-Mar-23	1,000,000.00	1.8100%	Auswide Bank	Baa2	1,000,000.00	27-Mar-20	1,000,198.90	539828	198.90	Annually	
13-Jun-23	1,000,000.00	0.6000%	National Australia Bank	AA-	1,000,000.00	11-Jun-21	1,004,832.88	541527	4,832.88	Annually	
11-Aug-23	1,000,000.00	1.9000%	Bank of Queensland	BBB+	1,000,000.00	12-Aug-19	1,012,076.71	539154	12,076.71	Annually	
25-Aug-23	2,000,000.00	0.6500%	National Australia Bank	AA-	2,000,000.00	25-Aug-21	2,007,800.00	541771	7,800.00	Annually	
25-Aug-23	3,000,000.00	0.7500%	AMP Bank	BBB	3,000,000.00	25-Aug-21	3,013,500.00	541772	13,500.00	Annually	
5-Sep-23	2,000,000.00	0.8000%	National Australia Bank	AA-	2,000,000.00	3-Sep-20	2,009,205.48	540390	9,205.48	Annually	
11-Sep-23	1,000,000.00	0.5500%	Bank of Queensland	BBB+	1,000,000.00	6-Sep-21	1,003,119.18	542027	3,119.18	Annually	
20-Sep-23	1,500,000.00	3.4500%	Rabobank Australia	A+	1,500,000.00	21-Sep-18	1,527,221.92	539128	27,221.92	Annually	
10-Jun-24	1,000,000.00	2.5000%	Police Credit Union	NR	1,000,000.00	11-Jun-19	1,020,192.31	539146	20,192.31	Annually	
11-Jun-24	3,000,000.00	2.5200%	Bank of Queensland	BBB+	3,000,000.00	11-Jun-19	3,060,894.25	539147	60,894.25	Annually	
11-Jun-24	2,000,000.00	2.5000%	Bank of Queensland	BBB+	2,000,000.00	11-Jun-19	2,040,273.97	539148	40,273.97	Annually	
11-Jun-24	3,000,000.00	0.6700%	Westpac Group	AA-	3,000,000.00	11-Jun-21	3,001,156.44	541528	1,156.44	Quarterly	
28-Oct-24	1,500,000.00	1.6000%	Judo Bank	BBB-	1,500,000.00	29-Oct-21	1,510,126.03	542047	10,126.03	Annually	
11-Dec-25	1,000,000.00	1.0000%	National Australia Bank	AA-	1,000,000.00	11-Dec-20	1,002,986.30	540691	2,986.30	Annually	
4-Jun-26	1,000,000.00	1.3000%	National Australia Bank	AA-	1,000,000.00	4-Jun-21	1,010,720.55	541467	10,720.55	Annually	
52,500,000.00		1.4110%			52,500,000.00		52,927,540.68		427,540.68		

Floating Rate Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
28-Jul-22	1,000,000.00	1.1250%	Westpac Group 3moBBSW+ 1.05%	AA-	1,000,000.00	28-Jul-17	1,001,941.78	539097	1,941.78	28-Apr-22	
1,000,000.00		1.1250%			1,000,000.00		1,001,941.78		1,941.78		

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Investment Holdings Report - March 2022



Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
28-Oct-22	1,400,000.00	0.9750%	TMB Snr FRN (Oct22) BBSW+0.90%	BBB	1,400,000.00	28-Oct-19	1,405,142.03	539086	2,356.03	28-Apr-22
28-Oct-22	2,000,000.00	0.9650%	BComm Snr FRN (Oct22) BBSW+0.89%	A-	2,000,000.00	28-Oct-19	2,007,771.23	539096	3,331.23	28-Apr-22
6-Dec-22	1,250,000.00	1.2850%	QBNK Snr FRN (Dec22) BBSW+1.15%	BBB-	1,250,000.00	6-Dec-19	1,251,100.17	539829	1,100.17	6-Jun-22
17-Mar-23	2,500,000.00	1.2097%	AusW Snr FRN (Mar23) BBSW+1.05%	Baa2	2,500,000.00	17-Mar-20	2,501,242.84	539830	1,242.84	17-Jun-22
26-Apr-23	2,500,000.00	0.8652%	CBA Snr FRN (Apr23) BBSW+0.80%	AA-	2,500,000.00	25-Jan-18	2,515,511.04	539095	3,911.04	26-Apr-22
26-Sep-23	3,000,000.00	1.1450%	NAB Snr FRN (Sep23) BBSW+0.93%	AA-	3,010,560.00	9-Nov-18	3,022,816.44	539078	376.44	27-Jun-22
6-Nov-23	750,000.00	0.9700%	AusW Snr FRN (Nov23) BBSW+0.90%	Baa2	750,000.00	6-Nov-20	751,056.37	540529	1,056.37	6-May-22
16-Nov-23	2,500,000.00	1.0284%	WBC Snr FRN (Nov23) BBSW+0.95%	AA-	2,500,000.00	16-Nov-18	2,523,249.29	539079	3,099.29	16-May-22
6-Dec-23	3,000,000.00	1.1650%	ANZ Snr FRN (Dec23) BBSW+1.03%	AA-	3,000,000.00	6-Dec-18	3,029,867.03	539080	2,393.84	6-Jun-22
11-Jan-24	3,000,000.00	1.1963%	CBA Snr FRN (Jan24) BBSW+1.13%	AA-	3,000,000.00	11-Jan-19	3,041,646.08	539094	7,866.08	11-Apr-22
19-Jun-24	1,300,000.00	1.1002%	NAB Snr FRN (Jun24) BBSW+0.92%	AA-	1,300,000.00	19-Jun-19	1,310,285.04	539084	431.04	20-Jun-22
18-Jul-24	3,000,000.00	1.0963%	BoQ Snr FRN (Jul24) BBSW+1.03%	BBB+	3,023,760.00	27-Sep-19	3,023,347.80	539087	6,577.80	19-Apr-22
30-Jul-24	1,250,000.00	0.8550%	SUN Snr FRN (Jul24) BBSW+0.78%	AA-	1,250,000.00	30-Jul-19	1,253,931.85	539090	1,756.85	29-Apr-22
7-Aug-24	2,000,000.00	0.8700%	MAC Snr FRN (Aug24) BBSW+0.80%	A+	2,000,000.00	7-Aug-19	2,005,004.84	539089	2,526.58	9-May-22
29-Aug-24	1,500,000.00	0.8498%	ANZ Snr FRN (Aug24) BBSW+0.77%	AA-	1,500,000.00	29-Aug-19	1,506,901.79	539088	1,117.55	30-May-22
24-Oct-24	750,000.00	1.1850%	GSB Snr FRN (Oct24) BBSW+1.12%	BBB	750,000.00	24-Oct-19	756,281.40	539085	1,631.40	26-Apr-22
22-Nov-24	1,000,000.00	0.6755%	MYS Snr FRN (Nov24) BBSW+0.60%	Baa2	1,000,000.00	16-Nov-21	1,000,553.26	542090	703.26	23-May-22
25-Feb-25	900,000.00	0.5483%	NAB Snr FRN (Feb25) BBSW+0.47%	AA-	900,000.00	17-Feb-22	900,473.19	542351	473.19	25-May-22
16-Jun-25	3,000,000.00	0.8039%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00	7-Jun-21	3,001,057.18	541505	1,057.18	16-Jun-22
9-Dec-25	750,000.00	0.6258%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	748,357.50	28-Apr-21	736,184.01	541285	295.75	9-Jun-22
9-Dec-25	1,000,000.00	0.6258%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	998,480.00	28-Apr-21	981,578.68	541286	394.34	9-Jun-22
24-Feb-26	500,000.00	0.5250%	SUN Snr FRN (Feb26) BBSW+0.45%	AA-	500,000.00	24-Feb-21	491,073.90	540950	258.90	24-May-22
4-Mar-26	2,500,000.00	0.7483%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB	2,500,000.00	4-Mar-21	2,453,360.10	540982	1,435.10	6-Jun-22
24-Aug-26	1,600,000.00	0.4850%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	18-Aug-21	1,572,381.37	541750	765.37	24-May-22
15-Sep-26	1,500,000.00	0.6345%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	9-Sep-21	1,468,478.28	541879	443.28	15-Jun-22

Singleton Council
Investment Holdings Report - March 2022



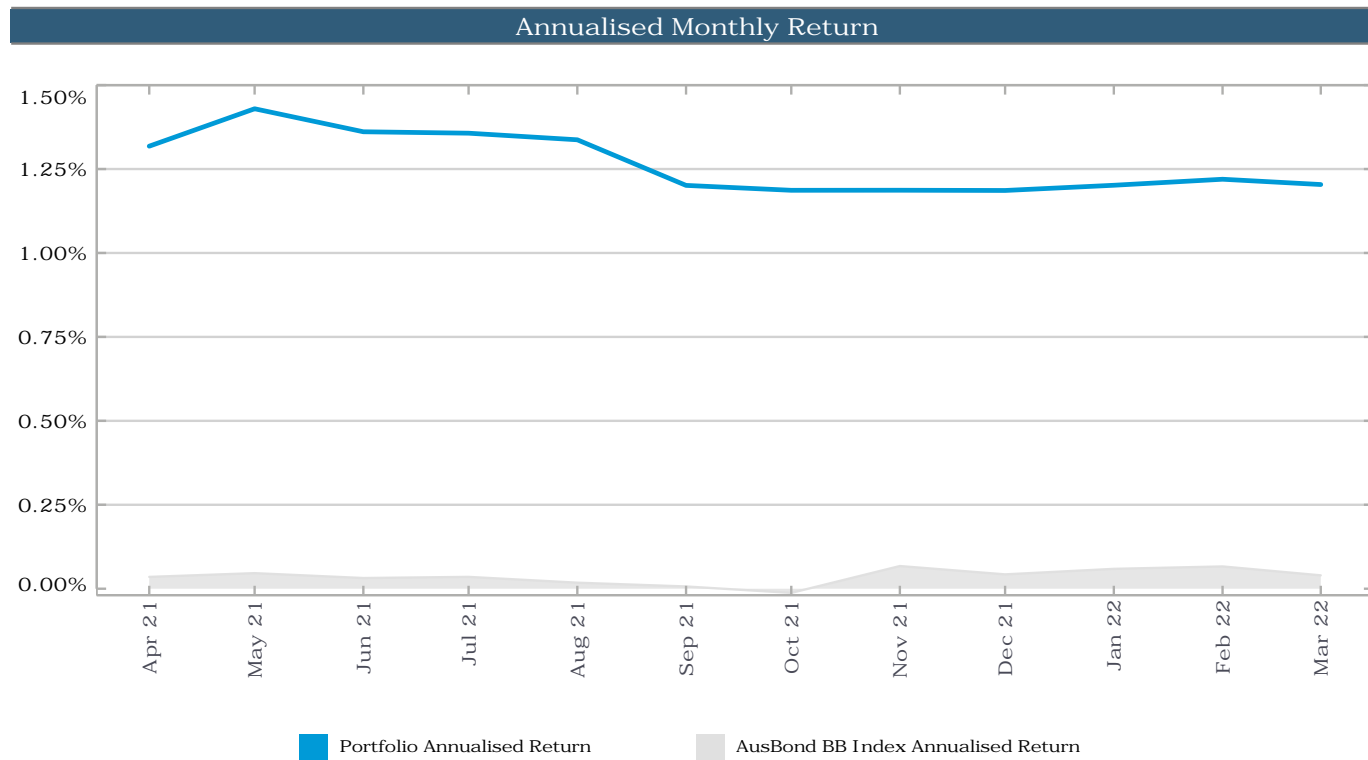
Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
27-Oct-26	1,000,000.00	0.8750%	BoQ Snr FRN (Oct26) BBSW+ 0.80%	BBB+	1,000,000.00	21-Oct-21	1,003,254.25	542004	1,534.25	27-Apr-22
23-Dec-26	1,000,000.00	0.6050%	CBA Green Snr FRN (Dec26) BBSW+ 0.41%	AA-	1,000,000.00	21-Sep-21	978,059.18	541918	149.18	23-Jun-22
14-Jan-27	2,000,000.00	0.7728%	CBA Snr FRN (Jan27) BBSW+ 0.70% LT	AA-	2,000,000.00	11-Jan-22	1,990,260.58	542237	3,260.58	14-Apr-22
25-Jan-27	1,000,000.00	0.7650%	WBC Snr FRN (Jan27) BBSW+ 0.70%	AA-	1,000,000.00	19-Jan-22	994,313.29	542257	1,383.29	26-Apr-22
25-Jan-27	1,800,000.00	0.8450%	SUN Snr FRN (Jan27) BBSW+ 0.78%	AA-	1,800,000.00	18-Jan-22	1,781,708.30	542262	2,750.30	26-Apr-22
					51,250,000.00	0.9258%	51,281,157.50	51,257,890.81	55,678.52	

Fixed Rate Bonds

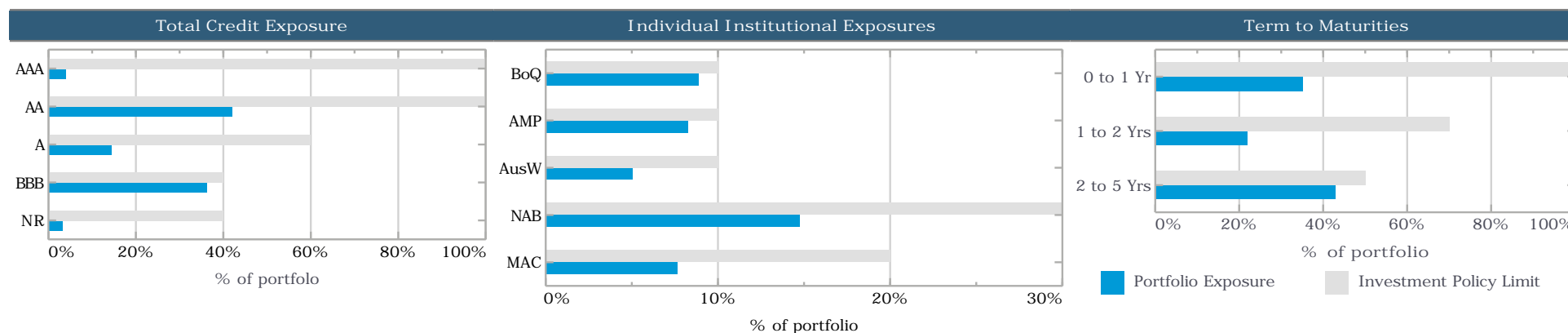
Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
15-Dec-23	1,000,000.00	1.0000%	NT T-Corp Bond (Dec23) 1.00%	Aa3	1,000,000.00	1-Sep-20	1,002,931.51	540221	2,931.51	1.0000%	
15-Dec-24	1,000,000.00	1.1000%	NT T-Corp Bond (Dec24) 1.10%	Aa3	1,000,000.00	1-Sep-20	1,003,224.66	540222	3,224.66	1.1000%	
15-Dec-24	1,000,000.00	0.9000%	NT T-Corp Bond (Dec24) 0.90%	Aa3	1,000,000.00	16-Oct-20	1,002,638.36	540455	2,638.36	0.9000%	
15-Dec-24	250,000.00	0.7000%	NT T-Corp Bond (Dec24) 0.70%	Aa3	250,000.00	23-Nov-20	250,513.01	540634	513.01	0.7000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,003,517.81	540223	3,517.81	1.2000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	10-Sep-20	1,003,517.81	540224	3,517.81	1.2000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,015,890.41	541004	15,890.41	1.0000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	4,949,210.22	541284	16,160.22	1.3050%	
					12,250,000.00	1.9449%	12,777,000.00	12,231,443.78	48,393.78	1.1510%	

Singleton Council
Investment Performance Report - March 2022



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Mar 2022	1.20%	0.04%	1.16%
Last 3 Months	1.21%	0.05%	1.16%
Last 6 Months	1.20%	0.04%	1.16%
Financial Year to Date	1.23%	0.04%	1.19%
Last 12 months	1.27%	0.04%	1.23%

Singleton Council
Investment Policy Compliance Report - March 2022



Credit Rating Group	Face Value (\$)		Policy Max	
AAA	5,000,000	4%	100%	a
AA	52,100,040	42%	100%	a
A	17,950,882	14%	60%	a
BBB	44,898,596	36%	40%	a
NR	4,000,000	3%	40%	a
123,949,517				

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
Bank of Queensland (BBB+)	9%	10%	a
AMP Bank (BBB)	8%	10%	a
Auswide Bank (Baa2)	5%	10%	a
National Australia Bank (AA-)	15%	30%	a
Macquarie Bank (A+)	8%	20%	a
Judo Bank (BBB-)	4%	10%	a
WAW CU (NR)	2%	5%	a
Police CU (NR)	2%	5%	a
MyState Bank (Baa2)	3%	10%	a
Commonwealth Bank of Australia (AA-)	7%	30%	a
Westpac Group (AA-)	7%	30%	a
Rabobank Australia (A+)	4%	20%	a
Newcastle Permanent Building Society (BBB)	2%	10%	a

	Face Value (\$)	Policy Max	
Between 0 and 1 Year	43,599,517	35%	100% a
Between 1 and 2 Years	27,250,000	22%	70% a
Between 2 and 5 Years	53,100,000	43%	50% a
123,949,517			

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	6,949,517	6%
03. Between 60 Days and 90 Days	8,000,000	6%
04. Between 90 Days and 180 Days	1,000,000	1%
05. Between 180 Days and 365 Days	27,650,000	22%
06. Between 365 Days and 2 Years	27,250,000	22%
07. Between 2 Years and 5 Years	53,100,000	43%
123,949,517		

Organisation and Community Capacity Report (Items for Information) - DOCC14/22

**DOCC14/22. Minutes - Audit Risk & Improvement Committee -
16/03/2022**

FILE: 22/00100

Executive Summary

The Audit Risk and Improvement Committee held its ordinary meeting on 16 March 2022. The meeting minutes are show as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [!\[\]\(73002692dd5e7a64e60946be3158e719_img.jpg\)](#) Minutes - Audit Risk & Improvement Committee 16 March
2022

**MINUTES
AUDIT RISK & IMPROVEMENT COMMITTEE
2.00PM WEDNESDAY 16 MARCH 2022**



Present	Mr Paul Quealey (Chair) Mayor Sue Moore Cr Belinda Charlton (via Teams) Cr Sue George Mr Tony Harb (Independent) (via Teams) Ms Meredith Caelli (Independent) Mr Jason Linnane Mrs Vicki Brereton Mr Justin Fitzpatrick-Barr Mr Dwight Graham Mrs Deb McDonald Mr Mark Wiblen Mrs Jeannie Hayes Mr Phil Swaffield (Internal Auditor) (via Teams) Mr Cameron Hume (External Auditor) (via Teams)
In Attendance	Renae Lodo, Secretariat
Meeting Location	Committee Room and Microsoft Teams

1 Welcome and Apologies

- Welcome with special mention to new committee members Cr Sue George & Cr Belinda Charlton and Director Corporate and Commercial Services, Dwight Graham
- Acknowledgement of Country by Chair
- Apologies – Sean Britton and Furgan Yousuf

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Audit Risk & Improvement Committee meeting held on Wednesday 3 November 2021, were confirmed.
Moved: Tony Harb **Seconded:** Meredith Caelli
All in favour, motion carried.

4 Matters arising from the Minutes

- Schedule of ARIC actions considered at today's meeting
- Internal Audit Plan – Update on status was requested. Council advised that final steps are underway to award the contract to the preferred supplier.

5 Agenda Items

Note: Item 5.9 was brought forward on the agenda.

5.9 Financial Audit 2022 2023 - Annual Engagement Plan
NSW Audit Office **FILE:22/00100**

**MINUTES
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The purpose of this item is to advise ARIC of the Engagement Plan issued by the Audit Office NSW, in relation to the audit of Singleton Council's Financial Statements for the year ending 30 June 2022.

Cameron Hume presented the Annual Engagement Plan. Main areas of focus for the upcoming audit will be:

- Impact of Covid – looking at breakdown of controls due to working from home.
- Revaluation of infrastructure, property, plant and equipment (IPPE)
- Assessing the fair value of Council's infrastructure, property, plant and equipment (IPPE)
- Quality and timeliness of financial reporting
- Information Management and general controls,
- cyber security (more of a high-level inquiry this year, anticipate in future audits deeper dives)
- rehabilitation provision (significant liability on balance sheet).

Timelines have been agreed with Council and Audit Office does not see any issue with achieving required milestones in relation to the audit.

Discussion took place regarding the Engagement Letter and that it is a standard letter. It was noted the letter was issued 18 February before the Ukraine war and the impact of rising costs we are seeing as a result.

Recommendation: That ARIC note the Financial Audit Engagement Plan

Moved: Tony Harb **Seconded:** Meredith Caelli

All in favour, motion carried.

5.1 Internal Audit Reports

FILE:22/00100/001

The Water and Sewer Infrastructure Management audit was completed by National Audit Group and Mr Phil Swaffield spoke to the outcome of the audit.

The Contract Management Final Audit Report was received by Council on 10 March and will be reported back at the May 2022 meeting.

It was also reported that all scheduled audits (asset accounting and asset reporting) will be completed as per the Internal Audit Plan prior to the conclusion of the current contract.

Phil Swaffield presented the Water and Sewer Infrastructure Management report. An overview of the findings and intended action for each area audited was presented and discussed by ARIC, including developer contribution charges, the draft Integrated Water Cycle Management Plan (IWCM), and development of development servicing plans for water & sewer.

Council provided an overview of the recent changes to the structure and capability of members in the Water and Sewer team in recognition of it being a critical service provider to the community.

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It was agreed the management response wording for Item 1 (c) – Development Servicing Plans needs to be amended to indicate action will have been completed. rather than considered by the due date. ARIC agreed the amended wording be reflected in the Pulse action.

Recommendation:

That the Audit Risk & Improvement Committee Meeting note the Internal Audit Report – Water and Sewer Infrastructure Management.

Moved: Cr Sue George **Seconded:** Tony Harb
All in favour, motion carried.

5.2 Council's Business Improvement Projects FILE:22/00100/001

In late 2019, Councils Executive Leadership Team determined a range of key organisational improvements areas for the next two years, and in support of Council's endeavour to build a business excellence and continuous improvement culture. The selected focus areas were those that had an organisation wide impact, and if improved would:

- have a significant positive impact on organisation performance
- make life easier for our people
- help council create a better Singleton.

Since late 2019, 11 business improvement projects have been commenced. A number have been completed or in progress as detailed in the report.

ARIC were provided the genesis for the Business Improvement Projects. The current projects reflect the second generation of projects currently underway and form part of Council's larger Business Excellence philosophy. Regular reporting back to the Leadership Team occurs on the current projects.

ARIC discussed Item 9 Sustainable Future which shows 20% progressed. It was commented that out of 17 sustainable development goals only four (4) have been selected. The Sustainability Committee selected the four goals to be achievable and realistic, however, the new Council can review the goals. The achievements of Council were discussed in sustainable future.

Cr Charlton left meeting 2:56pm due to other commitments.

A discussion took place around the projects being linked back to strategy and the risk reflecting the high risks. It was suggested that reporting of status could change to e.g. on track, delayed, overdue etc rather than a percentage.

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Council will provide a presentation on its Organisational Excellence Strategy at the May meeting.

Recommendation:

That the Audit Risk & Improvement Committee note the Business Improvement Project update.

Moved: Cr Sue George **Seconded:** Tony Harb
All in favour, motion carried.

**5.3 Key Result Measures Report - Quarter 2 2021/2022
FILE:22/00100/001**

The Key Result Measure (KRM) Report for Quarter 2, 2001/2022 was provided for information of the Audit Risk and Improvement Committee (ARIC).

The attached report was produced before KRM and organisational measures update to Council which was delayed last week due to floods. The presentation to be given to Council will have more detail, and we will look to refine and bring back to ARIC at a future meeting.

Noted Page 51, total number of projects should read 85 (not 89). The first one is 71 of 85.

ARIC suggested the inclusion of a indicators of 'trending away' for the consideration of Council. There was also a suggestion to look at the format and layout of the report to group items into categories as the heading of 'risk' has a broader application across Council's activities than just injury metrics

Progression of capital works program was discussed. It was acknowledged that the current format of reporting does not bring in financial commitments, however from 1 July 2022 this will be corrected.

There was a query as to why March year on year shows a spike in unplanned leave. There is no known reason for this.

Recommendation:

That the Audit Risk & Improvement Committee note the key result measure report update Q1 2021-2022.

Moved: Meredith Caelli **Seconded:** Cr Sue George
All in favour, motion carried.

5.4 Cyber Security Review

FILE:22/00100

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The purpose of this report is to advise the Audit Risk & Improvement Committee of the results of recent Cyber Security audits conducted by The Missing Link Pty Ltd along with a review of the Improvement Plan – Actions Roadmap.

Mark Wiblen provided an overview of the process undertaken and key areas of focus by Council from the audit reports. Council has developed a detailed Action Plan in relation to Cyber Security, which forms one of the pillars of the ICT Strategy currently being finalised.

It was acknowledged that budget to implement all actions needs to be balanced against other priorities and available funding.

ARIC acknowledged that level 2 of the Essential 8 is the target Council should strive for, and also be mindful, while not all elements of level 3 may be applicable, there will be some level 3 elements that would be beneficial for Council to attain.

It was confirmed that the penetration testing is scheduled for April 2022.

Council was advised to ensure that it developed an Information Asset Register along with a Data Breach Response Plan.

ARIC requested that ICT Strategy be listed at a future meeting for review.

Recommendation:

That Audit Risk & Improvement Committee note the Cyber Security Review Report.

Moved: Cr Sue George **Seconded:** Tony Harb

All in favour, motion carried.

5.5 Business Unit Risk Management Reports FILE:22/00100/001

The purpose of this report is to invite feedback on the newly implemented business unit risk management report template.

Deb McDonald presented an overview of the report and its intended use to ensure each directorate is aware of identified risks at Business Unit level appropriately managed. The Risk Management Report is completed on a Business Unit basis. This is for Managers and Directors to have an improved oversight and a consistent approach to their operational risks. Completion of reports is ongoing. The IRM report is attached as an example and ARIC feedback is sought on any potential changes.

ARIC recommends the Business Unit managers come to meeting and present their report to ARIC and that the suite of reports are provided to ARIC as they evolve.

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The Committee noted that the reports are an excellent initiative and the work undertaken by Deb is appreciated and acknowledged.

Recommendation:

That the Audit Risk & Improvement Committee note the implementation of annual risk management reports for each business unit.

Moved: Cr Sue George **Seconded:** Tony Harb
All in favour, motion carried.

5.6 Risk Management Maturity Self-Assessment FILE:22/00100/001

The purpose of this report is to inform the Committee of the outcome of Council's annual risk management maturity self-assessment and the action plan that has been developed.

Deb McDonald presented this report. Previously Council measured maturity of risk in accordance with AS/NZS ISO 31000:2018 Risk Management Guidelines and following advice by ARIC moved to the NSW Treasury Risk Maturity Assessment tool. The change of assessment methodology has resulted in a break in series of results. This model will allow more comparisons in the future. A draft action plan has been developed and is currently being reviewed by the Executive Leadership Team.

ARIC suggested that when selecting elements, advanced is not always the best, but rather select elements that make sense to Council.

Recommendation:

That the Audit Risk & Improvement Committee note the outcome of the risk management maturity self-assessment and resulting action plan.

Action: Action plan of the Risk Management Maturity Self-Assessment to be presented to ARIC

Moved: Meredith Caelli **Seconded:** Tony Harb
All in favour, motion carried.

5.7 Fraud and Corruption Prevention Plan 2022 - 2025 FILE:22/00100/001

The purpose of this report is to table the Fraud and Corruption Prevention Plan (the Plan) for the information of the Committee.

The Plan demonstrates the commitment of the elected Council and Leadership Team to combat fraud and corruption.

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The Plan links to Council's Fraud and Corruption Control Policy and details Council's approach to the deterrence and detection of fraudulent and corrupt behaviour, providing strategies to assist management and staff to meet their fraud and corruption prevention responsibilities.

The Plan considers the ten key attributes of fraud control contained in the Audit Office of NSW Fraud Control Improvement

ARIC suggested the inclusion of additional information at the front end, such as defining whistleblowing, corruption and the responsibilities associated with these more. It was noted the Plan is based on the old corruption standard as the new policy would be unreasonable for Council. Council confirmed that it can demonstrate evidence of actions to date action in plan have been assigned and are being monitored in Pulse.

Recommendation:

That the Audit Risk & Improvement Committee note the adoption of the Fraud and Corruption Prevention Plan 2022 – 2025 for their information.

Moved: Cr Sue George **Seconded:** Tony Harb

All in favour, motion carried.

Justin Fitzpatrick-Barr left the meeting at 3.56pm to attend another meeting

Jason Linnane left the meeting at 4:03pm

5.8 Pecuniary Interest Returns

FILE:22/00100/001

This report is to advise members as to the requirement for members of the Audit, Risk and Improvement Committee to submit Pecuniary Interest Returns.

Under Council's procedure designated persons are defined as the General Manager and Directors. They are the only ones to file the return. It is a requirement for Committee members to declare their interest but not to complete the form. It was noted that this requirement may change with the adoption of the draft Risk Management and Internal Audit Framework.

Recommendation:

That the Audit Risk & Improvement Committee note the information provided regarding Pecuniary Interest Returns.

Moved: Meredith Caelli **Seconded:** Cr Sue George

All in favour, motion carried.

**MINUTES
AUDIT RISK & IMPROVEMENT COMMITTEE
2.00PM WEDNESDAY 16 MARCH 2022**



5.10 Gifts & Benefits Six Monthly Report - 01/07/2021 to 31/12/2021

FILE:13/0794

In accordance with Council's Gifts & Benefits Policy, the six-monthly report on gifts and benefits for the period 1 July 2021 to 31 December 2021 was considered.

There are no items of concern, and it is noted that a reminder email was sent to all staff in November in the lead up to the Christmas period.

Recommendation:

That the Audit Risk & Improvement Committee note the Six Monthly Gifts and Benefits Report for 01/07/2021 to 31/12/2021

Moved: Cr Sue George **Seconded:** Meredith Caelli
All in favour, motion carried.

5.11 Pulse Actions Report as at 31 December 2021 FILE:22/00100/001

The purpose of this report is to update the Audit Risk and improvement Committee on the progress of actions recorded in Pulse for the following areas:

- Audit Office Management Letter
- Compliance Calendar Actions
- Internal Audit Actions.

Discussion regarding the cyber security action sitting at 20%. There is a lot to do with this project, learning and development is currently happening in the background.

Recommendation:

That the Audit risk and Improvement Committee:

1. Note the status of Pulse actions as of 31 December 2021
2. Approve changes to the wording and dates for action CC21-017.

Moved: Cr Sue George **Seconded:** Tony Harb
All in favour motion carried

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6 Other Business

- Discuss moving the meeting time to morning on a Wednesday to accommodate Cr Charlton. Proposal of times and dates to be put forward to Committee.
- Dwight Graham discussed that IPART released the rates increase to Council in December. Singleton is 0.7% rates increase. A week ago, OLG released a circular allowing for a special rates process. Council intending to take to Councillors a plan to recommend 2.0%

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ARIC22-01	16/03/2022	Update the wording page 20 of the Water and Sewer Infrastructure Management Report. "the manager for infrastructure services will consider the development of a developer servicing plan or stormwater by June 2023." Ambiguity around the meaning.	Justin Fitzpatrick-Barr	31 March 2022
ARIC22-02	16/03/2022	Councilors to have read access to Pulse system	Vicki Brereton	18 March 2022
ARIC22-03	16/03/2022	Provide overview of Organisation Excellence Strategy for next ARIC meeting	Vicki Brereton	May 2022
ARIC22-04	16/03/2022	ICT Strategy to be presented to ARIC Committee	Mark Wiblen	May 2022

8 Next Meeting

- 18 May 2022

The meeting closed at 4:20 pm.

Paul Quealey (Chair)
Chair

Organisation and Community Capacity Report (Items for Information) - DOCC15/22

DOCC15/22. Minutes - Singleton Arts & Culture Advisory Group - 29/03/2022 **FILE: 22/00156**

Executive Summary

The Singleton Arts & Culture Advisory Group held its inaugural meeting on 29 March 2022. The meeting minutes are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments**

AT-1 [!\[\]\(e8fb589d58dad1692debababa5e928b6_img.jpg\)](#) Minutes - Singleton Arts & Culture Advisory Group Meeting - 29 March 2022

**DRAFT MINUTES
SINGLETON ARTS & CULTURE ADVISORY GROUP
12.00PM Tuesday 29 March 2022**



Present	Cr Danny Thompson (Chair) Cr Belinda Charlton Vicki Brereton Ethan Andrews Geoffrey Dunlop Helen Sharrock Jan Fallding Rebecca Rath Sean Britton
In attendance	Kirsten Torrance – Executive Assistant
Meeting Location	Singleton Council Committee Room

1. Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Jess Hartigan, Faye Neilson, Wendy Mason Jones, Kate Flannery

2. Disclosure of Interests

- Nil

3. Confirmation of Minutes

- N/A Inaugural Meeting

4. Matters arising from the Minutes

- N/A Inaugural Meeting

5. Agenda Items

5.1 Introduction of Advisory Group

The Advisory Group members introduced themselves sharing their background and interests pertaining to this group. This group has a varied membership comprising many talents, backgrounds and accomplishments with a strong investment in the Arts & Cultural space of Singleton.

5.2 Overview of Key Documents

Arts & Culture Advisory Group Terms of Reference

The Terms of Reference (TOR) were signed off prior to this group membership being formalised. Council at its February meeting requested the TOR be amended to include three (3) identified positions as follows:

**DRAFT MINUTES
SINGLETON ARTS & CULTURE ADVISORY GROUP
12.00PM Tuesday 29 March 2022**



-
- One position to be filled only by a Wanaruah/Wonnarua person who identifies as an Aboriginal or Torres Strait Islander person, who is of Aboriginal and/or Torres Strait Islander descent, and who are accepted by the community as being Aboriginal and/or Torres Strait Islander
 - One position to be filled only by a person who identifies as having a disability
 - One position to be filled only by a person aged between 16 and 21 years of age as a youth delegate.

Council will seek expressions of interest from community members for these positions.

Should the Advisory Group attract a youth delegate there may be the necessity for other members to obtain Working with Children Checks.

It was confirmed that the committee's role is in an advisory capacity only and all decisions and approvals require the consent of Council.

Arts & Culture Strategy 2020/2030

A copy of the Arts & Culture Strategy was provided to Advisory Group members and aligns to Council's Pillars within the Community Strategic Program 2022/2032.

Council will report back to the group on actions that have been undertaken against the Strategy at a future meeting.

Discussion followed around inclusion of the indigenous and youth sector in the Strategy, and the ability of this group to provide feedback on the Arts & Culture Strategy document.

Discussion followed around inclusion of the indigenous and youth sector in the Strategy, and the ability of this group to provide feedback on the Arts & Culture Strategy document. A review of the Strategy was discussed and the Chair proposed holding a weekend workshop (date to be determined) to review the strategy and develop a 12-month Action Plan for the Advisory Group.

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SINGLETON ARTS & CULTURE ADVISORY GROUP
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5.3 Overview of Operations for Arts & Cultural Centre

Resources for Regions Funding Program

Council has been successful in obtaining Resources for Regions funding for programs to support actions identified in the Arts & Culture Strategy and also exhibitions for the newly opened Arts + Culture Centre. An overview of the approved programs discussed.

Resources For Regions - Round 7 — R4R7 - 0106 — People and Place – Singleton's Identity Program (Funding - \$150,000)

A community wellbeing program delivered through seven creative activities that support community involvement, the promotion of local culture, history and social cohesion.

Activities conducted

- Activity 1 Opening of Arts and Cultural Centre
- Activity 2 We are Singleton
- Activity 3 Mapping Wanaruah

Remaining Activities

- Activity 4 The Book of Singleton -
- Activity 5 Who and What is Singleton - Exhibition and workshops in Arts and Culture Centre
- Activity 6 The Art of Being Here - Sketch book journaling workshops
Exhibition of artist and participants work
- Activity 7 Well You Haven't Changed - Workshops, meetings, Heritage photography

Project due for completion 23/12/2022

Resources For Regions - Round 8 — R4R8 - 083 — Creative Industry Development Program (Funding - \$150,000)

- A program that will identify, connect and develop established and emerging creative artists and produce content for local events and the Singleton Arts and Cultural Centre.

Commence late April 2022 and due for completion 30/04/2023

Resources For Regions - Round 8 — R4R8 - 021 — Public Art Precincts Program (Funding - \$250,000)

- To establish a public art precinct in Singleton and commission two significant public artworks. One of the works will be by an indigenous artist and located at the Arts and Cultural Centre. The other work will be located under the New England Highway where it crosses the Hunter River between the Civic precinct and Singleton's main street (the Crossing Bridge).

Commence late April 2022 and due for completion 28/04/2023

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12.00PM Tuesday 29 March 2022**



Arts & Culture Program to December 2022

The Arts & Culture Exhibition Program was presented for March 2022 to December 2022. A copy is attached for your reference.

Arts & Culture Branding

The Arts & Culture Centre has a robust branding & marketing strategy and the colour palette and examples of banners, postcards & tiles were presented. A copy is attached for your reference.

The website will be distributed once finalised.

Council is finalising Stage 2 of a grant application for the fit out of the digital workshop, with application to be submitted early April. If successful this will allow the Centre to have state of the Art digital capability both from a technology and program perspective

5.4 Potential Sub Committees Discussion

Membership & Funding

Council is currently working through DGR (Deductible Gift Recipient) status. We are still therefore unable to take donations. The new website will have the ability for people to become members of the Gallery and it would be worthwhile for the Advisory Group to consider establishing a sub-committee for membership and donations

Volunteers

Council Volunteer Policy is up for review and following this update volunteers for the Arts & Culture Centre will be sought. It would be worthwhile for the Advisory Group to establish a sub-committee to assist with determining roles and recruiting volunteers.

Other Ideas for Sub-committee

Council will review sub-committees, membership and promotion of this group and will present back to this committee once the Arts & Culture website is operational.

6. Other Business

Nil other business

**DRAFT MINUTES
SINGLETON ARTS & CULTURE ADVISORY GROUP
12.00PM Tuesday 29 March 2022**



7. Next Meeting

It was agreed that during the establishment phase of this group it would be appropriate to allocate 2 hours to meetings.

Meetings will be bi-monthly on the last Tuesday of the month from 12pm – 2pm until December 2022. Meetings to revert to quarterly in 2023.

The next meeting is scheduled for 31/5/2022 at 12:00pm

The meeting closed at 1:47pm

Cr Danny Thompson

Chair

Meeting Date	Action	Responsible Officer	Due Date
29/03/2022	Distribute Council Committees Procedure document to this group	Kirsten Torrance	12/04/2022
29/03/2022	Weekend Workshop Develop an action plan for the next 12 months	Advisory Group Members led by Chair	18/05/2022
29/03/2022	Weekend workshop to review Arts & Culture Strategy	Advisory Group Members led by Chair	18/05/2022
29/03/2022	Confirm if Arts & Culture Strategy was placed on public exhibition	Vicki Brereton	18/05/2022
29/03/2022	Confirm date A&C Strategy Workshop	Vicki Brereton	18/05/2022
29/03/2022	Follow up re the laneway sound project.	Sean Britton	18/05/2022

SACC: EXHIBITION PROGRAM OVERVIEW (MARCH – DECEMBER 2022)

6 March – 8 May 2022

Opening Sunday 6 March

Edwina Richards, ***We are Singleton: Portrait of a Town*** (Main Gallery, Sun 6 Mar – Sun 8 May)

Debbie Becker, ***Mapping Wanaruah/Wonnarua*** (Corridor Gallery, Sun 6 Mar – Sun 8 May)

Singleton Civic Art Collection (Corridor Gallery, Sun 6 Mar – Sun 8 May)

Ralph Kenke, Elmar Trefz and Aaron Parker, ***Floating Pixels*** (Studio 2, Sun 6 Mar – Sun 20 Mar)



14 May – 3 July 2022

Opening Friday 13 May

Rebecca Rath, Mark Dober, Marie Mansfield, Michelle Napanangka and Travis De Vrie, ***Wollemi Project***
(Main Gallery, Sat 14 May – Sun 3 July) | Collaboration with Muswellbrook Regional Art Centre
Singleton Civic Art Collection - (Corridor Gallery, Sat 14 May – Sun 3 July)

9 July – 18 September 2022

Opening Friday 8 July

Vivienne Dwyer: The Art of Being Here (Main Gallery Sat 9 July – Sun 18 September)
Singleton Civic Art Collection - (Corridor Gallery, Sat 9 July – Sun 18 September)



24 September – 27 November 2022

Opening Friday 23 September

Doug Heslop, **Singleton Project** (Main Gallery, Sat 24 Sep– Sun 27 Nov)

Singleton Civic Art Collection (Corridor Gallery, Sat 24 Sep– Sun 27 Nov)

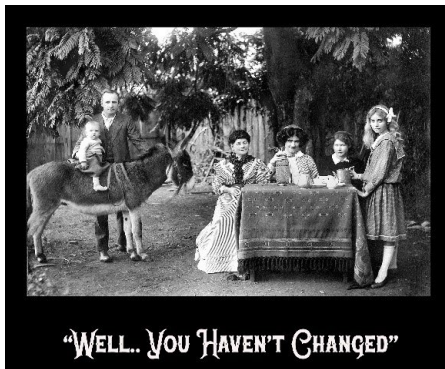
Edwina Richards & Col Shearer, **Well You Haven't Changed** (Corridor Gallery, Sat 24 Sep– Sun 27 Nov)

3 December 2022 – 29 January 2023

Opening Friday 2 December

Edwina Richards, **We are Singleton: Portrait of a Town** (Main Gallery, Sun 3 Dec 2022 – Sun 29 Jan 2023)

Singleton Civic Art Collection - (Corridor Gallery, Sun 3 Dec 2022 – Sun 29 Jan 2023)



SACC: BRANDING AND MARKETING



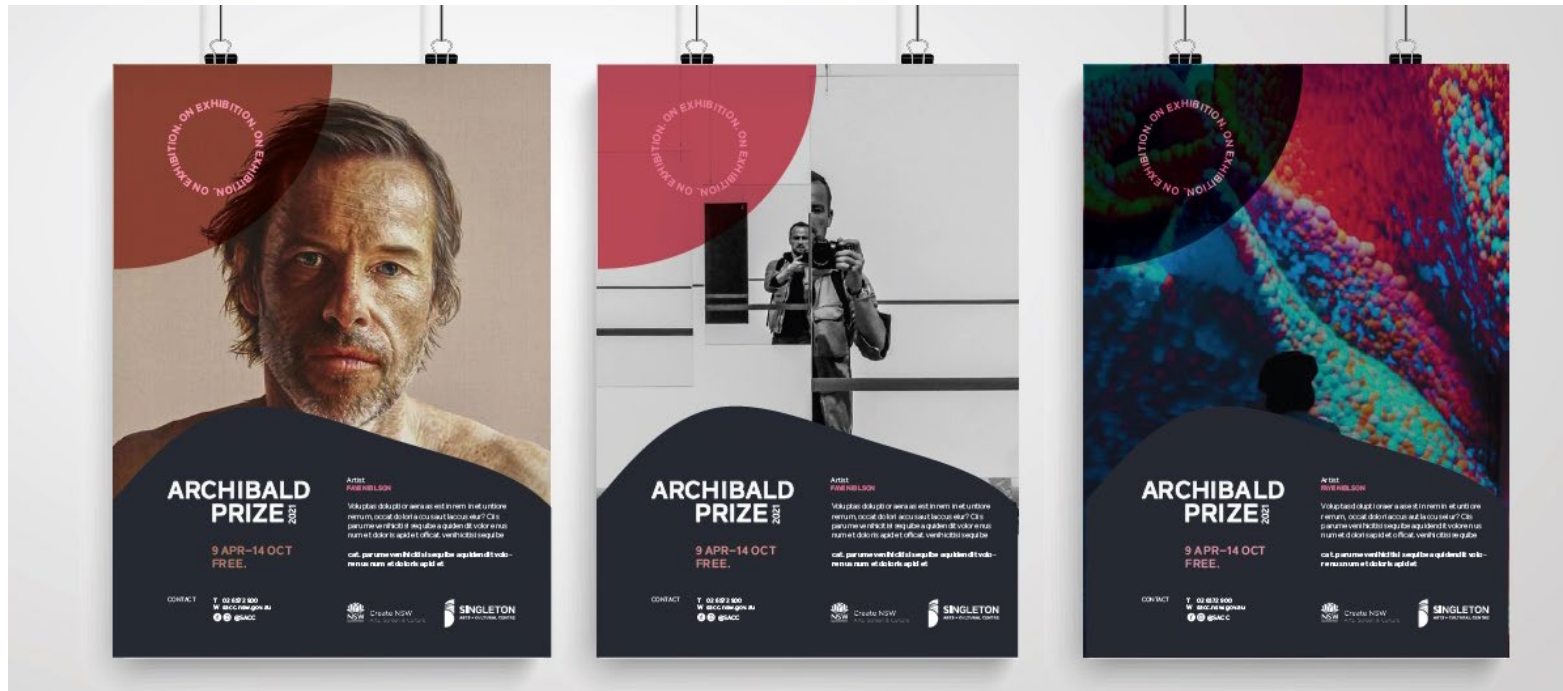
Our colour palette comes from our region's strengths.

- Charcoal Grey – underground riches and industrial heritage
- Singleton Red – passion, energy and vibrancy of our community; economic strength
- Hills Green – agriculture, national parks and natural environment
- Vibrant Blue – sky, river and lake

Secondary colour palettes can be created by blending the core colour group.

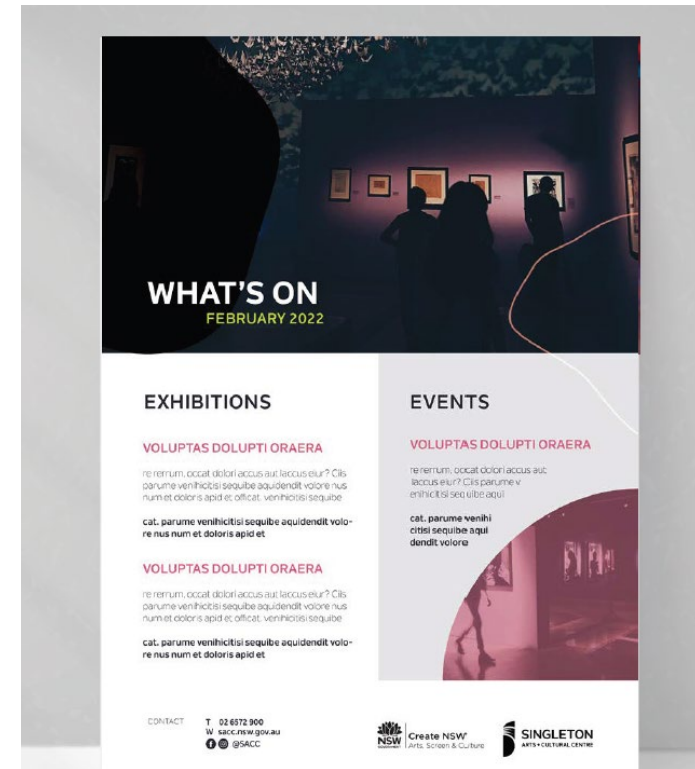
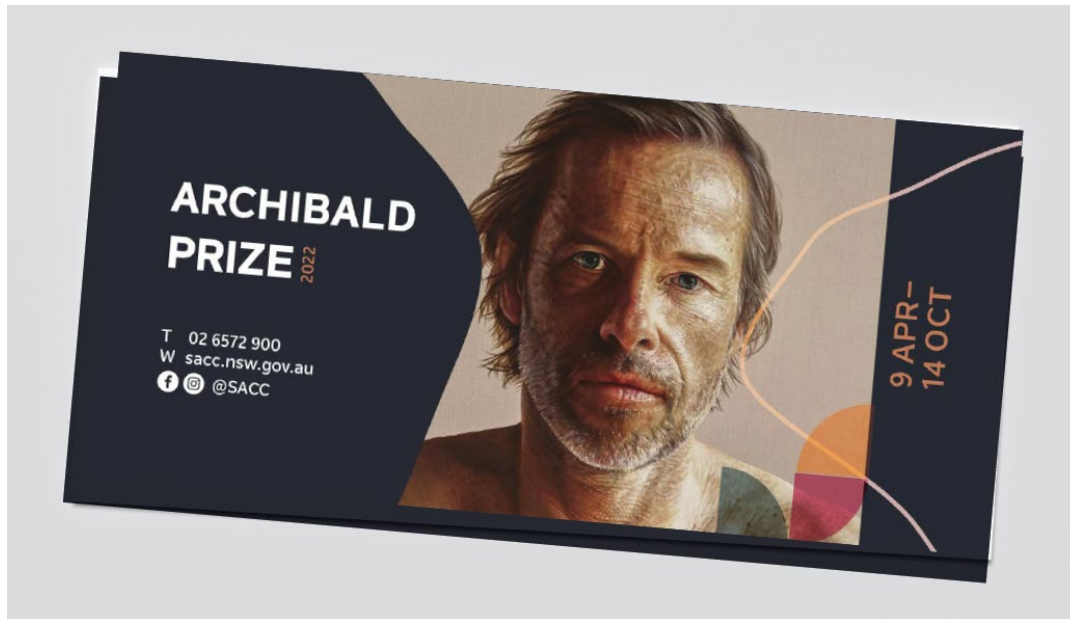


Singleton Arts and Cultural Centre ...where creativity and curiosity connect



Singleton Arts and Cultural Centre

Graphic Design by Jessica McKenny



DI&P23/22. Singleton Council - Submission on the Draft Hunter Regional Plan 2041**FILE: 15/0720**

Executive Summary

The Draft Hunter Regional Plan 2041 (**Draft Plan**) was exhibited between 6 December 2021 and 4 March 2022 as part of the Plan's first five-year review. The Department of Planning and Environment consulted with council's and industry during the exhibition period and council's submission takes into consideration matters raised during that consultation.

The Draft Plan consolidates outcomes from the Hunter Regional Plan 2036 and focusses on developing strategic land use planning outcomes that will be adaptable into the future.

The key focus areas for the Draft Plan are:

- 15 minute region: refocusing how communities develop in response to the covid-19 pandemic, creating healthy neighbourhoods where everyday needs are closer to home.
- Connection to country: creating pathways for economic self-determination and greater recognition of traditional owners across the region.
- Transition to net zero emissions: sustainable transition to net zero emissions in acknowledgement of the State Government's net zero emissions policy and road map.

Council staff have reviewed the Draft Plan and prepared a submission. Council was granted an extension of time during the recent flooding event to allow finalisation and review of the submission prior to lodging with the Department of Planning and Environment.

Council's submission focusses on the mechanisms proposed to deliver the strategic planning outcomes identified in the Draft Plan. Specific consideration included in the submission related to land development and infrastructure development, infrastructure constraints outside metropolitan areas, infrastructure planning thresholds to leverage funding opportunities, constraints and opportunities to residential housing and employment land and an alternative model for council infrastructure providers to support and deliver the outcomes of the Regional Housing Taskforce.

Council's submission also includes consideration of the objectives under the Draft Plan, including how these objectives may, or may not, deliver outcomes for Singleton. This includes recognition for additional regionally significant areas in the Singleton LGA, such as Whittingham industrial area, Branxton, New England Highway bypasses (Singleton, Muswellbrook and Scone), equine precincts and post mining land.

The submission is shown as **Attachment 1**.

FOR INFORMATION**Attachments**

AT-1 [↓](#) Singleton Council - Submission on the Draft Hunter Regional Plan 2041



22 March 2022

Mr Ben Holmes
Manager, Local and Regional Planning
Central Coast and Hunter Region
Department of Planning and Environment
6 Stewart Avenue, Newcastle West NSW 2302

Dear Ben

Singleton Council Submission – Hunter Regional Plan 2041

I refer to the Draft Hunter Regional Plan 2041 (**Draft Plan**), exhibited from December 2021 to March 2022. Singleton Council has carefully considered the exhibited Draft and has developed this submission in response.

The key driver within the Draft Plan is based around the idea of an infrastructure first and place-based approach, utilising the framework established in the Hunter Regional Plan 2036 (**2036 Plan**) for the Greater Newcastle Urban Development Program, a key deliverable under the 2036 Plan. As detailed in our submission, council has carefully considered the opportunities and constraints of such a model for Singleton and has used this to inform the submission in relation to the objectives and district planning outcomes.

Council notes that the Hunter Regional Plan provides strategic justification for a range of projects, policies and outcomes which are supported. Conversely, it is important that these projects, policies and outcomes don't result in unintended, constrictive outcomes that limit innovation and opportunity for Council. On that basis, Council supports the Draft Hunter Regional Plan and notes the following positive outcomes likely to be generated from its implementation:

- Greater diversification;
- Sequenced planning for new land uses and infrastructure;
- Economic self-determination and greater recognition and respect of traditional custodians;
- Net zero emissions as a guiding principle;
- 15-minute mixed use neighbourhood;
- An emphasis on infill approaches;
- A renewed focus on green infrastructure, public spaces and nature;
- Prioritisation of walking, cycling and public transport; and
- Reinforcing the importance of equity.
-

PART 1 – MAKING IT HAPPEN

12-14 Queen Street Singleton NSW 2330
PO Box 314 Singleton NSW 2330

T 02 6578 7290 E ssc@singleton.nsw.gov.au
F 02 6572 4197 W singleton.nsw.gov.au

Singleton Council Submission – Hunter Regional Plan 2041

Land Development and Infrastructure Development

Council supports the proposed approach in the Draft Plan where land and infrastructure development are considered together and delivered in parallel. Infrastructure analysis should include identification of the constraints, including areas already zoned but not developed, along with the reasons why. Development that is constrained by the cost of infrastructure must be identified and the barriers to such development removed, even when it may be difficult to do so.

The process for land and infrastructure development includes rezoning, development application and development. It should also include subdivision. It is often not until the subdivision stage that nuanced constraints are identified. This could include topography and stormwater drainage, road access locations and requirements and upgrades to water and sewer networks. These constraints are weighed up against the yield capacity of the site.

Infrastructure Constraints Outside the Metropolitan Area

Council acknowledges the importance of connecting infrastructure development with land use planning. Council recognised this relationship in its adopted Local Strategic Planning Statement (**LSPS**).

One of Council's LSPS objectives is to ensure *Singleton is a well-planned, sustainable, accessible and safe community with vibrant places and spaces*. Council will do this through its Planning Priority that *places are well planned and maximise access to infrastructure and services*. Council recognises one of the primary constraints associated with timely delivery of housing and employment land is the economic feasibility of infrastructure provision.

As population and economic growth occurs, so does the demand for new and enhanced assets and services, including both local and regional infrastructure. In terms of the local infrastructure for which Council is responsible, Council must effectively account for and manage the assets having regard to the long-term and cumulative effects of decisions. Council is responsible for maintenance and replacement of existing infrastructure as well as planning for new and augmented infrastructure.

Council's ability to fund provision, maintenance and renewal of infrastructure is constrained by 'rate-pegging', which means that the annual increase in rating revenue is established by an external body, namely the Independent Pricing and Regulatory Tribunal (IPART).

The Council's Long Term Financial Plan takes into account the abovementioned financial realities and focuses on allocating available funds in a manner which delivers the most effective, efficient and sustainable outcomes.

In terms of regional infrastructure, the LGA competes against the rest of the State and Hunter region for funding of regional infrastructure in the LGA. Whilst the Singleton LGA has capacity to increase its proportion of regional population growth and

Singleton Council Submission – Hunter Regional Plan 2041

contributes significantly to employment in the region, attracting investment towards local regional infrastructure can be difficult.

Councils within the Metropolitan Plan do not incur the same infrastructure costs and liabilities, where infrastructure is delivered through Hunter Water or Transport for NSW.

Infrastructure Planning Thresholds

The Draft Plan sets a framework for analysing infrastructure capacity and sequencing its implementation. Drawing on the experiences gained through the Urban Development Program in the Metropolitan Area, the Draft Plan proposes to extend this model to the entire Hunter Region.

Council supports an approach where infrastructure to support housing and employment growth is considered, planned and delivered in a structured manner. However, critical infrastructure provision, such as water and sewer, outside the metropolitan council areas falls to local council.

The Draft Plan proposes thresholds to enable infrastructure planning decisions to be prioritised at a regional scale. These thresholds are 2000 residential dwellings or, 200 hectares of employment land or, where two or more landholders are involved. These thresholds may work well in a metropolitan situation, but will not allow smaller scaled, yet equally important, infrastructure projects to take place in locations such as Singleton.

The thresholds include timing for delivery, where zoned and fully serviced sites are delivered in 0 to 5 years, zoned and part serviced are delivered in 5 to 10 years and unzoned delivered in greater than 10 years. Council considers sites that are zoned and fully serviced are already in the delivery pipeline, and development is subject primarily to market constraint. Those areas that are zoned and part serviced (which requires definition) should be triggered for investigation as soon as possible. Barriers to development that depend on infrastructure delivery should be identified, prioritised and scheduled to ensure delivery is consistent with demand.

Singleton has examples of residential development sites where the principal constraint to development is the provision of servicing infrastructure. These include Gowrie, Obanvale and Wattle Ponds, which in combination would deliver over 3,260 lots of residential development in Singleton. The infrastructure constraints are access, sewer and potable water supply – all of which are supplied by Council.

Similarly, Council's pipeline of employment land is equally constrained by infrastructure. Council has at Whittingham and McDougall's Hill an existing pipeline of employment land over 260 lots, constrained by access, sewer and potable water supply.

Without access to the regional scale UDP or significant risk sharing between developers and council, these developments are unlikely to progress. The thresholds identified in the Draft Plan coincide with the thresholds set in the Housing Acceleration Fund, a fund that provides grants to critical infrastructure projects that accelerate the delivery of housing and include transport, water, wastewater, drainage and community

Singleton Council Submission – Hunter Regional Plan 2041

infrastructure. Projects in the Hunter Region funded through this program are all located within the Lower Hunter Metropolitan Plan area. Given the thresholds, is unlikely that Singleton Council would be eligible for funding under this scheme.

Constraints and Opportunities

In Singleton, a significant pipeline of residential housing is currently zoned and available for development, both infill and greenfield. These growth areas also present constraints to future housing development. These constraints include changes implemented under the *Biodiversity Conservation Act 2016* as well as flood planning controls and planning for bushfire. Council has planned in its forward operational plan a program to quantify the impact and opportunities these constraints may have on existing identified growth areas. Until this analysis is completed, council will not have confidence that the predicted yield can be achieved. This may have impacts on future housing supply in the LGA.

Councils in regional/rural areas generally lack the resources needed to investigate these constraints. Financially, these strategic planning outcomes compete internally for funding, whilst there are no external funding opportunities to complete the work. The Draft Plan must recognise the need for investment in technical studies and strategic plans and provide the mechanism to support this work in a structured, transparent and well-planned manner.

An example of where such a change has impacted housing delivery is in the C4 zone in Sedgefield. When this area was re-zoned and subdivided the biodiversity obligations for minimising impacts was deferred to the development application stage. The consequence of this is that individual development applications are accounting for, at an individual level, the biodiversity consequences that, in today's environment, would be required at the rezoning stage.

Whilst constraints can be limiting for existing growth areas, these constraints may also present opportunities for as yet to be identified growth areas within the LGA. The Draft Plan must ensure councils are able to complete the required strategic investigations to ensure current identified growth areas will deliver expected outcomes, and if not, the door is not closed on alternative opportunities.

An Alternative Model for Council Infrastructure Providers

With unique infrastructure needs, it is essential that the Draft Plan recognises the need to assist councils with the delivery of infrastructure where there is insufficient rate base to economically deliver infrastructure ahead of development.

Council proposes that a separate, but similar, Urban Development Program should be established under the Draft Plan for councils outside the metropolitan area. Projects directed to the Non-Metro UDP should not be constrained by thresholds, but rather focus on growth areas that have been identified in a Local Strategic Planning Statement or Local Housing Strategy. The Non-Metro UDP should include consideration of zoned and un-zoned growth areas.

The Non-Metro UDP should consist of:

Singleton Council Submission – Hunter Regional Plan 2041

- Ausgrid
- Council land use planning, water, sewer and roads technical staff
- Health
- Education
- Transport for NSW
- Housing Institute of Australia
- Property Council of Australia
- Planning Institute of Australia
- Urban Development Institute of Australia
- Regional Australia Institute (or equivalent research organisation)
- Hunter Development Corporation

The Non-Metro UDP should focus on:

1. Greenfield development constraints in growth areas, zoned and part serviced followed by unzoned (noting that greenfield growth targets for the following are proposed under the Draft Plan: Central Hunter 60%, Upper Hunter 80%, Barrington 70% and Hinterland 40%).
2. Identification of the risks and benefits of development in greenfield sites.
3. A pipeline of housing and employment land supply with a focus on removing barriers and ensuring affordability and diversification.
4. A methodology to support councils in monitoring, reporting and tracking supply of both housing and employment land.
5. Opportunities and funding to accelerate supply of land for housing and employment.
6. Sequencing recommendations, which are limited to where infrastructure constraints are identified (for example cross LGA boundaries or where there is a competitive infrastructure environment).
7. Focus on supporting councils to implement recommendation 1, 2, 4, 7 and 8 of the Regional Housing Taskforce Recommendation Report.
8. Reporting on the implementation of the Regional Housing Taskforce Recommendations.

Council believes the above model would support the framework outlined in the plan, through:

- a. Ensuring growth is planned in the right areas, whilst adaptively managing in a changing constraint environment.
- b. Determining enabling infrastructure servicing and staging that is reflective of the strategic planning environment.
- c. Creating opportunities for diversification by including infrastructure required to service current and future employment land.
- d. Establishing opportunities for councils to understand the true cost of development and seek funding sources in a non-competitive environment.
- e. Developing place strategies that are bespoke to non-metro areas, acknowledging the support required to prepare these plans.

Singleton Council Submission – Hunter Regional Plan 2041

Regionally Significant Areas

Council supports the identification of regionally significant areas to prioritise the delivery of infrastructure and place planning. Regionally significant growth areas should include:

Urban Activation and Employment	Regionally Shaping Gateways and Industry Precincts	Unique Industry Opportunities
Whittingham (intersection with New England Highway and Golden Highway) Branxton (noting the difference in development between north and south of the Hunter Expressway)	Bypasses at Singleton, Muswellbrook and Scone	Hunter Valley Viticulture and Equine Precincts Post Mining Land

These sites are regionally significant for the following reasons:

1. The intersection between the Golden Highway and the New England Highway is a critical corridor for road freight traffic. It connects the western and northern inland regions of NSW at one critical juncture.
2. Branxton has seen, and will continue to see, significant housing growth in the Huntlee development site, across both Cessnock and Singleton LGAs. To the north of Branxton, infrastructure constraints (water and sewer) allow for a different housing offering, with lifestyle living dominant. The township of Branxton sits in between these two development offerings. This complex housing situation is cut by the Hunter Expressway and railway.
3. Bypasses of significant town centres along the New England Highway will create opportunities for employment land growth and connectivity into vibrant town centres. These bypasses should be considered in the same way as the Hunter Expressway interchanges such that considered planning can be undertaken.
4. The Hunter Valley viticulture district should include both the viticulture and equine critical industry clusters as mapped in the Upper Hunter Strategic Land Use Plan.
5. Mining land must be considered regionally significant. These lands are large in terms of disturbance, post mining land use requirements and opportunities for diversification.

Place Delivery Group

Council supports the establishment of a Place Delivery Group that oversees the development of place plans for identified sites. The approach to the proposed Place Delivery Group would be suitable to new areas, however it's not clear how it would be applied to existing sites. Where proponents are required to fully fund place plans where thresholds are not met is likely to add to the existing high costs of housing in Singleton. A redefined, refocused Place Delivery Group outside the metropolitan area with a

Singleton Council Submission – Hunter Regional Plan 2041

focus on ensuring the outcomes of place planning do not add additional costs to council or developers.

PART 2: OBJECTIVES

Council is supportive of the objectives identified in the Draft Hunter Regional Plan. The following identifies opportunities for improvement on selected objectives along with suggested refinements to provide clarity to the Plan and enable Council to leverage outcomes.

Objective 1: Diversify Hunter's Mining, Energy and Industrial Capacity

Council recognises the importance of the mining industry to the region. When considering post mining land uses, regulatory settings need to provide for the time required to strategically plan for the future of post mining land, including allocating resources and responsibilities. Council believes mined owned land should be included as a Regionally Significant Unique Industry to provide the trigger and incentivise future land use planning outcomes. The relationship between rehabilitation and closure requirements and future investment should not be considered mutually exclusive.

Council supports the planning principles identified under Strategy 1.1, noting that when considering alternative land use is suitable, this should apply to any post mining land uses, including those already approved. It is also important to note that mined owned land generally consists of large land holdings of many small lots, often below the minimum lot size for development.

Council also supports the action proposed by the Department to investigate site compatibility for non-permissible land uses. The majority of mined owned land in the Singleton LGA is zoned RU1. There is an existing suite of permissible uses within this zone that are generally not aligned to the proposed final land uses currently approved. This disconnect between existing land use planning of post mined land and current opportunities for development is unlikely to be resolved without an analysis of the opportunities and constraints within the existing suite of permissible land uses. Any action to investigate site compatibility should include education and training for industry on land use planning principles.

Any investigation into site compatibility should consider development of a Mining Land Place Strategy, followed by site compatibility investigations that include removing the barriers to the creation of holdings capable of sustaining viable post mining land uses.

Objective 3: Create a 15-minute region made up of mixed, multi-modal, inclusive and vibrant local communities

Council is encouraged to see a transition towards sustainable neighbourhoods with reduced car dependency and an increased focus on health and wellbeing outcomes that crosses a number of Draft Plan objectives. Objective 3 (and Objective 4) relies heavily on the success of 'making it happen'. Council is optimistically supportive on the basis that the proposed alternative model for council infrastructure providers is adopted.

Singleton Council Submission – Hunter Regional Plan 2041

The creation of local neighbourhoods where most everyday needs are accessible within 15 minutes of walking or cycling opens opportunities for small villages to develop community focused hubs. Council notes that in many rural communities the achievement of some local needs within a short walk or bike ride is likely to be an aspiration goal, with services accessed by private vehicle. This approach opens opportunities to consider the way in which rural areas are strategically developed for both neighbourhood and residential development.

In that regard, Singleton has strategically located villages where future development opportunities could be enhanced by the 15-minute neighbourhood. With a decline in villages due to mining (Camberwell, Warkworth), council supports a re-focus on those that remain, such as Broke, Bulga and Jerrys Plains through a review of existing Village Master Plans.

Council supports the strategies identified under this objective with the following comments:

- The focus is on new areas of growth, the Draft Plan also needs to consider how a 15-minute neighbourhood could be considered for existing areas of infill development, and enable innovation, adaptation, retrofitting and re-design to cater for changing needs.
- Strategy 3.2 should include home businesses and changes of use.
- Strategy 3.3 should include in home care services and family day care services.
- The graphic depicting 30-minute centres should include specialist medical facilities/services and remove places of public worship.
- The graphic depicting 15-minute neighborhoods should include places of public worship.
- Strategy 3.4 should include a definition of 'complete' and 'incomplete' villages and recognise the differences between a town/village and a locality. Noting that Jerrys Plains is the first village that a traveller along the Golden Highway enters when driving from Newcastle/Sydney to Dubbo, it is the gateway to viticulture, equine, mining and agricultural activities of the Upper Hunter.
- Villages of Broke, Bulga and Jerrys Plains are dominated by rural residential development and limited by infrastructure servicing. The relationship in rural areas to a community facility such as a hall or place of worship cannot be underestimated as places that bring communities together. Developing strategies that ensure these values are maintained and enhanced is fundamental to the success of a 15-minute neighbourhood in rural locations.
- Strategy 3.6 should not be limited by the residential density necessary to support local or community serving commercial centres. Other factors that contribute to the livability of a location should also be considered where density limits are not met.
- Council recognises that the regional/rural nature of the Singleton LGA and its location within the Central Hunter Valley may create challenges for connection to key employment locations within 15 or 30-minute walking, cycling or public transport options. Local analysis of travel times from the Singleton township to these locations demonstrates that most mining, energy, and tourism roles in Wine Country would be over a 20 minute drive as these examples demonstrate:

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- **Mining:** Singleton to Liddell Coal site is 24km which is a 20 min drive, and a 1 hour 20-minute cycle on a main road, the latter also providing safety concerns.
- **Energy:** Liddell Power Station is 44km which is a 38-minute drive and 2 hour cycle. It is a regionally significant growth area for employment and future industry within the region.
- **Wineries:**
 - Singleton to Broke – 26km, 20 mins drive, 1 hour and 20 minute cycle.
 - Singleton to Bulga – 22km, 17 mins drive, 1 hour and 9 minute cycle.
 - Singleton to Mistletoe Lane – 24km, 20 mins drive, 1 hour and 17 cycle.

Shift work, long hours and late nights are not always practical for public transport, and public transport options are limited.

- Strategy 3.9 should consider the aspiration for future village development creating community hubs with 15-minute communities is a consideration. However, given the location of significant regional growth areas and unique industry opportunities, the consideration of actions that support electric vehicles, charging stations, hydrogen public transport and other sustainable public transport options that allow for continued access to employment in regional/rural areas would be welcomed.
- The inclusion of the Singleton Bypass along the Hunter Expressway as a Regionally Shaping Gateway and Industry Precinct would allow for the development of 15-minute communities connected to employment with the Singleton township particularly in key industries such as manufacturing, supply chain and emerging industries.

Objective 4: Plan for ‘nimble neighbourhoods’, diverse housing and sequenced development

Objective 4 relies heavily on the success of ‘making it happen’. Council is optimistically supportive on the basis that the proposed alternative model for council infrastructure providers is adopted. Within this, potential future growth areas should also be considered where constraints to existing identify reduced development potential or prohibitive development potential. Constraining growth to only those areas where benchmarks are accommodated in existing urban and growth areas limits innovation and adaptation. In a changing climatic environment, flexibility must be provided where it is safe and feasible to do so, acknowledging this must be done in a risk based framework.

The Draft Plan lacks direction on how rural development decisions should be made to reflect a change in demand for lifestyle living, particularly in regional locations. Singleton has seen the impact of lost connections in communities impacted by mining, and the consequences of this on the rural fabric. The Draft Plan needs to consider how rural populations will be retained in existing communities, where it is sympathetic to do so. Flexibility for remote working, ability to downsize or redesign holdings for family retention and adapting to a changing environment requires the Plan to be flexible and supportive of innovative outcomes in rural communities, again, where it is appropriate to do so.

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Singleton Council identified the importance of this through the adopted Planning Priority 2.3 and supporting Housing Strategy action in the Local Strategic Planning Statement.

Rural towns and villages provide a unique lifestyle choice. Singleton prides itself as a location of 'city convenience with a rural heartbeat'. Any future potential development in these locations should not be intended to accommodate significant growth, however, where planning is consistent with the district planning principles and can be supported by local infrastructure, the door should remain open through a Non-Metro UDP.

Council supports the strategies identified under this objective with the following comments:

- Council supports the idea of urban density measurement as a combination of both number of dwellings per hectare and number of residents and workers in an area. Urban density is influenced by many factors, including livability. These principle measures should be supported by other measures in unique areas, for example daily activity in areas of higher tourism and/or employment (eg mining and viticulture areas), time of day/week density can also be a useful measure to mixed-use areas.
- Strategy 4.2 and 4.3 should ensure careful consideration to the use of minimum lot sizing such that outcomes for infill development can be achieved. Increasing opportunities for manufactured/prefabricated houses, tiny house or 3D houses are encouraged, where it is appropriate, noting that these housing types can be restrained by servicing, such as sewer.
- Council acknowledges that the promotion of infill development under Strategy 4.4 could result in infrastructure savings and encourage development of services that promote walking, cycling and public transport. The Central Hunter proposed breakdown is 40% infill and 60% greenfield. This requires careful review, best achieved through the Non-Metro UDP, as constraints such as flooding, lot sizing and heritage conservation may impact the amount and rate of infill development available.
- Strategy 4.5 is a consideration for the Non-Metro UDP, where relevant principles in the Draft Plan and Local Housing Strategy provide justification as to the benefits for new or limitations to existing opportunities.
- Strategy 4.6 should include housing for younger population as well as older. These developments should be located within 15 minutes of agricultural and tourism activities to achieve the 15 minute neighbourhood concept. Rural workers accommodation should be encouraged to be innovative and adaptive in design to encourage both development and use. This should also support affordable housing for other industries as well as the visitor economy.
- Strategy 4.8 should be linked to the 15 minute neighborhood with linkages to ensure servicing can occur as close as possible to the need and ensure successful support for independent living in the community.
- Strategy 4.9 must recognise the importance of retaining dwellings on rural lands. These dwellings enable communities to remain intact and encourage the association of rural life with agriculture. Council has raised concerns about the

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loss of dwelling entitlement that the Standard Instrument LEP has created under clause 4.2A. There is a need in the community to provide rural housing on lots below the minimum lot size, to enable families to remain intact on the one property as their family grows. This need should be considered in locations where it is appropriate, and servicing allows.

- The Singleton LGA consists of over 97,000 hectares of mine owned land. Over time, companies have demolished houses on lots below the minimum lot size, effectively extinguishing dwelling entitlement. The retention of communities in mining areas is critical to a post mining future. The Non-Metro UDP should consider this as part of its purview.

Objective 5: Green infrastructure, public spaces and improve the natural environment

Objective 5 relies heavily on the success of ‘making it happen’. Council is optimistically supportive on the basis that the proposed alternative model for council infrastructure providers is adopted. The Non-Metro UDP would be well placed to prioritise and deliver the strategies under this objective.

Strategy 5.8 should apply to all development types as early in the assessment process as possible, so that the costs of mitigation or offsetting are built into the investment decision. Avoidance of impacts should be considered at the earliest stage, whilst mitigation should not be applied to ‘mum and dad’ dwelling applications.

Strategy 5.9 must include strategic consideration of local biodiversity polices and planning for all development types, including State significant development. Singleton has seen a significant decline in biodiversity across the valley floor, with connection between the Wollemi National Park and Barrington National Park effectively non-existent. Planning for biodiversity connections and corridors is critical to ensure no further loss of important biodiversity values in the LGA. Without a holistic and strategic approach there is a risk that local development will pay the price of a history of case by case planning for State significant developments as biodiversity values decline due to mining.

Objective 6: Reach net zero and increased resilience and sustainable infrastructure

Council supports proposals to increase resilience and move towards a net zero future. Resilience, net zero and sustainable infrastructure require capacity building at a local level as councils are charged with the responsibility to deliver. Place based risks, resilience programs and adaptation plans are needed for both new and existing areas of high risk.

Council supports the strategies identified under this objective with the following comments:

- Strategy 6.2 relies heavily on the success of ‘making it happen’. Council is optimistically supportive on the basis that the proposed alternative model for council infrastructure providers is adopted.

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- Strategy 6.3 requires an assessment of the capacity for councils to meet community water supply needs. Rainfall independent water sources requires review of water security decisions and how water is prioritized and used. Large water users should be encouraged to innovate away from fresh water use. New water users (such as hydrogen production facilities) must not place additional pressure on available water for domestic or agricultural users, or increase the cost to access water.
- Strategy 6.4 should extend to include mining and other emissions intensive developments. There is a perception that mining and energy intensive areas have livability implications which need to be addressed. Council has advocated for a cumulative impact assessment and particle characterization study for the Upper Hunter to provide a baseline against which future development is assessed.
- Strategy 6.5 should ensure future development of industry with the potential to impact air quality should include impacts to recreational areas in impact assessments, including cumulative impact assessments.
- Strategy 6.6 should consider the impact of an increase in click and collect services on parking availability, as well as the concept of 15 minute neighbourhood.

Objective 7: Plan for businesses and services at the heart of healthy, prosperous and innovative communities

Council supports plans for the diversity and vitality of the region's towns, villages and businesses. Developing increased vibrancy, shopping, cultural activities, and services supports livability, employment and visitor economy that are vital to economic prosperity and community wealth generation.

Strategies 7.1 and 7.2 will allow for the development of small precincts or nodes within strategic centres and villages that will support the development of and access for new businesses to develop and collaborate, allowing for attraction of innovation and capital rich entrepreneurs across the region while retaining character and scenic amenity in the vineyard and rural areas. This plan should keep the door open to tourism and visitor economy business development to allow for experience industry growth to ensure the region's tourism industry remains competitive into the future.

Access to nature and cultural tourism businesses are often more than 15 – 30 minutes from strategic centres, again raising the need for sustainable transport developments in the Hunter Valley and connectivity across the Hunter region.

Council is supportive of Strategy 7.3 and the 24 hour economy to support community livability and visitor economy, in locations as appropriate. This is required to encourage tourism and visitor economy growth, as the current offering is limited (by business capacity) to an extended weekend economy in tourism areas and limited availability of night time experiences on the weekend in the towns. The diversity of night-time activities across cultural, museums, attractions and experiences is supported.

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Consideration should also be given to regional and local skills shortages and that this objective could be extended to include a plan for the support of developing local skills and attraction of skills to the region.

Objective 8: Build an interconnected and globally focused Hunter

Council is fully supportive of an interconnected and globally focused Hunter, as this is critical to the economic evolution and diversification that is required for the Hunter Region. Improving direct connection to global markets and exports in sustainable and emerging industries in addition to mining will be vital to future prosperity and regional employment.

- Consideration in Strategy 8.1 should be given to other industries such as visitor economy and tourism industry and the interconnectivity between the Airport and the Hunter Valley and other tourism locations in the region, to facilitate the growth of international tourism and align with aviation and port development proposals.
- Consideration to supply chain infrastructure and developments across the region and its interconnectivity to support other industries in addition to defence, such as agriculture and advanced manufacturing.
- Intra-connectivity in addition to inter-connectivity should be considered to ensure the needs of global industry development and the connection to emerging industries in the Central and Upper Hunter are reviewed. This could be included within the alternate non-metro UDP. This is also critical in the development of world class visitor destinations and tourism, for connection between Hunter regions, towns and villages.
- In addition to Newcastle airport, the potential for local airports including Cessnock, Scone and Maitland should be considered for intra and interconnectivity.

DISTRICT PLANNING AND GROWTH AREAS

Council acknowledges the boundaries associated with the district plans and notes that whilst these districts identify planning priorities, there is overlap across and between different districts. Council's comments identify where some of this overlap exists, and the impact of it on Singleton.

Hunter Expressway Global Corridor Growth Areas

Council made a submission to the exhibition of the Draft Hunter Expressway Strategy in March 2021. This submission identified a number of opportunities, particularly at the interface of the HEX and the New England Highway at Branxton and further west to Whittingham. Approximately 22,000 vehicles per day travel into, and through the Singleton LGA along the Hunter Expressway, New England Highway and Golden Highway. Development along the HEX will influence development along the New England Highway and Golden Highway. Planning for the HEX should not be done in isolation of the consequences on:

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- The Singleton New England Highway Bypass and associated interchanges with the Singleton township and Putty Road;
- The function and capacity of the New England Highway between the Branxton interchange and the Singleton Township;
- The Golden Highway interchange with the New England Highway;
- Employment lands in the Singleton LGA; and
- Local catchment and riverine flooding.

DISTRICT PLANNING AND GROWTH AREAS

The outcome for the Central Hunter acknowledges Singleton's 'city convenience with rural heartbeat' vision. Singleton's proximity to Newcastle and Sydney, and its gateway position relative to the north-west along the Golden Highway, provides a unique connection point from metropolitan areas into the regions.

The Central Hunter region comprises a mix of viticulture, equine, defence, mining, water supply, natural heritage and Aboriginal cultural connections, as well as rural villages, scenic landscapes and highway bypasses. The values of the Central Hunter are represented across the Hinterland and Upper Hunter Precincts as well. Each Precinct should acknowledge the overlap that may occur, whilst the Draft Plan should document how this overlap would or could be managed.

The Hinterland district features, priorities and regionally significant viticulture growth areas are very similar to those around the Broke area. In particular, the Broke Fordwich region is an established and registered geographically indicated sub region for wine and viticulture, one of the only ones in the Hunter Valley wine region. It has viticultural and agricultural strategic land, as per the Hunter Valley wine regions, is identified as a tourism node investigation area within Singleton Council's strategic work and has visually significant landscape values of the Brokenback ridge and the Yengo and Wollemi National parks, as well as significant cultural and aboriginal sites. Consideration should be given to the extension of the Hinterland region to include the Broke and Milbrodale area. This would extend from the Hunter Valley vineyards and from Wollombi along Paynes Crossing Road and Wollombi Roads to Broke. This will allow for the development of tourism and connection of the viticultural, tourism and culturally significant areas of the Hunter Valley.

The District Planning Principles for the Central Hunter highlight the high priority that is required for the future planning of post mining land. As noted above, the relationship between mine closure and current opportunities for development requires acknowledgment and, in some cases, consideration of additional land uses or special zones capable of supporting developments in future or innovative industries.

Tourism in the vineyards should include Hermitage Road as a major tourism connection and potential future node. Landscape values in and around viticultural and equine villages need to ensure the rural experience is maintained and enhanced. Recognition of villages such as Jerrys Plains as key connectors should also be included.

Council proposes in its LHS to consider rezoning planning proposals for urban or lifestyle living areas but only where these will address identified housing gaps, provide

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significant public benefit, and where the land complies with specific criteria. For this reason housing diversity needs to include investigation of future growth areas in both Sedgfield and Branxton (north of the Hunter Expressway). Rural residential and residential urban release areas only in locations where existing supply cannot be met is a limiting outcome that is likely to further constrain diversity and affordability. The Non-Metro UDP should consider and determine whether new areas of development are appropriate, when constraints to existing are considered.

Council's draft Local Housing Strategy (LHS) acknowledges the amount of land available for urban and lifestyle living purposes; however a proposed action in the LHS will be to assess the feasibility of those areas to be developed under current legislation and requirements due to site and environmental constraints. This assessment will require biodiversity and Aboriginal heritage mapping at a minimum and so cannot take place until this preparatory mapping is complete.

A globally connected Central Hunter should acknowledge the current constraints to employment land and the need to consider existing industrial capacity, future industrial capacity through mine owned land, the consequences of bypass construction on access to major road transport networks at the HEX interchange at Branxton, the Golden Highway/New England Highway intersection, the Putty Road offramp, the Gowrie off-ramp and the off-ramp at McDougall's Hill in Singleton. All are opportunities for investigation for future employment land.

Council supports the development of a health care precinct catering to all stages of life, and recognised the importance of this as Theme 1 in its adopted Local Strategic Planning Statement (LSPS). Additionally, the planning principles that support green infrastructure have equally been recognised in the LSPS.

Council notes that Figure 22 does not include the full mapped viticulture critical industry cluster that encompasses the Broke Fordwich and Jerrys Plains regions. The viticulture critical industry cluster should include that mapped under the Upper Hunter Strategic Regional Land Use Plan 2012.

APPENDIX A

Appendix A does not include any significant employment land outside the metropolitan areas. Consideration of employment land in the Upper Hunter is critical to ensuring a smooth pathway to diversification. Significant employment land outside the metropolitan areas includes Liddell and Bayswater Power Station, Whittingham Industrial Estate, McDougall's Hill and Mined Land. These areas should be recognised as such in the Plan.

CONCLUSION

In conclusion, Council would like to thank the Department for the opportunity to comment on the Draft Hunter Regional Plan. There is a fundamental shift in the way in which the Plan has been structured and will be delivered. Council is supportive of an approach that provides transparency to the community and creates opportunities for Council to progress its priorities in the Local Strategic Planning Statement.

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As noted above, the success of the Plan relies on an effective ‘making it happen’ outcome. Council has provided some comments on how a modified approach to cater for the unique circumstances that face non-metropolitan councils could be applied to support investigation and investment into the region.

Please contact Mary-Anne Crawford, Manager Development and Environmental Services on 02 6578 7920 should you have any comments or feedback on this submission.

Yours sincerely

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