



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

Disclosures of Interests

Withdrawal of Items/Late Items of Business

Mayoral Minute(s)

Presentations

General Manager's Report (Items Requiring Decision)

GM22/22	Leave of Absence - Cr Hollee Jenkins	6
GM23/22	United Wambo Voluntary Planning Agreement (VPA) Community Committee	7

Corporate and Commercial Services Report (Items Requiring Decision)

DCCS11/22	Road Naming - Johnston Court, Sedgefield.....	10
DCCS12/22	2022/23 Revenue Policy - Rating Policy	14
DCCS13/22	2022/23 Revenue Policy - Domestic Waste Management Charges	21
DCCS14/22	2022/23 Revenue Policy - Water Charges.....	29
DCCS15/22	2022/23 Revenue Policy - Sewerage Charges	37
DCCS16/22	2022/23 Revenue Policy - Stormwater Management Service Charge	43
DCCS17/22	2022/23 Revenue Policy - Interest Charges on Outstanding Rates and Charges.....	47
DCCS18/22	2022/23 Revenue Policy - Fees and Charges Schedule	50

Organisation and Community Capacity Report (Items Requiring Decision)

DOCC9/22	Integrated Planning and Reporting Documents for Public Exhibition	54
DOCC10/22	Draft Children's Services Policy	58
DOCC11/22	Draft Volunteering Program Policy.....	74
DOCC12/22	Minutes - Singleton & District Disability Advisory Committee - 31/03/2022	85
DOCC13/22	Minutes - Singleton Community Economic Development Fund Joint Management Board - 22/03/2022.....	94

Infrastructure & Planning Report (Items Requiring Decision)

DI&P16/22	Renaming of Matilda Park.....	98
DI&P17/22	Integrated Water Cycle Management (IWCM) Strategy.....	103
DI&P18/22	Minutes - Local Traffic Committee - 17/03/2022	111
DI&P19/22	Minutes - Roads Advisory Committee - 15/03/2022.....	125
DI&P20/22	Singleton Sustainability Advisory Committee - Membership	137
DI&P21/22	Singleton Weeds Advisory Committee - Membership.....	148
DI&P22/22	Singleton Heritage Advisory Committee - Membership.....	157

General Manager's Report (Items for Information)

GM24/22	Disclosures by New Councillors and Designated Persons - January - March 2022.....	165
GM25/22	Minutes - Combined Rural Halls Meeting - 03/03/2022 and Combined Rural Halls Report - March 2022	166
GM26/22	Minutes - United Wambo VPA Community Committee - 02/03/2022.....	177

GM27/22	Reports on LGNSW Special Conference - Mayor Sue Moore and Cr Tony Jarrett.....	185
---------	--	-----

Corporate and Commercial Services Report (Items for Information)

DCCS19/22	Investment Report - March 2022	199
-----------	--------------------------------------	-----

Organisation and Community Capacity Report (Items for Information)

DOCC14/22	Minutes - Audit Risk & Improvement Committee - 16/03/2022.....	210
-----------	--	-----

DOCC15/22	Minutes - Singleton Arts & Culture Advisory Group - 29/03/2022.....	220
-----------	---	-----

Infrastructure & Planning Report (Items for Information)

DI&P23/22	Singleton Council - Submission on the Draft Hunter Regional Plan 2041	232
-----------	---	-----

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.

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.

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.

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

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

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

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

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

- 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
---	----------

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

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*

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

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

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

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/22

	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 – Residential & Non-Residential	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

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 – Residential & Non-Residential	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

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.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/22

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:

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/22

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.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/22

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/22

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,

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS15/22

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS15/22

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.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS15/22

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.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS16/22

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS16/22

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS17/22

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS18/22

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

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS18/22

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.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS18/22

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 [↓](#) DRAFT - Childrens Services Policy

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:

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

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

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

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

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

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

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.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P17/22

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		

Infrastructure & Planning Report (Items Requiring Decision) - DI&P17/22

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 Lstock 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	

Infrastructure & Planning Report (Items Requiring Decision) - DI&P17/22

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

Infrastructure & Planning Report (Items Requiring Decision) - DI&P17/22

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

Infrastructure & Planning Report (Items Requiring Decision) - DI&P17/22

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.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P17/22

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.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P18/22

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).

Infrastructure & Planning Report (Items Requiring Decision) - DI&P18/22

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.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P18/22

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).

Infrastructure & Planning Report (Items Requiring Decision) - DI&P18/22

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

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

**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

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** [↓](#) Terms of Reference - Singleton Weeds Advisory Committee
- Adopted by Council - 16/11/2020

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:

- 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 [↓](#) SINGLETON HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE as determined 31.1.2020

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 **FILE: 22/00009**
and Combined Rural Halls Report - March 2022

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 [↓](#) Minutes - Combined Rural Halls Meeting - 3 March 2022

AT-2 [↓](#) March Hall reports

**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

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

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

**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 [↓](#) Minutes - Audit Risk & Improvement Committee 16 March
2022

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 [↓](#) Minutes - Singleton Arts & Culture Advisory Group Meeting - 29 March 2022

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

