

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 17 MAY 2022, COMMENCING AT 5.30PM.

PRESENT

Crs S Moore (Mayor and Chairperson), G Adamthwaite, S George, T Jarrett, M McLachlan, T McNamara, V Scott were present in the Chambers and Cr D Thompson attended by audio-visual link. It was noted that Cr Jenkins was on approved Leave of Absence.

IN ATTENDANCE

Jason Linnane, General Manager; Vicki Brereton, Director Organisation & Community Capacity; Dwight Graham, Director Corporate and Commercial Services; Justin Fitzpatrick-Barr, Director Infrastructure and Planning, Brian Oberdorf, A/Manager Water and Sewer and Cheryl Smith, Executive Assistant were present in the Chambers.

CONFIRMATION OF MINUTES

74/22 **MOVED** Cr McNamara **SECONDED** Cr Adamthwaite that the minutes of Meeting of Singleton Council held on Tuesday 19 April 2022, be confirmed.

CARRIED

DISCLOSURES AND DECLARATIONS OF INTEREST

Nil received.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

Presentations

PR3/22 Singleton RSL Sub-Branch Memorial Award

FILE:22/00009

Mr Trevor Stewart, Secretary of the Singleton RSL Sub-Branch attended the meeting to present the Singleton RSL Sub-Branch Memorial Award to Council in recognition of the many years of assistance with Commemorative Services in Singleton.

(General Manager's Report GM28/22)

GM28/22 Leave of Absence - Cr Belinda Charlton

FILE:21/00157

The purpose of this report was to advise that Cr Belinda Charlton had requested a leave of absence for the Council Meeting of 17 May 2022 due to being out of the area and unable to dial in to the Council Meeting as she has been invited to attend an important event at Parliament House.

75/22 **MOVED** Cr McLachlan **SECONDED** Cr Adamthwaite that Council grant leave of absence to Cr Charlton for the Council Meeting of 17 May 2022.

CARRIED

Corporate and Commercial Services Report (DCCS20/22)

DCCS20/22 March 2022 Quarterly Budget Review Statement

FILE:03/0133

The purpose of this report was to present to Council the March 2022 Quarterly Budget Review Statement (QBRS). Following the review, Council's Net Operating Result before capital items for the year showed a projected surplus of \$1.0 million compared to Council's original budget of a \$1.90 million surplus.

The operating result is an improvement of \$1.4 million in the March quarter due to several variations as identified in the Quarterly Review Statement.

An advanced payment of the 2022-23 Financial Assistance Grant (FAG) of approximately \$3.3 million was received in April. This represents 75% of the FAG payment for the 2022-23 period.

76/22 **MOVED** Cr McNamara **SECONDED** Cr Adamthwaite that Council adopt the budgetary changes presented in the March 2022 Quarterly Budget Review Statement.

CARRIED

Corporate and Commercial Services Report (DCCS21/22)

DCCS21/22 Additional Special Rate Variation

FILE:21/00620

The purpose of this report was to advise of the recently released guidelines on an Additional Special Variation (ASV) process for 2022/23 and to obtain an updated Council resolution to apply for an ASV under section 508(2) of the *Local Government Act, 1993*.

This report follows on from the report DCCS12/22 - Revenue Policy – Rating Policy, adopted at the Council meeting on 19 April 2022. IPART requires a more prescriptive Council resolution to go with the ASV application that was recently lodged.

77/22 **MOVED** Cr McNamara **SECONDED** Cr George that Council:

1. Notes its previous resolution (DCCS12/22 – 19 April 2022) to apply for an Additional Special Variation of 2.00 percent.
2. Makes a *permanent* Additional Special Variation Application of 2.00 percent under section 508(2) of the *Local Government Act 1993*, being 1.30 percent higher than the IPART approved increase of 0.70 percent, which will generate an additional \$307,000 general rate income in the first year.
3. Can demonstrate financial need such that, in the absence of a special variation, Council would not have sufficient capacity to meet all its obligations as identified in its Financial Year 2021/22 LTFP as and when they fall due in Financial Year 2022/23.
4. Has considered the impact on ratepayers and the community in 2022-23 and will provide assistance using Council's Hardship Policy to ratepayers if required and that the amount of the increase is reasonable to ensure Council's long term financial viability.

CARRIED

Corporate and Commercial Services Report (DCCS22/22)

**DCCS22/22 Draft Lease/Licence of Council Land and Buildings
to Community Groups Policy**

FILE:13/0633

The purpose of this report was to present the draft updated Lease/Licence of Council Land and Buildings to Community Groups Policy to Council for consideration and adoption.

78/22 **MOVED** Cr Adamthwaite **SECONDED** Cr McLachlan that Council:

1. Adopt POL/25041.4 Lease/Licence of Council Land and Buildings to Community Groups Policy.
2. Rescind POL/25041.3 Lease/Licence of Council Land and Buildings to Community Groups Policy.

CARRIED

Corporate and Commercial Services Report (DCCS23/22)

DCCS23/22 Draft Pensioner Concession Policy

FILE:13/0633

The purpose of this report was for Council to consider the revised draft Pensioner Concession Policy, which ensures a consistent approach in dealing with ratepayers and debtors.

79/22 **MOVED** Cr George **SECONDED** Cr McNamara that Council:

1. Adopt Draft Policy POL/6008.5 Pensioner Concession Policy
2. Rescind Policy POL/6008.4 Pensioner Concession Policy.

CARRIED

Corporate and Commercial Services Report (DCCS24/22)

DCCS24/22 Draft Debt Recovery Policy

FILE:13/0633

The purpose of this report was for Council to consider the revised draft Debt Recovery Policy.

80/22 **MOVED** Cr Scott **SECONDED** Cr Jarrett that Council:

1. Adopt draft POL/6002.6 Debt Recovery Policy.
2. Rescind POL/6002.5 Debt Recovery Policy.

CARRIED

Corporate and Commercial Services Report (DCCS25/22)

DCCS25/22 Draft Loan Borrowing and Overdraft Policy

FILE:13/0633

The purpose of this report was for Council to consider and adopt the revised draft Loan Borrowing and Overdraft Policy.

81/22 **MOVED** Cr Thompson **SECONDED** Cr George that Council:

1. Adopt draft POL/6011.5 Loan Borrowing and Overdraft Policy with the following amendment to Clause 5.1.2:
 - o Non-income generating assets will only be considered if the project can demonstrate the borrowing is affordable and the benefits exceed the costs
2. Rescind POL/6001.4 Loan Borrowing and Overdraft Policy.

CARRIED

*Organisation and Community Capacity Report (DOCC16/22)***DOCC16/22 Draft Disability Inclusion Action Plan****FILE:22/00108**

The purpose of this report was for Council to consider adoption of the Disability Inclusion Action Plan 2022-2026.

82/22 **MOVED** Cr Adamthwaite **SECONDED** Cr Scott that:

1. Council place the draft Disability Inclusion Action Plan 2022-2026 on public exhibition for a period of 28 days and provide public notice of its intention to adopt the draft Disability Inclusion Action Plan subject to consideration of submissions received.
2. The draft Disability Inclusion Action Plan 2022-2026 be adopted following the public exhibition period subject to submissions received and provided that there are no significant objections.
3. Should objections be received a further report be presented to Council for the adoption of the draft Disability Inclusion Action Plan with consideration of the submissions received during the public exhibition period.

CARRIED*Infrastructure & Planning Report (DI&P28/22)***DI&P28/22 Adoption of the Draft Community Sport Infrastructure Strategy 2022-2032****FILE:22/00096**

The purpose of this report was for Council to consider the adoption of the draft Singleton Community Sports Infrastructure Strategy 2022-2032 as provided in the attachment to the report. The adoption of the draft strategy will provide direction to guide and unify investment into sporting infrastructure across the Singleton Local Government Area (LGA) for the 2022 to 2032 period. It will also ensure that Council has available a list of shovel ready sporting infrastructure projects that can be put forward for future grant opportunities that may be presented.

83/22 **MOVED** Cr Thompson **SECONDED** Cr McLachlan that Council adopts the draft Singleton Community Sports Infrastructure Strategy 2022-2032.

CARRIED

*Infrastructure & Planning Report (DI&P29/22)***DI&P29/22 Draft Water Supply Services Policy****FILE:17/00627/02-12**

The purpose of this report was for Council to consider draft POL/26030.3 Water Supply Services Policy. The draft Policy outlines Council's commitment to high quality and effective water services and encompasses the services provided, responsibilities of both Council and its customers as well as information relating to Council's water business.

84/22 **MOVED** Cr Adamthwaite **SECONDED** Cr McLachlan that:

1. Draft POL/26030.3 Water Supply Services Policy be placed on public exhibition for a period of 28 days and public notice be provided of the intention to adopt the draft Policy subject to consideration of submissions received.
2. Draft POL/26030.3 Water Supply Services Policy be adopted following the public exhibition period subject to submissions received.
3. Should any submissions be received, that would require any change to the draft Policy, a further report be presented to Council prior to adoption.
4. Upon adoption of the draft Policy, POL/26030.2 Water Supply Services Policy be rescinded.

CARRIED*Infrastructure & Planning Report (DI&P30/22)***DI&P30/22 Draft Sewer Services Policy****FILE:17/00627/02-14**

The purpose of this report was for Council to consider draft POL/26031.3 Sewer Services Policy. The draft Policy outlines Council's commitment to high quality and effective sewer services and encompass the services provided, responsibilities of both Council and its customers as well as information relating to Council's sewer business.

85/22 **MOVED** Cr George **SECONDED** Cr Adamthwaite that:

1. Draft POL/26031.3 Sewer Services Policy be placed on public exhibition for a period of 28 days and public notice be provided of the intention to adopt the draft Policy subject to consideration of submissions received.
2. Draft POL/26031.3 Sewer Services Policy be adopted following the public exhibition period subject to submissions received.
3. Should any submissions be received, that would require any change to the draft Policy, a further report be presented to Council prior to adoption.

4. Upon adoption of the draft policy, POL/2603.2 Sewer Service Policy and POL/26033.1 Non-Standard Sewer Service Policy be rescinded.

CARRIED

Infrastructure & Planning Report (DI&P31/22)

**DI&P31/22 Draft Discharge of Liquid Trade Waste to Sewerage
System Policy**

FILE:17/00627/02-16

The purpose of this report was for Council to consider the draft POL/26005.6 Discharge of Liquid Trade Waste to Sewerage Policy. The policy outlines Council's commitment to high quality and effective sewerage services and encompasses the services provided, responsibilities of both Council and its Customers and protection of public health and the environment relating to Council's sewer business.

This update of the Policy considers the significant changes introduced in the revised *Liquid Trade Waste Regulation Guidelines, 2021*.

86/22 **MOVED** Cr Scott **SECONDED** Cr George that:

1. Draft POL/26005.6 Discharge of Liquid Trade Waste to Sewerage Policy be placed on public exhibition for a period of 28 days and public notice be provided of the intention to adopt the draft Policy subject to consideration of submissions received.
2. Draft POL/26005.6 Discharge of Liquid Trade Waste to Sewerage Policy be adopted following the public exhibition period subject to submissions received.
3. Should any submissions be received, that would require any change to the draft Policy, a further report be presented to Council prior to adoption.
4. Upon adoption of the draft policy, POL/26005.5 Discharge of Liquid Trade Waste to Sewerage Policy be rescinded.

CARRIED

Infrastructure & Planning Report (DI&P32/22)

**DI&P32/22 Draft Building in the Vicinity of Sewer and Trunk Water
Mains Policy**

FILE:17/00627/02-10

The purpose of this report was for Council to consider the draft POL/26013.4 Building in the Vicinity of Sewer and Trunk Water Mains Policy. The policy outlines Council's requirements of developments building near sewer mains and trunk water mains with a view to protecting these assets to benefit all water and sewer customers.

87/22 **MOVED** Cr George **SECONDED** Cr Jarrett that Council:

1. Place draft POL/26013.4 Building in the Vicinity of Sewer and Trunk Water Mains Policy on public exhibition for a period of 28 days and public notice be provided of the intention to adopt the draft Policy subject to consideration of submissions received.
2. Consider a further report addressing any submissions received, should such submissions require any change to the draft Policy.
3. Adopt draft POL/26013.4 Building in the Vicinity of Sewer and Trunk Water Mains Policy following the public exhibition period subject to submissions received.
4. Upon adoption of draft POL/26013.4, rescind POL/26013.3 Building in the Vicinity of Sewer and Trunk Water Mains Policy.

CARRIED

Infrastructure & Planning Report (DI&P33/22)

DI&P33/22 Draft Drought and Emergency Response Management Plan

FILE:18/00316-02/07

The purpose of this report was for Council to consider the draft Drought and Emergency Response Management Plan (DERMP) following a review of the existing Drought Management Plan. The draft DERMP provides Council with a clear water restriction regime and comprehensive drought management strategy. The NSW Best Practice Management of Water and Sewerage Guidelines (2007) requires Local Water Utilities to have a sound Drought Management Plan in place and be ready to implement their plan when drought conditions arise.

88/22 **MOVED** Cr Scott **SECONDED** Cr Adamthwaite that Council:

1. Place the draft Drought and Emergency Response Management Plan (DERMP) on public exhibition for a period of 42 days.
2. Consider a further report for the adoption of the draft DERMP with consideration of the submissions received during the public exhibition period.

CARRIED

Infrastructure & Planning Report (DI&P34/22)

DI&P34/22 Draft Enforcement and Compliance Policy

FILE:POL/10065

The purpose of this report was for Council to consider the revised draft Enforcement and Compliance Policy. This policy provides a framework regarding complaints or customer requests that are determined to be a result of non-compliance or a potential breach. Such issues will be managed in accordance with the Policy.

89/22 **MOVED** Cr George **SECONDED** Cr McLachlan that Council:

1. Adopt revised draft POL/10065.4 Enforcement and Compliance Policy.
2. Rescind POL/10065.3 Enforcement and Compliance Policy.

CARRIED

Infrastructure & Planning Report (DI&P35/22)

DI&P35/22 Draft On-Site Sewage Management Policy

FILE:POL/10015

The purpose of this report was for Council to consider the revised draft On-Site Sewage Management (OSSM) Policy. This policy provides a framework to manage and regulate on-site sewage management and to assist in prioritising the regulation and monitoring of on-site sewage management systems.

90/22 **MOVED** Cr Thompson **SECONDED** Cr George that:

1. Council place draft POL/10015.3 On-Site Sewage Management 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/10015.3 On-Site Sewage Management Policy be adopted following the public exhibition period subject to submissions received and provided that there are no objections.
3. Should objections be received a further report be presented to Council for the adoption of POL/10015.3 On-Site Sewage Management Policy considering the matters raised in submissions.
4. Council rescind POL/10015.2 Onsite Sewage Management Strategy Policy once draft POL/10015.3 is adopted.

CARRIED

Corporate and Commercial Services Report (DCC26/22)

DCCS26/22 Investment Report - April 2022

FILE:21/00487

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 30 April 2022.

NOTED

*Organisation and Community Capacity Report (DOCC17/22)***DOCC17/22 Meeting Notes - Singleton Aboriginal Reconciliation Committee - 19/04/2022****FILE:21/00507**

The Aboriginal Reconciliation Committee meeting was scheduled for 19 April 2022. Due to several late apologies a quorum was not achieved. The meeting notes were circulated with the report for Council's information.

NOTED*Questions Given***QG2/22 Questions of Which Notice Has Been Given****FILE:21/00172**

Responses are provided to the following questions from Councillors:

1. Cr Belinda Charlton – Water Pipelines Project – 19/04/2022
2. Cr Belinda Charlton – Potential Investment Property Acquisitions – 19/04/2022
3. Cr Belinda Charlton – Organisational Chart – 19/04/2022
4. Cr Belinda Charlton – Flood Inquiry Submission – 19/04/2022
5. Cr Belinda Charlton – Sustainability in Reports – 19/04/2022
6. Cr Belinda Charlton – Assistance to Councils on the North Coast – 19/04/2022
7. Cr Belinda Charlton – Measures used to Assess Value of Rate Capping – 19/04/2022
8. Cr Hollee Jenkins – Submission on draft Hunter Expressway Strategy – 19/04/2022
9. Cr Hollee Jenkins – Update on Bypass – 19/04/2022.

NOTED

The meeting closed at 6.03pm and the minutes pages 1 to 10 were confirmed on 21 June 2022 and are a full and accurate record of proceedings of the meeting held on 17 May 2022.

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Mayor/Chairperson

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General Manager