



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 15 February 2022**, commencing after the Public Forum at **5.30PM**.

COVID-19 Notice

It is advised that in accordance with advice from the NSW Government and in the interests of public health, the number of people able to attend the meeting in the Council Chambers is limited. Council Officials have the option to attend and participate in the Meeting via audio-visual link. Limited members of the public may be permitted to attend the Council Chambers upon request and approval by Council.

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.

Food and beverages are not permitted in the Council Chamber.

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. 01 Feb 2022

Matters Arising from Minutes

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Withdrawal of Items/Late Items of Business

Mayoral Minute(s)

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Questions with Notice

Jason Linnane
GENERAL MANAGER

MEETING PRINCIPLES

Council and Committee meetings should be:

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

**GM10/22. 2022 Destination and Visitor Economy (DVE)
Conference - 17 to 19 May 2022****FILE: 22/00009**

Executive Summary

The purpose of this report is to advise that the 2022 Destination and Visitor Economy (DVE) Conference is being hosted by Orange, Blayney and Cabonne Councils on 17 – 19 May 2022.

The 2022 theme is “Dare to Dream” and will feature presentations from those who have dreamed big including Orange 360, Central West Joint Organisations of Councils, the Electric Vehicle Council, Threesides Marketing and Western Sydney Regional Organisation of Councils.

RECOMMENDED that:

1. The Mayor and one Councillor be nominated to attend the 2022 Destination and Visitor Economy Conference;
2. Council determine the Councillor to attend; and
3. Expenses be reimbursed in accordance with the Councillors Expenses and Facilities Policy.

Report

Local Government plays a major role in tourism and economic development, encouraging and creating the conditions for appealing, vibrant and sustainable communities and local economies. Tourism and economic development creates employment, provides essential goods and services and establishes communities as attractive places to live, work, learn and visit.

Councillor attendance at the conference is important as the program is designed to bring operators, local government staff and councillors together to discuss ways of enhancing the visitor economy and creating jobs at a local level.

The full Conference Business Paper will be available on the LGNSW website two weeks prior to the Conference as a digital document which you may download to your device or print a hard copy at your discretion.

The draft program is attached for Councillors information as **Attachment 1**.

Councillors attendance at conferences is subject to budget availability. The 2021/22 budget for Councillors training and conference attendance is \$26,138 of which \$19,142 remains available.

General Manager's Report (Items Requiring Decision) - GM10/22

After returning from the conference the delegate should provide a written report to Council within two months on the aspects of the conference relevant to Council business and/or the local community.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk to Council that non attendance may lead to reputational damage and a perception of lack of support for Local Government NSW	Low	Adopt the recommendation	Low	Yes
There is a risk to Council that non attendance may lead to a loss of opportunity to engage in professional development for Councillors.	Low	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. The Mayor and one nominated Councillor attend the LGNSW Annual Conference.
2. Councillors do not attend the conference.

Option one is recommended.

Attachments

AT-1 [↓](#) DVE_2022_Sneak_Peek_Draft_Program

DBS1/22. Road Naming - Rourke Street Hunterview**FILE: 21/00509**

Executive Summary

The purpose of this report is for Council to consider the naming of an unnamed road as part of DA 8.2020.20.1 at Hunterview.

RECOMMENDED that:

1. Council endorse the road name Rourke Street and call for public submissions on the proposed name.
2. Should no negative submissions be received:
 - a) Council formally adopt the name
 - b) Signpost Rourke Street
 - c) Publish 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 current unnamed road is situated within Lot 7 DP 1196266 and extends in an easterly direction for a length of 444m. If approved, this name will be a unique road name in the Singleton Local Government Area (LGA).

A map of the area and proposed unnamed road is provided as **Attachment 1**.

The name Rourke has been chosen by the developer from Council's pre-approved road name list which was endorsed by Council on 19 October 2020 Minute No 144/20.

The proposed road name is named after Henry Rourke who was born in 1847 and owned a property near Lemington Road, which was called Chesthunt. In October 1871; he was Singleton's district pasture and sheep inspector and was heavily involved in the local Agricultural Show, where he was President of the Northern Agricultural Association (NAA) for 6 years.

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

The road name type Street is described by the NSW Addressing Policy and User Manual as a "Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides".

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)*; and
- 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	Medium	Adopt the recommendation	Low	Yes

Business and Corporate Services Report (Items Requiring Decision) - DBS1/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
named which may lead to residents not being found /or emergency services being delayed to a property.				
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. Formally endorse the proposed road name, Rourke Street.
2. Reject the proposed road name and seek an alternate name.

Option one is recommended.

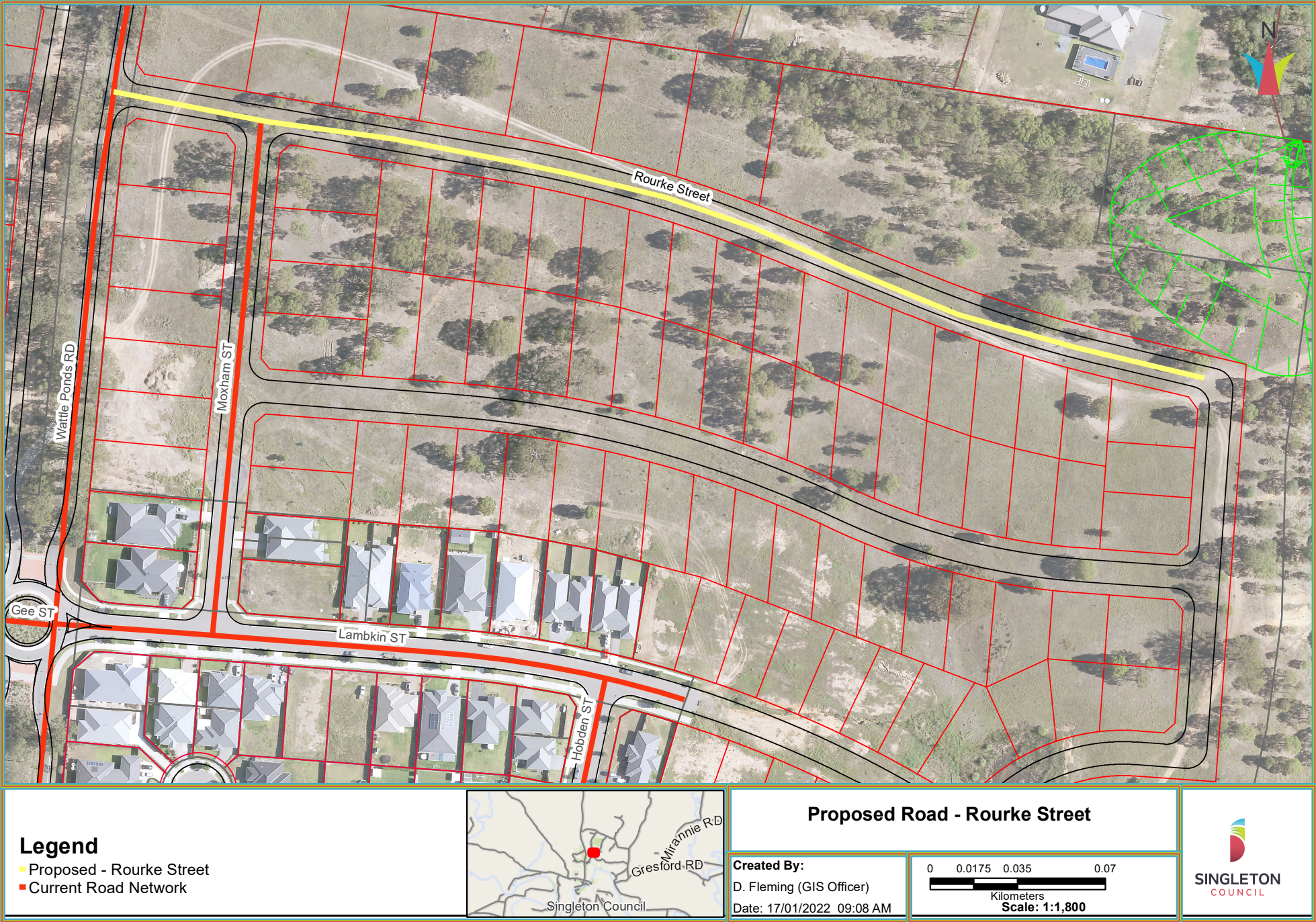
Conclusions

It is recommended that Council endorse the road name Rourke Street for public advertising 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 [Map - Proposed Rourke Street](#)



DBS2/22. Road Naming - Cheal Street Huntreview**FILE: 21/00509**

Executive Summary

The purpose of this report is for Council to consider the naming of an unnamed road as part of DA 8.2020.20.1 at Huntreview.

RECOMMENDED that:

1. Council endorse the road name Cheal Street and call for public submissions on the proposed name.
2. Should no negative submissions be received:
 - a) Council formally adopt the name
 - b) Signpost Cheal Street
 - c) Publish 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 current unnamed road is situated within Lot 7 DP 1196266 and extends in an easterly direction for a length of 386m. If approved, this name will be a unique road name in the Singleton Local Government Area (LGA).

A map of the area and proposed unnamed road is provided as **Attachment 1**.

The name Cheal has been chosen by the developer from Council's Pre-approved road name list which was endorsed by Council on 8 December 2008.

The proposed road name is named after four members of the Singleton Community:

- Joseph Cheal was born in 1867 served in World War I and then worked for the Singleton Railway Locomotive Section, for 20 years.
- Lawrence O E Cheal was born in 1918 and served in World War II. He was taken prisoner in Malaya and sent to Osaka until the end of the war.
- Geoffrey J D Cheal was born in 1920 and served in World War II and returned as Warrant Officer Class 2.
- Frank C Cheal was born in 1924 and served in the 2/2 Pioneer Bn in New Guinea.

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

The road name type Street is described by the NSW Addressing Policy and User Manual as a "Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides".

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)*; and
- 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	Medium	Adopt the	Low	Yes

Business and Corporate Services Report (Items Requiring Decision) - DBS2/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Council that roads will not be named which may lead to residents not being found /or emergency services being delayed to a property.		recommendation		
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. Formally endorse the proposed road name, Cheal Street.
2. Reject the proposed road name and seek an alternate name.

Option one is recommended.

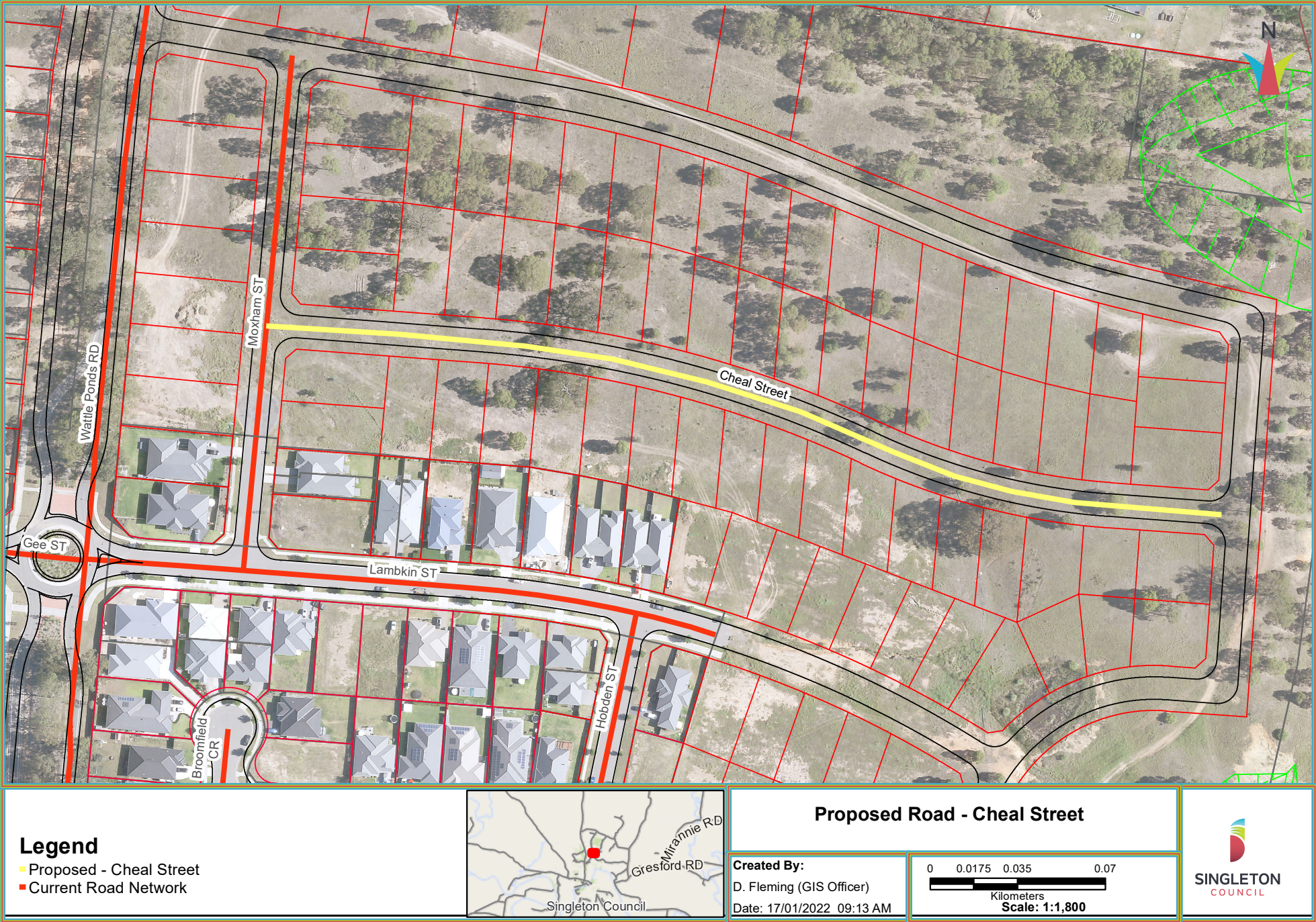
Conclusions

It is recommended that Council endorse the road name Cheal Street for public advertising 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 [↓](#) Map - Proposed Cheal Street



DBS3/22. December 2021 Quarterly Budget Review Statement**FILE: 03/0133**

Executive Summary

The purpose of this report is to present to Council the December 2021 Quarterly Budget Review Statement (QBRS). Following this review, Council's Net Operating Result before capital items for the year shows a projected deficit of \$399 thousand compared to Council's original budget of a \$1.90 million surplus.

The operating result is an improvement of \$314 thousand in the December 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 \$2.1 million is expected to be received in June though it has not been budgeted. The advance payment is usually an announcement as part of the May Federal Budget although it not confirmed beforehand therefore it is not included in the budgetary reviews.

The Executive Leadership Team in conjunction with Council's wider Leadership Team are committed to ensuring that we finish the 2021/2022 Financial Year in a surplus position. As such regular and thorough reviews are being undertaken of Council's financial position to ensure savings and increased revenue opportunities are identified.

RECOMMENDED that Council adopt the recommended budgetary changes presented in the December 2021 Quarterly Budget Review Statement.

Report

The QBRS represents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan along with recommended changes and reasons for major variances.

The QBRS provides information in relation to variations in income and expenditure which have been affected by several factors. These include decisions by other levels of government on grant programs, changing economic activity, the weather and decisions by Council.

Shown as **Attachment 1** is the December 2021 Quarterly Budget Review Statement.

Community Strategic Plan

The presentation of the QBRS addresses the following strategy contained within Council's adopted Community Strategic Plan:

Our Leadership

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

Delivery Program/Operational Plan

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

5.7.3 Monitor and accurately report on Council's financial position in accordance with the *Local Government Act* requirements.

5.7.3.1 Three quarterly budget review statements submitted to Council.

Council Policy/Legislation

Clause 203(1) of the *Local Government (General) Regulation, 2021* requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement to the governing body of Council. The QBRS must show, by reference to the estimated income and expenditure set out in the Operational Plan, a revised estimate of income and expenditure for the year.

Financial Implications

The December 2021 QBRS shows a projected year end operating deficit of \$399 thousand before capital items, compared to Council's 2021/22 original Financial Year Budget of a \$1.90 million surplus. It includes a positive movement of \$314 thousand compared to the September QBR. The commentary explains the variations that are contained within the December 2021 QBRS as shown as **Attachment 1**.

A summary of significant budgetary changes includes:

- **User Fees** – have been revised unfavourably by \$53k due to a reduction in water usage by joint venture partners based on recent and expected rainfall for the remainder of this financial year. Of the \$226k reduction in water fees, this has been offset by increases in Lake St Clair fees \$87k; tapping fees \$49k and pressure sewer fees \$10k.
- **Grants and Contributions (Operating)** have been revised favourably by \$158k, primarily due to a \$94k contribution from Belgravia expected to be received based on a profit share arrangement. This to be reinvested into the redevelopment of the Singleton Heights Sports Centre. In addition, an inclusion of \$53k for the Flying Fox Rehabilitation Program from Local Government NSW. The project involves weed control and revegetation of a section of the Hunter River opposite Rosepoint Park to improve Flying-fox roosting habitat.
- **Grants and Contributions (Capital)** – have been revised favourably by \$229k, for Section 7.11 developer contributions received in the December quarter.
- **Interest and investment income** – has been revised favourably by \$401k due to a higher investment portfolio balance to invest. Monies from the receipt of grant monies, loan borrowings and the timing of capital expenditure have increased the total investment balance.
- **Other Revenue** – has been revised favourably by \$396k, being \$330k reimbursement from Transport for NSW for the relocation of Water Works Lane water depot and \$66k rebate from State Cover to be spent in the 2022/23 financial year.

Business and Corporate Services Report (Items Requiring Decision) - DBS3/22

- **Net Gain from Sale of Assets** – has been revised favourably by \$250k, for the estimated sale of 22 lots in the Bridgeman Ridge Estate this financial year, an increase from the original budget of 10 lots.
- **Employee costs** – have been revised unfavourably by \$194k, primarily due to an increase in the number of positions from the September quarterly budget review in Waste Services. In addition, the inclusion of a temporary position to assist with the relocation of the Water Works Lane Depot and a Revenue Accountant from the end of January, as part of a transition to retirement plan.
- An increase of \$40k in casual wages for the Waste Management Facility has been included. In addition, an increase of \$85k in labour costs transferred from materials and services as listed below has been included.
- **Borrowing Costs** - have been revised favourably by \$53k to reflect the actual loan repayments for the recent borrowings for Bridge Infrastructure and Water Renewals.
- **Materials and Services** – have been revised unfavourably by \$782k:
 - due to an increase in the Development and Regulatory department \$253k for contractors to assist in meeting the increased volume of work;
 - legal fees for the Redbank matter of \$250k;
 - additional licences for the Call Centre system and the Customer Service Knowledge Base solution in Development and Regulatory \$17.5k;
 - the relocation of Water Works Lane depot to 89 John Street \$330k, this is being offset by a reimbursement from Transport for NSW.
 - the allocation of \$35k for the three yearly water reservoir inspection and cleaning;
 - an allocation of \$94k for assistance with the redevelopment of the Singleton Heights Sports Centre funded by increased profit share;
 - the inclusion of expenditure for the Flying Fox Rehabilitation Program grant from Local Government NSW \$53k funded by a grant;
 - the inclusion of the commercial and property land holding strategy \$60k funded by the land development reserve;
 - reductions in the following, have also been included - \$110k for the purchase of water, based on reduced water usage expected due to La Nina; \$69k for electricity based on estimated savings following the installation of solar; sewer computer software costs \$20k and vehicle expenditure \$20k based on the balance of the financial year.
- **Other Expenses** - have been revised favourably by \$62k, due to an increase in the State Planning Levy as a direct consequence of the number and value of DA Fees; and the inclusion of \$22k for the Wollombi Brook Monitoring System.

Council's Executive Leadership Team will continue to undertake a detailed review process to identify options to return the estimated operational result to a surplus position by the end of the financial year.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Residual Risk Ranking	Within Existing Resources?
There is a risk that Council will not comply with clause 203(1) of the <i>Local</i>	Low	Adoption of the recommendation.	Low	Yes

Business and Corporate Services Report (Items Requiring Decision) - DBS3/22

Risk	Risk Ranking	Proposed Treatments	Residual Risk Ranking	Within Existing Resources?
<i>Government (General) Regulation 2021</i> which may lead to intervention from the Office of Local Government.				
There is a risk that major budget variations are not reported to Council prior to the finalisation of annual accounts which may result in the community's perception of financial mismanagement.	Moderate	Adoption of the recommendation.	Low	Yes
There is a risk of Councilors and management not having a good oversight over the financial affairs of Council which may lead to reputational damage to Council.	Moderate	Adoption of the recommendation.	Low	Yes

Options

The following options are available to Council:

1. Adopt the recommended budgetary changes presented in the December 2021 Quarterly Budget Review Statement, or
2. Not adopt the recommended budgetary changes presented in the December 2021 Quarterly Budget Review Statement.

Option one is recommended.

Conclusions

It is my opinion that the Quarterly Budget Review Statement for Singleton Council for the quarter ended 31 December 2021 indicates that Council's projected financial position at 30 June 2022 will be satisfactory at year end, having regard to the projected estimates of income and expenditure.

Jeannie Hayes

Responsible Accounting Officer

Attachments

AT-1 [↓](#) December 2021-22 Quarterly Budget Report

DOCC1/22. Singleton Arts & Culture Advisory Group - Approval of Community Member Nominations**FILE:**
20/00180/006-
01

Executive Summary

The purpose of this report is to seek Council's approval of the community member nominations to the Singleton Arts & Culture Advisory Group.

RECOMMENDED that Council approve the following nominations as community representatives on the Singleton Arts & Culture Advisory Group for a period of two (2) years from February 2022 to February 2024:

- Ms Jess Hartigan
- Mr Geoffrey Dunlop
- Ms Wendy Mason-Jones
- Ms Helen Sharrock
- Mr Ethan Andrews
- Ms Rebecca Rath
- Ms Jan Fallding
- Ms Kate Flannery

Report

Council through its *Arts and Culture Policy (POL/40011)* and *Arts and Culture Strategy 2020-2030* has expressed its commitment to arts, cultural development, heritage and cultural tourism.

An action contained in the *Arts and Culture Strategy 2020-2030* was the establishment of Arts and Culture Advisory Group. Council at its meeting of 15 March 2021, approved the establishment of the Singleton Arts & Culture Advisory Group and the Terms of Reference for the Advisory Group (**Attachment 1**).

The approved membership of the Singleton Arts & Culture Advisory Group is:

- Two (2) Councillors, one holding the role of Chair
- Director Organisation & Community Capacity
- Council Coordinator Arts & Culture
- Up to nine (9) community members that reflect the breadth of arts, culture and heritage across the Local Government Area (LGA).

Expressions of Interest for membership on the Singleton Arts & Culture Advisory Group were advertised in the media, on council's website and social media channels during October 2021 and closed on 15 November 2021. Thirteen (13) nominations were received.

The applications were reviewed by Councils Director Organisation and Community Capacity and Coordinator Arts & Culture in early December 2021 to enable a shortlist of community members to be presented to Council. The following eight (8) individuals are recommended to Council as community representatives on the Singleton Arts & Culture Advisory Group:

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC1/22

- Ms Jess Hartigan
- Mr Geoffrey Dunlop
- Ms Wendy Mason-Jones
- Ms Helen Sharrock
- Mr Ethan Andrews
- Ms Rebecca Rath
- Ms Jan Fallding
- Ms Kate Flannery

The eight recommended community members represent a broad and complementary mix of knowledge, skills and interests and demonstrated an understanding of the local community's needs and aspirations as required for this Advisory Group. Council does appreciate the interest of those five community members that have not been recommended and will look for opportunities to collaborate with them on potential programs or activities as appropriate at the new Arts & Cultural Centre.

In addition to the formal Singleton Arts & Culture Advisory Group, Council will also regularly liaise with other Council Committees such as the Singleton Aboriginal Reconciliation Committee and the Singleton and District Disability Advisory Committee to ensure an inclusive approach to the promotion of art, culture, and heritage across the LGA.

Community Strategic Plan

This report relates to the following strategies contained within the Community Strategic Plan.

Our People

- 1.2 Provide social, recreational and cultural services which educate, inspire and entertain.
- 1.5 Facilitate and support programs and activities which promote inclusion and celebrate diversity.

Delivery Program/Operational Plan

Establishment of the Advisory Group will meet the following outcomes of Council's Delivery Program and Operational Plan:

1.2.1 Integrate Council's Cultural, Social and Recreational Development Strategies

- 1.2.1.1 Implementation of Council's adopted Arts & Cultural Strategy.

1.2.2 Deliver or facilitate the delivery of all priority actions from Council's Cultural Development Strategy

- 1.2.2.1 Deliver priority cultural development actions that align with the Singleton Arts & Cultural Strategy.

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC1/22

1.5.1 In partnership with the community, strengthen local arts and culture

- 1.5.1.3 Develop and deliver participatory arts and cultural programs for the exhibition of local content.

Council Policy/Legislation

- *Local Government Act, 1993*
- POL/40011 - Arts and Culture Policy
- Arts and Culture Strategy 2020-2030.

Financial Implications

There are no direct financial implications in approving the recommended community members to the Singleton Arts & Culture Advisory Group. All approved projects or work associated with the Arts & Cultural Strategy 2020-2030 will be managed in accordance with the annual Operational Plan and in line with Council's annual budget.

Consultation/Social Implications

Consultation was carried out with Councillors by way of a briefing on 22 February 2021 and report to Council on 15 March 2021.

Community positions for the Advisory Group were advertised over October and November 2021 on Council's website, social media, news release, Hunter River Times, The Argus and weekly radio slots for the Mayor and General Manager.

Councillor nominations for positions on the Singleton Arts & Culture Advisory Group were confirmed on 1 February 2022 as part of confirmation of all Council Committee positions following the December 2021 Local Government election. Councillor Charlton and Councillor Thompson were elected to the Singleton Arts and Culture Advisory Group.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk to Council that arts and culture outcomes will not be delivered for the community which may result in service delivery, financial and reputational implications.	Medium	Adopt the recommendation	Low	Yes
There is a risk to Council	High	Adopt the	Low	Yes

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC1/22

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
that the new Arts and Culture Centre and related programs will not be realised due to a lack of strategy resulting in financial and reputational implications.		recommendation		
There is a risk of not engaging with the Community and missing valuable input into the delivery of the Arts and Culture Strategy, policy and program development.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Approve the appointment of the recommended community members to the Arts & Culture Advisory Group for a period of two (2) years from February 2022 to February 2024.
2. Not approve the appointment of the recommended community members to the Arts & Culture Advisory Group for a period of two (2) years from February 2022 to February 2024.

Option one is recommended.

Conclusions

The development of strong arts and cultural activities underpin Council's vision for *Singleton to be recognised as the epicentre of arts and culture in the Hunter*. The engagement of community members is fundamental to the achievement of this vision and to ensure the achievement of outcomes stated in the Arts and Culture Strategy 2020-2030.

Attachments

AT-1 [↓](#) Singleton Arts & Culture Advisory Group - Terms of Reference

Singleton Arts & Culture Advisory Group
Terms of Reference
Revision 1: 15 March 2021



Terms of Reference Singleton Arts & Culture Advisory Group

1. Establishment

Singleton Council through its Arts and Culture Strategy 2020-2030 recognise that *'local government is a critical leader in supporting the aspirations of the community to create and participate in arts and culture'*.

The name of the Committee shall be the **'The Singleton Arts and Culture Advisory Group'**, hereafter referred to as 'the Committee'.

2. Authority

The Committee is established to only advise or refer matters to Council for a decision. The Committee is not vested with the authority to make decisions.

3. Functions and Responsibilities

The Committee's functions are to:

- Support Council in the delivery of the Arts and Culture Strategy 2020-2030
- Assist Council promote and celebrate the arts, culture, and heritage of Singleton and to build connection between arts, culture and heritage groups and individuals in the community
- Provide advice and recommendations to Council on arts, culture, and heritage issues
- Contribute to the development and enhancement of a strong, identifiable public profile for arts and culture across the Singleton LGA
- To assist Council in developing, monitoring, and revising the Arts and Culture Strategy 2020-2030.

4. Referral of Matters

All Committee minutes will be reported to Council for information and for adoption of recommendations as required.

5. Membership and length of term

The Committee will consist of:

- Two (2) Councillors, one holding the position of Chairperson
- Director Organisation Community Capacity
- Council's Arts and Culture Officer
- Up to nine (9) community members that reflect the breadth of arts, culture and heritage diversity across the LGA.

Community members of the Committee will be appointed by Council following a publicly advertised expression of interest process. Council also has the discretion to

Singleton Arts & Culture Advisory Group
Terms of Reference
Revision 1: 15 March 2021



invite community members and stakeholders to nominate. Nominations will be sought using the Council Committee Nomination Form.

The Committee members will serve for the following term:

- Councillors – two years
- Director Organisation Community Capacity – ongoing
- Arts and Culture Officer – ongoing
- Community Members – two years (with the ability to re-nominate for a further two year term)

A Community Member's appointment may be ended on the basis of one of the following:

- Resignation in writing by the member
- Regular non-attendance at meetings (note: members shall be considered to have vacated their position if they have been absent from three (3) consecutive meetings, without having submitted an apology to the Chair).

Failure to comply with the Singleton Council Code of Conduct.

6. Operation

- The Committee shall comply with Council's adopted Code of Meeting practice and Committee Procedure.
- The Committee will meet at least quarterly.
- Meetings can be held in person or virtually, at the discretion of the Chair.
- All decisions and recommendation shall be determined preferably by consensus, however, if this cannot be achieved, by a majority vote of members present.
- If voting on a motion is tied, the Chair of the Committee will have the casting vote.

7. Quorum

- A quorum is 50% of members plus the Chair.
- If a quorum is not achieved the meeting will be held over until the following meeting date.

8. Conduct

- All Committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Councils Code of Conduct.

Singleton Arts & Culture Advisory Group
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- Councillors must always comply with the Interactions Between Councillors and Staff Policy and only contact staff that are nominated in the Councillors/Staff Liaison listing. Should they wish to contact a Council staff member outside of a committee meeting they may do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making requests for Council staff. All meeting requests outside of the Committee's Terms of Reference must be made via the appropriate channel i.e. customer request.

9. Meetings

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

10. Observers and Visitors

- A Councillor who is not a member of the Committee may attend a meeting as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion or vote at a meeting. The Councillor will as a courtesy advise the Chair by email of their intention to attend a meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.

11. Agendas and Minutes

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

12. Evaluation and Review

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

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22

**DOCC2/22. Singleton Community Economic Development Fund -
Approval of Round 1 Applications**
Author: Vicki Brereton

FILE:
21/00285/005

Executive Summary

The purpose of this report is to seek Council's approval of Round 1 funding applications recommended by the Singleton Community Economic Development Fund – Joint Management Board.

RECOMMENDED that Council approve the allocation of \$526,333 for the following funding applications submitted under Round 1 of the Singleton Community Economic Development Fund.

Organisation	Amount \$
Singleton Netball Association	56,331
Hunter Valley Wine and Tourism Association	50,000
Singleton PCYC	20,000
Rotary Club of Singleton on Hunter	14,200
Youth Off the Streets	41,000
Hunter Women's Centre	30,020
Singleton Landcare	12,200
Singleton CWA	87,997
On Track Hunter	60,000
Singleton Heights Pre-School	26,880
Broke Residents Association	50,000
Singleton Triathlon Club	17,705
Lifeline Hunter	60,000

Report

In partnership with Glencore and The Bloomfield Group, Singleton Council established the Community Economic Development Fund (CEDF) to ensure the best use of Voluntary Planning Agreement (VPA) monies for the Singleton community now and into the future.

The objectives of the CEDF are to assist in proactively managing the impacts of mining by using funding contributions to increase economic growth and productivity and promote health and wellbeing for the communities of the Singleton Local Government Area.

The Singleton CEDF - Joint Management Board (the Board) at its meeting of 15 June 2021, determined that an allocation of \$300,000 to \$500,000 would be made available for Round 1 applications (FY 2021/2022).

Applications for Round 1 funding were opened from 1 September to 31 October 2021. Thirty-five (35) applications were received with a combined value of \$1,999,503. In accordance with the Singleton CEDF Deed (the Deed), applications underwent the following assessment process, prior to consideration by Council for approval:

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22

- 1st Assessment – CEDF, Joint Management Team (JMT) reviewed all applications against a defined criterion to ensure they met the intent of the Deed. The JMT provided a shortlist of applications to the Board, including applications for partial funding or funding over several years.
- 2nd Assessment – The Board reviewed and considered the shortlist and determined a final list of applications to be provided to Council for approval.

The JMT assessed all applications against a defined criterion and determined 16 applications with a combined value of \$594,874 met the requirements of the Deed and would progress to the Board for consideration. The Board at its meeting of 30 November 2021 were provided with an overview of the shortlisting process by the JMT and rationale for each assessment.

Following the JMT presentation, the Board moved to a closed session to discuss the shortlisted applications. The Board also discussed if the allocation of funding would be over several years versus allocating the final agreed amount from the year in which the applications were approved. The JMB agreed that applications with multiple year funding would be committed from the total pool for 2021/2022 and not from future years. It was acknowledged that the agreed final allocation might change, based on the final determination of projects being considered and recommended by the Board to Council.

The Board acknowledged that all applications were worthy, however its role is to determine and recommend projects within available resources. It was also acknowledged by the Board that there are other funding opportunities for several of the applications and that Council should work with these organisations to assist in identifying other grant opportunities.

Following its deliberations, the Board agreed to recommend to Council that the following 13 applications with a total value of \$526,333 be considered for approval. The total amount sought for approval, considers several applications that are for a two-year period, ensuring funds are committed for these recommended applications in the current financial year 2021/2022.

A copy of the Joint Management Board Meeting 30 November 2021 is provided for Council's information, later in this report.

Singleton Netball Association – Lighting Upgrade to all Courts

The application was for the provision of upgraded lighting at the Singleton Netball Association (SNA) courts to meet NSW Sport LUX guidelines. Upgraded lighting will allow competitions to be held during twilight and evenings. SNA is currently experiencing a loss of competitors to other sporting codes. Research by SNA has determined that the ability to hold evening competition would enable it to retain competitors and attract new players by removing conflict of competition requirements with other sporting codes. It would also enable the facilities to be opened for other uses in non-daylight hours.

The project is strongly aligned to increasing sporting participation within the LGA, attracting competition to the area which will provide indirect economic benefit, along with direct social benefit through enhanced healthy living due to increased sport and recreation participation. The project will be delivered using local suppliers.

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22

Recommendation: 60% funding towards funding for Courts 1-6 \$56,331, with remaining 40% sought from the Sports Council. The CEDF funding to be released once the Sports Council funding has been received.

Hunter Valley Wine and Tourism Association (HVWTA) – Project Management nbn Rollout Connectivity for the Singleton LGA

The objective of this project is to resource a consultant to develop and build a business case and manage the process to secure identified co-funding contributions under the nbn Regional Co-Investment Fund. A successful application for co-funding will provide improved telecommunication data infrastructure to a standard equal to, or better than what is available, in towns across the Singleton LGA. Data connectivity is a significant issue across the LGA. The HVWTA and Singleton Council have undertaken studies to understand the impact of data connectivity issues across the LGA, with Council also in discussion with nbn to understand the financial impact to enable improved connectivity across the LGA. Digital connectivity is an advocacy item for Singleton Council. Any infrastructure upgrade would require a specialist submission/business case to the state and federal government for funding. Specialist technical support is needed to prepare required business cases for co-investment funding.

The project is strongly aligned to increasing economic capacity and placemaking and will support the community's aspirations for Singleton to be connected, vibrant, and resilient. The project is low cost compared to the benefit it will bring to the whole LGA, while also supporting Council's advocacy agenda for improved connectivity across the LGA.

Recommendation: Funding allocation \$50,000.

Singleton PCYC – BBQ Trailer

The project is for the purchase of a BBQ trailer to support PCYC fundraising endeavours. A BBQ trailer will enable the PCYC to reach more locations across the LGA, while also being a gathering point where the PCYC can engage with disadvantaged and marginalised youth. The BBQ trailer will also enable the PCYC to provide youth with life skills in hospitality, food safe handling, customer service and cash handling. Funds raised through the BBQ trailer will enable the PCYC to provide multi-faceted early intervention programs for youth. No quotes were provided.

The project is strongly aligned to community & social development and will help reduce the impact of social marginalisation and support improved economic prosperity for the individual and LGA.

Recommendation: Funding allocation \$20,000.

Rotary Club of Singleton on Hunter – Sculpture Seating for Arts & Cultural Centre

The project will engage local blacksmith Will Maguire to make a permanent seat or permanent secure sculpture for installation at the new Singleton Arts & Cultural Centre. The work would represent 100 years of Rotary in Australia and Rotary's contribution to arts & culture in the Singleton LGA. Over the last 38 years, through the annual art show, Rotary has contributed over 100 art works to the Civic Art Collection. Local materials are to be included in the finished item.

The project is strongly aligned to community & social development and placemaking and supports the objectives of Council's Arts & Culture Strategy 2030.

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22

Recommendation: Funding allocation \$14,200.

Youth Off the Streets – Support Services for Youth Program

The project will establish a safe place for youth to connect and the provision of targeted & youth-driven mental health programs focusing on youth suicide prevention, emotional resilience, and mental wellbeing. The program will build young people's understanding of their experiences, develop recovery-focused strategies & create access to support networks within their local community. The project will also incorporate skills & knowledge development opportunities for young people, families, and community members through 'Gatekeeper' training programs – ensuring community knowledge of risk factors and increasing the potential for early screening and identification for at-risk young people.

The project is strongly aligned to community & social development, community support and will help reduce the effect of social and health impacts related to youth mental health.

Recommendation: Funding allocation \$41,000.

Hunter Women's Centre - Domestic Violence Counselling Services & Prevention

The project will provide counselling services and recovery programs to women living in the Singleton LGA experiencing family and domestic violence. It will provide access to free trauma informed counselling services, safety planning and psychological programs to enable women and children to rebuild their lives away from trauma.

The project is strongly aligned to minimising social impacts such as homelessness, physical and mental health of women and children in the Singleton LGA, particularly remote and isolated women.

Recommendation: Funding allocation \$30,020.

Singleton Landcare – Regeneration of P.A. Heuston Lookout

The project is for the removal and management of weeds that are overtaking native species and creating an unsafe environment, particularly fire. The management of weeds will improve the regeneration of native plant species, make the area more aesthetically pleasing and encourage greater community use and participation, greater diversity of bird life and benefit other fauna and flora. There are currently 18 listed endangered species of flora and fauna within the area. Improved weed management will assist in the protection of these species. Singleton Landcare will also maintain the area, following the completion of works.

The project will deliver strong social and environmental outcomes and is consistent with Councils' objectives to improve biodiversity and promote community participation in environmental events.

Recommendation: Funding allocation \$12,200.

Singleton Country Women's Association - Upgrade of Kitchen and Bathroom Amenities

The project application is for the upgrade of kitchen and bathroom facilities at the CWA building in Singleton. The current state of the kitchen and bathroom amenities do not comply with current health and food safety standards and the facilities contain considerable asbestos material. The CWA charter is to provide support to the community, which

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22

includes supporting community members in need through the provision of food, catering for wakes, weddings and other community events. These events are key fundraising activities. The current condition of facilities severely impacts the CWA ability to support the community and raise funds to ensure future viability.

The project is strongly aligned to increasing community and social capacity across the LGA. The project proposal will also engage local trades.

Recommendation: Funding allocation to upgrade kitchen \$87,997.

On Track Hunter – Youth Education and Employment Program

The project will enable the employment of a skilled program facilitator for a period of two years. On Track Hunter (OTH) supports young people disengaged from mainstream education and is aimed at developing life skills, creating employment opportunities to allow them to contribute to society in a positive way. A successful program was run in 2020, however due to COVID-19 further programs have been delayed. To ensure success of the project, it is important that a skilled program facilitator is engaged and the ability to provide a two-year contract will improve the pool of applications, while also providing local employment. The OTH program is run in partnership with Singleton High School. The audience is youth between 12-18 years and their families.

The project is strongly aligned to community & social development through an alternative education program for youth at risk. The program is strongly supported by Singleton High Schools and the Hunter Valley Police District.

Recommendation: Funding allocation \$60,000 (\$30,000 per year for two years).

Singleton Heights Pre-School – Food Pantry Project

The project is for the establishment of a food pantry to minimise the impacts of local social issues related to limited financial resources and knowledge resulting in poor diet. The program will support disadvantaged families by supplementing weekly groceries, provide education on healthy eating and importantly supplement food for children enrolled at the pre-school. A healthy diet is documented as integral to improving concentration, a sense of safety and belonging, improved health and wellbeing, which lead to improved learning outcomes.

The project is aligned to delivering improved social, education and health outcomes

Recommendation: Funding allocation \$26,880 (\$13,440 per year for two years).

Broke Residents Association – Bulga to Broke Discovery Trail

The project is for the completion of a feasibility assessment and planning of shared trails to connect Broke, Bulga and the Milbrodale area. The project is proposed in response to community consultation that will improve connectedness, health and wellbeing and promote visitors to the area and LGA. The project proposal included an item for construction and annual maintenance of trails following adoption of the plan. These items were not costed and not considered as part of the application assessment.

The project is strongly aligned to community & economic development and healthy living. Post the assessment of this project by the JMT, Resources for Regions Round 8

Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22

announced a successful project for Broke Shared Path - Milbrodale Road Extension Pathways.

Recommendation: Funding allocation \$50,000 for feasibility study.

Singleton Triathlon Club – Electronic Timing Device

The project is for the purchase of an electronic timing system for triathlon events across the Singleton LGA. State of the art technology will enable the club to build its membership while also attracting competitions which supports sports tourism.

The project is aligned to increasing sporting participation within the LGA, attracting competition to the area which will provide indirect economic benefit, along with direct social benefit through enhanced healthy living due to increased sport and recreation participation.

Recommendation: Funding allocation \$17,705.

Lifeline Hunter – Suicide Safe Singleton

The project is for the expansion of the team that provides crisis support for suicide prevention by establishing a Crisis Support Hub in Singleton, allowing members to provide support to the area without needing to travel to Newcastle. Ten crisis support workers would be trained and based in Singleton, with Accidental Councillor training provided to an additional 40 community champions. The program will also enable the provision of Lifeline's Aftercare service to support individuals who have attempted suicide in the LGA.

The project is strongly aligned to community & social development, community support and will help reduce the effect of social and health impacts related to suicide.

Recommendation: Funding allocation \$60,000 (\$30,000 per year for two years).

Community Strategic Plan

This report relates to the following strategies contained within the Community Strategic Plan.

Our People

- 1.3 Promote, facilitate and provide services for public health, healthy living and lifestyles.
- 1.4 Collaborate with government and other agencies to improve services relating to, but not limited to health, education, integration, connectivity, security and wellbeing.

Our Environment

- 3.1 Collaborate to enhance, protect, and improve our environment.

*Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22***Delivery Program/Operational Plan**

- 1.3.3 Address healthy living and lifestyles as part of Councils Community Development Strategies
- 1.4.1 Collaborate with service providers, other councils and government agencies for the provision of quality services for the Singleton Community.
- 3.1.3 Support community organisations to obtain funding for environmental projects.

Council Policy/Legislation

- *Environmental Planning & Assessment Act, 1979*
- *Local Government Act, 1993*
- POL/6017.2 Singleton Community & Economic Development Fund Policy
- Singleton Community Economic Development Fund Deed

Financial Implications

Contributions to the CEDF are managed as an Internal Restricted Asset Account. Proposals approved by Council will be shown as an operating expense in Council's Operating budget, and the funding source shown as the Internal Restricted Asset Account.

Consultation/Social Implications

The CEDF Joint Management Board has been consulted throughout the process to ensure the approach and assessment process for the consideration of funding applications was rigorous and would meet the intention of the Deed.

Council has been updated in the progress of the application through briefing notes and provision of the CEDF Joint Management Board minutes.

All applicants that applied for grant funding have been advised of the outcome of the JMB meeting, including if the application has progressed to Council for approval. Applicants have also been provided with the opportunity to be provided with feedback on the application with council staff. Ten organisations have sought feedback and guidance has also been provided in other potential funding sources for these applications.

Following Councils consideration of this item, all successful organisations will be contacted, including a news release. It is also intended to arrange a formal media announcement of the grants with the JMB and recipients at a mutually suitable time to celebrate the success of the first round of funding.

Council has also been provided with a special briefing on the background of CEDF.

Environmental Consideration

Nil.

*Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22***Risk Implications**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not approve the recommended projects which may result in a lack in community confidence regarding the process and establishment of the CEDF.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will not meet the requirements of the Deed, which may result in reputational damage and the ability to negotiate future Voluntary Planning Agreements.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will impact the provision of needed support to the community which may result in reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council's reputation will be impacted across the community if the recommended funding is not approved.	Low	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Approve the allocation of \$526,333 for the funding applications submitted under Round 1 of the Singleton Community Economic Development Fund.
2. Not approve the allocation of \$526,333 for the funding applications submitted under Round 1 of the Singleton Community Economic Development Fund.

Option one is recommended.

*Organisation and Community Capacity Report (Items Requiring Decision) - DOCC2/22***Conclusions**

The objectives of the CEDF are to assist in proactively managing the impacts of mining by using funding contributions to increase economic growth and productivity and promote health and wellbeing for the communities of the Singleton Local Government Area. The array of projects proposed represent a range of initiatives to address social, health, economic and environmental concerns currently being experienced across the Singleton LGA.

Attachments

There are no attachments for this report.

4. Investment Report - November 2021**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 30 November 2021.

FOR COUNCIL'S INFORMATION**Report**

Council's investment portfolio yielded 1.19% pa for the month of November versus the bank bill index benchmark return of 0.07% pa. For the past 12 months, the investment portfolio returned 1.38% pa, exceeding the bank bill index benchmark's 0.03% pa by 1.35% pa.

Council's total portfolio of investments was \$121.2 million with an additional \$2.3 million held in Council's operational account as at 30 November 2021.

During November, Council's investment portfolio had \$3.0 million in two 12 month term deposits mature which had been paying 0.65% pa and 0.70% pa. Council invested \$2 million in a 12 month term deposit paying 0.78% pa. Council also took advantage of a newly issued MyState Bank Snr 3 year FRN paying 3mo BBSW +0.60% pa, with an investment of \$1 million. In addition, Council also invested in another 12 month term deposit for 0.60% pa for \$2 million.

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 November 2021.

Certification by the Responsible Accounting Officer:

In accordance with clause 212(1)(b) of the *Local Government (General) Regulation*, 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 [!\[\]\(642aa997563f9a325b310230bb5078b7_img.jpg\)](#) Investment Report - November 2021



Investment Summary Report
November 2021

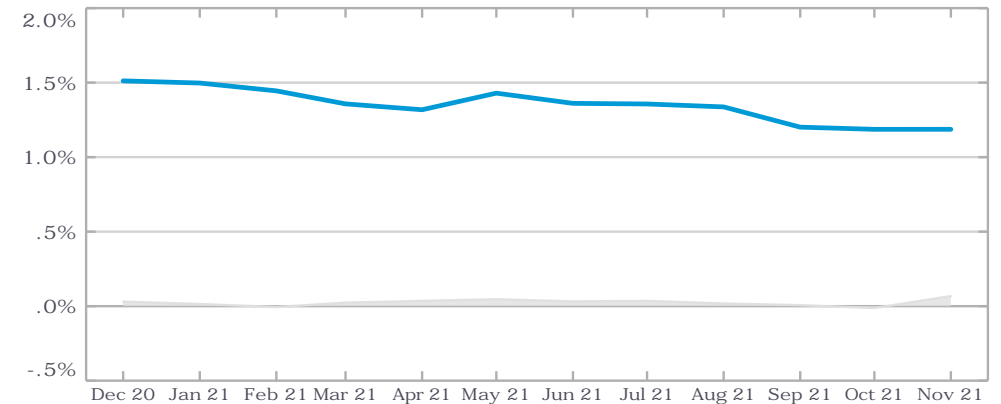
Singleton Council
Executive Summary - November 2021



Investment Holdings

By Product	Face Value (\$)	Current Value (\$)
Bonds	12,250,000.00	12,530,350.00
Cash	13,882,094.87	13,882,094.87
Floating Rate Note	48,550,000.00	48,832,650.01
Floating Rate Term Deposits	1,000,000.00	1,000,000.00
Term Deposit	47,500,000.00	47,500,000.00
	123,182,094.87	123,745,094.88

Investment Performance

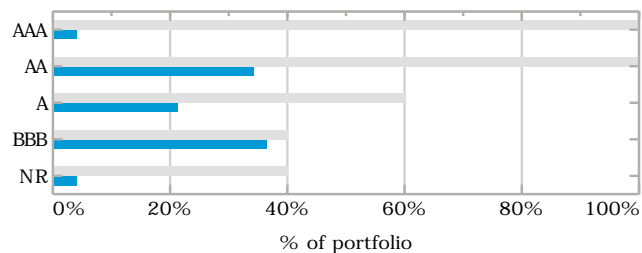


Portfolio Annualised Return

AusBond BB Index Annualised Return

Investment Policy Compliance

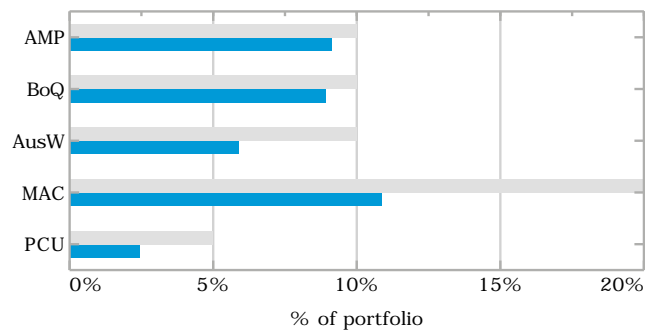
Total Credit Exposure



Portfolio Exposure

Investment Policy Limit

Highest Individual Exposures vs Policy



% of portfolio

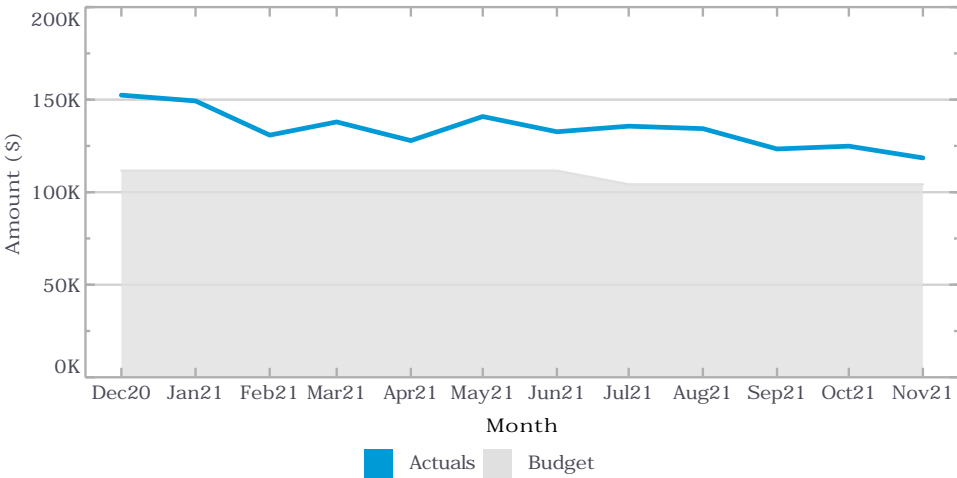
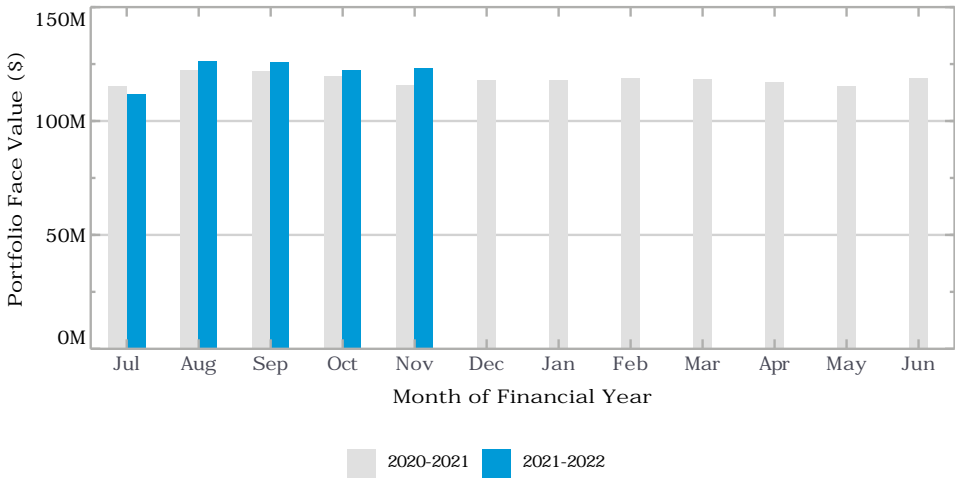
Term to Maturities

Maturity Profile	Face Value (\$)		
Between 0 and 1 Year	36,782,095	30%	100%
Between 1 and 2 Years	32,000,000	26%	70%
Between 2 and 5 Years	53,400,000	43%	50%
Between 5 and 10 Years	1,000,000	1%	25%
	123,182,095		



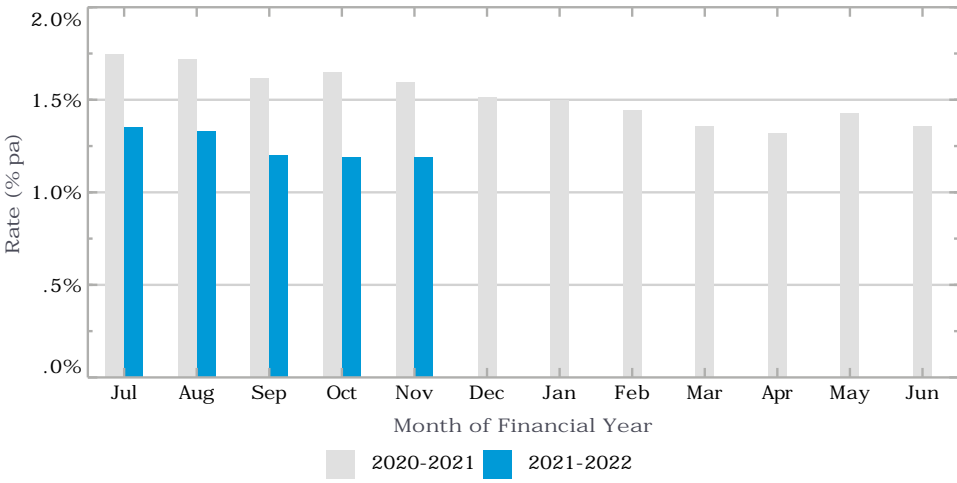
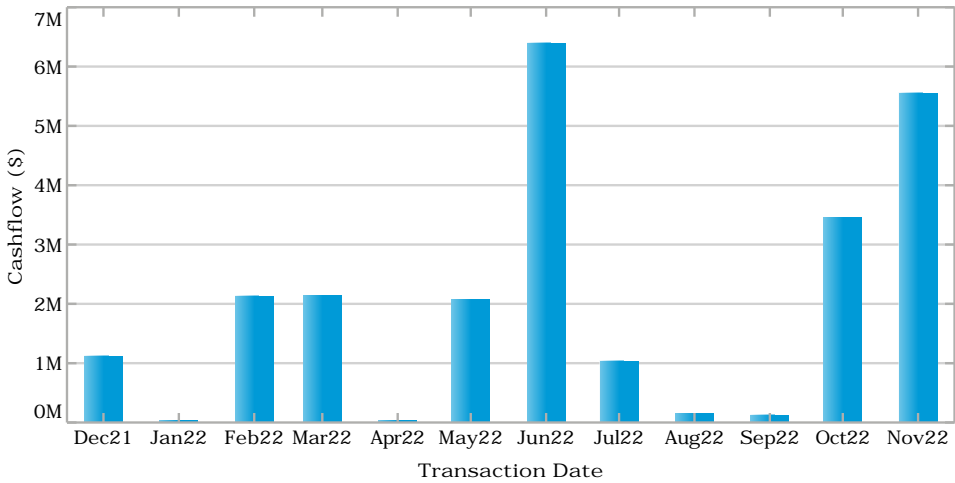
Historical Portfolio Balance

Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary

Weighted Average Return



Singleton Council
Investment Holdings Report - November 2021



Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
6,236,947.36	0.5500%	AMP Bank	BBB	6,236,947.36	540079	31d Notice
7,645,107.47	0.4000%	Macquarie Bank	A+	7,645,107.47	540145	Accelerator
40.04	0.2000%	Commonwealth Bank of Australia	AA-	40.04	539173	
13,882,094.87	0.4674%			13,882,094.87		

Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
24-Dec-21	1,000,000.00	0.7500%	Macquarie Bank	A+	1,000,000.00	24-Dec-20	1,007,027.40	540754	7,027.40	At Maturity	
11-Feb-22	1,000,000.00	1.6500%	ING Bank (Australia)	A	1,000,000.00	11-Feb-20	1,013,245.21	539817	13,245.21	Annually	
28-Feb-22	1,000,000.00	1.8500%	Police Credit Union	NR	1,000,000.00	28-Feb-20	1,014,013.62	539821	14,013.62	Annually	
2-Mar-22	1,000,000.00	1.7000%	Auswide Bank	Baa2	1,000,000.00	2-Mar-20	1,029,761.64	539825	29,761.64	At Maturity	
15-Mar-22	1,000,000.00	1.4000%	ING Bank (Australia)	A	1,000,000.00	10-Mar-20	1,010,202.74	539824	10,202.74	Annually	
31-May-22	2,000,000.00	2.7500%	Judo Bank	BBB-	2,000,000.00	31-May-19	2,027,726.03	539144	27,726.03	Annually	
7-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	7-Jun-17	1,015,912.33	539111	15,912.33	Annually	
8-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	5-Jun-17	1,016,002.74	539110	16,002.74	Annually	
14-Jun-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	11-Jun-21	1,002,132.88	541529	2,132.88	At Maturity	
14-Jun-22	1,000,000.00	2.4000%	Police Credit Union	NR	1,000,000.00	14-Jun-19	1,011,313.52	539150	11,313.52	Annually	
23-Jun-22	1,000,000.00	3.2500%	Rabobank Australia	A+	1,000,000.00	23-Jun-17	1,014,335.62	539112	14,335.62	Annually	
28-Jun-22	1,000,000.00	3.3300%	Rabobank Australia	A+	1,000,000.00	28-Jun-17	1,014,232.33	539113	14,232.33	Annually	
28-Nov-22	1,500,000.00	0.6000%	National Australia Bank	AA-	1,500,000.00	30-Nov-20	1,500,024.66	540621	24.66	Annually	
28-Nov-22	2,000,000.00	0.6000%	Defence Bank	BBB	2,000,000.00	28-Nov-21	2,000,076.71	542153	76.71	At Maturity	
30-Nov-22	2,000,000.00	0.7800%	Auswide Bank	Baa2	2,000,000.00	30-Nov-21	2,000,042.74	542134	42.74	At Maturity	
15-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,004,241.10	541221	4,241.10	Annually	
20-Mar-23	2,000,000.00	0.6000%	AMP Bank	BBB	2,000,000.00	19-Mar-21	2,008,449.32	541211	8,449.32	Annually	
22-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,004,241.10	541241	4,241.10	Annually	
27-Mar-23	1,000,000.00	1.8100%	Auswide Bank	Baa2	1,000,000.00	27-Mar-20	1,012,282.14	539828	12,282.14	Annually	

Singleton Council
Investment Holdings Report - November 2021



Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
13-Jun-23	1,000,000.00	0.6000%	National Australia Bank	AA-	1,000,000.00	11-Jun-21	1,002,843.84	541527	2,843.84	Annually	
11-Aug-23	1,000,000.00	1.9000%	Bank of Queensland	BBB+	1,000,000.00	12-Aug-19	1,005,778.08	539154	5,778.08	Annually	
25-Aug-23	2,000,000.00	0.6500%	National Australia Bank	AA-	2,000,000.00	25-Aug-21	2,003,490.41	541771	3,490.41	Annually	
25-Aug-23	3,000,000.00	0.7500%	AMP Bank	BBB	3,000,000.00	25-Aug-21	3,006,041.10	541772	6,041.10	Annually	
5-Sep-23	2,000,000.00	0.8000%	National Australia Bank	AA-	2,000,000.00	3-Sep-20	2,003,901.37	540390	3,901.37	Annually	
11-Sep-23	1,000,000.00	0.5500%	Bank of Queensland	BBB+	1,000,000.00	6-Sep-21	1,001,295.89	542027	1,295.89	Annually	
20-Sep-23	1,500,000.00	3.4500%	Rabobank Australia	A+	1,500,000.00	21-Sep-18	1,510,066.44	539128	10,066.44	Annually	
10-Jun-24	1,000,000.00	2.5000%	Police Credit Union	NR	1,000,000.00	11-Jun-19	1,011,881.87	539146	11,881.87	Annually	
11-Jun-24	3,000,000.00	2.5200%	Bank of Queensland	BBB+	3,000,000.00	11-Jun-19	3,035,832.33	539147	35,832.33	Annually	
11-Jun-24	2,000,000.00	2.5000%	Bank of Queensland	BBB+	2,000,000.00	11-Jun-19	2,023,698.63	539148	23,698.63	Annually	
11-Jun-24	3,000,000.00	0.6700%	Westpac Group	AA-	3,000,000.00	11-Jun-21	3,004,350.41	541528	4,350.41	Quarterly	
28-Oct-24	1,500,000.00	1.6000%	Judo Bank	BBB-	1,500,000.00	29-Oct-21	1,502,169.86	542047	2,169.86	Annually	
11-Dec-25	1,000,000.00	1.0000%	National Australia Bank	AA-	1,000,000.00	11-Dec-20	1,009,726.03	540691	9,726.03	Annually	
4-Jun-26	1,000,000.00	1.3000%	National Australia Bank	AA-	1,000,000.00	4-Jun-21	1,006,410.96	541467	6,410.96	Annually	
47,500,000.00		1.5178%			47,500,000.00		47,832,751.05		332,751.05		

Floating Rate Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
28-Jul-22	1,000,000.00	1.1112%	Westpac Group 3moBBSW+ 1.05%	AA-	1,000,000.00	28-Jul-17	1,001,035.09	539097	1,035.09	28-Jan-22	
1,000,000.00		1.1112%			1,000,000.00		1,001,035.09		1,035.09		

Singleton Council
Investment Holdings Report - November 2021



Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
28-Oct-22	1,400,000.00	0.9612%	TMB Snr FRN (Oct22) BBSW+0.90%	BBB	1,400,000.00	28-Oct-19	1,408,869.51	539086	1,253.51	28-Jan-22
28-Oct-22	2,000,000.00	0.9512%	BComm Snr FRN (Oct22) BBSW+0.89%	A-	2,000,000.00	28-Oct-19	2,012,472.10	539096	1,772.10	28-Jan-22
6-Dec-22	1,250,000.00	1.1620%	QBNK Snr FRN (Dec22) BBSW+1.15%	BBB-	1,250,000.00	6-Dec-19	1,253,422.33	539829	3,422.33	6-Dec-21
17-Mar-23	2,500,000.00	1.0635%	AusW Snr FRN (Mar23) BBSW+1.05%	Baa2	2,500,000.00	17-Mar-20	2,505,463.18	539830	5,463.18	17-Dec-21
26-Apr-23	2,500,000.00	0.8419%	CBA Snr FRN (Apr23) BBSW+0.80%	AA-	2,500,000.00	25-Jan-18	2,522,633.53	539095	2,133.53	25-Jan-22
26-Sep-23	3,000,000.00	0.9469%	NAB Snr FRN (Sep23) BBSW+0.93%	AA-	3,000,000.00	26-Sep-18	3,040,848.78	539077	5,058.78	29-Dec-21
26-Sep-23	3,000,000.00	0.9469%	NAB Snr FRN (Sep23) BBSW+0.93%	AA-	3,010,560.00	9-Nov-18	3,040,848.78	539078	5,058.78	29-Dec-21
6-Nov-23	750,000.00	0.9450%	AusW Snr FRN (Nov23) BBSW+0.90%	Baa2	750,000.00	6-Nov-20	750,446.61	540529	446.61	7-Feb-22
16-Nov-23	2,500,000.00	0.9949%	WBC Snr FRN (Nov23) BBSW+0.95%	AA-	2,500,000.00	16-Nov-18	2,533,147.16	539079	1,022.16	16-Feb-22
6-Dec-23	3,000,000.00	1.0420%	ANZ Snr FRN (Dec23) BBSW+1.03%	AA-	3,000,000.00	6-Dec-18	3,051,814.42	539080	7,365.37	6-Dec-21
11-Jan-24	3,000,000.00	1.1549%	CBA Snr FRN (Jan24) BBSW+1.13%	AA-	3,000,000.00	11-Jan-19	3,057,701.12	539094	4,841.12	11-Jan-22
19-Jun-24	1,300,000.00	0.9329%	NAB Snr FRN (Jun24) BBSW+0.92%	AA-	1,300,000.00	19-Jun-19	1,320,150.31	539084	2,392.31	20-Dec-21
18-Jul-24	3,000,000.00	1.0641%	BoQ Snr FRN (Jul24) BBSW+1.03%	BBB+	3,023,760.00	27-Sep-19	3,043,688.25	539087	3,848.25	18-Jan-22
30-Jul-24	1,250,000.00	0.8502%	SUN Snr FRN (Jul24) BBSW+0.78%	A+	1,250,000.00	30-Jul-19	1,261,560.84	539090	960.84	31-Jan-22
7-Aug-24	2,000,000.00	0.8450%	MAC Snr FRN (Aug24) BBSW+0.80%	A+	2,000,000.00	7-Aug-19	2,018,080.09	539089	1,064.93	7-Feb-22
29-Aug-24	1,500,000.00	0.8150%	ANZ Snr FRN (Aug24) BBSW+0.77%	AA-	1,500,000.00	29-Aug-19	1,515,592.02	539088	66.99	28-Feb-22
24-Oct-24	750,000.00	1.1620%	GSB Snr FRN (Oct24) BBSW+1.12%	BBB	750,000.00	24-Oct-19	762,493.44	539085	883.44	24-Jan-22
22-Nov-24	1,000,000.00	0.6472%	MYS Snr FRN (Nov24) BBSW+0.60%	Baa2	1,000,000.00	16-Nov-21	1,000,159.58	542090	159.58	22-Feb-22
16-Jun-25	3,000,000.00	0.6627%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00	7-Jun-21	3,004,139.61	541505	4,139.61	16-Dec-21
9-Dec-25	750,000.00	0.4904%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	748,357.50	28-Apr-21	748,161.13	541285	836.37	9-Dec-21
9-Dec-25	1,000,000.00	0.4904%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	998,480.00	28-Apr-21	997,548.17	541286	1,115.16	9-Dec-21
24-Feb-26	500,000.00	0.4950%	SUN Snr FRN (Feb26) BBSW+0.45%	A+	500,000.00	24-Feb-21	496,302.47	540950	47.47	24-Feb-22
4-Mar-26	2,500,000.00	0.6420%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB	2,500,000.00	4-Mar-21	2,488,106.64	540982	3,781.64	6-Dec-21
24-Aug-26	1,600,000.00	0.4550%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	18-Aug-21	1,583,003.62	541750	139.62	24-Feb-22
15-Sep-26	1,500,000.00	0.4910%	SUN Snr FRN (Sep26) BBSW+0.48%	A+	1,500,000.00	9-Sep-21	1,486,763.71	541879	1,553.71	15-Dec-21

Singleton Council
Investment Holdings Report - November 2021



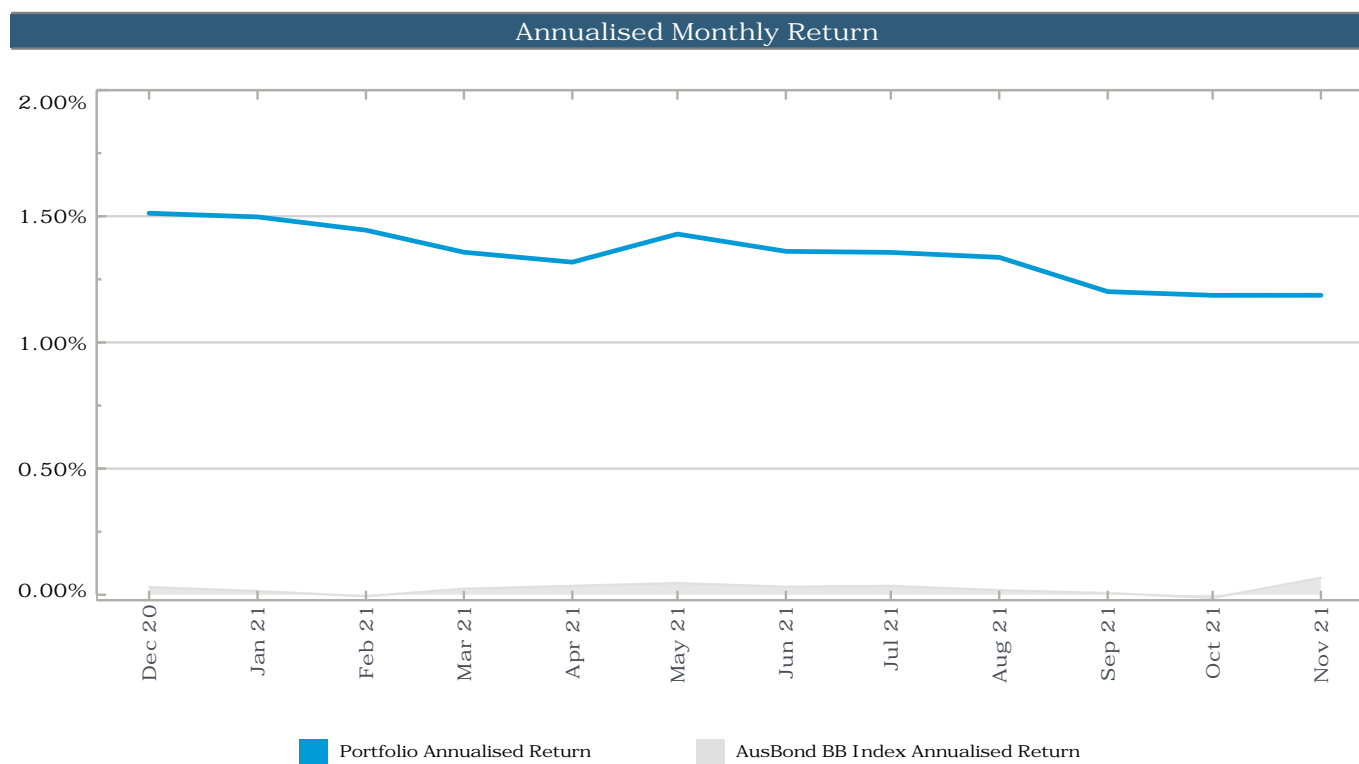
Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
27-Oct-26	1,000,000.00	0.8413%	BoQ Snr FRN (OCT26) BBSW+ 0.80%	BBB+	1,000,000.00	21-Oct-21	1,000,796.73	542004	806.73	27-Jan-22
23-Dec-26	1,000,000.00	0.4256%	CBA Green Snr FRN (Dec26) BBSW+ 0.41%	AA-	1,000,000.00	21-Sep-21	988,874.49	541918	804.49	23-Dec-21
48,550,000.00		0.8705%			48,581,157.50		48,893,088.62		60,438.61	

Fixed Rate Bonds

Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
15-Dec-23	1,000,000.00	1.0000%	NT T-Corp Bond (Dec23) 1.00%	Aa3	1,000,000.00	1-Sep-20	1,009,616.44	540221	9,616.44	1.0000%	
15-Dec-24	1,000,000.00	1.1000%	NT T-Corp Bond (Dec24) 1.10%	Aa3	1,000,000.00	1-Sep-20	1,010,578.08	540222	10,578.08	1.1000%	
15-Dec-24	1,000,000.00	0.9000%	NT T-Corp Bond (Dec24) 0.90%	Aa3	1,000,000.00	16-Oct-20	1,008,654.79	540455	8,654.79	0.9000%	
15-Dec-24	250,000.00	0.7000%	NT T-Corp Bond (Dec24) 0.70%	Aa3	250,000.00	23-Nov-20	251,682.88	540634	1,682.88	0.7000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,011,539.73	540223	11,539.73	1.2000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	10-Sep-20	1,011,539.73	540224	11,539.73	1.2000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,009,260.27	541004	9,260.27	1.0000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	5,324,066.03	541284	43,716.03	1.3050%	
12,250,000.00		1.9449%			12,777,000.00		12,636,937.95		106,587.95	1.1510%	

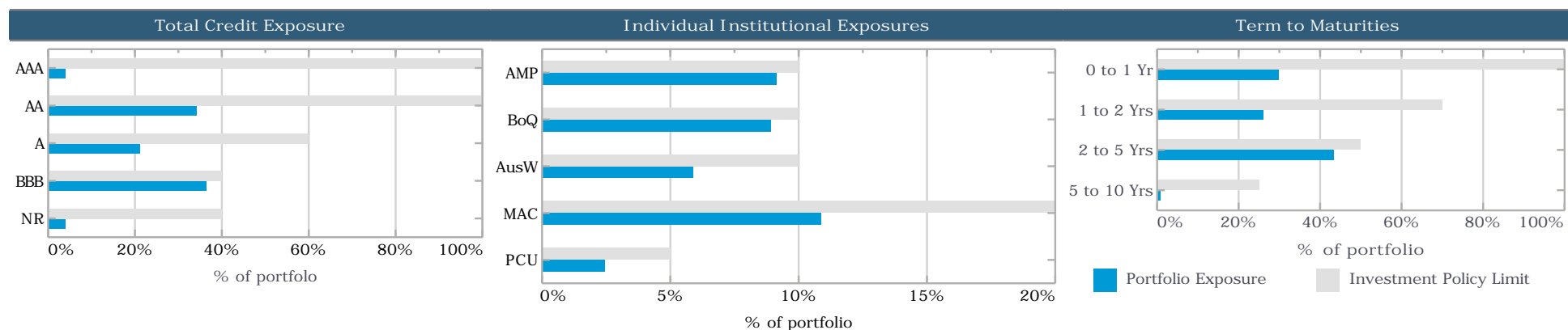
Singleton Council
Investment Performance Report - November 2021



Historical Performance Summary

	Portfolio	AusBond BB Index	Outperformance
Nov 2021	1.19%	0.07%	1.12%
Last 3 Months	1.19%	0.02%	1.17%
Last 6 Months	1.27%	0.02%	1.25%
Financial Year to Date	1.25%	0.02%	1.23%
Last 12 months	1.35%	0.02%	1.33%

Singleton Council
Investment Policy Compliance Report - November 2021



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4%
AA	42,150,040	34%
A	26,145,107	21%
BBB	44,886,947	36%
NR	5,000,000	4%
	123,182,095	

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
AMP Bank (BBB)	9%	10%	a
Bank of Queensland (BBB+)	9%	10%	a
Auswide Bank (Baa2)	6%	10%	a
Macquarie Bank (A+)	11%	20%	a
Police CU (NR)	2%	5%	a
National Australia Bank (AA-)	14%	30%	a
MyState Bank (Baa2)	3%	10%	a
WAW CU (NR)	2%	5%	a
Judo Bank (BBB-)	3%	10%	a
Rabobank Australia (A+)	4%	20%	a
Newcastle Permanent Building Society (BBB)	2%	10%	a
NT T-Corp (Aa3)	6%	30%	a
Commonwealth Bank of Australia (AA-)	5%	30%	a

	Face Value (\$)	Policy Max	
Between 0 and 1 Year	36,782,095	30%	100% a
Between 1 and 2 Years	32,000,000	26%	70% a
Between 2 and 5 Years	53,400,000	43%	50% a
Between 5 and 10 Years	1,000,000	1%	25% a
	123,182,095		

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	13,882,095	11%
01. Less Than 30 Days	1,000,000	1%
03. Between 60 Days and 90 Days	1,000,000	1%
04. Between 90 Days and 180 Days	3,000,000	2%
05. Between 180 Days and 365 Days	17,900,000	15%
06. Between 365 Days and 2 Years	32,000,000	26%
07. Between 2 Years and 5 Years	53,400,000	43%
08. Between 5 Years and 10 Years	1,000,000	1%
	123,182,095	

5. Investment Report - December 2021**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 December 2021

FOR COUNCIL'S INFORMATION**Report**

Council's investment portfolio yielded 1.19% pa for the month of December versus the bank bill index benchmark return of 0.04% pa. For the past 12 months, the investment portfolio returned 1.32% pa, exceeding the bank bill index benchmark's 0.03% pa by 1.29% pa.

Council's total portfolio of investments was \$126.7 million with an additional \$394 thousand held in Council's operational account as at 31 December 2021.

During December, Council's investment portfolio had \$1.0 million in a 12 month term deposit mature which had been paying 0.75% pa. Council invested \$5.0 million in three 12 month term deposits paying a weighted average of 0.90% pa. Council is also taking optimal advantage of a high yielding cash account and a 90 day notice account which is providing in excess of most banks' term deposits out to 6 months.

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 December 2021.

Certification by the Responsible Accounting Officer:

In accordance with clause 212(1)(b) of the *Local Government (General) Regulation*, 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

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Investment Summary Report
December 2021

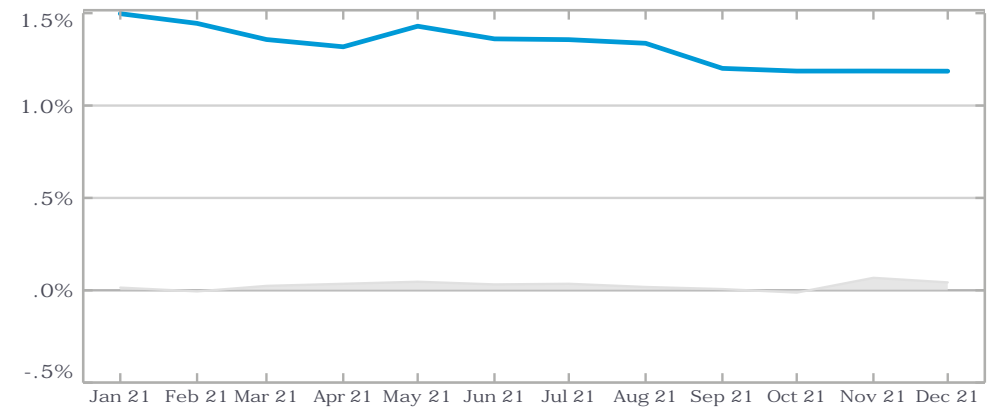
Singleton Council
Executive Summary - December 2021



Investment Holdings

By Product	Face Value (\$)	Current Value (\$)
Bonds	12,250,000.00	12,518,250.00
Cash	13,438,197.56	13,438,197.56
Floating Rate Note	48,550,000.00	48,816,017.35
Floating Rate Term Deposits	1,000,000.00	1,000,000.00
Term Deposit	51,500,000.00	51,500,000.00
	126,738,197.56	127,272,464.91

Investment Performance

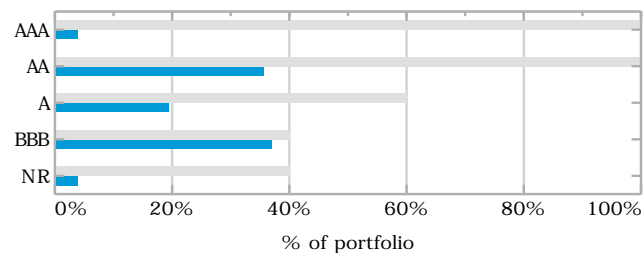


Portfolio Annualised Return

AusBond BB Index Annualised Return

Investment Policy Compliance

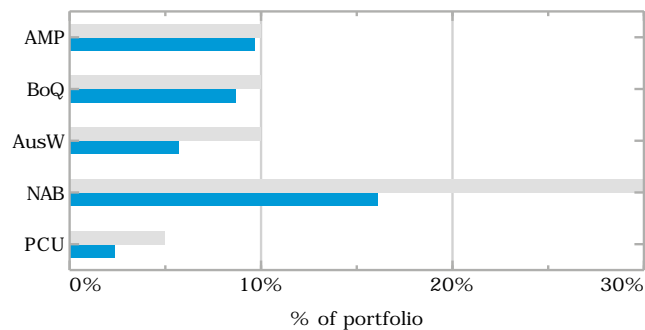
Total Credit Exposure



Portfolio Exposure

Investment Policy Limit

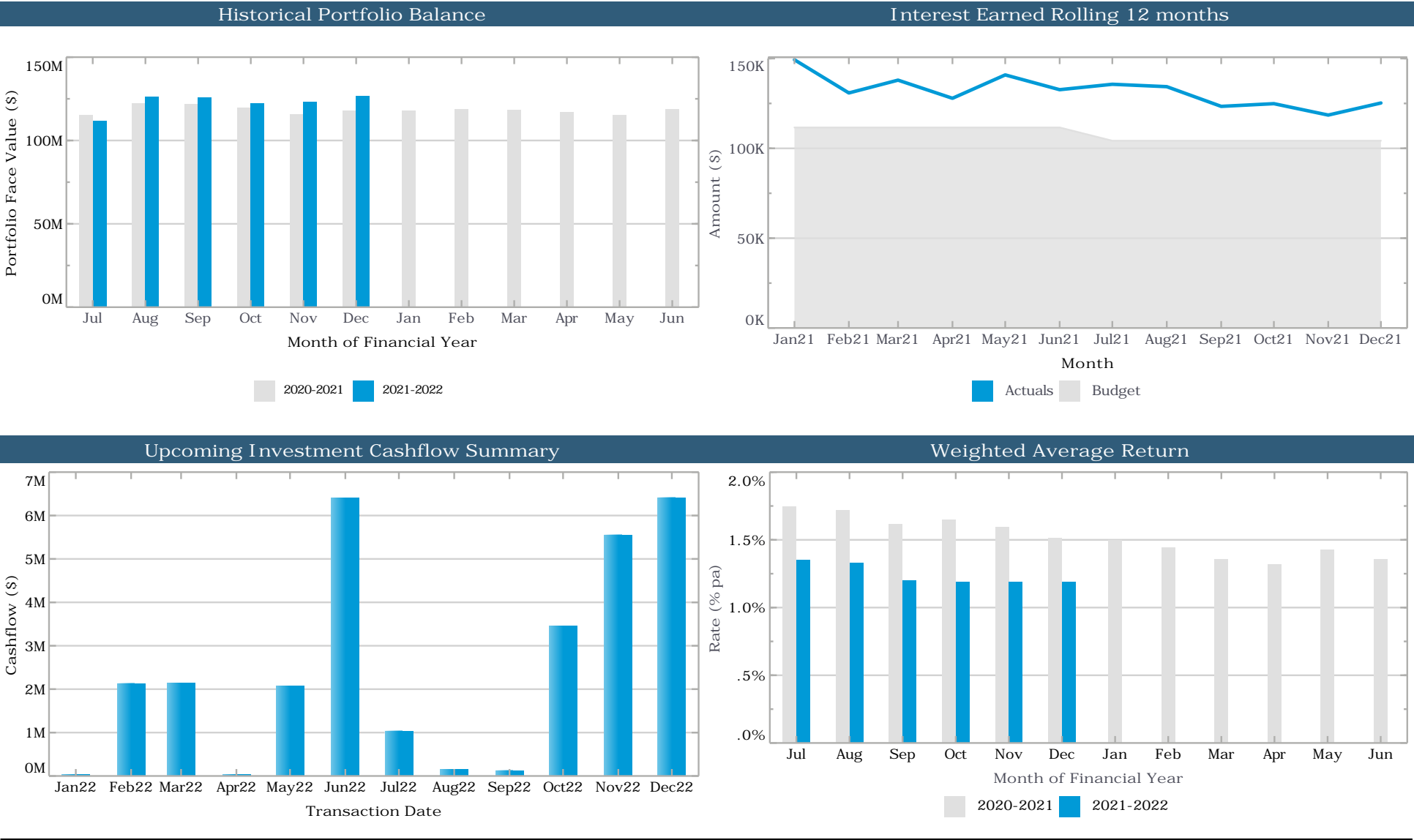
Highest Individual Exposures vs Policy



% of portfolio

Term to Maturities

Maturity Profile	Face Value (\$)		
Between 0 and 1 Year	41,588,198	33%	100%
Between 1 and 2 Years	34,750,000	27%	70%
Between 2 and 5 Years	50,400,000	40%	50%
	126,738,198		



Singleton Council
Investment Holdings Report - December 2021



Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
7,197,577.02	0.4000%	Macquarie Bank	A+	7,197,577.02	540145	Accelerator
6,240,580.50	0.5500%	AMP Bank	BBB	6,240,580.50	540079	31d Notice
40.04	0.2000%	Commonwealth Bank of Australia	AA-	40.04	539173	
13,438,197.56	0.4697%			13,438,197.56		

Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
11-Feb-22	1,000,000.00	1.6500%	ING Bank (Australia)	A	1,000,000.00	11-Feb-20	1,014,646.58	539817	14,646.58	Annually	
28-Feb-22	1,000,000.00	1.8500%	Police Credit Union	NR	1,000,000.00	28-Feb-20	1,015,576.29	539821	15,576.29	Annually	
2-Mar-22	1,000,000.00	1.7000%	Auswide Bank	Baa2	1,000,000.00	2-Mar-20	1,031,205.48	539825	31,205.48	At Maturity	
15-Mar-22	1,000,000.00	1.4000%	ING Bank (Australia)	A	1,000,000.00	10-Mar-20	1,011,391.78	539824	11,391.78	Annually	
31-May-22	2,000,000.00	2.7500%	Judo Bank	BBB-	2,000,000.00	31-May-19	2,032,397.26	539144	32,397.26	Annually	
7-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	7-Jun-17	1,018,715.07	539111	18,715.07	Annually	
8-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	5-Jun-17	1,018,805.48	539110	18,805.48	Annually	
14-Jun-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	11-Jun-21	1,002,515.07	541529	2,515.07	At Maturity	
14-Jun-22	1,000,000.00	2.4000%	Police Credit Union	NR	1,000,000.00	14-Jun-19	1,013,340.80	539150	13,340.80	Annually	
23-Jun-22	1,000,000.00	3.2500%	Rabobank Australia	A+	1,000,000.00	23-Jun-17	1,017,095.89	539112	17,095.89	Annually	
28-Jun-22	1,000,000.00	3.3300%	Rabobank Australia	A+	1,000,000.00	28-Jun-17	1,017,060.55	539113	17,060.55	Annually	
28-Nov-22	1,500,000.00	0.6000%	National Australia Bank	AA-	1,500,000.00	30-Nov-20	1,500,789.04	540621	789.04	Annually	
28-Nov-22	2,000,000.00	0.7000%	Defence Bank	BBB	2,000,000.00	28-Nov-21	2,001,265.75	542153	1,265.75	At Maturity	
30-Nov-22	2,000,000.00	0.7800%	Auswide Bank	Baa2	2,000,000.00	30-Nov-21	2,001,367.67	542134	1,367.67	At Maturity	
7-Dec-22	1,000,000.00	1.1000%	Judo Bank	BBB-	1,000,000.00	7-Dec-21	1,000,753.42	542222	753.42	At Maturity	
21-Dec-22	3,000,000.00	0.7000%	National Australia Bank	AA-	3,000,000.00	23-Dec-21	3,000,517.81	542217	517.81	At Maturity	
29-Dec-22	1,000,000.00	1.1000%	AMP Bank	BBB	1,000,000.00	29-Dec-21	1,000,090.41	542220	90.41	At Maturity	
15-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,004,750.68	541221	4,750.68	Annually	
20-Mar-23	2,000,000.00	0.6000%	AMP Bank	BBB	2,000,000.00	19-Mar-21	2,009,468.49	541211	9,468.49	Annually	

Singleton Council
Investment Holdings Report - December 2021



Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
22-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,004,750.68	541241	4,750.68	Annually	
27-Mar-23	1,000,000.00	1.8100%	Auswide Bank	Baa2	1,000,000.00	27-Mar-20	1,013,823.63	539828	13,823.63	Annually	
13-Jun-23	1,000,000.00	0.6000%	National Australia Bank	AA-	1,000,000.00	11-Jun-21	1,003,353.42	541527	3,353.42	Annually	
11-Aug-23	1,000,000.00	1.9000%	Bank of Queensland	BBB+	1,000,000.00	12-Aug-19	1,007,391.78	539154	7,391.78	Annually	
25-Aug-23	2,000,000.00	0.6500%	National Australia Bank	AA-	2,000,000.00	25-Aug-21	2,004,594.52	541771	4,594.52	Annually	
25-Aug-23	3,000,000.00	0.7500%	AMP Bank	BBB	3,000,000.00	25-Aug-21	3,007,952.05	541772	7,952.05	Annually	
5-Sep-23	2,000,000.00	0.8000%	National Australia Bank	AA-	2,000,000.00	3-Sep-20	2,005,260.27	540390	5,260.27	Annually	
11-Sep-23	1,000,000.00	0.5500%	Bank of Queensland	BBB+	1,000,000.00	6-Sep-21	1,001,763.01	542027	1,763.01	Annually	
20-Sep-23	1,500,000.00	3.4500%	Rabobank Australia	A+	1,500,000.00	21-Sep-18	1,514,461.64	539128	14,461.64	Annually	
10-Jun-24	1,000,000.00	2.5000%	Police Credit Union	NR	1,000,000.00	11-Jun-19	1,014,010.99	539146	14,010.99	Annually	
11-Jun-24	3,000,000.00	2.5200%	Bank of Queensland	BBB+	3,000,000.00	11-Jun-19	3,042,253.15	539147	42,253.15	Annually	
11-Jun-24	2,000,000.00	2.5000%	Bank of Queensland	BBB+	2,000,000.00	11-Jun-19	2,027,945.21	539148	27,945.21	Annually	
11-Jun-24	3,000,000.00	0.6700%	Westpac Group	AA-	3,000,000.00	11-Jun-21	3,001,046.30	541528	1,046.30	Quarterly	
28-Oct-24	1,500,000.00	1.6000%	Judo Bank	BBB-	1,500,000.00	29-Oct-21	1,504,208.22	542047	4,208.22	Annually	
11-Dec-25	1,000,000.00	1.0000%	National Australia Bank	AA-	1,000,000.00	11-Dec-20	1,000,520.55	540691	520.55	Annually	
4-Jun-26	1,000,000.00	1.3000%	National Australia Bank	AA-	1,000,000.00	4-Jun-21	1,007,515.07	541467	7,515.07	Annually	
51,500,000.00		1.4688%			51,500,000.00		51,872,604.01		372,604.01		

Floating Rate Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
28-Jul-22	1,000,000.00	1.1112%	Westpac Group 3moBBSW+ 1.05%	AA-	1,000,000.00	28-Jul-17	1,001,978.85	539097	1,978.85	28-Jan-22	
1,000,000.00		1.1112%			1,000,000.00		1,001,978.85		1,978.85		

Singleton Council
Investment Holdings Report - December 2021



Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
28-Oct-22	1,400,000.00	0.9612%	TMB Snr FRN (Oct22) BBSW+0.90%	BBB	1,400,000.00	28-Oct-19	1,409,522.42	539086	2,396.42	28-Jan-22
28-Oct-22	2,000,000.00	0.9512%	BComm Snr FRN (Oct22) BBSW+0.89%	A-	2,000,000.00	28-Oct-19	2,012,927.84	539096	3,387.84	28-Jan-22
6-Dec-22	1,250,000.00	1.2050%	QBNK Snr FRN (Dec22) BBSW+1.15%	BBB-	1,250,000.00	6-Dec-19	1,251,072.95	539829	1,072.95	7-Mar-22
17-Mar-23	2,500,000.00	1.1204%	AusW Snr FRN (Mar23) BBSW+1.05%	Baa2	2,500,000.00	17-Mar-20	2,501,151.10	539830	1,151.10	17-Mar-22
26-Apr-23	2,500,000.00	0.8419%	CBA Snr FRN (Apr23) BBSW+0.80%	AA-	2,500,000.00	25-Jan-18	2,522,721.09	539095	3,921.09	25-Jan-22
26-Sep-23	3,000,000.00	0.9918%	NAB Snr FRN (Sep23) BBSW+0.93%	AA-	3,000,000.00	26-Sep-18	3,034,264.55	539077	244.55	28-Mar-22
26-Sep-23	3,000,000.00	0.9918%	NAB Snr FRN (Sep23) BBSW+0.93%	AA-	3,010,560.00	9-Nov-18	3,034,264.55	539078	244.55	28-Mar-22
6-Nov-23	750,000.00	0.9450%	AusW Snr FRN (Nov23) BBSW+0.90%	Baa2	750,000.00	6-Nov-20	751,048.56	540529	1,048.56	7-Feb-22
16-Nov-23	2,500,000.00	0.9949%	WBC Snr FRN (Nov23) BBSW+0.95%	AA-	2,500,000.00	16-Nov-18	2,534,159.62	539079	3,134.62	16-Feb-22
6-Dec-23	3,000,000.00	1.0850%	ANZ Snr FRN (Dec23) BBSW+1.03%	AA-	3,000,000.00	6-Dec-18	3,045,284.09	539080	2,318.63	7-Mar-22
11-Jan-24	3,000,000.00	1.1549%	CBA Snr FRN (Jan24) BBSW+1.13%	AA-	3,000,000.00	11-Jan-19	3,057,763.76	539094	7,783.76	11-Jan-22
19-Jun-24	1,300,000.00	0.9850%	NAB Snr FRN (Jun24) BBSW+0.92%	AA-	1,300,000.00	19-Jun-19	1,317,567.99	539084	420.99	21-Mar-22
18-Jul-24	3,000,000.00	1.0641%	BoQ Snr FRN (Jul24) BBSW+1.03%	BBB+	3,023,760.00	27-Sep-19	3,045,739.52	539087	6,559.52	18-Jan-22
30-Jul-24	1,250,000.00	0.8502%	SUN Snr FRN (Jul24) BBSW+0.78%	A+	1,250,000.00	30-Jul-19	1,261,738.45	539090	1,863.45	31-Jan-22
7-Aug-24	2,000,000.00	0.8450%	MAC Snr FRN (Aug24) BBSW+0.80%	A+	2,000,000.00	7-Aug-19	2,018,905.85	539089	2,500.27	7-Feb-22
29-Aug-24	1,500,000.00	0.8150%	ANZ Snr FRN (Aug24) BBSW+0.77%	AA-	1,500,000.00	29-Aug-19	1,516,853.08	539088	1,105.27	28-Feb-22
24-Oct-24	750,000.00	1.1620%	GSB Snr FRN (Oct24) BBSW+1.12%	BBB	750,000.00	24-Oct-19	763,271.12	539085	1,623.62	24-Jan-22
22-Nov-24	1,000,000.00	0.6472%	MYS Snr FRN (Nov24) BBSW+0.60%	Baa2	1,000,000.00	16-Nov-21	1,000,689.26	542090	709.26	22-Feb-22
16-Jun-25	3,000,000.00	0.7150%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00	7-Jun-21	3,000,940.27	541505	940.27	16-Mar-22
9-Dec-25	750,000.00	0.5407%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	748,357.50	28-Apr-21	745,632.97	541285	255.54	9-Mar-22
9-Dec-25	1,000,000.00	0.5407%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	998,480.00	28-Apr-21	994,177.29	541286	340.72	9-Mar-22
24-Feb-26	500,000.00	0.4950%	SUN Snr FRN (Feb26) BBSW+0.45%	A+	500,000.00	24-Feb-21	496,582.67	540950	257.67	24-Feb-22
4-Mar-26	2,500,000.00	0.6850%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB	2,500,000.00	4-Mar-21	2,485,919.86	540982	1,219.86	4-Mar-22
24-Aug-26	1,600,000.00	0.4550%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	18-Aug-21	1,586,101.92	541750	757.92	24-Feb-22
15-Sep-26	1,500,000.00	0.5421%	SUN Snr FRN (Sep26) BBSW+0.48%	A+	1,500,000.00	9-Sep-21	1,484,553.73	541879	378.73	15-Mar-22

Singleton Council
Investment Holdings Report - December 2021



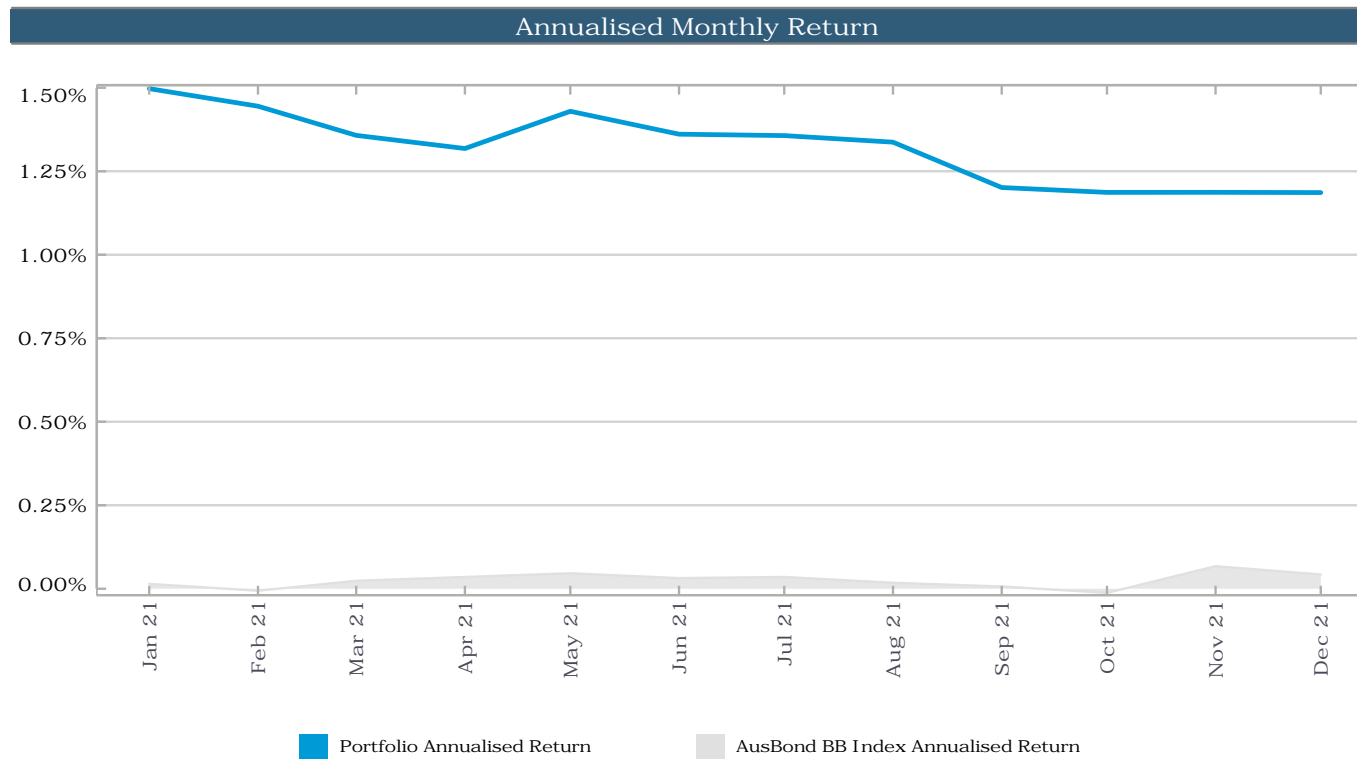
Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
27-Oct-26	1,000,000.00	0.8413%	BoQ Snr FRN (Oct26) BBSW+ 0.80%	BBB+	1,000,000.00	21-Oct-21	1,001,511.25	542004	1,521.25	27-Jan-22
23-Dec-26	1,000,000.00	0.4721%	CBA Green Snr FRN (Dec26) BBSW+ 0.41%	AA-	1,000,000.00	21-Sep-21	988,926.40	541918	116.40	23-Mar-22
	48,550,000.00	0.8939%			48,581,157.50		48,863,292.16		47,274.81	

Fixed Rate Bonds

Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
15-Dec-23	1,000,000.00	1.0000%	NT T-Corp Bond (Dec23) 1.00%	Aa3	1,000,000.00	1-Sep-20	1,000,465.75	540221	465.75	1.0000%	
15-Dec-24	1,000,000.00	1.1000%	NT T-Corp Bond (Dec24) 1.10%	Aa3	1,000,000.00	1-Sep-20	1,000,512.33	540222	512.33	1.1000%	
15-Dec-24	1,000,000.00	0.9000%	NT T-Corp Bond (Dec24) 0.90%	Aa3	1,000,000.00	16-Oct-20	1,000,419.18	540455	419.18	0.9000%	
15-Dec-24	250,000.00	0.7000%	NT T-Corp Bond (Dec24) 0.70%	Aa3	250,000.00	23-Nov-20	250,081.51	540634	81.51	0.7000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,000,558.90	540223	558.90	1.2000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	10-Sep-20	1,000,558.90	540224	558.90	1.2000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,010,958.90	541004	10,958.90	1.0000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	5,325,654.89	541284	57,404.89	1.3050%	
	12,250,000.00	1.9449%			12,777,000.00		12,589,210.37		70,960.37	1.1510%	

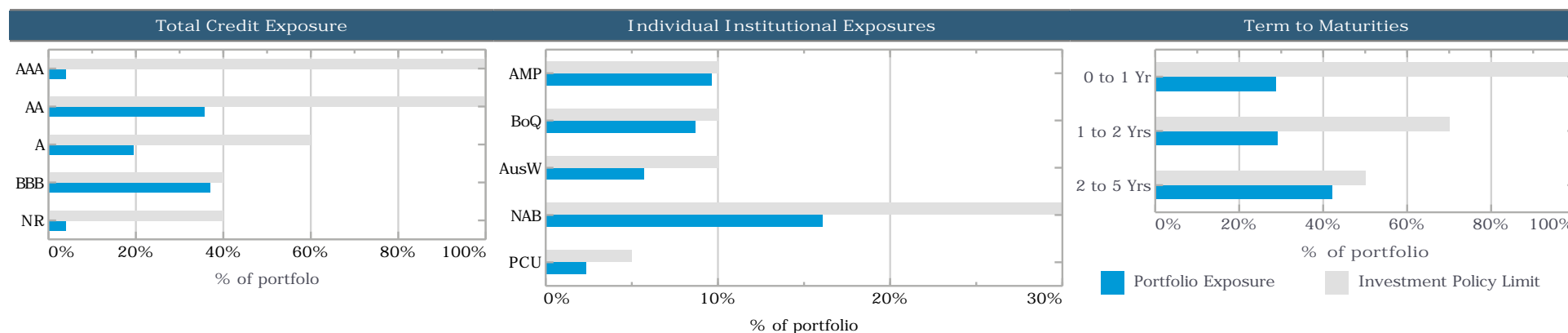
Singleton Council
Investment Performance Report - December 2021



Historical Performance Summary

	Portfolio	AusBond BB Index	Outperformance
Dec 2021	1.19%	0.04%	1.15%
Last 3 Months	1.19%	0.03%	1.16%
Last 6 Months	1.24%	0.03%	1.21%
Financial Year to Date	1.24%	0.03%	1.21%
Last 12 months	1.32%	0.03%	1.29%

Singleton Council
Investment Policy Compliance Report - December 2021



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4%
AA	45,150,040	36%
A	24,697,577	19%
BBB	46,890,581	37%
NR	5,000,000	4%
	126,738,198	

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
AMP Bank (BBB)	10%	10%	a
Bank of Queensland (BBB+)	9%	10%	a
Auswide Bank (Baa2)	6%	10%	a
National Australia Bank (AA-)	16%	30%	a
Police CU (NR)	2%	5%	a
Macquarie Bank (A+)	9%	20%	a
Judo Bank (BBB-)	4%	10%	a
WAW CU (NR)	2%	5%	a
MyState Bank (Baa2)	3%	10%	a
Rabobank Australia (A+)	4%	20%	a
Newcastle Permanent Building Society (BBB)	2%	10%	a
NT T-Corp (Aa3)	6%	30%	a
Commonwealth Bank of Australia (AA-)	5%	30%	a

	Face Value (\$)	Policy Max	
Between 0 and 1 Year	41,588,198	33%	100% a
Between 1 and 2 Years	34,750,000	27%	70% a
Between 2 and 5 Years	50,400,000	40%	50% a
	126,738,198		

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	13,438,198	11%
02. Between 30 Days and 60 Days	2,000,000	2%
03. Between 60 Days and 90 Days	2,000,000	2%
04. Between 90 Days and 180 Days	8,000,000	6%
05. Between 180 Days and 365 Days	16,150,000	13%
06. Between 365 Days and 2 Years	34,750,000	27%
07. Between 2 Years and 5 Years	50,400,000	40%
	126,738,198	

6. Investment Report - January 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 January 2022.

FOR COUNCIL'S INFORMATION**Report**

Council's investment portfolio yielded 1.20% pa for the month of January versus the bank bill index benchmark return of 0.06% pa. For the past 12 months, the investment portfolio returned 1.30% pa, exceeding the bank bill index benchmark's 0.03% pa by 1.27% pa.

Council's total portfolio of investments was \$122 million with an additional \$3.4 million held in Council's operational account as at 31 January 2022.

During January, Council took advantage of the new FRN issues that came to the market with an investment of \$1.80 million in a Suncorp 5 year FRN issue paying 3mo BBSW +0.78% pa, \$1 million in a Westpac 5 year FRN paying 3mo BBSW +0.70% pa and \$2 million in a CBA 5 year FRN issue also paying 3mo BBS +0.70% pa. Council also took the opportunity to free up liquidity and lock in a capital gain of over \$30 thousand with the sale of a \$3 million NAB FRN in its portfolio.

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 January 2022.

Certification by the Responsible Accounting Officer:

In accordance with clause 212(1)(b) of the *Local Government (General) Regulation*, 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 [!\[\]\(830769b31eeeaca920791081939ff8ba_img.jpg\)](#) January 2022 Investment Report



Investment Summary Report
January 2022

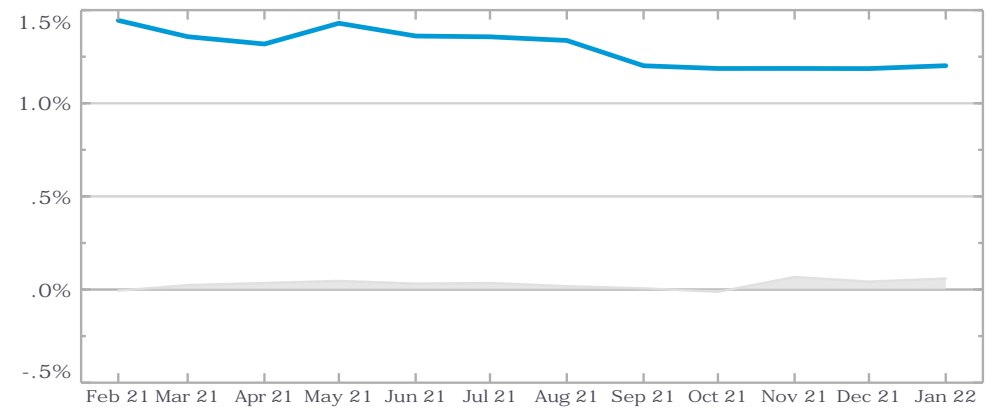
Singleton Council
Executive Summary - January 2022



Investment Holdings

By Product	Face Value (\$)	Current Value (\$)
Bonds	12,250,000.00	12,457,300.00
Cash	6,942,434.59	6,942,434.59
Floating Rate Note	50,350,000.00	50,560,591.09
Floating Rate Term Deposits	1,000,000.00	1,000,000.00
Term Deposit	51,500,000.00	51,500,000.00
	122,042,434.59	122,460,325.68

Investment Performance

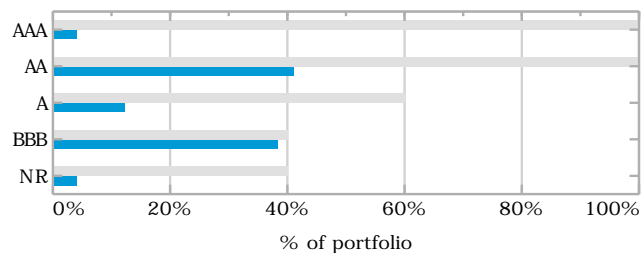


Portfolio Annualised Return

AusBond BB Index Annualised Return

Investment Policy Compliance

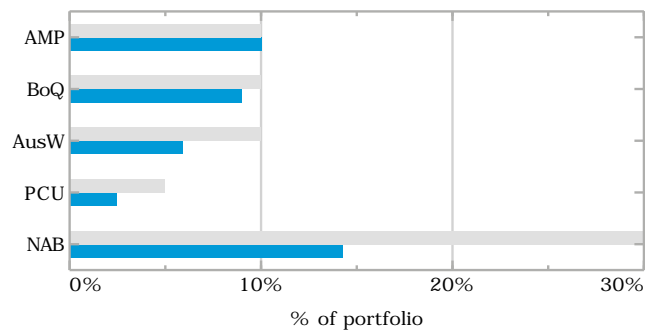
Total Credit Exposure



Portfolio Exposure

Investment Policy Limit

Highest Individual Exposures vs Policy



% of portfolio

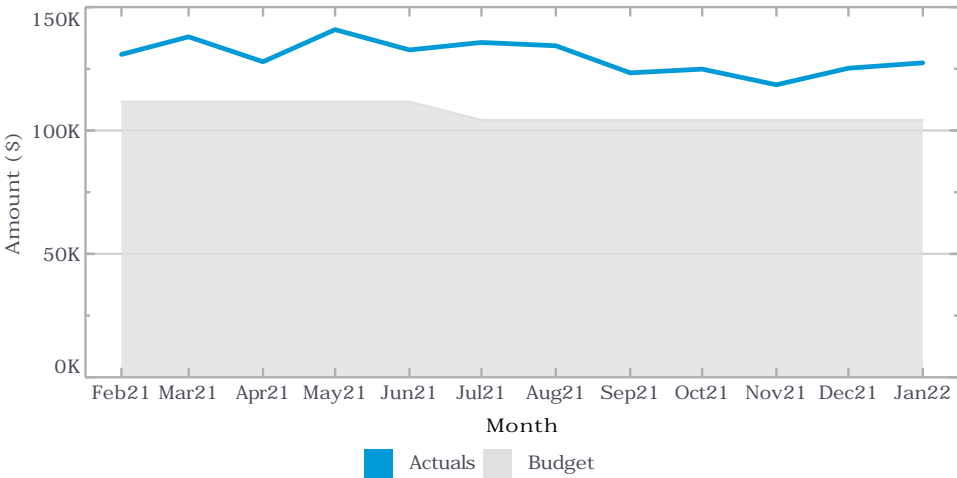
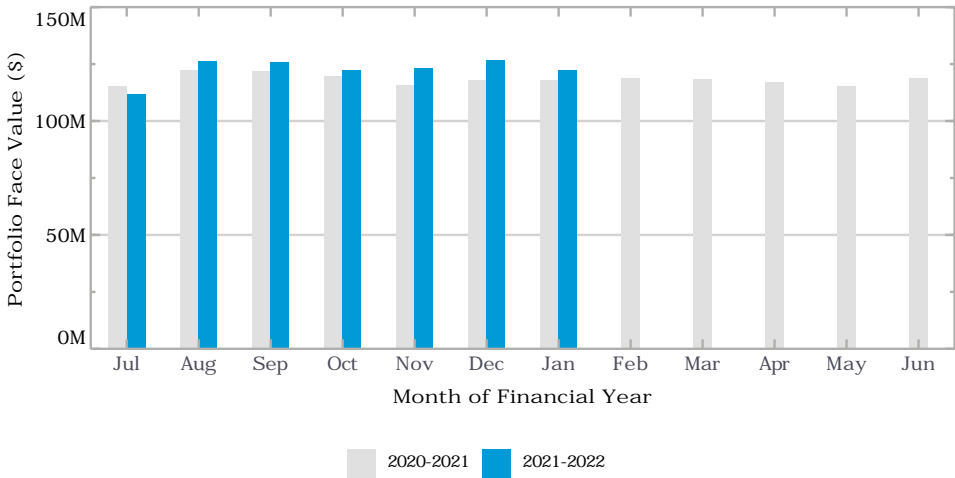
Term to Maturities

Maturity Profile	Face Value (\$)		
Between 0 and 1 Year	35,092,435	29%	100%
Between 1 and 2 Years	34,750,000	28%	70%
Between 2 and 5 Years	52,200,000	43%	50%
	122,042,435		



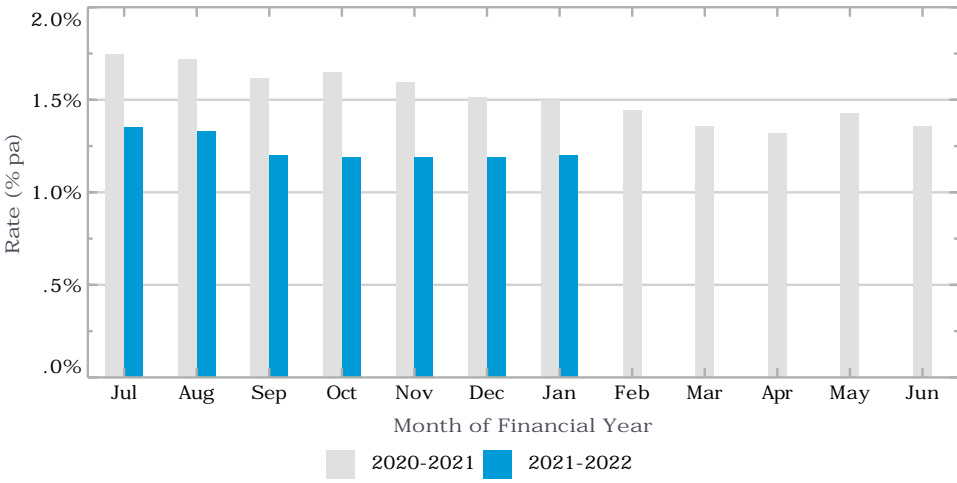
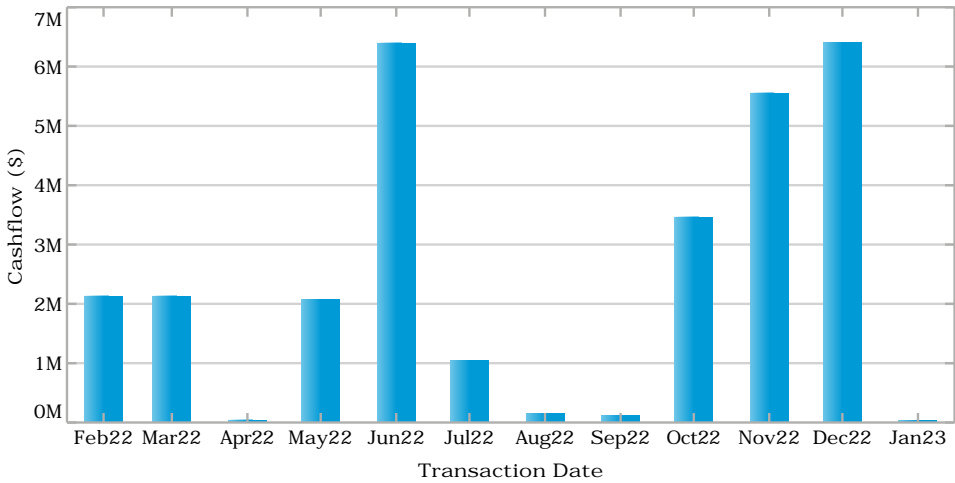
Historical Portfolio Balance

Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary

Weighted Average Return



Singleton Council
Investment Holdings Report - January 2022



Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
40.04	0.2000%	Commonwealth Bank of Australia	AA-	40.04	539173	
698,898.93	0.4000%	Macquarie Bank	A+	698,898.93	540145	Accelerator
6,243,495.62	0.5500%	AMP Bank	BBB	6,243,495.62	540079	31d Notice
6,942,434.59	0.5349%			6,942,434.59		

Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
11-Feb-22	1,000,000.00	1.6500%	ING Bank (Australia)	A	1,000,000.00	11-Feb-20	1,016,047.95	539817	16,047.95	Annually	
28-Feb-22	1,000,000.00	1.8500%	Police Credit Union	NR	1,000,000.00	28-Feb-20	1,017,138.96	539821	17,138.96	Annually	
2-Mar-22	1,000,000.00	1.7000%	Auswide Bank	Baa2	1,000,000.00	2-Mar-20	1,032,649.32	539825	32,649.32	At Maturity	
15-Mar-22	1,000,000.00	1.4000%	ING Bank (Australia)	A	1,000,000.00	10-Mar-20	1,012,580.82	539824	12,580.82	Annually	
31-May-22	2,000,000.00	2.7500%	Judo Bank	BBB-	2,000,000.00	31-May-19	2,037,068.49	539144	37,068.49	Annually	
7-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	7-Jun-17	1,021,517.81	539111	21,517.81	Annually	
8-Jun-22	1,000,000.00	3.3000%	Rabobank Australia	A+	1,000,000.00	5-Jun-17	1,021,608.22	539110	21,608.22	Annually	
14-Jun-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	11-Jun-21	1,002,897.26	541529	2,897.26	At Maturity	
14-Jun-22	1,000,000.00	2.4000%	Police Credit Union	NR	1,000,000.00	14-Jun-19	1,015,368.07	539150	15,368.07	Annually	
23-Jun-22	1,000,000.00	3.2500%	Rabobank Australia	A+	1,000,000.00	23-Jun-17	1,019,856.16	539112	19,856.16	Annually	
28-Jun-22	1,000,000.00	3.3300%	Rabobank Australia	A+	1,000,000.00	28-Jun-17	1,019,888.77	539113	19,888.77	Annually	
28-Nov-22	1,500,000.00	0.6000%	National Australia Bank	AA-	1,500,000.00	30-Nov-20	1,501,553.42	540621	1,553.42	Annually	
28-Nov-22	2,000,000.00	0.7000%	Defence Bank	BBB	2,000,000.00	28-Nov-21	2,002,454.79	542153	2,454.79	At Maturity	
30-Nov-22	2,000,000.00	0.7800%	Auswide Bank	Baa2	2,000,000.00	30-Nov-21	2,002,692.60	542134	2,692.60	At Maturity	
7-Dec-22	1,000,000.00	1.1000%	Judo Bank	BBB-	1,000,000.00	7-Dec-21	1,001,687.67	542222	1,687.67	At Maturity	
21-Dec-22	3,000,000.00	0.7000%	National Australia Bank	AA-	3,000,000.00	23-Dec-21	3,002,301.37	542217	2,301.37	At Maturity	
29-Dec-22	1,000,000.00	1.1000%	AMP Bank	BBB	1,000,000.00	29-Dec-21	1,001,024.66	542220	1,024.66	At Maturity	
15-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,005,260.27	541221	5,260.27	Annually	
20-Mar-23	2,000,000.00	0.6000%	AMP Bank	BBB	2,000,000.00	19-Mar-21	2,010,487.67	541211	10,487.67	Annually	

Singleton Council
Investment Holdings Report - January 2022



Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
22-Mar-23	1,000,000.00	0.6000%	WAW CU	NR	1,000,000.00	18-Mar-21	1,005,260.27	541241	5,260.27	Annually	
27-Mar-23	1,000,000.00	1.8100%	Auswide Bank	Baa2	1,000,000.00	27-Mar-20	1,015,365.11	539828	15,365.11	Annually	
13-Jun-23	1,000,000.00	0.6000%	National Australia Bank	AA-	1,000,000.00	11-Jun-21	1,003,863.01	541527	3,863.01	Annually	
11-Aug-23	1,000,000.00	1.9000%	Bank of Queensland	BBB+	1,000,000.00	12-Aug-19	1,009,005.48	539154	9,005.48	Annually	
25-Aug-23	2,000,000.00	0.6500%	National Australia Bank	AA-	2,000,000.00	25-Aug-21	2,005,698.63	541771	5,698.63	Annually	
25-Aug-23	3,000,000.00	0.7500%	AMP Bank	BBB	3,000,000.00	25-Aug-21	3,009,863.01	541772	9,863.01	Annually	
5-Sep-23	2,000,000.00	0.8000%	National Australia Bank	AA-	2,000,000.00	3-Sep-20	2,006,619.18	540390	6,619.18	Annually	
11-Sep-23	1,000,000.00	0.5500%	Bank of Queensland	BBB+	1,000,000.00	6-Sep-21	1,002,230.14	542027	2,230.14	Annually	
20-Sep-23	1,500,000.00	3.4500%	Rabobank Australia	A+	1,500,000.00	21-Sep-18	1,518,856.85	539128	18,856.85	Annually	
10-Jun-24	1,000,000.00	2.5000%	Police Credit Union	NR	1,000,000.00	11-Jun-19	1,016,140.11	539146	16,140.11	Annually	
11-Jun-24	3,000,000.00	2.5200%	Bank of Queensland	BBB+	3,000,000.00	11-Jun-19	3,048,673.97	539147	48,673.97	Annually	
11-Jun-24	2,000,000.00	2.5000%	Bank of Queensland	BBB+	2,000,000.00	11-Jun-19	2,032,191.78	539148	32,191.78	Annually	
11-Jun-24	3,000,000.00	0.6700%	Westpac Group	AA-	3,000,000.00	11-Jun-21	3,002,753.42	541528	2,753.42	Quarterly	
28-Oct-24	1,500,000.00	1.6000%	Judo Bank	BBB-	1,500,000.00	29-Oct-21	1,506,246.58	542047	6,246.58	Annually	
11-Dec-25	1,000,000.00	1.0000%	National Australia Bank	AA-	1,000,000.00	11-Dec-20	1,001,369.86	540691	1,369.86	Annually	
4-Jun-26	1,000,000.00	1.3000%	National Australia Bank	AA-	1,000,000.00	4-Jun-21	1,008,619.18	541467	8,619.18	Annually	
51,500,000.00		1.4688%			51,500,000.00		51,936,840.86		436,840.86		

Floating Rate Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
28-Jul-22	1,000,000.00	1.1250%	Westpac Group 3mo	BBB+	1,000,000.00	28-Jul-17	1,000,123.29	539097	123.29	28-Apr-22	
1,000,000.00		1.1250%			1,000,000.00		1,000,123.29		123.29		

Singleton Council
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Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
28-Oct-22	1,400,000.00	0.9750%	TMB Snr FRN (Oct22) BBSW+0.90%	BBB	1,400,000.00	28-Oct-19	1,406,309.59	539086	149.59	28-Apr-22
28-Oct-22	2,000,000.00	0.9650%	BComm Snr FRN (Oct22) BBSW+0.89%	A-	2,000,000.00	28-Oct-19	2,008,871.51	539096	211.51	28-Apr-22
6-Dec-22	1,250,000.00	1.2050%	QBNK Snr FRN (Dec22) BBSW+1.15%	BBB-	1,250,000.00	6-Dec-19	1,252,352.23	539829	2,352.23	7-Mar-22
17-Mar-23	2,500,000.00	1.1204%	AusW Snr FRN (Mar23) BBSW+1.05%	Baa2	2,500,000.00	17-Mar-20	2,503,530.03	539830	3,530.03	17-Mar-22
26-Apr-23	2,500,000.00	0.8652%	CBA Snr FRN (Apr23) BBSW+0.80%	AA-	2,500,000.00	25-Jan-18	2,518,114.81	539095	414.81	26-Apr-22
26-Sep-23	3,000,000.00	0.9918%	NAB Snr FRN (Sep23) BBSW+0.93%	AA-	3,010,560.00	9-Nov-18	3,035,261.61	539078	2,771.61	28-Mar-22
6-Nov-23	750,000.00	0.9450%	AusW Snr FRN (Nov23) BBSW+0.90%	Baa2	750,000.00	6-Nov-20	751,650.51	540529	1,650.51	7-Feb-22
16-Nov-23	2,500,000.00	0.9949%	WBC Snr FRN (Nov23) BBSW+0.95%	AA-	2,500,000.00	16-Nov-18	2,534,547.08	539079	5,247.08	16-Feb-22
6-Dec-23	3,000,000.00	1.0850%	ANZ Snr FRN (Dec23) BBSW+1.03%	AA-	3,000,000.00	6-Dec-18	3,045,795.01	539080	5,083.15	7-Mar-22
11-Jan-24	3,000,000.00	1.1963%	CBA Snr FRN (Jan24) BBSW+1.13%	AA-	3,000,000.00	11-Jan-19	3,049,584.85	539094	2,064.85	11-Apr-22
19-Jun-24	1,300,000.00	0.9850%	NAB Snr FRN (Jun24) BBSW+0.92%	AA-	1,300,000.00	19-Jun-19	1,317,498.53	539084	1,508.53	21-Mar-22
18-Jul-24	3,000,000.00	1.0963%	BoQ Snr FRN (Jul24) BBSW+1.03%	BBB+	3,023,760.00	27-Sep-19	3,037,021.50	539087	1,261.50	19-Apr-22
30-Jul-24	1,250,000.00	0.8550%	SUN Snr FRN (Jul24) BBSW+0.78%	AA-	1,250,000.00	30-Jul-19	1,259,304.28	539090	29.28	29-Apr-22
7-Aug-24	2,000,000.00	0.8450%	MAC Snr FRN (Aug24) BBSW+0.80%	A+	2,000,000.00	7-Aug-19	2,019,391.66	539089	3,935.62	7-Feb-22
29-Aug-24	1,500,000.00	0.8150%	ANZ Snr FRN (Aug24) BBSW+0.77%	AA-	1,500,000.00	29-Aug-19	1,516,690.64	539088	2,143.56	28-Feb-22
24-Oct-24	750,000.00	1.1850%	GSB Snr FRN (Oct24) BBSW+1.12%	BBB	750,000.00	24-Oct-19	760,912.29	539085	194.79	26-Apr-22
22-Nov-24	1,000,000.00	0.6472%	MYS Snr FRN (Nov24) BBSW+0.60%	Baa2	1,000,000.00	16-Nov-21	1,001,248.94	542090	1,258.94	22-Feb-22
16-Jun-25	3,000,000.00	0.7150%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00	7-Jun-21	3,002,762.05	541505	2,762.05	16-Mar-22
9-Dec-25	750,000.00	0.5407%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	748,357.50	28-Apr-21	746,070.21	541285	599.95	9-Mar-22
9-Dec-25	1,000,000.00	0.5407%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	998,480.00	28-Apr-21	994,760.29	541286	799.94	9-Mar-22
24-Feb-26	500,000.00	0.4950%	SUN Snr FRN (Feb26) BBSW+0.45%	AA-	500,000.00	24-Feb-21	496,267.88	540950	467.88	24-Feb-22
4-Mar-26	2,500,000.00	0.6850%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB	2,500,000.00	4-Mar-21	2,484,649.32	540982	2,674.32	4-Mar-22
24-Aug-26	1,600,000.00	0.4550%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	18-Aug-21	1,584,128.22	541750	1,376.22	24-Feb-22
15-Sep-26	1,500,000.00	0.5421%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	9-Sep-21	1,483,459.35	541879	1,069.35	15-Mar-22
27-Oct-26	1,000,000.00	0.8750%	BoQ Snr FRN (Oct26) BBSW+0.80%	BBB+	1,000,000.00	21-Oct-21	1,002,009.86	542004	119.86	27-Apr-22

Singleton Council
Investment Holdings Report - January 2022



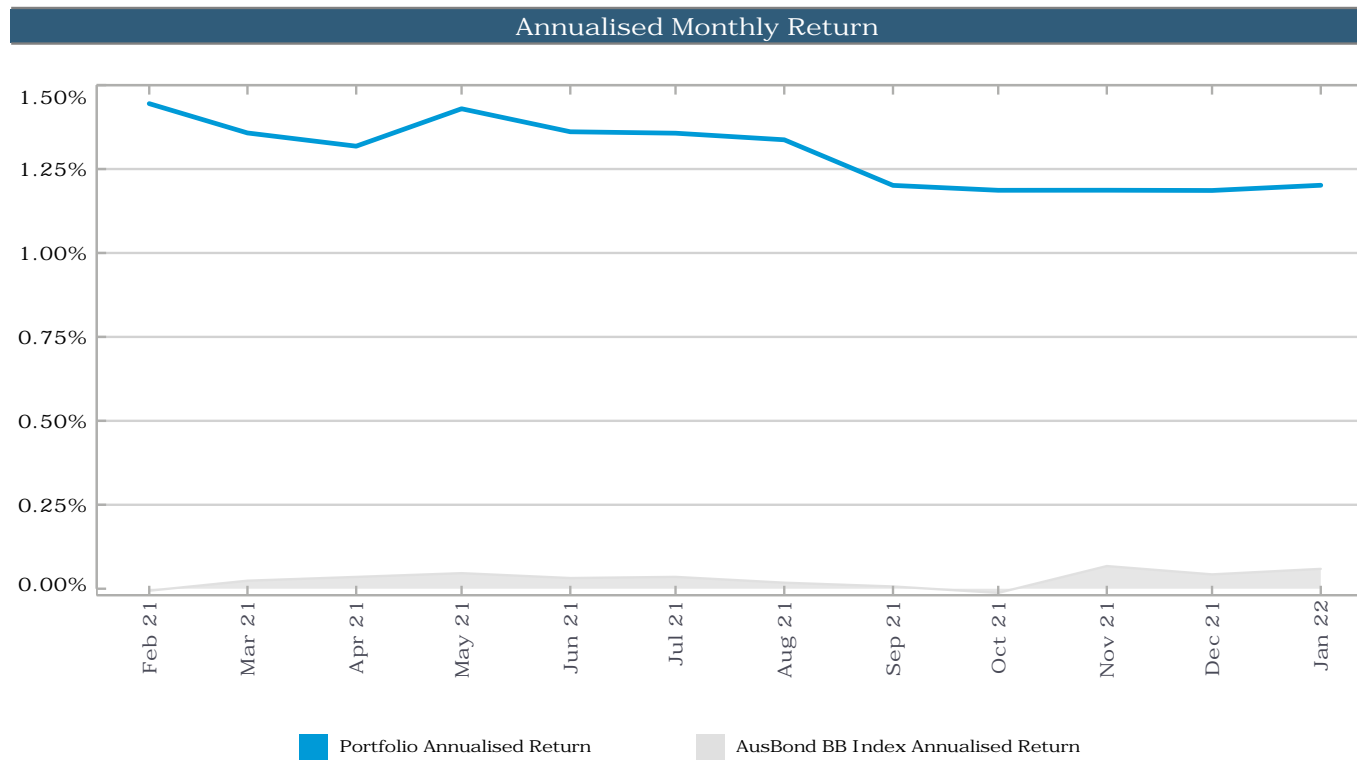
Floating Rate Notes

Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date
23-Dec-26	1,000,000.00	0.4721%	CBA Green Snr FRN (Dec26) BBSW+ 0.41%	AA-	1,000,000.00	21-Sep-21	988,067.33	541918	517.33	23-Mar-22
14-Jan-27	2,000,000.00	0.7728%	CBA Snr FRN (Jan27) BBSW+ 0.70% LT	AA-	2,000,000.00	11-Jan-22	2,004,742.21	542237	762.21	14-Apr-22
25-Jan-27	1,000,000.00	0.7650%	WBC Snr FRN (Jan27) BBSW+ 0.70%	AA-	1,000,000.00	19-Jan-22	1,000,656.71	542257	146.71	26-Apr-22
25-Jan-27	1,800,000.00	0.8450%	SUN Snr FRN (Jan27) BBSW+ 0.78%	AA-	1,800,000.00	18-Jan-22	1,800,327.70	542262	291.70	26-Apr-22
					50,381,157.50		50,605,986.20		45,395.11	

Fixed Rate Bonds

Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
15-Dec-23	1,000,000.00	1.0000%	NT T-Corp Bond (Dec23) 1.00%	Aa3	1,000,000.00	1-Sep-20	1,001,315.07	540221	1,315.07	1.0000%	
15-Dec-24	1,000,000.00	1.1000%	NT T-Corp Bond (Dec24) 1.10%	Aa3	1,000,000.00	1-Sep-20	1,001,446.58	540222	1,446.58	1.1000%	
15-Dec-24	1,000,000.00	0.9000%	NT T-Corp Bond (Dec24) 0.90%	Aa3	1,000,000.00	16-Oct-20	1,001,183.56	540455	1,183.56	0.9000%	
15-Dec-24	250,000.00	0.7000%	NT T-Corp Bond (Dec24) 0.70%	Aa3	250,000.00	23-Nov-20	250,230.14	540634	230.14	0.7000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,001,578.08	540223	1,578.08	1.2000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	10-Sep-20	1,001,578.08	540224	1,578.08	1.2000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,012,657.53	541004	12,657.53	1.0000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	5,278,393.75	541284	71,093.75	1.3050%	
					12,777,000.00		12,548,382.79		91,082.79	1.1510%	

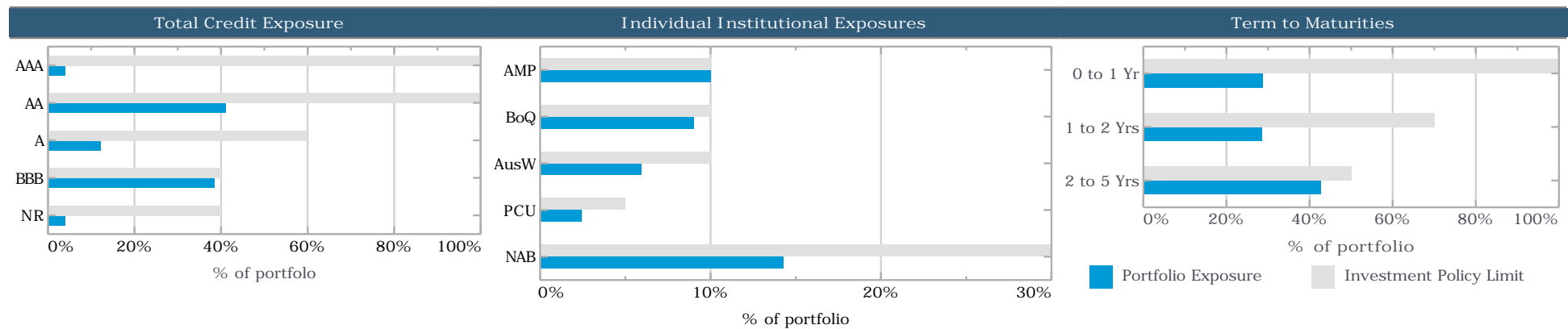
Singleton Council
Investment Performance Report - January 2022



Historical Performance Summary

	Portfolio	AusBond BB Index	Outperformance
Jan 2022	1.20%	0.06%	1.14%
Last 3 Months	1.19%	0.06%	1.13%
Last 6 Months	1.22%	0.03%	1.19%
Financial Year to Date	1.24%	0.03%	1.21%
Last 12 months	1.30%	0.03%	1.27%

Singleton Council
Investment Policy Compliance Report - January 2022



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4%
AA	50,200,040	41%
A	14,948,899	12%
BBB	46,893,496	38%
NR	5,000,000	4%
	122,042,435	

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
AMP Bank (BBB)	10%	10%	r
Bank of Queensland (BBB+)	9%	10%	a
Auswide Bank (Baa2)	6%	10%	a
Police CU (NR)	2%	5%	a
National Australia Bank (AA-)	14%	30%	a
Judo Bank (BBB-)	4%	10%	a
MyState Bank (Baa2)	3%	10%	a
WAW CU (NR)	2%	5%	a
Commonwealth Bank of Australia (AA-)	7%	30%	a
Rabobank Australia (A+)	5%	20%	a
Macquarie Bank (A+)	4%	20%	a
Newcastle Permanent Building Society (BBB)	2%	10%	a
Westpac Group (AA-)	6%	30%	a

	Face Value (\$)	Policy Max	
Between 0 and 1 Year	35,092,435	29%	100% a
Between 1 and 2 Years	34,750,000	28%	70% a
Between 2 and 5 Years	52,200,000	43%	50% a
	122,042,435		

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	6,942,435	6%
01. Less Than 30 Days	2,000,000	2%
02. Between 30 Days and 60 Days	2,000,000	2%
04. Between 90 Days and 180 Days	9,000,000	7%
05. Between 180 Days and 365 Days	15,150,000	12%
06. Between 365 Days and 2 Years	34,750,000	28%
07. Between 2 Years and 5 Years	52,200,000	43%
	122,042,435	

DOCC3/22. Disclosures by New Councillors or Designated Persons - November 2021**FILE: 21/00608**

Executive Summary

In accordance with the requirements of the Code of Conduct, all new designated staff members of Council must complete and lodge a Disclosure of Interests form within three months of commencement.

One return was received from the following newly appointed designated staff member for the month of November 2021:

- Acting Director Business & Corporate Services

This Return is 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.

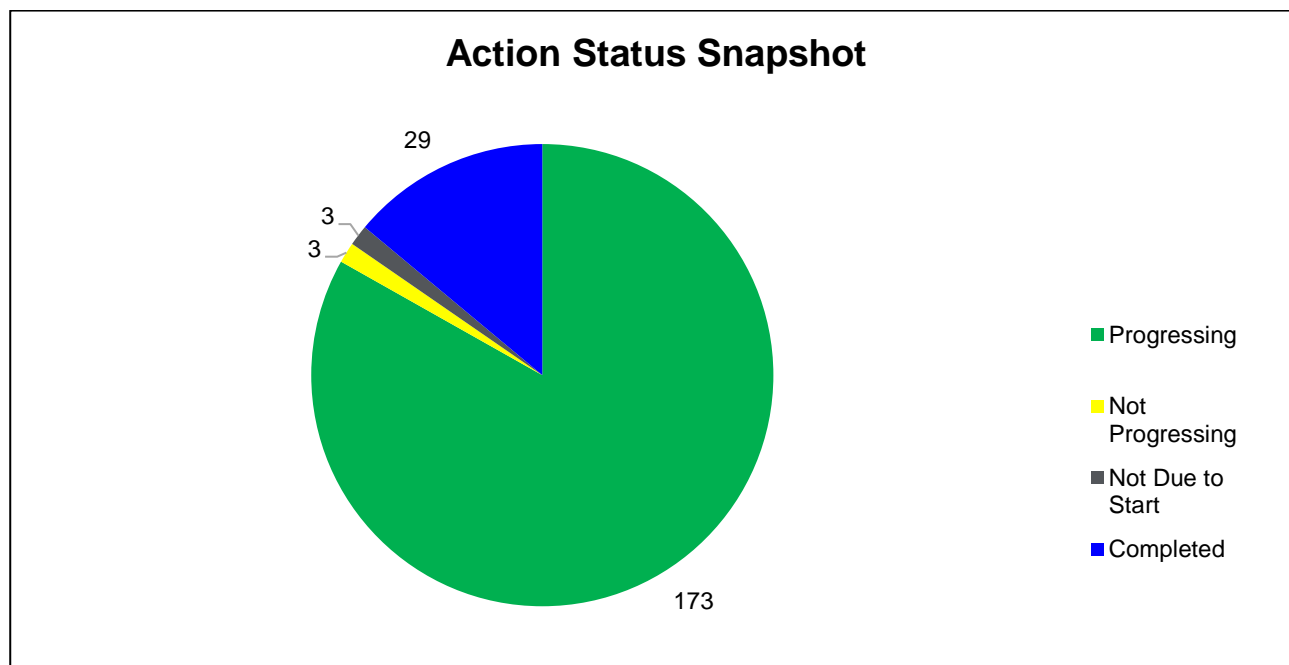
DOCC4/22. 2021/2022 Operational Plan - Six Month Status Report **FILE: 22/00116****Executive Summary**

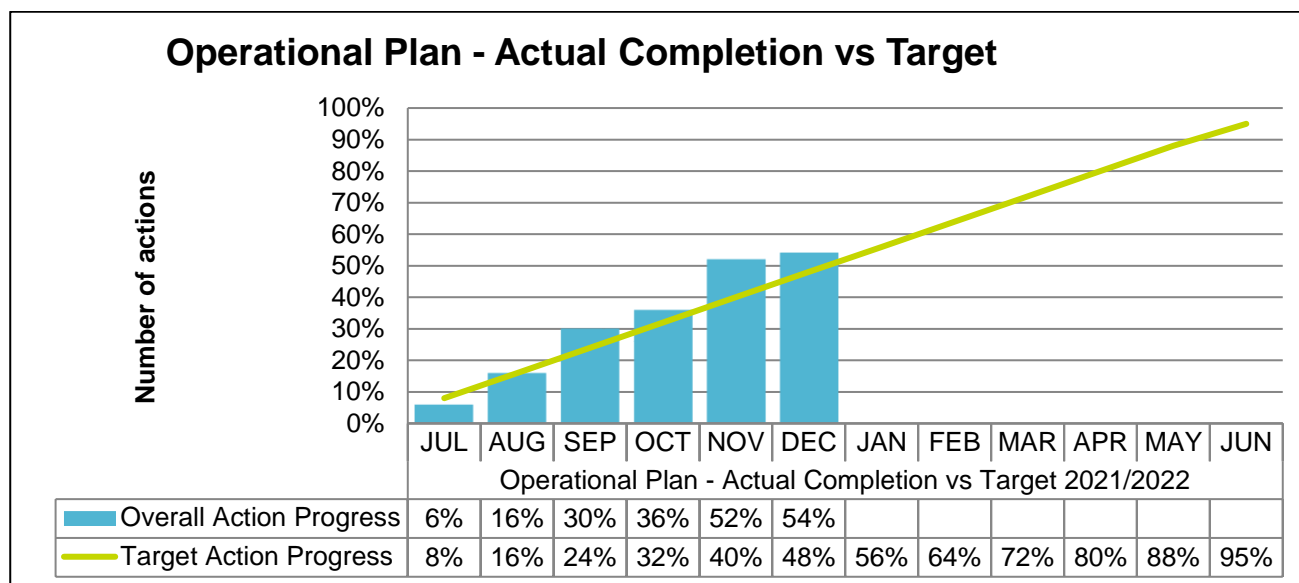
The purpose of this report is to provide Council and the community with a six-monthly status report on the 2021/2022 Operational Plan for the period 1 July 2021 to 31 December 2021.

FOR INFORMATION

It is a requirement of the *Local Government Act, 1993* and the Integrated Planning and Reporting Framework that Council report progress made against actions in the *Operational Plan 2021/2022* and the associated *Delivery Program 2017-2021*. Both documents support strategies included in the *Singleton Community Strategic Plan 2017-2027* under the pillars of Our People, Our Places, Our Environment, Our Economy and Our Leadership.

The graphs below provide a snapshot of the progress of the 2021/2022 Operational Plan for the period 1 July 2021 to 31 December 2021. The full status report is shown as **Attachment 1**.

2021/2022 Operational Plan Status

2021/2022 Operation Plan Action Progress against 95% completion target

The above graph demonstrates that Council is on track to meet the 95% Operational Plan action completion, sitting at 54% progress against a target of 48%. We are continuing to see significant improvements in the tracking and progress reporting of actions primarily due to the use of Council's PULSE software.

Attachments

AT-1 [↓](#) Six Month Report - Operational Plan 2021/2022 - December 2021



Six Month - Operational Plan status report

Our People

Singleton is a creative, vibrant, inclusive, safe and healthy community. Singleton community is resilient, informed, connected and engaged

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

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

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.1.1	Review and improve the Community Development Management Plan through engagement with community groups and the Singleton Interagency to meet the needs of the Singleton LGA.	Strategy & Engagement	Progressing	55%	Consultation to begin in late January. Current research and data has been collated into a draft document.
1.1.1.2	Review Singleton LGA social data and produce a report to inform community strategic planning activities.	Strategy & Engagement	Progressing	50%	Social profile data developed for review and to be included in the Community Development Strategy
1.1.1.3	Review current services offered to the Aged to ensure adequate provision of services	Strategy & Engagement	Progressing	50%	This action will form part of the Community Development Strategy.

Deliver or facilitate the delivery of all priority actions from Council's Community Development Strategies including actions relating to youth, ageing, disability and inclusion, cultural, social, recreational and leisure aspects and aboriginal engagement

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.2.1	Deliver actions from the Department Community Justice Community Strengthening Stream	Community Services	Progressing	50%	Program planning for 2022 underway and Interagency Action Plan approved by management for endorsement by Committee in February. Program Logics updated in accordance with DCJ feedback.

Deliver quality cost effective management of the Singleton Visitor Information and Enterprise Centre to maintain accreditation

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.4.1	Singleton Visitor Information and Enterprise Centre operates maintaining Destination NSW Accreditation within budget.	Community Services	Progressing	50%	Visitor Information Centre reopened 6th December with full operation by 3rd January fulfilling accreditation requirements.

Deliver quality cost effective Long Day Care to meet the National Quality Framework

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.5.1	Long Day Care, Mobile Preschool and OOSH operate at or near capacity and with minimised debtors meeting National Quality Framework requirements within budget.	Community Services	Progressing	50%	Long Day Care assessment and ratings "meets" standards. Service occupancy is 88.52%, active debtors \$3,077. Mobile Preschool occupancy 46.1% capped at 15 with 2 year old's, no active debtors. OOSH assessment and ratings "meets standards", occupancy is Before School Care 42.16%, After School Care 62.17%, Vacation Care 37.28%, active debtors are \$815.

Deliver quality cost effective management of Library Services to meet Living Learning Libraries NSW Standards

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.8.1	Library services continue to meet the needs of the community through visitation, loans and online	Community Services	Progressing	50%	Of 17 applicable standards, 11 are being met or exceeded and 6 working towards. The library has had 14,745 visitors, 44,953 loans, 8,331 digital loans, 11,687 social media engagement.

Number	Action	Responsible Business Unit	Status	Progress	Comments
	interactions and meeting Living Learning Libraries NSW				

Deliver quality cost effective management of Youth Services

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.9.1	Youth Centre services continue to meet the needs of the community within budget through visitation, online interactions and beneficial relationships with external support agencies	Community Services	Progressing	50%	Engaged with 901 visitors, service provided within budget, holiday program being delivered.

Provide social, recreational and cultural services which educate, inspire and entertain

Integrate Council's Cultural, Social and Recreational Development Strategies

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.1.1	Implementation of the Council adopted Arts and Culture Strategy	Strategy & Engagement	Progressing	60%	Arts and Culture Strategy commenced implementation with Living Laneways Program, there will be substantial increased programming and execution of the Strategy on opening of the Singleton Arts and Cultural Centre and roll out of the Resources for Regions Projects.
1.2.1.2	In conjunction with local sporting community, implement Sports Council Action Plan.	Infrastructure Services	Progressing	75%	The draft Singleton Community Infrastructure Strategy was on public exhibition until 17th December 2020. Submissions will be reviewed and the document updated in accordance with community feedback prior to being reported back to Council for adoption.

Deliver or facilitate the delivery of all priority actions from Council's Cultural Development Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.2.1	Deliver priority cultural development actions that align with the Singleton Arts & Culture Strategy.	Strategy & Engagement	Progressing	20%	Initial discussions have commenced to include cultural aspects to opening of the new Arts and Cultural Centre and include in forward program

Deliver library & learning programs for all ages

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.3.1	Provide quality library services around literacy, recreational and social programs that meet the needs of the community.	Community Services	Progressing	50%	Delivered literacy, recreational and educational based programs, facilitated social based programs, 1,300 participants over 106 sessions.

Deliver library resources & history services for all ages

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.4.1	Library resources and history services are provided for all ages including community input into book and resource selections.	Community Services	Progressing	50%	88.1% of stock suggestions satisfied. 10.09% of selections made by the community.

Deliver youth programs providing support, social and wellbeing initiatives for young people

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.5.1	Develop and deliver programs focusing on youth recreation or skill development opportunities engaging community participation.	Community Services	Progressing	50%	Delivered recreational/social skills based programs, engaging 1,377 participants over 182 sessions, 6,969 social media reach.
1.2.5.2	Develop and establish formalised Youth Council	Strategy & Engagement	Progressing	35%	Formation of a local Youth Council is included in the development of the Singleton Community Development Strategy.

Promote, facilitate and provide services for public health, healthy living and lifestyles***Provide regulatory and education services to facilitate good public health standards in local food premises***

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.3.1.1	Promote "star on door premises" program to facilitate good public health standards in local food premises.	Development & Environmental Services	Completed	100%	Council will not be issuing Scores on Doors certificates to food businesses this year due to COVID-19 causing the inspection program to be delivered through a combination of both physical and virtual inspections. Businesses are only eligible for Scores on Doors after an adhoc physical inspection and due to all businesses not receiving this, it would be unfair to run the program. Council will continue to monitor all food businesses for food safety requirements and educate businesses on the Scores and Doors program to recommence the following financial year.
1.3.1.2	Increase community awareness of "star on door premises" program.	Development & Environmental Services	Completed	100%	Council will not be issuing Scores on Doors certificates to food businesses this year due to COVID-19 causing the inspection program to be delivered through a combination of both physical and virtual inspections. Businesses are only eligible for Scores on Doors after an adhoc physical inspection and due to all businesses not receiving this, it would be unfair to run the program. Council will continue to monitor all food businesses for food safety requirements and educate businesses on the Scores and Doors program to recommence the following financial year.

Provide education and regulation to facilitate compliance with swimming pool standards

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.3.2.1	Council develops and implements a formal swimming pool compliance education program.	Development & Environmental Services	Completed	100%	This program is currently ongoing and is proceeding satisfactorily. Council has engaged the services of a registered E1 Swimming Pool contractor to undertake this program and provide information back to the property owner in regards to inspection results. The inspection results are provided in the format of a written report and photographs as a

Number	Action	Responsible Business Unit	Status	Progress	Comments
					means of both compliance and education. The swimming pool contractor reports to the Coordinator Regulatory Services. Council has split the program into three parts. Part 1 is related to inspection of swimming pools for conveyancing purposes, Part 2 is an audit program on all swimming pools in the LGA and Part 3 relates to complaints from customers regarding unsafe pools. Part 1 and Part 3 continues at this stage subject to COVID safe practices. Part 2 is currently suspended until December 1, 2021 due to COVID safety. All parts of the pool safety and education program will be running again from December 1 this year.

Address healthy living and lifestyles as part of Council's Community Development Strategies

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.3.3.1	Develop and deliver initiatives for healthy living and lifestyles including the Navigating Mental Health Project and Men's Health Week.	Strategy & Engagement	Progressing	50%	avigating Mental Health Project progressing well with initiatives being undertaken including Mental Health month, workshops and letter of support for the Mens Table.
1.3.3.2	Deliver Mental Health Navigation Program	Strategy & Engagement	Progressing	60%	The Mental Health Navigation Program is progressing including completion of draft network map

Collaborate with Government and other agencies to improve services relating to but not limited to health, education, integration, connectivity, security and wellbeing

Collaborate with Service Providers, other Councils and Government Agencies for the provision of quality services for the Singleton Community

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.4.1.1	In collaboration with the Interagency Forum work towards improved health and wellbeing outcomes for Singleton.	Strategy & Engagement	Progressing	45%	Interagency continues to meet and deliver community outcomes. Council is also chairing the Upper Hunter Mental Health Interagency via the Navigating Mental Health Program Officer.

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.4.1.2	Ensure the Interagency meetings are focused on current issues, integrated across all Council's future planning activities and attended by the right stakeholders including FACS, NCOSS and other peak bodies	Strategy & Engagement	Progressing	50%	Interagency has been represented by the Community Development Officer and consultation has commenced as part of the development of the Singleton Community Development Strategy
1.4.1.3	Review and update advocacy agenda in line with Councils priorities.	Strategy & Engagement	Progressing	70%	An interim updated Advocacy Agenda was completed in late 2021 to target leadership changes in the NSW Government. A further update will be developed following the election of the new Council and impending Federal election.

Facilitate and support programs and activities which promote inclusion and celebrate diversity

In partnership with the Community strengthen local arts and culture

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.5.1.1	Complete construction and commence operation of new Arts & Culture Centre	Strategy & Engagement	Progressing	95%	<p>Practical completion status, January works to be completed for project close out include -</p> <p>January works are as follows.</p> <ul style="list-style-type: none"> • Tactiles and stair nosing - 12/1/22 to 14/1/22 • Landscaping, irrigation reinstatement works - 12/1/22 to 26/1/22 • Loading dock installation - 26/1/22 to 28/1/22 • Complete painting in store and down pipes. 10/1/22 - 15/1/22 • Internal and external Final clean 17/1/22 to 21/1/22 • Remove site fencing 13/1/22 • Complete any defect rectification works 10/1/22 to 31/1/22
1.5.1.2	Develop an operating model for the Townhead Park Arts & Cultural Centre that considers the community needs and the costs of delivery.	Strategy & Engagement	Progressing	80%	Arts and Cultural Centre Operating Framework version 1 has been completed with further review and update to be undertaken in line with 5 March opening.

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.5.1.3	Develop and deliver participatory arts and cultural program for the exhibition of local content	Strategy & Engagement	Progressing	55%	We Are Singleton Portrait Project has commenced and scheduled program developed to incorporate opening of the Arts and Cultural Centre and exhibitions.
1.5.1.4	Actively seek funding for future Arts & Culture Programs	Strategy & Engagement	Progressing	55%	Current grant funded programs running - - Resources for Regions Round 7 (Regional NSW) - Arts Activation Program - Streets as Shared Spaces Application submitted - - Resources for Regions Round 8 (Regional NSW) - Public Art Installations (successful) and Creative Industry Program (successful) - Creative Capital application (Create NSW) - \$448,600
1.5.1.5	Deliver creative participatory activities and events as part of the living laneways program	Strategy & Engagement	Progressing	60%	Living Laneways Program - Acoustic Alley "sounds of Singleton" has been rolled out in December in Tre Bella Laneway. - Oribotics workshop has been re-scheduled for March 2022 due to impacts of COVID. - Soap Suds Lane mural has commenced and due for completion 22 January - Bike hoop installation currently in planning phase

In partnership with the Community facilitate events that celebrate and enhance Singleton's liveability, wellbeing and prosperity

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.5.2.1	Deliver four free community events that promote inclusion, community participation, wellbeing and happiness.	Strategy & Engagement	Progressing	50%	Christmas on John Street was a huge success for the community. Working towards Australia Day civic event. Twilight and the mayoral function has been cancelled due to Covid implications.
1.5.2.2	Provide assistance to community groups and organisations when establishing new events or enhancing existing events	Strategy & Engagement	Progressing	50%	Working with the community groups to assist whenever requested. Reached out and working with a new member of Singleton RSL to ensure 2022 Anzac event meets mine, the event organiser and the community expectations.

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Assisting The Mail run event with logistic equipment and ensuring all paperwork has been completed. Working towards the Emergency Services EXPO

Our Places

Singleton is a well-planned, sustainable, accessible and safe community with vibrant spaces and places

Provide safe and well-maintained facilities and infrastructure

Prepare and implement "works as executed" process for all projects listed in the Capital Works Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.1.1	Develop a Quality Management System that meets industry best practice	Planning & Infrastructure	Progressing	30%	Forms part of the Project Management Improvement Plan

Complete updated condition and risk assessments on critical assets as identified in Asset Management Plans

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.2.1	Conduct condition assessments on all critical road, drainage, building, open space and transportation assets.	Infrastructure Services	Completed	100%	20/21 condition assessment program completed.

Improve the visual aesthetics of the main thoroughfare of Singleton

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.4.1	Implement maintenance activities on New England Highway to improve visual aesthetics.	Infrastructure Services	Completed	100%	Council staff have commenced maintenance activities on the NEH

Maintain Singleton's open spaces in line with the Service Level Agreements

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.6.1	Develop and implement levels of service for open spaces and reserves	Infrastructure Services	Progressing	75%	Council officers have reviewed the current levels of service and developed draft levels of service for open space and reserves.
2.1.6.2	Maintain open spaces and reserves to agreed levels of service.	Infrastructure Services	Progressing	55%	The parks team cleaned up after two floods in two weeks across Cook park fields. Working short staffed the team has been trying to keep up with the mowing schedule. City parks and some ovals were

Number	Action	Responsible Business Unit	Status	Progress	Comments
					sprayed with Primo to help slow up the growth of the grass over the Xmas period.

Improve the usability and services provided by Council's business assets

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.7.1	Investigate options for improved viability of Civic Centre, Visitor Information Centre, Lake St. Clair and newly constructed Arts & Culture Centre	Strategy & Engagement	Progressing	55%	Viability for: - Civic Centre - marketing plan under development including additional funding models - Visitor Information Centre - refurbishment works have been completed in line with Arts and Cultural Centre construction, improved viability and income streams included in Tourism Improvement Project. - Lake St. Clair - Business Plan with under pinning Service Agreement in finalisation - Arts & Culture Centre - Operating Framework and Revenue Strategy drafted, Coordinator Arts and Culture appointed. Substantial grant submissions have been submitted for fit out of the facility.
2.1.7.2	Develop and implement a 5 year business and operating plan for Lake St Clair	Strategy & Engagement	Progressing	70%	Business plan being finalised, key staff from Belgravia and Council are attending operational meeting with operator and future capital works have been scheduled.

The Civic precinct is well maintained and accessible

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.8.1	Maintain civic precinct to a safe, presentable and functional condition.	Infrastructure Services	Progressing	50%	Regular maintenance is being undertaken in accordance with current levels of service
2.1.8.2	Promote the services, capacity and availability of the Civic Centre.	Strategy & Engagement	Progressing	20%	Stage floor has been repainted with special stage paint to prevent slips and better suited for stage lighting.
2.1.8.3	Pursue grant funding for the beautification of the Civic Centre and	Strategy & Engagement	Progressing	20%	Received a Guide dog and accessibility reports for the Civic Centre. reviewing grants available and will

Number	Action	Responsible Business Unit	Status	Progress	Comments
	surrounds to improve aesthetics and functionality				pursue shuffle ready projects for ongoing grant funding.

Deliver Local & Regional Road Maintenance Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.9.1	Maintain local and regional roads to trafficable safe condition in accordance with the Asset Management Framework.	Infrastructure Services	Progressing	35%	Road maintenance activities completed for the period in accordance with intervention standards as established within the maintenance management system (Reflect).

Deliver CBD Maintenance Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.10.1	Maintain CBD precinct to a safe, presentable and functional condition.	Infrastructure Services	Progressing	50%	Maintained as per service level agreements.

Deliver Building Maintenance Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.11.1	Maintain Council facilities to a safe, presentable and functional condition.	Infrastructure Services	Progressing	50%	Regular maintenance is being undertaken in accordance with current levels of service

Perform regular infrastructure inspections for safety and maintenance

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.12.1	Conduct routine inspection on Council facilities for identification of maintenance needs.	Infrastructure Services	Progressing	0%	Conduct routine inspection on Council facilities for identification of maintenance needs.
2.1.12.2	Conduct routine inspection on Council infrastructure for identification of maintenance needs.	Infrastructure Services	Progressing	35%	Conduct routine inspection on Council infrastructure for identification of maintenance needs.

Plan, program and deliver Capital Works Program for each of the asset classes

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.14.1	Deliver Roads, Drainage and Transportation Capital Works Program	Infrastructure Services	Progressing	50%	The Roads, Drainage and Transportation Capital Works Program has been planned and programmed with all capital works delivery currently on track for 2021/2021
2.1.14.2	Deliver Recreation and Facilities Capital Works Program	Infrastructure Services	Progressing	35%	The Recreation and Facilities Capital Works Program has been planned and programmed with all capital works delivery currently on track for 2021/2021
2.1.14.3	Design three year Capital Works Program for Roads, Drainage and Transport	Infrastructure Services	Progressing	50%	The design for Roads, Drainage and Transport Capital Works Program has been planned and programmed with all capital works delivery currently on track for 2021/2021

Deliver drainage and broader public domain maintenance

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.15.1	Implement a drainage and public domain program to maintain infrastructure in safe, presentable and functional condition	Infrastructure Services	Progressing	35%	Drainage structure maintenance completed in line with level of service - remedial corrections to reported issues as well as proactive cleaning of major drainage structures bi annually, or after a significant storm event.

Improve transport connectivity and support sustainable alternatives***Implement "Human Settlement (Transport)" theme actions in the Singleton Community Environmental Strategy Action Plan***

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.2.1.1	Following review of the Hunter Expressway Strategy and final Bypass route determination, complete a report formally reviewing land use zoning around existing and proposed transport and infrastructure corridors, which gives consideration to land use compatibility, minimisation of land use	Planning & Infrastructure	Progressing	10%	Council officers discussed strategy with consultant. Progression of the strategy is expected to progress once the Department of Planning, Industry and Environment releases its Guide For Preparing An Employment Strategy.

Number	Action	Responsible Business Unit	Status	Progress	Comments
	conflict and protection of visual amenity				
2.2.1.2	Facilitate the establishment of electric car charging facilities in Singleton LGA	Development & Environmental Services	Completed	100%	MoU received from Ausgrid regarding installation of EV charging facilities.
2.2.1.3	Implement weed management actions as agreed with Weed Management Committee	Development & Environmental Services	Not Progressing	0%	This action has been deferred until 2020/2023
2.2.1.4	Establish long term land use management targets for balancing competing land uses	Development & Environmental Services	Progressing	20%	Development of land use targets is underway. Identification of land uses across the LGA has been undertaken. Post mining land uses have been identified from existing reporting undertaken by mining companies.

Implement prioritised actions as identified in Council's Bike Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.2.2.1	Construct 350m of footpath to cycleway on Blaxland Avenue	Infrastructure Services	Progressing	50%	Works have been awarded to Bulga Civil. Works starting shortly.

Seek funding to provide transport infrastructure assets that improve connectivity and support sustainable alternatives

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.2.3.1	Submit funding applications to the State and/or Federal Government for Road Safety and Active Transport projects based on crash history and as listed in Council's Cycleway Plan.	Infrastructure Services	Completed	100%	2 x Safer Roads applications have been submitted. 4 x Active Transport applications have been submitted.

Provide safe and reliable water and sewer services***Plan and deliver the Potable Water Supply Schemes for Bulga and Camberwell Villages***

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.1.1	Seek funding for the construction of the Bulga Milbrodale Water Supply scheme.	Water & Sewer	Progressing	0%	Council is seeking funding opportunities for the Bulga Water Supply Scheme

Maintain and expand, in line with new water supply schemes, the Singleton Drinking Water Quality Management System in compliance with NSW Health requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.3.1	Maintain high quality water supply to Singleton through annual review of Singleton's Drinking Water Management System.	Water & Sewer	Progressing	95%	DWMS review and update completed and currently being adopted by Council.

Implement improvements to the Sewerage Treatment Plan in line with regulatory requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.4.1	Complete and submit Singleton Sewage Treatment Plant Pollution Reduction Options Assessment to the EPA for review	Water & Sewer	Completed	100%	Council submitted the required documents to the EPA on 15 December 2021 in advance of the deadline. These documents included the Sludge Management Options Study, Chemical Dosing Concept Design and the Environmental Protection Program for Doughboy Hollow. Following feedback from the EPA, Council will proceed to Stage 2 of the Pollution Reduction Program.

Maintain compliance with NSW Best Practice Framework for water and sewer

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.5.1	Collate and complete Department of Planning, Industry and Environment Annual Reporting to determine	Water & Sewer	Progressing	60%	2020/21 data collected and submitted to DPIE in September 2021 for LWU Performance Monitoring. Ongoing monthly review of 2021/22 data that

Number	Action	Responsible Business Unit	Status	Progress	Comments
	Council's performance against other Local Water Utilities.				includes Water and Sewer flow totals, field sampling and laboratory results, and CRM's.
2.3.5.2	Maintain high quality water and sewer services by implementing Best Practice Management Plans and Strategies.	Water & Sewer	Progressing	30%	Drought and Emergency Response Management Plan due for completion May2022. Draft IWCM currently on public exhibition.

Implement asset renewal and replacement program for water and sewer treatment, including pump stations and reservoirs

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.6.1	Conduct the 2021/2022 Capital Works Program for Water and Sewer.	Water & Sewer	Progressing	40%	Minimbah Reservoir Upgrade Tender Awarded. Construction to begin in January Watermain Renewal awarded, Construction to begin in January. Standpipe Upgrade construction complete. Implementing new billing system to do. Inlet Works 100% design review complete, Construction to begin in January. Permanganate System upgrade awarded and under construction with manufacturer. SCADA upgrade in progress. Effluent Improvement Program studies complete. Awaiting approval from EPA and DPI before calling for tender. IDEA Cleaning EOI complete.

Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community

Review the Singleton Local Environmental Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.1.1	Undertake a review of the Singleton Local Environmental Plan against findings of Housing Strategy	Planning & Infrastructure	Not Progressing	0%	A final adopted local housing strategy is expected in mid 2022. The outcomes of the final local housing strategy will inform the review of the Singleton Local Environmental Plan 2013.

Review the Singleton Development Control Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.2.1	Undertake review of the Development Control Plan against the findings of the Housing Strategy	Planning & Infrastructure	Not Progressing	0%	A final adopted local housing strategy is expected in mid 2022. The outcomes of the final local housing strategy will inform the review of the Singleton Development Control Plan.

Develop a Heritage Conservation Management Plan for the Singleton LGA

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.4.1	Where grant funding provides, complete exhibition and finalisation of new Heritage Conservation Management Plan (Map), including review of the Singleton Heritage Management Plan	Planning & Infrastructure	Progressing	50%	The project will continue in 2021-22 in line with the adopted Operational Plan 2021-22 and funding.

Promote, support and increase awareness for positive heritage outcomes

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.8.1	Implement the Mount Thorley Warkworth Heritage Grants Program	Planning & Infrastructure	Progressing	50%	Heritage Grant program implemented through Heritage Advisory Committee. Invoices have been received and paid for heritage works from the Mount Thorley Warkworth Heritage Grants Program.

Include projects listed in section 94 Development Contributions Plan in Capital Works Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.9.1	Complete review and implement new section 7.11 and section 7.12 Development Contributions Plans	Planning & Infrastructure	Progressing	10%	Fee quote for the work has been sourced. Council has reached out to a Hunter Council to ascertain whether a secondment opportunity would suit the progression of this work. Progression dependent on funding approval.

Promote and facilitate sustainable village living***Enhance the visual and public amenity of villages through the implementation of the Village Master Plans***

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.5.1.1	Implement the Singleton Village Master Plans as funding becomes available.	Infrastructure Services	Progressing	10%	The Mount Thorley Warkworth Voluntary Planning Agreement (VPA) Community committee is funding projects from the village master plan for Bulga. The United Wambo Voluntary Planning Agreement (VPA) Community committee is funding projects from the village master plan for Jerrys Plains.

Our Environment

We value, protect and enhance a sustainable environment

Collaborate to enhance, protect and improve our environment

Deliver the Community Education for Sustainability Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.1.1	Develop and implement a Sustainability Education Program that includes community participation in energy efficiency training and programs	Development & Environmental Services	Progressing	60%	Meeting scheduled with Sustainability Advantage (Jonathan Wood) and consultant Sonja Duncan (using the remaining SA membership consult hours for 2021) for 18/1/2022 regarding E&E education program for implementation. Following which, scope to be included in E&E Delivery Plan and provided for review.

Increase community participation in environmental events and workshops

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.2.1	Develop and regularly update the Singleton Sustainability Hub	Development & Environmental Services	Progressing	40%	Regular updates are made to the Singleton Sustainability Hub.

Support community organisations to obtain funding for environmental projects

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.3.1	Inform community organisations of potential funding opportunities for environmental projects.	Planning & Infrastructure	Progressing	40%	We continue to share available funding opportunities with community for environmental projects.

Advocate in stakeholder forums for improvements to our environment

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.4.1	Represent Council at Scheduled Upper Hunter Mining Dialogue and Working Group meetings, Joint Organisation of Councils meetings	Development & Environmental Services	Progressing	50%	Council staff attend regular Upper Hunter Mining Dialogue and Working Group meetings, Joint Organisation of Councils meetings and meetings on the development of regional strategy with the NSW DPIE and other agencies.

Number	Action	Responsible Business Unit	Status	Progress	Comments
	and other relevant stakeholder forums.				
3.1.4.2	Investigate benefits of membership to the Global Covenant of Mayors and the Climate Council Cities Power Partnership	Development & Environmental Services	Completed	100%	Council is a member of the Cities Power Partnership and has completed an initial annual report. Reporting against pledges will occur through the annual State of the Environment Report.

Deliver "Human Settlement (Population and Settlement, and Community Land)" theme actions in the Singleton Community Environmental Strategy Action Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.5.2	Carry out liveability assessments of urban areas (LSPS action 1.1.1)	Development & Environmental Services	Progressing	25%	Application form has been submitted for Liveability Assessments to be funded under the Community Economic Development Fund. Currently awaiting approval.
3.1.5.3	Develop sustainable design guidelines that include energy efficiency measures for council building and facilities and life cycle of building materials	Development & Environmental Services	Progressing	35%	Continuing to review draft guidelines and framework to be utilised for external use as part of an educational resource.
3.1.5.4	Actively pursue investment projects for green energy	Development & Environmental Services	Progressing	50%	Council has implemented the installation of solar power on large sites. Further investigations are underway.
3.1.5.5	Finalise Character Statement for John Street Stage 3	Development & Environmental Services	Progressing	15%	Outlining process for community consultation in regards to key precincts and recently exhibited Local Housing Strategy.
3.1.5.6	Encourage greater participation in the Community Garden	Development & Environmental Services	Progressing	40%	A program of work and funding has been developed and sought to assist in the development of the Community Garden.

Implement "Biodiversity" theme actions in the Singleton Community Environmental Strategy Action Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.6.1	Commence preparation of guidelines for the reinstatement, protection and enhancement of biodiversity corridors	Planning & Infrastructure	Progressing	50%	Biodiversity Policy developed and adopted by council, waiting for funds to complete High Biodiversity Values Mapping for LGA as well as Urban Biodiversity Management Plan for council owned urban community land.
3.1.6.2	Implement actions developed under the Weeds Management Strategy, including actions that educate staff and the community on problem weeds	Development & Environmental Services	Progressing	45%	Actions as agreed with the Weed Committee have been progressed.
3.1.6.3	Promote/participate in urban and village greening initiatives to restore trees and vegetation in the urban landscape	Development & Environmental Services	Progressing	10%	Urban greening program is subject to grant funding.
3.1.6.4	In consultation with the Upper Hunter Weeds Authority, prepare and deliver an annual priority weed inspection and management program for council owned/ managed land	Development & Environmental Services	Progressing	50%	Priority weed planning is in progress in consultation with the UHWA and LLS. Weed identification guide and tools are in development for council staff.
3.1.6.5	Develop a reporting framework for land clearing within the LGA that occurs as a result of local development and report on biodiversity losses and gains	Development & Environmental Services	Progressing	40%	Reporting framework will be integrated into Kenesis platform.

Implement "Land" theme actions in the Singleton Community Environmental Strategy Action Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.7.1	Develop a Vineyards and Rural Tourism Strategy	Planning & Infrastructure	Progressing	20%	Refined scope of works to be developed in response to draft Hunter Regional Plan 2041 and amended fee quote to be sought. Update meeting with consultant scheduled for January 2022 to discuss progression of the project.
3.1.7.2	Develop and Implement a Sustainability Procurement Policy	Development & Environmental Services	Completed	100%	Subject to a separate PMP for completion. Work is progressing in accordance with that Plan.

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Council has adopted a Procurement Policy that includes sustainability.
3.1.7.3	Purchase items made from recyclable materials collected in LGA for public use.	Circular Economy	Progressing	50%	<p>Two projects that are underway at the Waste Management Facility both contain the use of recycled materials</p> <p>The carpark construction will use a Downer product called Reconphalt, which contains recycled soft plastics, glass, toner cartridges and rubber.</p> <p>A retaining wall is being constructed using Replas sleepers which are made from recycled hard and soft plastics</p> <p>In addition other Council projects include the golf course fence, furniture and planter boxes at community center and art facility.</p> <p>More projects will be considered going forward</p>
3.1.7.4	Continue to support and promote the reduction in use and recycling of single use plastics, soft plastics and other problem wastes	Circular Economy	Progressing	50%	<p>The problem waste program is continuing to be provided to residents of the Singleton LGA.</p> <p>A tyre muster day was held in November collecting over 300 tyres for recycling</p> <p>The carpark project at the Waste Management Facility is underway and the Reconphalt product that contains a number of waste streams including soft plastic, rubber tyres, printer cartridges and glass was used for this project. Wheel stops made from recycled plastic will also be used for the project and will be installed shortly.</p> <p>In addition, a number of projects across council are using Replas products made from soft plastics such as retaining wall at WMF, furniture at the Community Center, planter boxes at Arts</p>

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Facility, fence at Singleton Golf Course and park furniture across the LGS
3.1.7.5	Encourage establishment of Repair cafes, tool library and other businesses/programs to the LGA	Development & Environmental Services	Completed	100%	The following are currently being promoted on in the Sustainability Hub: - The library's tool, cake tin, toy and seed libraries are promoted with in the Hub

Implement "Energy" theme actions in the Singleton Community Environmental Strategy Action Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.8.1	Capture baseline data of renewable energy usage in the Singleton LGA and generate baseline energy footprint	Development & Environmental Services	Progressing	45%	Baseline data has been identified and reported in the State of the Environment Report 2017-2021. The implementation of Kinesis reporting platform will provide additional data and access for council and the community.
3.1.8.2	Report results of baseline data and renewable energy to the community	Development & Environmental Services	Progressing	50%	Awaiting implementation of Kinesis. State of Environment Reporting has been completed and is available on Council's website for public viewing. The report details the current status and baseline for renewable energy (among other important criteria).
3.1.8.3	In association with the DPIE, promote programs and subsidies available to households and businesses to assist them with improving energy efficiency and installing/retrofitting renewable energy infrastructure	Development & Environmental Services	Progressing	40%	All current initiatives available within the Sustainability Hub. When the opportunity presents, promotional posts are scheduled on Council's social media platforms and other modes of engagement/communication (such as print media, radio..) Exploring mechanisms through E&E delivery to link relevant Sustainability Hub content to an education program.
3.1.8.4	Prepare a report which investigates constraints, opportunities and impacts associated with establishing renewable	Development & Environmental Services	Not Due To Start	0%	Report scope is currently awaiting feedback.

Number	Action	Responsible Business Unit	Status	Progress	Comments
	energy production facilities within the LGA				

Reduce the spread of environmental weeds from Council road verges

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.10.1	Implement actions outlined by the Weeds Committee	Planning & Infrastructure	Progressing	95%	Reorganising weed hygiene training for Nov/Dec once completed specific weed action plan actions will be completed and task will be closed.

Reduce the risk of environmental harm and adverse health impacts through a structured Environmental Risk Management process

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.11.1	Implement inspection program for unauthorised and unregistered OSSM Systems.	Planning & Infrastructure	Progressing	20%	Council has a dedicated Development Compliance Officer to investigate and resolve issues which responds to this action.

Educate and advocate to improve air quality in Singleton

Represent Council on the Upper Hunter Air Quality Advisory Committee

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.1.1	Collaborate with the Upper Hunter Air Quality Advisory Committee to deliver air quality initiatives.	Development & Environmental Services	Progressing	50%	Council is represented on the committee by councillors. Staff have contributed to the EPA Air Strategy by making a submission.
3.2.2.2	Continue to advocate for cumulative impact study for Upper Hunter to: • Consider and assess long term cumulative impacts on agricultural lands, mineral and natural resources, ecosystem services, community settlements and health arising from current and projected land-use across the LGA	Development & Environmental Services	Progressing	50%	Council staff have made a number of submissions into parliamentary enquiries and DPIE policy reforms regarding the need for cumulative assessments to consider a whole of region approach to impacts.

Implement "Atmosphere" theme actions in the Singleton Community Environmental Strategy Action Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.2.1	Provide access to air quality data and information.	Development & Environmental Services	Completed	100%	The State of the Environment Report provides a comprehensive analysis of air quality data which is also available through Kinesis and the UHAQM Network.

Leverage outcomes for the community through the Upper Hunter Mining Dialogue

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.3.1	Implement outcomes from review of local site rehabilitation issues	Development & Environmental Services	Progressing	45%	James Bailey and Associates have been engaged to complete the LSPS Actions.
3.2.3.2	Implement actions identified from discussion paper on post mining rehabilitation	Development & Environmental Services	Progressing	35%	Post mining rehabilitation actions are progressing. James Bailey and Associates have been engaged to complete the LSPS actions.

Promote efficient water and waste management and increase reuse and recycling***Implement "Water" (excluding Stormwater) and "Waste" theme actions in the Singleton Community Environmental Strategy Action Plan***

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.1.1	Participate in regional circular economy forums.	Circular Economy	Progressing	50%	All regional meetings have been attended by Council staff and we continue to be part of the regional working group
3.3.1.2	Development baseline data on key waste streams	Circular Economy	Progressing	30%	<p>Data on waste streams is continuing to be developed and improved</p> <p>Kerbside waste and recycling collection is continuing and education programs are being develop to target problem items</p> <p>The bulky waste collection commenced on November 1st and this year steel will be collected separately to increase landfill diversion of the service and this data will be reviewed in the next couple of months</p>

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.1.3	Implement a waste app to promote waste services across the LGA.	Circular Economy	Progressing	90%	The waste app is nearing completion The addressing data has been finalised and the final cosmetic alterations are being made before release App is expected to be functional by the end of february
3.3.1.4	Complete a review of the Burragan Recycling Shop.	Circular Economy	Progressing	0%	Review of the Burragan Recycling Shop will occur in mid 2022 when it has reopened

Implement the Singleton Waste Strategy 2013-2031

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.2.1	Review and develop the Singleton Waste Strategy aligned to the NSW Waste Strategy.	Circular Economy	Progressing	20%	All existing documents have been collected and a EOI document is being prepared with the anticipation of having a consultant appointed by mid March. The consultant will review and update the current draft strategy assist with the Public consultation and then the development of a final waste strategy

Participate in the implementation of the Hunter Regional Waste Management Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.3.1	Represent Council at Scheduled Hunter Regional Joint Organisation of Councils meetings and other relevant stakeholder forums for local waste management.	Circular Economy	Progressing	50%	All regional waste meetings have been attended Regional recycling working group is also underway with the EOI process

Implement the regulator approved Integrated Water Cycle Management Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.4.1	Complete the 8-yearly review of the Integrated Water Cycle Management Plan	Water & Sewer	Progressing	85%	Integrated Water Cycle Management Plan is currently on public exhibition

Work in partnership with the Upper Hunter Water Alliance to improve water and sewerage management, knowledge exchange and industry training

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.5.1	Participate in quarterly Upper Hunter Water Alliance meetings to develop consistent approach to water and sewer management in the Upper Hunter.	Water & Sewer	Progressing	50%	The second quarterly meeting of the Upper Hunter Water Alliance was held in October 2021. The Alliance worked through the joint Drought and Emergency Response Management Plan project.

Collect and manage urban stormwater effectively***Implement "Stormwater" theme actions in the Singleton Community Environmental Strategy Action Plan***

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.4.1.1	Implement a stormwater monitoring program.	Infrastructure Services	Progressing	10%	Council officers are currently investigating options and a scheduled program to implement monitoring.

Deliver Stormwater Quality Improvement Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.4.2.1	Deliver stormwater maintenance to improve quality stormwater.	Infrastructure Services	Progressing	35%	No GPT installations for the FY year 2020/21. Maintenance of existing GPT's ongoing.

Implement effective urban stormwater collections strategies in the planning and programming of drainage stormwater assets in accordance with Drainage Asset Management Plan and Urban Stormwater Study

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.4.3.1	External funding opportunities will be investigated	Infrastructure Services	Progressing	50%	Council officers are continuing to investigate funding opportunities.

Manage and reduce risks from environmental pollution and disease***Maintain stockpile sites to reduce the environmental impacts***

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.5.1.1	Undertake regular weed management activities	Infrastructure Services	Progressing	35%	Currently addressed through Councils support and engagement of Upper Hunter Weeds Authority (UHWA) to manage weeds

Implement the Pollution Incident Response Management Plans (PIRMP) for the Waste Management Facility

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.5.2.1	Meet legislative licence requirements for Waste Management Facility (EPA and SafeWork NSW).	Circular Economy	Progressing	50%	All legislative requirements for the Waste Management Facility have been met

Implement the Pollution Incident Response Management Plans (PIRMP) for the Sewerage Treatment Plant

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.5.4.1	Review and test the Pollution Incident Response Management Plan for the Singleton Sewage Network and Treatment Plant at least annually.	Water & Sewer	Progressing	60%	Testing of PRMP to be carried out in February 2022

Increase the planning and preparedness for natural disasters***Integrate an emergency management framework within Council's GIS System***

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.1.1	Review and update Emergency Management Map data annually for Council staff emergency responders and the community.	Community Services	Progressing	70%	We have applied for some grants in regards to LIDAR and further spatial capability in emergencies

Develop a new Floodplain Risk Management Plan, which includes the Wollombi Brook Catchment

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.2.1	Complete exhibition and finalisation of new Floodplain Risk Management Plan.	Development & Environmental Services	Progressing	45%	Progressing according to plan. Implementation of DPIE flood planning reforms is underway.

Implement "Climate Change (Natural Disaster Preparedness)" theme actions in the Singleton Community Environmental Strategy Action Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.3.1	Review the Climate Change Adaptation Plan	Development & Environmental Services	Progressing	95%	Final workshop scheduled for end February
3.6.3.2	Consult with AdaptNSW on climate change transition and priorities within the regional adaptation plan	Development & Environmental Services	Completed	100%	Staff have engaged with AdaptNSW and Sustainability Advantage in the review of the climate change adaptation plan, and development of the Climate Change Risk Assessment.

Provision of a responsive, effective emergency management system

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.4.1	Conduct annual review of Emergency Management Plan and report changes	Infrastructure Services	Completed	100%	The Singleton Emplan was endorsed by the Regional Emergency Management Committee at the 16th December 2021 meeting.
3.6.4.2	Attendance at all Local Emergency Management Committee Meetings.	Infrastructure Services	Progressing	50%	Council officers continue to attend all emergency management meetings as required including Regional Emergency Management Committee, Local Emergency Management Committee, Bushfire Management Committee and the RFS District Liaison Committee.

Ensure critical assets for asset classes are identified in each Asset Management Plan and are supported by Risk Management Plans with consideration in the event of natural disaster

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.5.1	Deliver Asset Management Plans for each asset class identifying critical assets, with completed Risk Register assessed with consideration in the event of natural disaster.	Infrastructure Services	Completed	100%	5 AMPs delivered. They are under review by manager of IS and Director of planning - 21/00214/011

Our Economy

We have an innovative, sustainable and diverse economy

Attract new investment to increase the diversity and resilience of the Singleton economy

Build effective relationships with potential investors in Singleton

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.1.1.1	Build relationship with potential investors and establish process for regular investment information	Strategy & Engagement	Progressing	30%	Incorporated in Destination of Investment Choice and Economic Development Strategy projects.
4.1.1.2	Engage and network with governments, university and industry to identify opportunities within Singleton, the Upper Hunter and the Hunter Region.	Strategy & Engagement	Progressing	55%	Continued representation on all economic development forums locally and tiers of government. Council is also working on Destination of Choice for Investment project with an assigned project control group and investigations being undertaken regarding further positioning of the Singleton brand, Updated Advocacy Agenda in place.
4.1.1.3	Deliver or progress four programs or initiatives for Singleton economic development.	Strategy & Engagement	Progressing	30%	Incorporated in Destination of Investment Choice and Economic Development Strategy projects.

Engage with the Hunter Business Review and Regional Development Hunter

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.1.2.1	Promote Singleton as an attractive place to invest by providing high-quality engaging advertising material in the Hunter Business Review and government platforms.	Strategy & Engagement	Progressing	50%	Singleton continues to provide material for the UP - Upper Hunter investment and livability website and provide media content to the Hunter Business Review. Singleton is also featured in the 2022 Hunter Investment Prospectus.

Build and maintain effective relationships with business and industry groups

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.1.3.1	Collaborate with the Singleton Business Chamber to support and grow local business.	Strategy & Engagement	Progressing	60%	Singleton Council continues to work with the Singleton Business Chamber on the Spend in Singleton Program. A Shop Singleton campaign which involved local gift catalogues featured online and in local media to further promote Singleton as a regional shopping destination in the run up to Christmas was successful in raising the profile and increasing expenditure in Singleton.
4.1.3.2	Develop and implement a business network and regular communication process to build relationships and provide support, and economic data to the Singleton Business Sector.	Strategy & Engagement	Progressing	50%	Business network and regular communications are ongoing to support local businesses through COVID challenges. A new socio-economic dataset is in development to inform businesses further on economic data. Information has been provided to several businesses to support grant applications.

Develop and distribute an Investment Prospectus for Singleton underpinned by a Council Land and Asset Development Plan which includes key business assets

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.1.4.1	Create an investment prospectus for the Singleton LGA that aligns with the investment / attractiveness marketing strategy	Strategy & Engagement	Progressing	50%	Incorporated in Destination of Investment Choice and Economic Development Strategy projects.

Develop and implement a three year Marketing Plan for the promotion of Singleton as a sound investment opportunity including visitor economy

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.1.5.1	Develop a three year Marketing Plan for the promotion of Singleton as a investment destination of choice.	Strategy & Engagement	Progressing	50%	Incorporated in Destination of Investment Choice and Economic Development Strategy projects.

Support the capacity of Singleton businesses to be flexible, adaptable and prepared for change***Collaborate with Industry Organisations to provide information, training or workshops for local business***

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.2.1.1	Collaborate to develop and deliver a program that supports business training to increase business resilience and capacity.	Strategy & Engagement	Progressing	55%	The Resources for Regions Round 7 Builder Better Business program is in progress with Round 1 offering Business Mentoring, Marketing Mentoring and Digital Marketing training to business almost complete. Round 2 will be advertised during February and March to start at the end of March

Complete industry requirements assessment report for key industries in the Singleton LGA

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.2.2.1	Complete one industry requirements assessment report for a key industry in the Singleton LGA.	Strategy & Engagement	Progressing	50%	Indepth Visitor Economy Situational Analysis is in progress to inform strategies for the future of Singleton, Hunter Valley tourism and visitation

Continue to support local tourism operators for the promotion of Singleton as a tourism destination***Develop and deliver joint activities to maximise the effectiveness of the Hunter Valley Wine Tourism Alliance***

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.3.1.1	Deliver the Singleton Council-related actions from the Hunter Valley Wine Tourism Alliance	Strategy & Engagement	Progressing	70%	Key focus areas on development of Hunter Valley Destination Management Plan and grant applications. Meeting facilitation has now been handed over to Cessnock for 2022.
4.3.1.2	Review and update Hunter Valley Destination Management Plan in collaboration with Cessnock City Council, Hunter Valley Wine Tourism Association and Destination Sydney Surrounds North	Strategy & Engagement	Progressing	50%	External consultants have been appointed, and the consultation stage and situational analysis research is currently underway.

Collaborate with local tourism operators to invest in marketing Hunter Valley Wine Country as a tourism destination

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.3.2.1	Partner with Hunter Valley Wine Tourism to promote Singleton as a tourism destination.	Strategy & Engagement	Progressing	50%	Singleton Council continue to work with the Hunter Valley Wine Tourism Working Group and Hunter Valley Wine Tourism Association to promote Singleton in the Hunter Valley as a destination. Singleton tourism images were used extensively in the latest campaign to showcase what is on offer to visitors.

Promote and engage to deliver a whole of Singleton visitor economy

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.3.3.1	Work with local tourism operators to develop a Singleton Tourism Strategy and promote the tourism identity for Singleton	Strategy & Engagement	Progressing	50%	Currently in consultation with all operators on how Singleton promotes itself within the Hunter Valley and as a Destination. The second stage of the tourism improvement project is in development which focuses on support, famils and networking with local operators.
4.3.3.2	Engage with the Singleton LGA tourism network for the delivery of actions to improve the local tourism experience	Strategy & Engagement	Progressing	50%	Currently in consultation with all operators on how Singleton promotes itself within the Hunter Valley and as a Destination. The second stage of the tourism improvement project is in development which focuses on support, famils and networking with local operators.
4.3.3.3	Develop a Singleton Destination Management Plan in collaboration with Destination Sydney Surrounds North	Strategy & Engagement	Progressing	50%	This is in progress and will be completed following the Hunter Valley Destination Management Plan

Inform and inspire our community to be prepared and embrace jobs of the future***Collaborate with other Councils and Government Agencies to deliver the Upper Hunter Workforce Plan***

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.4.1.1	Deliver or progress two jobs-growth initiatives for jobs of the future.	Strategy & Engagement	Progressing	50%	The Singleton Employment Pathways Program is underway building networks and referrals systems to support local workers. The indigenous employment pathways program has started with consultation with key stakeholders.

Enhance relationships between local business, industry and government to set strategic economic goals***Facilitate the development of industry clusters relevant to the future Singleton economy***

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.5.1.1	Represent Council at the industry cluster forums including Hunter Valley Wine & Tourism Association, Upper Hunter Economic Diversification Working Group and AGL Liddell Transition Working Group.	Strategy & Engagement	Progressing	50%	Council represented in Q1 - - Upper Hunter Economic Diversification Working Group attended - Hunter Valley Wine & Tourism Association attended Q2 - - Upper Hunter Economic Diversification Working Group attended - Hunter Valley Wine & Tourism Alliance attended - Around Hermitage AGM

Seek funding to provide infrastructure, programs, services or events which value add to the delivery of the objectives of Singleton 2027***Provide support for local business and community organisations to attract funding***

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.6.1.1	Provide information and support to enable the local community and businesses to apply for funding.	Strategy & Engagement	Progressing	65%	Supporting local business and community groups with Blacksummer Bushfire Grant Funding, Event Acceleration and Resources for Regions round 8. Community Economic Development Fund grant applications have been assessed with over \$1.9M in application with in excess of \$500k progressing to next phase. Workshops being undertaken as part of

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Business Support Program in partnership with the Singleton Business Chamber.

Drive the attraction of external funding for Council priority projects

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.6.2.1	Submit grant funding applications for priority Council economic development projects.	Strategy & Engagement	Progressing	50%	Submitted 2 economic development grants for Resources for Regions Round 8. Bushfire funding grant to build tourism operator resilience and promotion and upgrade digital experiences within the Singleton Visitor Information Centre. Submitted a grant to accelerate the Firelight Event to include an innovative light walk.

Facilitate the development of a night time economy for Singleton

Facilitate a program of evening/twilight events in Singleton

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.7.1.1	Deliver two evening/twilight events annually including Christmas on John Street.	Strategy & Engagement	Progressing	50%	Christmas on John Street Dec 21 was a huge success for council. Twilight has been cancelled due to Covid 19 implications. Working towards delivering the Arts and Cultural Opening and Firelight. Submitted a REAF grant for Firewalk as a pre-event for Firelight.

Collaborate to deliver safety initiatives through the Singleton Liquor Accord

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.7.2.1	Collaborate to deliver safety initiatives through the Singleton Liquor Accord.	Strategy & Engagement	Progressing	50%	Covid regulations have placed a damper on the meetings for the liquor accord and events.

Foster initiatives that strengthen Singleton's brand identity***Develop and implement quality visual representation of Singleton as a lifestyle and investment destination***

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.8.1.1	Provide a functional, accurate and visually attractive Council website with up to date content.	Strategy & Engagement	Progressing	50%	Council's website is an integral part of the provision of information to our customers and community. It is reviewed and updated on an ongoing basis to ensure dynamic content that is accurate and relevant.
4.8.1.2	Further develop the Singleton Tourism brand to align with Tourism and Arts and Culture Strategies and implement a tourism style guide.	Strategy & Engagement	Progressing	50%	Brand work underway to develop the Singleton Arts and Cultural Centre to connect with the development of the Singleton tourism brand that will be further informed by the Hunter Valley Destination Management Plan and local operator consultation work.
4.8.1.3	Review and update Council's style guide to maintain brand integrity and relevance.	Strategy & Engagement	Progressing	50%	An intensive project to update Council's style guide is well underway to ensure the integrity and continuous evolution of Council's brand as a professional and accurate representation of our organisation and our community.

Our Leadership

An effective and efficient operational Council. A highly functioning and progressive elected Council.

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

Implement an integrated risk management system

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.1.1	Review the Integrated Risk Management Framework by 31 December 2021.	Integrated Risk	Progressing	70%	The framework has been reviewed and tabled with Leadership Team for their consideration. Feedback is due by 2 February 2022.
5.1.1.2	Conduct a range of audits to drive improvements in our Integrated Risk Management System.	Integrated Risk	Completed	100%	The annual StateCover WHS audit has been completed with a result of 92.9%, an improvement of 0.6% over 2020/2021. The annual risk management maturity self assessment has been completed using the NSW Treasury tool. Council's maturity was assessed as 'systematic' with a target state of 'advanced'.

Plan and implement improved data recovery services for Information Technology in a disaster situation

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.2.1	Implement upgraded Wide Area Network links to remote Council Offices with built in redundancy.	Community Services	Progressing	85%	NBN services are currently being installed at all remote sites followed by IP/VPN services with TPG. 4G backup services will be implemented at a future date for failover. We are expecting to switch over to the IP/VPN services around mid-March.

Innovation in the provision of quality customer service through implementation of the Customer Service Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.3.1	Implement actions from the Customer Experience Strategy to increase the quality of customer experience across all interactions at Council	Organisation & Community Capacity	Progressing	45%	Progress on CX Culture and CX Reporting, initiated new surveys and first template of a broader CX Report

Develop an Information, Communication, Technology Strategy to integrate Geographic Information Systems, Asset Management Systems, Cloud Based Technology and Records Management

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.4.1	In consultation with the organisation and industry experts, develop an encompassing ICT Strategy to guide the development of the ICT systems over the next three to five years.	Community Services	Progressing	60%	Draft ICT Strategy completed and forwarded to ELT for review and feedback. Feedback due back to Manager Corporate Services by late January 2022

Implement the Singleton Council Environmental Sustainability Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.5.1	Implement the Community Sustainability Strategy.	Development & Environmental Services	Progressing	45%	Strategy is being implemented in accordance with actions set in the Operational Plan and by the Singleton Sustainability Committee.

Implement NSW Office of Environment and Heritage (OEH) Sustainability Advantage Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.6.1	Ongoing participation in the DPIE Sustainability Advantage Program	Development & Environmental Services	Completed	100%	Council is an active member and participant in the Sustainability Advantage Program, achieving Bronze Membership in 2021.

Demonstrate delivery of services aligned to community needs

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.7.1	Report performance of Council to the community based on industry benchmarks and community satisfaction.	Strategy & Engagement	Completed	100%	In November we published our Annual Report and End of Term report as required under legislation. These reports captured our community satisfaction and overall performance in 2020-2021.
5.1.7.2	Conduct Service Delivery Reviews of Council services to improve delivery including feasibility of outsourcing opportunities.	Strategy & Engagement	Progressing	50%	Council is undertaking a review of our Service Delivery approaches to ensure we comply with the new IP&R requirements coming in from July 2022.

Clear levels of service are understood and committed for all services offered by Council

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.8.1	Facilitate program for development of Service Level Agreements for Council services provided to the Community.	Strategy & Engagement	Progressing	50%	A program and framework has been developed and implemented to enable Council Service units to review, develop and assess Service Level Agreements to provide the Community with the services required
5.1.8.2	Council performance against formal Service Level Agreements are tracked and reported annually.	Strategy & Engagement	Progressing	50%	A KRM Report is reported quarterly and presented to the Councilors and Business Unit Reporting is conducted across every department with a monthly update provided to the Councilors.

Applications to amend land use and development planning documents are processed within timeframes

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.9.1	Applications to amend land use and development planning are processed within legislative timeframes.	Planning & Infrastructure	Progressing	60%	Planning proposal applications are being processed within legislative or agreed timeframes. In August 2021 the Singleton LEP maps were amended as they relate to 8A Edinburgh Avenue to rezone part of the site from RE2 Private Recreation to R1 General Residential to facilitate the creation of two additional lots for residential purposes. Between July and December 2021, Council received 245 development applications and determined 193 applications.

Manage Waste and Recycling operations in compliance with regulatory requirements and customer service level agreements

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.10.1	Develop a Landfill Master Plan	Circular Economy	Progressing	30%	GHD have developed the Design basis report and the initial meeting with the EPA has been held to discuss and the design has been modified based on the discussions with the EPA. GHD are now undertaking some studies regarding leachate and geotechnical investigations to move into the next stage of detailed design and the

Number	Action	Responsible Business Unit	Status	Progress	Comments
					SEARS application is intended to be made early in 2022.
5.1.10.2	Implement the Waste Services capital works program	Circular Economy	Progressing	50%	<p>The Waste Capital Works Program is underway</p> <p>The design of the turning lane and gate widening is underway and once finalised costing will be able to be performed.</p> <p>The carpark and access road project has commenced and will be completed by the end of December</p> <p>The EOI to design the additional drop off bays has been awarded this design has commenced and the DA will be submitted in January</p> <p>The design of the hardstand area out the back of the CRC has commenced and will be completed in 2022</p>

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

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.11.1	Provide high quality water and sewer services that are 100% compliant with environmental and health requirements.	Water & Sewer	Progressing	50%	<p>December 2021</p> <p>All water services were provided in line with the Australian Water Drinking Water Guidelines. Council report incidents, typically as a result of sewer overflows and breaches of Sewage Treatment Plant license conditions, to the Environment Protection Authority. This was done in line with the requirements of the Environment Protection License and as proactive risk identification measure.</p>

Services are provided by the right people, in the right jobs, with the right skills and attitudes at the right time

Develop and implement a four year People Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.1.1	Review and develop a four year People Strategy for 2021/2025	Human Resources	Progressing	90%	Internal strategy is developed and will be rolled into IPR workforce plan in 2022

Develop and implement a three year Equal Employment Opportunity Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.2.1	Review and develop a three-year Equal Employment Opportunity Plan for 2021/2024	Human Resources	Progressing	10%	Will be developed following adoption of People Strategy

Develop and implement an annual Learning and Development Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.3.1	Implement Leadership Development Program to Level all People Leaders	Human Resources	Progressing	50%	Proposed dates set in February 2022 for Coordinators and Supervisors and Team Leaders workshops.
5.2.3.2	Develop and implement Corporate Training Calendar to ensure learning and development needs are met for all people.	Human Resources	Progressing	30%	In discussion now with key stakeholders of what our Training needs are for our Corporate Calendar will be. Once Annual Performance Reviews are complete we will be able to have a clear understanding of personalised plans.

Provide a single source of Organisation Development information online through the Intranet

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.4.1	Maintain and improve the People section on Council's intranet site to provide accessible and accurate information and services to our workforce.	Human Resources	Progressing	50%	There have been continuous updates to the People pages on the intranet as new information becomes available (i.e. uploading new forms/documents). People & Culture continue working as part of the new Intranet project team to be rolled out in the new year.

Organisation Development policies, procedures and processes are reviewed and updated

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.5.1	Continually review and enhance human resources policies and procedures to promote flexibility in all aspects of employment and facilitate employee attraction and retention.	Human Resources	Progressing	50%	The current review schedule of People & Culture documents continues to be maintained. The Overtime and Time in Lieu and Secondary Employment Procedures have been reviewed and are ready to go to SCC and ELT for review and endorsement.

Council is an employer of choice

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.6.1	Continue to implement the Safety and Wellbeing (SWELL) Program to promote physical and mental health of our employees.	Human Resources	Progressing	50%	Current schedule of Employee Wellbeing initiatives and program continues to be maintained and further developed.
5.2.6.2	Promote Council's Flexible Working Arrangements both internally and externally	Human Resources	Completed	100%	Council's Flexible Working Arrangement's continues to be promoted to all employees.

Council operates under a compliant Work Health and Safety Management System

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.7.1	Produce an increasing trend in the overall result of the annual WHS management audit.	Integrated Risk	Completed	100%	The results of the annual StateCover WHS Self Assessment have now been received. Council's overall score is 92.9, an improvement of 0.6% over 2020.

Provide accurate and timely communication to our Community**Develop and implement a three year Communications Strategy**

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.3.1.1	Review and update the Communications Management Plan Actions.	Strategy & Engagement	Progressing	50%	The actions in the Communications Management Plan outline Council's proactive approach to

Number	Action	Responsible Business Unit	Status	Progress	Comments
					communication activities and are halfway through completion as set out for 2021/2022.
5.3.1.2	Implement the community engagement strategy for the Community Strategic Plan.	Strategy & Engagement	Completed	100%	Community Engagement Strategy and Implementation Plan completed according to plan and taking into account COVID-19 restrictions achieving significant community feedback and input.

Develop and implement a three year Social Media Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.3.2.1	Complete the Social Media Strategy actions from the Communications Management Plan Actions.	Strategy & Engagement	Progressing	50%	Social media content with a focus on quality and relevance to our community is being developed as part of Council's regular communications activities to inform and engage with our community.

Provide quality, up to date spatial information data to Council Staff and the Community

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.3.3.1	Continued development of Council's spatial data capability	Community Services	Progressing	60%	Still progressing with new spatial architecture. We also received some AI data for vegetation that will allow us to do further spatial analysis in our systems.

Develop strong partnerships to deliver services

Deliver Roads and Maritime Services' Roads Maintenance Council Contract

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.4.1.1	Ensure Council's RMCC is administered in accordance with relevant RMS specifications.	Infrastructure Services	Progressing	35%	Ongoing delivery of contract and road maintenance activities has been conducted in accordance with the relevant TfNSW specifications. Continued work on updating the Council's Policy and Procedures to match the new requires from the RMS is ongoing.

Improve the connectivity between the Community, Stakeholders and Council to create an informed Community***Develop and implement a three year Engagement Strategy***

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.1.1	Ensure Council's Leadership is active in the community and has presence in community events.	Strategy & Engagement	Progressing	60%	Good attendance by management at Christmas on John Street event held in December,

Provide a single source of information online through a quality website for Council

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.2.1	Undertake an annual review of the website content for accuracy, suitability and gaps.	Strategy & Engagement	Progressing	50%	Council's website is a vital platform for the provision of information for our community and customers, and is reviewed and updated on an ongoing basis over the course of the year to ensure all content is accurate, complete and relevant.

Maintain effective relationships with local media outlets

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.3.1	Engage with local media representatives to enhance Council's reputation and access media coverage.	Strategy & Engagement	Progressing	50%	Council has strong relationships with media representatives with a two-way flow of proactive communications via news releases as well as a timely response to media enquiries and requests to ensure our community is informed.
5.5.3.2	Ensure full coverage of all Council's media items by running a Council 'News Room' supported by a professional communications approach.	Strategy & Engagement	Progressing	50%	The foundation of Council's communications activities is based on a proactive approach, telling our own news stories through a variety of channels in order to ensure transparency of Council's activities and inform our community.

To lead, govern and regulate in an ethical, equitable and transparent way***Development compliance, engineering and assessment of applications is managed in an efficient and effective manner***

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.1.1	Development applications are processed to meet best practice guidelines.	Development & Environmental Services	Progressing	50%	Development applications continue to trend towards an average of 40 days for all application types (sitting at 68 days in November 2021 and 56 days for dwellings)
5.6.1.2	Council has a formal process to monitor and respond to development non-compliance.	Planning & Infrastructure	Progressing	50%	Council has the Compliance and Enforcement Policy to manage non-compliance and guide regulatory response.
5.6.1.3	Council's development compliance process is communicated to the community.	Planning & Infrastructure	Progressing	50%	Council has an adopted Compliance and Enforcement Policy to guide Council's approach to compliance related matters. Proactive audits will be communicated to Council following audit.
5.6.1.4	Market building certification services to the community.	Development & Environmental Services	Progressing	15%	The marketing of Council's Building Certification Services is a project that is currently being undertaken. Resourcing in the building surveyor area has now proceeded to a point where the project can be progressed. The program however is dependent on adequate administration resources and additional resources that will allow building surveyor's to focus on improving service levels without being distracted by other tasks such as plumbing and drainage activities.
5.6.1.5	Complete annual inspections of caravan parks and manufactured home estates and implement a process to resolve non-compliance.	Development & Environmental Services	Progressing	20%	This program was suspended because of COVID 19 and limitation of resources. The audit of caravan parks however is part of Council's Operational Plan and needs to be resumed in the 2022 new year. A casual staffing resource is commencing early in the new year and part of this role will be to facilitate the resumption of the audit program.

Administer the 2020 Local Government election for the Singleton LGA

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.2.1	The 2021 local government election is conducted and completed in accordance with the requirements of the Local Government Act and Regulation.	Integrated Risk	Completed	100%	A detailed project plan was prepared for the 2021 Local Government Election and the election has been completed and the results declared.

Implement the Councillor Professional Development Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.3.1	Councillors participate in Councillor Professional Development Program.	Integrated Risk	Progressing	55%	Council has an adopted Councillor Induction and Professional Development Policy. Professional Development Plans are to be developed for the new Council following the December 2021 election. Councillors participate in weekly briefings which included relevant training and workshops and are provided the opportunity to attend conferences and seminars throughout the year. Details of Councillor attendance at meetings and briefings was reported in the Annual Report.

Meet Governance Compliance and Reporting Requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.4.1	Governance items on the Office of Local Government Calendar of Compliance and Reporting Requirements 2021/2022 are completed by due dates.	Integrated Risk	Progressing	55%	Items on the OLG Calendar of Compliance and Reporting requirements have been included in the Corporate Compliance Calendar in Pulse. All governance items have been actioned to date.

The elected Council are informed, engaged and attune to Community needs

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.5.1	Councillor requests are actioned and processed within the agreed timeframes.	Integrated Risk	Progressing	55%	63 Councillor requests have been actioned to date in 2021/2022 with an average processing time of 19 days which is well above the 7 day target timeframe. Of the 63 requests, 22 were responded to within 7 days, 20 within 14 days, 10 within 21 days and 11 were over 21 days.
5.6.5.2	Council will report on Councillor workshop and meeting attendance to the community.	Integrated Risk	Completed	100%	Statistics on Councillor Meetings and Workshops has been included in the Annual Report.
5.6.5.3	Council Meeting Actions are commenced within the agreed timeframes.	Integrated Risk	Progressing	55%	Work has commenced on 77 resolutions of Council to date in 2021/2022 with an average commencement timeframe of 16 days which is slightly above the 14 day target timeframe. Of the 77 resolutions, action commenced on 37 within 7 days, 24 within 14 days, 5 within 21 days, 2 within 28 days and 13 in over 28 days.

Policies are reviewed as required throughout the term of Council to ensure legislative compliance

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.6.1	Council policies are current and reviewed as required.	Integrated Risk	Progressing	55%	Council currently has 56 adopted policies of which 51 (91%) are current and reviewed as required. 5 policies are currently overdue for their scheduled review and are reported on quarterly to Leadership Team.

Council's tenders and contracts are compliant

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.7.1	All tenders and contracts are awarded in accordance with Council, Office of Local Government and legislative requirements.	Community Services	Progressing	50%	DECEMBER Tenders awarded by General Manager T2021.018 - Glendon Road Rehabilitation (CH4020 - CH5470)

Number	Action	Responsible Business Unit	Status	Progress	Comments
					T2021.020 - Baileys Union Park Upgrade Tenders awarded by Council N/A - No Council Meeting

Land acquisitions are legislatively compliant

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.8.1	Land acquisitions meet Council and legislative requirements.	Community Services	Progressing	50%	All land transactions undertaken in accordance with Council's and legislative requirements

Permanent road closures are managed in accordance with legislation

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.9.1	Permanent Road Closures process is clearly defined and implemented for all permanent road closures	Community Services	Progressing	50%	Process drafted and trial is currently being undertaken.

Infrastructure services, facilities and Council are managed in a financially sustainable way***Review and renew Council's insurance portfolio on an annual basis to ensure appropriate levels of coverage and to minimise uninsured losses***

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.1.1	Review and place Council's insurance policies prior to 30 June 2022.	Integrated Risk	Not Due To Start	0%	This action is not due to start until March 2022.

Demonstrate continuous improvement for efficiency and effectiveness gain

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.2.1	All Council operations, infrastructure, services and facilities are supported by a "one Council" business improvement framework.	Strategy & Engagement	Progressing	50%	Council's Business Improvement process is underpinned by the Organisation Excellence Strategy championed by the General Manager which sets out the improvement direction for Council based on the principles of business

Number	Action	Responsible Business Unit	Status	Progress	Comments
					excellence. As part of improving the continuous improvement culture across all services Council's Leadership Team and members of the Business Improvement Network have undertaken training in the Australian Business Excellence Framework (ABEF). Further development of the Business Improvement Framework is scheduled for 2021/2022
5.7.2.2	Realised continuous improvement gains are tracked and reported to the community.	Strategy & Engagement	Progressing	50%	Council has communicated improvement gains to the community via the quarterly Singleton EDIT and various media outlets throughout the year

Monitor and accurately report on Council's financial position in accordance with Local Government Act requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.3.1	Three quarterly budget review statements submitted to Council.	Community Services	Completed	100%	September QBR has been completed and will be tabled at 1 November Council meeting.
5.7.3.2	Financial statements prepared by 30 September 2021.	Community Services	Completed	100%	Financial Statements were sent to audit on 6 September 2021 as per the agreed timetable with the Audit Office.
5.7.3.3	Audited financial statements lodged with Office of Local Government by 30 October 2021.	Community Services	Completed	100%	The 2021 Financial Statements were lodged with the OLG on 26 October 2021.

Fit for the Future targets are realised

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.4.1	All Fit for the Future improvement actions are implemented.	Strategy & Engagement	Completed	100%	The final action of the Fit for the Future Improvement Action Plan is being undertaken, Council is reviewing the salary system.

Manage Council's investment portfolio to optimise investment returns in accordance with Council policy, the Local Government Act and Regulations

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.5.1	Investment return to exceed benchmark.	Community Services	Progressing	50%	December investment return exceeded the Bloomberg rate benchmark.
5.7.5.2	Implement key actions developed in the Property and Land Holding Strategy.	Business Development	Progressing	35%	Pending Councilor's induction and Property and Landholding Strategy briefing presentation in April 2022.
5.7.5.3	Investment Report tabled at Council meeting on a monthly basis.	Community Services	Progressing	50%	December's investment report to be tabled at the February council meeting.
5.7.5.4	Property Investment and Development Policy written and tabled at Council.	Business Development	Progressing	90%	Pending Council briefing in April 2022.
5.7.5.5	Implement Property Investment and Development Strategy.	Business Development	Progressing	25%	Pending Councilor's induction and Property and Landholding Strategy briefing to be held in April 2022.

Develop annual Operational Plan budget and review the Long Term Financial Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.6.1	Develop the annual budget including Fees and Charges for adoption by Council by 30 June each year.	Community Services	Progressing	80%	Fees & Charges have been drafted and are currently out for review.
5.7.6.2	Review the Long-Term Financial Plan in line with budget adoption by 30 June each year.	Community Services	Not Due To Start	0%	Long term financial plan will be adopted in June 2022.

Operate an efficient, reliable and affordable Council fleet

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.7.1	Council's fleet is proactively managed in a cost-effective manner consistent with the Fleet Management Protocol.	Infrastructure Services	Completed	100%	Council's Fleet is managed as per the Fleet and Plant Management Protocol

Infrastructure Delivery Services are supported by effective and efficient systems and processes

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.8.1	Conduct suitability assessment for current maintenance systems and develop business case for integration and enhanced capacity.	Infrastructure Services	Completed	100%	Ongoing systems enhancements.

**DOCC5/22. Minutes - Audit Risk and Improvement Committee
03/11/2021**

FILE:
20/00276/005

Executive Summary

The Audit Risk and Improvement Committee held its ordinary meeting on 3 November 2021. The meeting minutes are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Following Council's enquiry regarding "segregation of duties" pertaining to the minutes of 4 August 2021. The ARIC has confirmed that segregation of duties only relates to the scope of the conducted audit, and a separate audit is not required.

Attachments

AT-1 [↓](#) Draft Minutes - Audit Risk Improvement Committee - 3 Nov
2021

MINUTES
AUDIT RISK & IMPROVEMENT COMMITTEE
2.00PM WEDNESDAY 3 NOVEMBER 2021



Present	Mr Paul Quealey (Chair) Cr Sue Moore (Mayor) Cr Godfrey Adamthwaite Mr Jason Linnane Ms Vicki Brereton Mr Anthony Egan Mr Justin Fitzpatrick-Barr Ms Deb McDonald Mr Mark Wible Mrs Jeannie Hayes Mr Tony Harb (Independent) Dr Meredith Caelli (Independent) Mr Phil Swaffield (Internal Auditor)
In Attendance	Ms Kirsten Torrance Ms Larissa Britton
Meeting Location	Virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Furgan Yousuf, Cameron Hume and Sean Britton
- Paul acknowledged Anthony Egan, Director Business & Corporate Services, after 21 years at Council and thanked him for his hard work with this committee and efforts towards the financial statements.

2 Disclosure of Interests

- Nil received

3 Confirmation of Minutes

- The minutes of the Audit Risk & Improvement Committee meeting held on Wednesday 4 August 2021, were confirmed.
 Moved: Cr Godfrey Adamthwaite Seconded: Tony Harb
 All in favour motion carried.

4 Matters arising from the Minutes

- ARIC Action Item # 3: *Finalisation and implementation of Fraud Prevention Strategy*. This item is not in the minutes of 4 August 2021 and has emanated from discussion and notes taken at the meeting around fraud prevention strategy.
- Discussion around AS8001:2021 Fraud and Corruption Control framework and the updates involved.
- IT penetration testing report has been held over and will be prepared and presented at the next ARIC meeting.

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- Discussion around Pulse Risk Rating. It was agreed to align items with the risk category assigning a priority as high, medium or low, based on the internal audit reports. As the majority of the items on the list are internal the Organisation Risk Ranking will be used.
- A question was raised at a recent Council meeting in regards to page 3 of the ARIC minutes of 4 August 2021 as follows: "This issue highlights the need for a function in Risk Management for segregation of duties to be reviewed in other areas". Clarification was sought as to whether this was to be a specific audit reviewing 'segregation of duties' or that each audit within its scope should include a review of segregation of duties
- The Committee confirmed that segregation of duties be included within each internal audit scope.

Noting discussion points of the ARIC Meeting Minutes of 4 August 2021
Moved: Tony Harb Seconded: Cr Godfrey Adamthwaite
All in favour motion carried

5 Agenda Items

5.1 Internal Audit Report Executive Summary

FILE:21/00117

An update will be provided on the two internal audits currently being completed.

Comments

Phil Swaffield presented a verbal update on the Internal Audit Report. There have been delays with Covid restrictions and border closures around this audit report.

Contract Management and Water & Sewer Infrastructure planning audits are in progress. Audits are currently 70% complete. No high risk items presented so far, almost at close out stage with reports to be closed out within in the next few weeks. There are still 4 engagements on the existing plan – property management, infrastructure management with the possibility to combine asset accounting and asset planning into the one audit.

Following discussion among the Committee and Council Officers it was agreed that the asset accounting and asset planning combined into one audit.

All of these engagements should be finalised by the next ARIC meeting.

Phil Swaffield left the meeting at 2:30pm due to conflict of interest for Item 5.2

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5.2 Draft Internal Audit Plan 2022 - 2025

FILE:21/00117

Purpose:

The purpose of this report is to seek endorsement of the draft Internal Audit Plan 2022 – 2025.

Comments

The draft internal audit plan was presented for the consideration of this Committee and Deborah McDonald welcomed feedback and comments.

Discussion was held on spreading out the activities/topics of the draft internal audit plan, so as not to impose too much impact on particular services at one time. The development of the plan is rigorous and robust commencing at management level, progressing to Executive and then to the ARIC. ARIC proposed a number of potential topics for inclusion in the internal audit plan including: risk management, child safety standards, Code of Conduct and cyber security. ARIC recommended removing core accounting controls as this would be covered by external audit and delaying the project management audit to allow for the process to mature.

It was noted that Council will be working with a consultant around the Child Safe Standards framework.

It was agreed that Council would go to market for an internal auditor based on the draft plan. The selected auditor will be asked to undertake a review of the Internal Audit Plan, noting the areas of interest raised by ARIC, and propose an amended plan to Council

Moved: Tony Harb Second: Godfrey Adamthwaite
All in favour motion carried

Recommendation:

That the Audit Risk & Improvement Committee Meeting endorse the draft Internal Audit Plan 2022 – 2025.

Moved: Tony Harb Second: Godfrey Adamthwaite
All in favour motion carried

5.3 Strategic Risk Register

FILE:21/00117

Purpose:

The purpose of this report is to advise the Committee of any changes to Council's Strategic Risk Register.

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Comments

After discussion around frequency and content of this register it was agreed the report would be included annually and by exception as required. Management to provide comment on variations to controls including context re impacts.

It was noted that the ICT Committee has been removed from the Strategic Risk Register. Management confirms Council is currently building a new ICT Strategy and new ICT Committee. The newly formed ICT Committee will be included as a control in the Risk Register moving forward and will represent all business units.

ARIC requested it be provided an update on change that is considered material if required outside of the agreed annual review. It was also requested that the Risk Register Review be sequenced to occur before the Internal Audit Plan.

Recommendation:

That the Audit Risk & Improvement Committee note the changes to the Strategic Risk Register as a result of the quarterly review by the Leadership Team completed on 25 August 2021.

Moved: Dr Meredith Caelli Seconded: Tony Harb

All in favour motion carried

Paul Swaffield returned to the meeting at 3:00pm

**5.4 Six Monthly Gifts & Benefits Report - 01/01/2021 to
30/06/2021**

FILE:21/00117

Executive Summary

In accordance with Council's Gifts & Benefits Policy, attached for your information is the six-monthly report for the period 1 January 2021 to 30 June 2021.

There are no items of concern or that are inconsistent with the policy.

Comments

Discussion around the unknown value of an item reported in the attachment. Clarification was sought on the processes and controls in place to encourage people to declare gifts and benefits and how difficult or easy this process is.

Larissa Britton advised the reporting system is accessible to all staff with PC access as a CRM and a PDF is available for staff without computer access. Timely reminders are sent to staff as appropriate. Suggestion of providing cover note with future report explaining Gifts and Benefits Declaration process. Discussion around awareness and training; it was noted that Gifts and Benefits Declaration is included in mandatory Code of Conduct training.

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The Six Monthly Gifts & Benefits Register Report was noted by the Committee

5.5 Consolidation of Pulse Actions - Capital Project Items FILE:21/00117
Purpose:

The purpose of this report is to seek approval to consolidate the items detailed below into one action for ease of management and reporting.

Comments

Justin Fitzpatrick-Barr explained that from the capital works audit in 2015 there are 75 individual Pulse action items currently sitting under the 2020 Capital Works Coordinator Projects Improvements Plan and Council is seeking to consolidate them into one action. The individual Pulse action would be the Implementation of the Capital Management Project Plan. All risks have been identified, activity is still relevant and will be addressed by the newly appointed Capital Works Projects Coordinator.

Management recognises there may need to be an adjustment to some due dates in consideration of the current timelines. There are no further financial implications for Council.

Council advised it will provide a summary report of current improvement projects being undertaken at the next meeting of ARIC.

Recommendation:

That the Audit Risk & Improvement Committee Meeting approve the consolidation of outstanding Internal Audit – Project Management actions into a new action to align with Councils approved Capital Projects Improvement Plan

Moved: Cr Godfrey Adamthwaite Seconded: Dr Meredith Caelli

All in favour motion carried

5.6 Consolidation of Pulse Actions - Procurement Items FILE:21/00117
Purpose:

The purpose of this report is to advise on the status of the Procurement related actions as detailed below and seek approval to consolidate these into one new action.

Comments

Mark Wiblen explained that a detailed Procurement Plan has been developed which

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has been endorsed by the Leadership Group. Along with the Procurement Plan, Council has introduced the following improvement plans – Capital Works, Tourism, ICT, Strategy, Safety & Culture, Property Development & Sustainability. Jason explained Council's overall approach to business improvement with the philosophy of better outcomes for Singleton Community with improved systems and processes for Council staff. Council has engaged LEAP (procurement program) to better assist Council's understanding of the health of their procurement strategy.

ARIC endorses consolidation ensuring all items are covered and no items missed.

Recommendation:

That the Audit Risk & Improvement Committee Meeting approve the consolidation of the outstanding Procurement related actions into a new action reflecting the Procurement Improvement Project Management Plan as attached.

Moved: Dr Meredith Caelli Seconded: Tony Harb

All in favour motion carried

**5.7 Pulse Actions
Executive Summary**

FILE:21/00117

The attached Pulse action report is provided for the information of the Committee.

Comments

Items completed have been removed from the report and there has been concerted effort across the Leadership Team to stay focused on Pulse actions. Discussion around several overdue and slow progressing items and the benefit of risk ratings and consolidation of pulse actions and realignment of due dates as per agenda items 5.5 and 5.6 occurred.

It was agreed that this report will be more productive at the next meeting following adjustments and consolidations.

The Pulse action report and discussed updates was noted by the Committee.

**5.8 Key Result Measure (KRM) Report - Quarter 1 FY
2021/22
Executive Summary**

FILE:21/00117

Council's Key Result Measure(KRM) Report was provided for information of Committee members.

Comments

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Historically the report has been provided as a presentation. The format has now changed to a report to enable the ARIC to review the report prior to meetings.

ARIC commented the report format is appropriate and allowed consideration of key items. Clarification regarding the Customer Experience metrics was sought. It was suggested that a note should be made that the proposed benchmarks are based on industry standards.

Discussion around overdue projects. It was advised there has been a 40 week delay for ordered parts due to supply chain issues owing to COVID. Testing and quality control is still in place at the Water Treatment Plant; these parts are for self-automation and the task can still be actioned manually until the part arrives.

The Key Result Measure (KRM) Report was noted by the Committee.

6 Other Business

- Tony Harb advised that he has completed a Written Return of Interest Form for other councils and queried whether he is required to complete. Council to provide advice out of session.
- Chair to provide an Annual Report before end of 2021 for reporting to Council at its first formal meeting in 2022.
- Risk Management Framework notes from Tony and Meredith at the August meeting to be forwarded to Deb for inclusion in current review.
- ARIC requested the addition of a biannual report on the progress of key improvements projects.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ARIC21-04	3/11/21	IT penetration test report for next ARIC meeting	M Wiblen	16/03/22
ARIC21-05	3/11/21	Provide draft Internal Audit Plan as part of RFQ for Internal Audit Services and request provider to review and propose recommended changes	D McDonald	31/05/22
ARIC21-06	3/11/21	Provide ARIC with an overview of current Business Improvement Projects	V Brereton	31/12/21
ARIC21-07	3/11/21	Provide ARIC Chair's Annual Report to Council	P Quealey	31/12/21
ARIC21-08	3/11/21	Council to confirm Declaration of Interest Requirements for ARIC members	D McDonald	31/12/21

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8 Next Meeting

- 16 March 2022 2pm – 4pm

The meeting closed at 4:08pm.

Paul Quealey (Chair)
Chair

Organisation and Community Capacity Report (Items for Information) - DOCC6/22

**DOCC6/22. Audit Risk and Improvement Committee Chair's
Annual Report 2020/2021**

FILE:
20/00276/005

Executive Summary

The Audit Risk and Improvement Committee Chair's Annual Report for 2020/2021 is shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments**

AT-1 [!\[\]\(3cb60d42b10e53f9522bb0b392c1c4cd_img.jpg\)](#) Singleton Council - ARIC Chair Annual Report to Council
January 2022

11 January 2022

Councillors
Singleton Council
12-14 Queen Street
SINGLETON NSW 2330

Dear Councillors,

SUBJECT: AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT TO COUNCIL

The Singleton Council (the Council) Audit, Risk and Improvement Committee (ARIC) annual report to Council provides a summary of the key activities considered and completed by the ARIC since August 2020.

The Council's ARIC, in its current form, was established in the 2013/14 financial year, in accordance with section 355 of the Local Government Act 1993. The ARIC comprises three independent members and a Council delegate. During June and July 2020, the Council completed a public invitation for suitable candidates to be appointed to the ARIC, with three new independent members appointed at this time.

The objective of the committee is to provide independent assurance, oversight and assistance to Council on risk management, control, governance, internal audits, organisational performance and external responsibilities in an advisory capacity.

The responsibilities of the ARIC includes, but is not limited to:

- Internal and external audit;
- Compliance;
- Risk management and fraud control;
- Financial management;
- Governance;
- Implementation of the strategic plan, delivery program and strategies;
- Service reviews; and
- Any other matter prescribed by the terms of reference.

1.0 ARIC Meetings

Since the appointment of the most recent Committee members in July 2020, a total of 8 meeting have been held. The attendance by Committee member is summarised as follows:

Member	Position	Role	Eligible	Attended
Paul Quealey	Independent	Chair	8	8
Tony Harb	Independent	Member	8	8
Meredith Caelli	Independent	Member	8	8
Cr Godfrey Adamthwaite	Councillor	Member	8	8

It is noted that the meetings held on 28 October 2020 and 20 October 2021 were special meetings to consider the conduct of the external audit with the NSW Audit Office, and their contract representative, and the annual financial statements.

2.0 Key Activities of the ARIC

Please find below an overview of the key activities of the ARIC:

2.1 Audited Financial Statements

The Financial Statements of Council for the year ending 30 June 2021 were audited by the Audit Office of NSW.

The NSW Audit Office is an invited to attend appropriate ARIC meetings to discuss the following areas in regards to the annual audit:

- Annual Client External Audit Plan, highlighting the key areas of consideration and planned timings for the external audit;
- Interim Management Letter and agreed management actions;
- Final Management Letter, and agreed management actions, and the report on the conduct of the external audit; and
- Audited Financial Statements.

The 2021 financial statements for Council were presented at the ARIC meeting on 20 October 2021. At this meeting, the conduct of the audit, overall results and the financial position, performance and presentation of the financial statements were discussed. Subsequent to these discussions, the ARIC recommended that the 2021 financial statements be presented to Council for their consideration, adoption and signing.

2.2 Internal Audit

The Internal Audit function at Council is outsourced and is currently performed by the National Audit Group. Representatives from the National Audit Group attend each ARIC meeting and provide details of their audit findings.

Since August 2020, the following internal audit reports have been presented to the ARIC:

- Budget process review;
- Financial literacy;
- Voluntary Planning Agreements; and
- Payroll.

As at the date of our last meeting, being 3 November 2021, internal audits of Contract Management and Water and Sewer were being completed, due for presentation at the first meeting in 2022.

Additionally, during the November 2021 meeting, a new three-year internal audit plan was presented to the ARIC, for the period from 2022 to 2025. While approved was provided in principal, with the a Request for Tender process to be completed for Internal Audit services for Council, the ARIC recommended that the engaged consultant review the plan, in conjunction with Management and the ARIC, to ensure the plan continues to meet the needs of Council.

2.3 Enterprise Risk Management

A key consideration of the ARIC is how effective Council is identifying, monitoring and managing its risks across the Council's broad range of functions and services.

With all members on the ARIC being newly appointed, significant time has been spent in understanding the Council's Risk Management Framework, risk appetite (including setting and imbedding this appetite across Council), monitoring of risks, and the timely identification of emerging risks.

To achieve this, the ARIC consider the below:

- Quarterly review of changes in the Council's Strategic Risk Register; and
- Annual review of the Council Risk Management Framework.

2.4 Business Continuity

The ARIC is responsible for ensuring the appropriateness and effectiveness of the Council's business continuity plans and natural disaster plans, including the completion of periodic testing of the Council's plans.

During December 2020, the Council completed a Crisis Management Exercise to test the validity of Business Continuity Plans in the event of an incident. A formal report of the exercise, results and areas for improvement was presented to the ARIC.

2.5 Control Framework and Continuous Improvement

An important aspect of the Committee is to consider the Council's control framework and actions towards continuous improvement. Through the completion of the various assurance activities (external and internal audit, special consultant reviews etc), various areas for control improvement and risk management are identified. Actions to address the identified areas for improvement or risks are proposed by Management, with timeframes, which are considered and noted by the ARIC. The ARIC receives updates at each Committee meeting identify the following:

- Actions which have been completed or closed out since the last ARIC meeting; and
- Progress updates on actions which are overdue and not yet complete.

As a Committee, we are challenging Management to ensure adequate resources are being allocated to the completion of the agreed actions, and that identified risks or areas for improvement are being adequately managed by Council.

2.6 Other Matters

At various times, the ARIC considers other requests and matters. An overview of some of the matters considered by the ARIC are summarised as below:

- Six monthly Gifts & Benefits report;
- Requests for closure or consolidation of previously agreed internal audit actions;
- Quarterly reporting on the Councils Key Result Measures; and
- Overview of Council insurances and claims.

3.0 Summary

The ARIC has continued to meet its obligation as set out in the terms of reference. All members continue to remain independent.

While this report has been submitted by me in my position as Chair, I would like to acknowledge the contributions made by the other members of the committee, Tony, Meredith and Cr Adamthwaite. These members have been invaluable to the Committee, bringing their wealth of experience and knowledge. The achievements of the Committee, and the continual progress and improvements across Council would not have been achieved without their valuable inputs.

I would like to also thank the General Manager and all Council representatives that have contributed to the ARIC. Their involvement is paramount to ensure the success of the ARIC.

Kind regards,

Paul Quealey

Chair

Audit Risk and Improvement Committee - Singleton Council

Organisation and Community Capacity Report (Items for Information) - DOCC7/22

DOCC7/22. Minutes - Singleton Community Economic Development Fund Joint Management Board Meeting - 30/11/2021

FILE:
21/00285/002

Executive Summary

The Singleton Community Economic Development Fund Joint Management Board (CEDF-JMB) held its ordinary meeting on 30 November 2021.

The meeting minutes are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Please note the meeting minutes were endorsed by Council's General Manager due to the Caretaker Period as a result of the 2021 Local Government Elections.

Attachments

AT-1 [↓](#) Draft Minutes - Community Economic Development Fund Joint Management Board - 30 11 2021

MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
3.00PM TUESDAY 30 NOVEMBER 2021



Present	Cr Godfrey Adamthwaite – Chair (JMB) Cr Sue Moore – Mayor (JMB) Cr Sue George (JMB) Mr Geoff Moore, Bloomfield Group (JMB) Mr Ashley McLeod, Glencore (JMB) Ms Vicki Brereton, Singleton Council (JMT) Mr Justin Fitzpatrick-Barr, Singleton Council (JMT) Mr Sean Britton, Singleton Council (JMT) Mr Damien Butler, Bloomfield Group (JMT) Mr David Foster, Glencore (JMT) Mr Jason Linnane, General Manager Singleton Council - Ex-officio (JMB)
In Attendance	Ms Kirsten Torrance, Secretariat Singleton Council
Meeting Location	Council Chambers

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Nil

2 Disclosure of Interests

- Nil received or noted

3 Confirmation of Minutes

- The minutes of the Community Economic Development Fund Joint Management Board meeting held on Tuesday 17 August 2021, were confirmed.
- Confirmed: Cr Sue Moore Seconded: Geoff Moore

4 Matters arising from the Minutes

- Nil matters arising from the minutes.

5 Agenda Items

**5.1 Singleton Community Economic Development Fund -
 Community Application Assessment Round 1 FY
 2021/2022**

FILE:21/00285/002

Thirty-five (35) applications were received with a combined value of \$1,999,503. Applications were assessed by the CEDF Joint Management Team (JMT) ensuring they demonstrated an economic, social or environmental benefit to the community.

MINUTES

COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
3.00PM TUESDAY 30 NOVEMBER 2021

The first 2 gateways in the assessment criteria pertain to Eligibility and Principles & Intent as specified under the Deed. Applications deemed eligible, progressed through to next the stage and were scored against the assessment criterion.

Assessments were completed individually by each JMT member in the first instance, followed by a meeting to jointly review and discuss final scores for consideration by the Joint Management Board (JMB).

Discussion points between the JMB and the JMT around specific applications at this meeting are as follows:

Hunter Women's Centre – The JMB sought clarification on the location of the proposed services and benefit to the LGA. The JMT confirmed that the program will be administered via telehealth and targeted workshop programs from Singleton.

Singleton Netball Association – The JMB sought clarification on the standard of lighting currently at the netball courts. Current lighting does not meet the LUX requirements for hold evening competitions/matches. The club is experiencing a loss of player to other sporting codes and through research it has been identified that they will be able to retain and grow membership if evening training and games could be played. This initiative would enhance the facility and from a visitor economy point and has the potential to attract increased competitions to the Singleton LGA.

CWA – JMB suggested the CWA could source remaining funding from other grants e.g. Australian Business Start Up Small Equipment Grant

HVWTA – Council has been working with the NBN and the HVWTA to understand the cost to have the fibre rolled out to areas across the LGA that currently do not have nbn infrastructure to improve connectivity. The cost of improving connectivity is a federal issue and something Council is unable to fund. Federal government funding is available and specialist support is required to develop the necessary business case to seek federal funding. The JMT confirmed that this is a one off application and would be used as a pilot to target progressive funding applications for improved digital connectivity across the LGA.

Rotary Club – The JMT confirmed that a local maker will be employed and their work is quite renowned and would represent the area well. The JMB requested that as part of the approval the final design is consulted with Council.

Singleton Museum – JMB advised that the application would be better suited to a Community Building Partnership Grant (NSW Government CBP Grant) rather than the CEDF.

PCYC – JMB advised that partial funding is proposed as they deemed the amount requested was high, considering the range of BBQ trailers available within the market.

YOTS – JMB sought clarification that the program would be delivered in the LGA. JMT confirmed part-funded position based in Singleton with an existing program to be expanded. Have operated out of venues around Singleton and also the youth centre and have a good reputation for services. It was confirmed that only 1 year of

MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
3.00PM TUESDAY 30 NOVEMBER 2021



funding has been requested.

Broke Residents Association – This project aligns with the Resources for Regions funding and the Team has recommended partial funding for the feasibility study.

Singleton Landcare PA Heuston Lookout – This project is for weed management at the site with Landcare continuing maintenance once the area is restored.

On Track Hunter – Request is for a facilitator and they have asked for funding over 2 years to assist in attracting suitable applicants for the role. The program works with at-risk youth, strongly supported by the local police and is a targeted program with high impact.

Lifeline – This program is for training of crisis support staff and also suicide after care to be locally based in Singleton at the Neighbourhood Centre.

Milbrodale Progress Association – There were no questions about this application.

Compass Housing – The Board felt that there would need to be quite specific KPIs for this application. There were 4 projects within their application and the team recommended 2 out of the 4. It was commented by the JMB that while a Not For Profit, Compass receives government funding to deliver its programs.

Singleton Heights Pre-School – There were no questions about this application. It was noted by the JMB that the need has been identified through the Neighbourhood Centre. The program also provides social skills as well as breakfast, working with families and aligns with assisting children to be engaged in early education.

Singleton Triathlon Club – The JMB asked is the device specifically for the club or can they share it? It was confirmed from the application it is for the Club.

St John's Ambulance – the JMB questioned the JMT as to why this application didn't get through, stating this would support the community and would be a worthwhile vehicle. The JMT advised that the application scored low as the absence of a dedicated vehicle would not prevent events from going ahead and did not demonstrate having a localised benefit.

Generalised discussion points between the JMB and the JMT as follows:

A range of opportunities for improvement as part of this first round include:

- Program longevity and developing a three year program rather than an annual program
- Educating the community in developing submissions that have longer term outcomes rather than immediate short term funding requirements
- Linking applications to other potential grant opportunities
- Assessment Criteria while developed to honour the intent of the Deed, it has the potential to exclude worthy submissions.
- Development of KPIs for successful applications.

The JMT also confirmed the next steps in the process would be:

MINUTES

COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
3.00PM TUESDAY 30 NOVEMBER 2021

- Letters to applicants to advise of status
- Prepare Council paper - 15 February 2022
- Draft funding agreements in preparation of Council resolution
- Draft communications messages post 12 February 2022, including photo opportunity with successful applicants.

The Joint Management Team left the meeting at 4:18pm to allow the Board to convene for their decisions and also for Board members to take a short break. Vicki Brereton and Jason Linnane remained in the room.

The Board reconvened at 4:20pm to discuss the applications.

The Board discussed the options as per the agenda and recommendations.

The JMB were advised that Bulga Milbrodale Progress Association have through the Bulga Community Consultation Committee been advised to prepare a business case for this proposal. The facility mentioned in the application has not progressed, so its application is premature. It was agreed that this project would not proceed.

The JMB discussed the allocation of funding over a number of years versus allocating funds from the year in which the applications were sought. The JMB agreed that applications with multiple year funding would be committed from the total pool and not from future years.

The JMB acknowledged that shortlisted applications were worthy, however, the Board needs to recommend projects/programs within the funding amount. The JMB agreed:

The following applications would not progress:

- Compass Housing
- Singleton Museum
- Bulga Milbrodale Progress Association

The JMB agreed to recommend to Council that:

- The Singleton Netball Association be funded 60% of the amount agreed by the JMT (\$56,331) & the Association seek remaining funding from the Sports Council. The CEDF funding of \$56,331 will be released once Sports Council funding has been received.
- The total funding amounts for On Track Hunter, Lifeline Hunter and Singleton Heights Pre-School be allocated from year one and paid over a number of years as specified in each application.
- The following projects be funded as recommend for funding as proposed by the JMT:
 - HVWTA
 - Singleton PCYC
 - The Rotary Club of Singleton on Hunter
 - Youth Off the Streets

MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
3.00PM TUESDAY 30 NOVEMBER 2021



- Hunter Women's Centre
- Singleton Landcare
- Singleton CWA
- Broke Residents Association
- Singleton Triathlon Club.

Taking into account the JMB deliberations, it is proposed that the allocated amount for Round One of the Singleton Community Economic Development Fund including multi-year allowance is revised to \$526,333.

Moved: Cr Sue George Seconded : Geoff Moore

Approved by all as unanimous.

Motion passed that from 2022 commencing Round 2 the CEDF JMT will adopt a minimum 3 year program structure.

Moved: Cr Sue George Seconded: Cr Sue Moore

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
CEDF21-01	30/11/21	Development of 3-year program for JMT	V Brereton / JMT	21/06/2022
CEDF21-02	30/11/21	Letters to all applicants	V Brereton/K Torrance	10/12/2021
CEDF21-03	30/11/21	Prepare Council Paper	V Brereton	15/02/2022
CEDF21-04	30/11/21	Draft funding agreements	S Britton	15/02/2022
CEDF21-05	30/11/21	Draft communication messages inc. photo opportunity with successful applicants	S Britton /B O'Hara	04/02/2022

8 Next Meeting

Confirmation of the next meeting will be provided following the formation of the new Council in March TBA

The meeting closed at 4:50pm.

Jason Linnane
General Manager

DI&P1/22. Meeting Notes - Singleton Sports Council - 16/09/2021 FILE: 21/00195

Executive Summary

The Singleton Sports Council held its ordinary meeting on 16 September 2021. As a quorum was not achieved at the meeting, the Meeting Notes, as confirmed by Sports Council on 21 October 2021, are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [!\[\]\(17413706fd4997a1a4bdf85c6864eee1_img.jpg\)](#) Meeting Notes - Sports Council Committee -16 September 2021 - Quorum Not Achieved

MEETING NOTES
SINGLETON SPORTS COUNCIL
 Thursday 16 September 2021 7pm



Present	Cr Danny Thompson (Chair) Mark Rix (Howe Park Tennis Club) Marilyn Rix (Singleton Netball Association) Sarah Speechly (Singleton Track and Field) Alf Buckley (Singleton Golf Club) Kate Brumby (SURLFC) Jenny Rudder (Singleton Junior RLFC)
Apologies	Michael Tanner (Singleton Rugby Club) Ben de Somer (Singleton Junior Rugby)
In attendance	Justin Fitzpatrick-Barr – Singleton Council - Director Infrastructure and Planning Services Damian Morris – Singleton Council - Manager Infrastructure Services Amanda McMahon - Singleton Council - Coordinator Recreation and Facilities Melissa Cope – Singleton Council - Infrastructure Services Support Officer (minutes)
Meeting Location	MS Teams

1. Welcome and Apologies

The Chair opened the meeting and welcomed everyone.
 Acknowledgement of Country by the Chair
 Acceptance of Apologies

2. Disclosure of Interests

Nil declared

3. Confirmation of Minutes

The draft minutes of the meeting held on 16th August 2021 were confirmed.

Moved Sarah Speechly **Seconded** Alf Buckley

4. Business arising from the Minutes

Nil

MINUTES
SINGLETON SPORTS COUNCIL
Thursday 16 September 2021 7pm



5. Agenda Items

i. Financial Report

Cr Danny Thompson advised the following summary regarding the Statement of Financial position:

General Account

Opening Balance 01/07/2021	\$ 3,010.46
Funds Available as at 31/08/2021	\$ 3,109.03

Sports Improvement Account

Opening Balance 01/07/2021	\$ 24,272.61
Funds Available as at 31/08/2021	\$ 24,333.50

\$ for \$ Account

Opening Balance 1/07/2021	\$100,000.00
Carried Forward Balance	\$171,486.91
Funds Available as at 31/08/2021	\$188,874.70

ii. Strategic Planning – Amanda McMahon

Howe Park Draft Plan of Management (POM)

Notification was received on the 22 June 2021 advising that Department of Planning, Industry and Environment (DPIE) are reviewing the draft Howe Park POM and feedback is imminent. No further advice has been received.

Singleton Mountain Bike Track Feasibility Study

An Engagement Outcomes and Submissions Report has been prepared and will be reported to Council on 20th September 2021.

Cr Danny Thompson raised a question, do we have to wait for Council to recommend the study, Amanda advised we do. Public feedback was positive with 80 submissions received, 76 supportive, 2 against and 2 neutral.

Community Sport Infrastructure Study

Following feedback received after the presentations by the consultants on the draft strategy, additional work is being undertaken on the strategy to better include all sports and sporting activities that are represented at Sports Council. It is anticipated that the revised draft strategy will be completed late September 2021.

MINUTES
SINGLETON SPORTS COUNCIL
Thursday 16 September 2021 7pm



iii. Capital Works Planning – Damian Morris

Damian Morris provided an update on the progression on the Capital Works planning:

Athletics Amenities at Cook Park

- Application for funding (\$886,405) submitted under the Stronger Country Community Project (Successful projects due to be announced in September 2021)
- Awaiting approval from LRCI to reallocate funding under Phase 1 from Alroy to Cook Park #5 Field for irrigation and construction of shot put and discuss cages. Waiting for 6 months, no response to date.

SURLFC Amenities Extension

- Application for funding (\$1,345,000) submitted by SURLFC under Resources for Region Round 8 (Successful projects due to be announced in September 2021)
- The balance of \$255,000 proposed to be funded through LRCI Phase 3.

Alroy Oval Amenities

- Concept design package for Alroy Oval amenities building has been completed
- Awaiting landscape design plans and staging – expected in the next couple of weeks.

Tiered Seating at Rose Point and Cook Park

- Structural engineering details have been received and QS have been finalised
- Development application for the Junior Rugby League Grandstand has been lodged this week
- Application for funding (\$700,000) has been submitted under Resources for Region Round 8. Total Project cost is \$723,400. Should hear back in September 2021.

iv. Capital Works Delivery - Damian Morris

Damian Morris provided an update on the progression of the Capital Works Delivery projects for 2021/2022 (\$1,431,749):

Howe Park Turf Renovations - \$711,749

- Site works commenced Monday 19 July 2021

**MINUTES
SINGLETON SPORTS COUNCIL
Thursday 16 September 2021 7pm**



- Scheduled completion date March 2022.

Howe Park Lighting Upgrade - \$350,000

Full replacement of the floodlighting and poles around the Howe Park sports field. The lighting will be upgraded to LED lights with the capacity to light the field to a level of 300lux for night games and be lowered to 100lux for training nights.

- Tender documents are currently being prepared.

Alroy Oval Field Lighting - \$170,000

Installation of 4 lighting towers at Alroy Oval to provide a minimum average of 100lux across field for training and competition.

- Tender documents are currently being prepared.

Allan Bull Reserve Irrigation - \$200,000

Installation of an automatic irrigation system across both fields at Allan Bull Reserve

- Scheduled finish date December 2021
- Brief prepared and released. Submissions closed yesterday (15 September 2021) Mitch Moy will be sending out preferred candidate details this afternoon.

v. Maintenance Activities – Damian Morris/Amanda McMahon

- 3 x light globes replaced at Allan Bull Reserve in July 2021 (\$2,828 ex GST note half of the cost was EWP)
- Irrigation maintenance is ongoing. Rose Point irrigation has been switched off until a new filter (\$845 ex GST) arrives for the filtration system. This is expected to arrive from Melbourne in the next few days
- Howe Park Tennis lighting globe replacements will be undertaken once the parts have been received
- Parks team have been undertaking Broad leaf spraying on Council playing fields. With the warmer weather, the mowing schedule will take off.

MINUTES
SINGLETON SPORTS COUNCIL
 Thursday 16 September 2021 7pm



August 2021 CRMS – Amanda McMahon

Date	Customer	Request	Outcome
04/08/2021	Howe Park Tennis	Our hot water system seems to have a flow problem. You turn on any hot water tap and it starts with a normal flow but after a few seconds it slows to a trickle. It happens at all 4 hot water taps so that would indicate it is a problem out of the hot water system.	9 August 2021 – Booth Plumbing attended site and resolved.

vi. Grant Programs – Amanda McMahon

Singleton Council Sports Grant Program Round 1 2021/2022

- Closes Friday 17 September 2021
- \$94,000 is available (\$ for \$)
- If any clubs need an extension of time, please let Amanda know.

Singleton Community and Economic Development Fund

- Open until 31 October 2021
- \$500,000 available for projects or programs with a minimum value of \$10,000
- Successful applications announced March 2022.

Local Roads and Community Infrastructure Phase 3 (From 1 January 2022)

- Singleton Council has been allocated \$1,632,170.

Regional Sport Facility Fund

- Closes 8 October 2021
- Grants between \$100,000 and \$1M
- The key objectives of the Fund are to:
 - Increase the number and type of sporting facilities
 - Improve the standard of existing sporting facilities
 - Increase participation in sport.
- Shovel Ready Projects with construction to commence within 6 months and be completed by 30 June 2023.

MINUTES
SINGLETON SPORTS COUNCIL
 Thursday 16 September 2021 7pm



vii. Summer Seasonal Sports Ground Allocations
(Saturday 2 October 2021 – Sunday 27 March 2022)

Sportsground	Club	Days & Times	Key Register	Public Liability	Approved
Albion Park	Singleton District Cricket Association	Wed 3.30pm – 7.00pm	Missing	30/06/2022	
Alroy Oval	Singleton Track and Field Northern NSW Football	Tues 4.00pm – 9.00pm Mon 5.30pm – 7.00pm	Missing N/A	31/08/2021 31/12/2021	16/08/2021
Civic Park	Singleton Touch Football	Wed 3.30pm – 7.00pm	Missing	Missing	
Civic Park	Singleton District Cricket Association	Fri 4.00pm – 7.30pm Sat 12.00pm – 6.30pm Sun 10.00am – 6.00pm	Missing	30/06/2022	
Cook Park 1, 2 & 3	Singleton District Cricket Association	Wed 3.30pm – 7.00pm	Missing	30/06/2022	
Cook Park 4 & 5	Singleton District Cricket Association	Fri 4.00pm – 7.30pm Sat 12.00pm – 6.30pm Sun 10.00am – 6.00pm	Missing	30/06/2022	
Howe Park Sportsground	Closed for renovations				
Howe Park Tennis	Howe Park Tennis Club	Mon – Sun 7.00am - 10pm	Received	30/09/2021	16/08/2021
Rose Point Netball Courts	Singleton Netball	Mon – Sun 9.00am - 9.30pm	Received	01/01/2022	16/08/2021

All sports grounds requests approved.

MINUTES
SINGLETON SPORTS COUNCIL
Thursday 16 September 2021 7pm



6. Other Business

- Sports Council Memberships are now due
- Cr Danny Thompson would like to congratulate Damian Morris on his work as LEMO and Councils COVID response with the vaccination clinic and testing centre. Amazing job by Council.

7. Action List

- i. Review of Sports Council Action Plan
- ii. Review of Sports Council Meeting Actions

8. Club Updates

Singleton Junior Rugby League Football Club

Not much happening over last few months during lockdown. The club had 7 or 8 teams due to play finals, unfortunately all finals were wrapped up. Club is now planning to finish up the season and see if any type of presentation can happen. Start wrapping up towards the clubs AGM next month.

Singleton Netball Association

Club was up to finals for their season, the club hasn't decided yet as to if the finals will go ahead. They are waiting until after the school holidays and potentially hold them the first week after school holidays. The club hasn't made a decision in regard to holding a twilight season yet depending on what restrictions are in place. Is Amanda happy with the quotes for floodlight towers sent in by the club and are they now able to apply for a grant? Amanda has referred the quotes to one of Councils engineers to review and will get back to the club early next week.

Singleton Track and Field

The club is waiting to see what form community sport will take this season but are still committed to a season. The long jump pit is progressing, the concrete has been laid and is currently curing. Hoping to get the tartan installed at the end of October.

Howe Park Tennis Club

Nothing much has changed in the last month for the club. Wonderful news to come out of lockdown today. Tomorrow is the last day of term, social tennis will be played for the next 2 weeks. Will start up again for term 4 if we stay out of lockdown. The club is hoping to get a grant application to Amanda, they are finding it difficult to get quotes for lights. They have the design done and pricing for fittings, just waiting for an electrician to provide a quote. Also have some quotes for the clubhouse just waiting on civils and engineering design. Hoping to have them in time to apply for a grant.

MINUTES
SINGLETON SPORTS COUNCIL
Thursday 16 September 2021 7pm



Singleton Golf Club

Club going extremely well. Have been able to play in twos and will start playing in fours from tomorrow. Golf championships will start on the 9 October 2021. Still waiting for the DA for the machinery shed, all looking good. The club is looking forward to a good month.

Next Meeting

Thursday 21 October 2021 at 7pm – TBA

The meeting closed at 7:24pm

Cr Danny Thompson
Chair

DI&P2/22. Minutes - Singleton Sustainability Advisory Committee - 04/11/2021

FILE:
19/00046/003

Executive Summary

The Singleton Sustainability Advisory Committee held its ordinary meeting on 4 November 2021. The minutes of the meeting are as shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - Singleton Sustainability Advisory Committee - 04/11/2021

**MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9.00AM THURSDAY 4 NOVEMBER 2021**



Present	Cr Sarah Lukeman, Mrs Mary-Anne Crawford (Manager Development & Environment), Cr Godfrey Adamthwaite, Mr Justin Fitzpatrick-Barr (Director Infrastructure & Planning), Mr Ziggy Andersons (Coordinator Environmental Services), Mr James Barben, Mr Wayne Jones, Ms Sue Booth, Mrs Wendy Lawson, Ms Bonnie Wilson (Sustainability Projects Officer) and Ms Lexie Crouch (Environmental Projects Officer)
In Attendance	Rebecca Bailey (Minute Taker)
Meeting Location	MS Teams

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Mr Jonathon Wood

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Sustainability Advisory Committee meeting held on Tuesday 3 August 2021, were confirmed.

4 Matters arising from the Minutes

- Note any matters arising from the minutes.

5 Agenda Items

**5.1 Singleton Council State of the Environment 2017/2021
Report**

FILE:19/00046/003

Overview of how the Singleton Council State of the Environment 2017/2021 report was structured and prepared provided by Lexi Crouch, Environmental Project Officer (**Attachment 1 to the Agenda**).

The Forward Schedule of Reporting discussed (**Attachment 2 to the Agenda**).

MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9.00AM THURSDAY 4 NOVEMBER 2021



5.2 Recycling Shop and Circular Economy Presentation FILE:19/00046/00
Presentation from Manager Waste and Circular Economy

Status update of outcomes/progress of the Recycling Shop and Council's Circular Economy initiatives provided by Aaron Malloy, Manager Waste and Circular Economy.

6 Other Business

- SL congratulated the Sustainability team and wished them well with today's award announcements.
- JFB thanked Chair and all committee members.

7 Action List

Action No.	Action	Responsible Person	Outcome
	Request presentation regarding the <i>Recycle Shop</i> be given to the Committee by a member of <i>Waste and Circular Economy</i> .	Bonnie Wilson	Completed. Confirmed on 27/10/2021 that the Manager Waste and Circular Economy will be in attendance on 04/11/2021.
	Investigate participation in HJO Small Acts Big Change <i>Good for the Hood</i> workshops.	Bonnie Wilson	In progress
	Forward Community Strategic Plan survey to all Committee members. (Members to contact Council directly for a hardcopy if they require it).	Jodie Jeffery	Completed on 13/09/2021. CSP circulated to Committee with the draft Minutes of the August 2021 meeting. Goal 15 Presentation was also circulated with the above.

8 Next Meeting

- To be determined after Council elections.

**MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9.00AM THURSDAY 4 NOVEMBER 2021**



The meeting closed at 10.13.

Sarah Lukeman
Chair

DI&P3/22. Minutes - Singleton Sports Council - 21/10/2021**FILE: 22/00034**

Executive Summary

The Singleton Sports Council held its ordinary meeting on 21 October 2021. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments****AT-1** [!\[\]\(73002692dd5e7a64e60946be3158e719_img.jpg\)](#) Minutes - Singleton Sports Council - 21/10/2021

**MINUTES
SINGLETON SPORTS COUNCIL
7.00PM THURSDAY 21 OCTOBER 2021**



Present	Cr Danny Thompson (Chair) Cr Val Scott Sarah Speechly - Singleton Track and Field Club Drew Keith - Singleton Clay Target Club Michael Tanner - Singleton Rugby Club Al Fletcher - Singleton Mountain Biking Club Kate Brumby - Singleton United RLFC Dean Dunn - Singleton Strikers Football Club Ben De Somer - Singleton Junior Rugby Marilyn Rix - Citizen Representative Ian O'Brien - Singleton Triathlon Club
In Attendance	Damian Morris - Manager Infrastructure Services Amanda McMahon - Coordinator Recreation & Facilities
Meeting Location	MS Teams

1. Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Justin Fitzpatrick-Barr
 - Mark Rix - Howe Park Tennis Club
 - Kerri Koosmen - Singleton Netball Club

2. Disclosure of Interests

- Nil

3. Confirmation of Minutes

- Confirmation of Meeting Notes (Attachment 1) – 16 September 2021

Moved Sarah Speechly **Seconded** Kate Brumby

4. Matters arising from the Minutes

- Cr Val Scott was an apology for the previous meeting on 16 September 2021.

5. Agenda Items

- i. **Financial Report (Attachment 2) (Chair)**
- ii. **Strategic Planning Update (Amanda McMahon)**

Howe Park Plan of Management

Advice was received on 6 October 2021 that DPIE are currently seeking legal advice regarding Crown reserves with a gazetted purpose of Public Park and whether they require an additional purpose to facilitate any other uses. This is now holding up the

**MINUTES
SINGLETON SPORTS COUNCIL
7.00PM THURSDAY 21 OCTOBER 2021**



draft POM which has been with DPIE for endorsement for exhibition for almost 12 months.

Mountain Bike Track Feasibility

Council resolved to endorse the draft feasibility study and allocated funding to commence the design and planning phase for Pioneer Road on 20 September 2021. A meeting has been held with the Singleton Mountain Biking Club and work has commenced on the consultant brief for the design work.

Community Sport Infrastructure Study

Following feedback received after the presentations by the consultants on the draft strategy, additional work is being undertaken on the strategy to better include all sports and sporting activities that are represented at Sports Council. It is anticipated that the revised draft strategy will be completed late September and reported to Council on 1 November 2021 to go on community exhibition.

iii. Capital Works Planning (Damian Morris)

Athletics Amenities at Cook Park

- Application for funding (\$886,405) submitted under the Stronger Country Community Project (Successful projects due to be announced in September, no announcements yet)
- Awaiting written approval following verbal approval received from the Infrastructure Dept last week to reallocate \$250,000 in funding under LRCI Phase 1 from Alroy to Cook Park #5 Field for irrigation and construction of shot put and discus cages.

SURLFC Amenities Extension

- Application for funding (\$1,345,000) submitted by SURLFC under Resources for Region Round 8 (Successful projects due to be announced in September, no announcements yet)
- The balance of \$255,000 proposed to be funded through LRCI Phase 3

Alroy Oval Masterplan Upgrades

- Concept design package for Alroy Oval amenities building, staging plans, concept landscape design and probable opinion of costs have been completed
- Council will now consider the best way to approach this project and start to seek grant funding.

Tiered Seating at Rose Point /Cook Park

- Structural engineering details have been received and QS have been finalised
- Development application for the Junior Rugby League Grandstand has been lodged and is still under assessment
- Application for funding (\$700,000) has been submitted under Resources for Region Round 8. Total Project cost is \$723,400.

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Cook Park #4 Lighting Upgrade

- Awaiting funding.

Dr Maffey Drive Design

- A design has been prepared for the upgrade of Dr Maffey Drive and the associated parking at Civic Sportsground.
- Preparing for grant funding, works are not yet scheduled to be done.

iv. 2021/2022 Capital Works Delivery (Damian Morris)

Howe Park Turf Renovations - \$711,749

Indicative timeframes for the project tasks (subject to weather) are provided below.

- Underground tanks will be installed and underground Infrastructure works will continue to take place over the next two weeks
- Soil will be imported in early to mid November, added to the existing soil and regraded across the ground
- The cricket wicket will be rebuilt utilising the cricket soil stockpile in early to mid November
- Turf will be laid across the oval during late November. The sportsground will remain closed to let the field recover and the turf to take hold
- Sand slit drainage will be installed across the ground between late February to early March 2022.

Temporary fence will be removed in late March to early April once all works have been completed and the ground has been opened.

Singleton Strikers will try to delay the start of their home games to give the turf more time to take hold.

Howe Park Lighting Upgrade - \$350,000

Full replacement of the floodlighting and poles around the Howe Park sports field. The lighting will be upgraded to LED lights with the capacity to light the field to a level of 300lux for night games and be lowered to 100lux for training nights.

- Tender documents are currently being prepared.

Alroy Oval Lighting Upgrade - \$170,000

Installation of 4 lighting towers at Alroy Oval to provide a minimum average of 100 lux across field for training and competition.

- Tender documents are currently being prepared.

Allan Bull Reserve Irrigation

Installation of an automatic irrigation system across both fields at Allan Bull Reserve

- Site works commenced 18 October 2021, scheduled to finish late November 2021, weather permitting.

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v. Maintenance Activities

2021/2022 Maintenance Program (Damian Morris)

- General maintenance and mowing of sports grounds.

CRMs received and actioned in September (Amanda McMahon)

- No CRMs received.

vi. Grant Programs (Amanda McMahon)

Singleton Council Sports Grant Program Round 1 2021/2022

- Closed Friday 17 September 2021
- Ten applications were received from six clubs requesting a total of \$79,694
- A report will be considered by Council on the 1 November 2021 recommending approval of all applications.

Singleton Community and Economic Development Fund

[Click here for more information](#)

- Open until 31 October 2021
- \$500,000 available for projects or programs with a minimum value of \$10,000
- Successful applications announced March 2022.

Local Roads and Community Infrastructure Phase 3 (From 1 January 2022)

- Singleton Council has been allocated \$1,632,170.

NSW Infrastructure Grant (Liquor and Gaming)

[Click here for more information](#)

- Opens 1 November 2021 and closes 22 November 2021
- Grants between \$50,000 and \$300,000 per project
- Submitted by a not-for-profit organisation with an ABN that is responsible for operating and/or maintaining the infrastructure
- Projects must be completed within 2 years of receiving funding.

Local Sport Grant (Office of Sport)

[Click here for more information](#)

- Closes 19 November 2021
- \$50,000 available per electorate
- Eligible to incorporated, not-for-profit grassroots sports clubs
- Minimum funding \$500
- Maximum funding amounts
 - Sport Development \$2,000
 - Sport Event \$5,000
 - Sport Access \$5,000
 - Sport Facility \$15,000
- Projects completed by May 2023

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Cadbury Get in the Game Grants Program

[Click here for more information](#)

- Closes 10 December 2021
- \$5,000 grants for the redesign or purchase of uniforms for girls and women's teams
- Any registered sports club or association across Australia playing in any official sporting competition can apply.

6. Other Business

- Sports Council Memberships are now due
- 3 – 4 Volunteers required for photo shoot to promote the Singleton Community Infrastructure Strategy including Councils quarterly magazine – Singleton Edit next Thursday at 1pm at a sporting ground in Singleton. Singleton Strikers, Singleton Netball Club, Singleton United RLFC and Singleton Track and Field Club will try and get some volunteers to attend. Amanda will send an email with the details.

7. Action Plan

- Review of Sports Council Action Plan (Attachment 3)**
- Review of Sports Council Meeting Actions (Attachment 4)**

8. Club Updates

Singleton Triathlon Club

Starting their season on Sunday 7 November 2021. All approvals are now in place. The club has moved into their new shed at the Gym and Swim, the club now has one central place to work from. Looking forward to starting the season on 7 November.

Singleton Rugby Club

Nothing to report from the club. Big working bee at Howe Street on Saturday to clean up.

Singleton Junior Rugby

Club now has a new committee in place for next season. Planning is happening for 2022 season. Club is making some progress with re-developing the strategic plan for the club and will be speaking with Council about the plan which will help the club to be set up for grants that they may need in the future. The club is working on the key register for Council.

Singleton Clay Target Club

Club has been quiet, will be opening up for practice when NSW reaches the 80% vaccination mark. However no more competitions for 2021, will commence again in 2022.

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Singleton United RLFC

Club is currently pretty quiet, AGM is booked in for 7 November 2021. The season has been cut short and the presentation has been moved to 4 December 2021. Will be holding some gatherings with some Old boys on 6 November 2021. Club is getting ready for next year.

Singleton Track and Field Club

The club is holding a shortened season and will commence in December 2021 with two trial nights, a come and try athletics and a coaching session. Then will commence the season when school resumes in 2022.

Singleton Mountain Biking Club

The club has had a meeting with Council to progress the design and environmental studies for the Pioneer Road site. The club has received the approval from Council to commence works onsite after a walk around with the Council asset team, the club is working through the list of works provided. Some items on the list will require machinery to complete the works so will have a discussion with Council about the requirements.

Maison Dieu track working bee was rained out last Saturday and has been rescheduled to this Saturday. Cr Danny Thompson has received positive feedback on the works that have already been undertaken.

Singleton Strikers Football Club

Community and Premier competitions have held their AGMs and have elected their committees for 2022 season. Premier competition is getting ready for next season, trials will be in November 2021. Club is holding a get together to celebrate 12 months since winning the grand final. Finished 4th on the ladder for the season as the season was cancelled and no grand final was held.

Singleton Netball Club

Netball has finished their season and will be holding an online recorded presentation this Saturday with the representative teams presentation the following weekend. The club is not holding a twilight competition due to the COVID restrictions.

Cr Val Scott – Would like to thank the committee as this will be her last Sports Council meeting. Cr Danny Thompson thanked Cr Val Scott for her all the work and diligence in representing the sporting community over the years.

Cr Danny Thompson explained due to the upcoming Council election, Council will go into caretaker mode in the first week of November, this will be the last Sports Council meeting for the year. Depending upon Council election results the Sports Council representatives may change for 2022.

Thankyou to all the club representatives who have put in their time, very pleased with what the committee has been able to achieve over the last 18 months for the sporting clubs. Clubs are looking forward and planning with grants that are available. The level of activity and satisfaction needs to be recognised that has come from the enthusiasm from the club representatives.

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Next Meeting

- 17 February 2022 at 7pm in the Meeting Room, Singleton Library or online via MS Teams (depending on the current Public Health Orders)

The meeting closed at 7:33pm

Danny Thompson
Chair