

**MINUTES OF EXTRAORDINARY MEETING OF SINGLETON COUNCIL HELD
IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY
26 MARCH 2024, COMMENCING AT 5:30PM.**

PRESENT:

Crs S Moore (Mayor and Chairperson), G Adamthwaite, S George, T Jarrett, H Jenkins (V), S Johnstone, M McLachlan, T McNamara, V Scott and D Thompson.

APOLOGIES

Nil.

IN ATTENDANCE

Jason Linnane, General Manager; Vicki Brereton, Director Organisation & Community Capacity; Dwight Graham, Director Corporate & Commercial Services; Justin Fitzpatrick-Barr, Director Infrastructure and Planning; Melinda Curtis, Executive Manager; Alison Bodiam, Manager People & Culture and Larissa Britton, Governance Lead. There were no representatives of the media or members of the public present in the gallery.

CONFIRMATION OF MINUTES

37/24 **MOVED** Cr McLachlan **SECONDED** Cr George that the minutes of Extraordinary Meeting of Singleton Council held on Tuesday 19 March 2024, be confirmed.

CARRIED

DISCLOSURES AND DECLARATIONS OF INTEREST

Nil.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

General Manager's Report (Items Requiring Decision)

**GM14/24 Interim Contract for Regional Kerbside Recyclable
Collection and Processing**

FILE:23/00708

A report was provided advising Council that a report had been prepared for Council's consideration in Closed Council on the grounds that the report contained information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; AND the report contains

commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

- 38/24 **MOVED** Cr Adamthwaite **SECONDED** Cr McLachlan that the report on Interim Contract for Regional Kerbside Recyclable Collection and Processing be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(c) and (d) of the *Local Government Act, 1993* on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; AND the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

CARRIED

GM15/24 Recruitment of General Manager

FILE:HR/002366

A report was provided advising Council that a report had been prepared for Council's consideration in Closed Council as it contained personnel matters concerning particular individuals (other than Councillors).

- 39/24 **MOVED** Cr Adamthwaite **SECONDED** Cr Scott that the report on Recruitment of General Manager be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(a) of the *Local Government Act, 1993* on the grounds that it contains personnel matters concerning particular individuals (other than Councillors).

CARRIED

- 40/24 **MOVED** Cr McLachlan **SECONDED** Cr George that Council **MOVE** to Closed Council (Confidential Section of Ordinary Meeting – Closed to the Public) at 5.33pm.

CARRIED

OPEN COUNCIL RESUMED AT 5.55PM.

Closed Council

CC5/24 Interim contract for regional kerbside recyclable collection and processing

FILE:23/00708

It was **RECOMMENDED** that Council:

1. Resolves to not invite tenders for Council's kerbside recyclable collection and

processing service managed by Hunter Resource Recovery Pty Limited, in reliance on the exemption from tendering set out in section 55(3)(i) of the *Local Government Act, 1993* due to the unavailability of competitive or reliable tenderers as a result of current low commodity prices, high operational costs and fluctuating markets, and

2. Enters into a new contract with the current provider, for Council's kerbside recyclable collection and processing service managed by Hunter Resource Recovery Pty Limited for an initial period of 18 months, commencing 1 July 2025, with one further 18-month extension option available, based on substantially the same contract terms and conditions as the current contract.

CC6/24 Recruitment of General Manager

FILE:HR/002366

It was **RECOMMENDED** that Council:

1. Delegate the task of recruitment to a selection panel led by the Mayor Sue Moore and approve the recruitment process.
2. Delegate to Mayor Sue Moore the task of establishing the selection panel consisting of the following:
 - a. Mayor Sue Moore (Chair)
 - b. Councillor Sue George
 - c. Councillor Tony Jarrett
 - d. Councillor Mel McLachlan
 - e. Councillor Danny Thompson
 - f. External Council General Manager from the Hunter Region
 - g. External Recruitment Consultant representative
 - h. Alison Bodiam, Manager People and Culture (Observer and operational support)
 - i. Melinda Curtis, Executive Manager (Observer and operational support)
3. Resolves to support the appointment of Capstone to facilitate the recruitment of the General Manager following a merit based assessment by staff with appropriate delegation.
4. Delegate to Mayor Sue Moore the task of ensuring:
 - a. the general manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position
 - b. the proposed salary range reflects the responsibilities and duties of the position
 - c. the position is advertised according to the requirements of the Act
 - d. Councillor feedback on future General Manager attributes included in reference document for the selection panel and cross referenced to information package
 - e. information packages are prepared, and
 - f. applicants selected for interview are notified.

5. Delegate the task of ensuing preparation of a report at the conclusion of the recruitment process that:
- a. outlines the selection process
 - b. recommends the most meritorious applicant with reasons
 - c. recommends an eligibility list if appropriate
 - d. recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.

41/24 **MOVED** Cr Thompson **SECONDED** Cr George that the recommendations of Closed Council be adopted.

CARRIED

The meeting closed at 6.00pm and the minutes pages 1 to 4 were confirmed on 16 April 2024 and are a full and accurate record of proceedings of the meeting held on 26 March 2024.

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Mayor/Chairperson

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General Manager