



## **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

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**Withdrawal of Items/Late Items of Business**

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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**

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**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**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
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*

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
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 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 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*

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
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**

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**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 rehabilitat.
- **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*

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Residual Risk Ranking</b>	<b>Within Existing Resources?</b>
<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**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
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









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 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

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### 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*

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.

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*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.

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*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.

**Risk Implications**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
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**

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**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** [↓](#) Investment Report - November 2021





















**5. Investment Report - December 2021****FILE:** 21/00487

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**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**

**AT-1** [↓](#) December 2021 Investment Report





















**6. Investment Report - January 2022****FILE:** 21/00487

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**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** [↓](#) January 2022 Investment Report





















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

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**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**

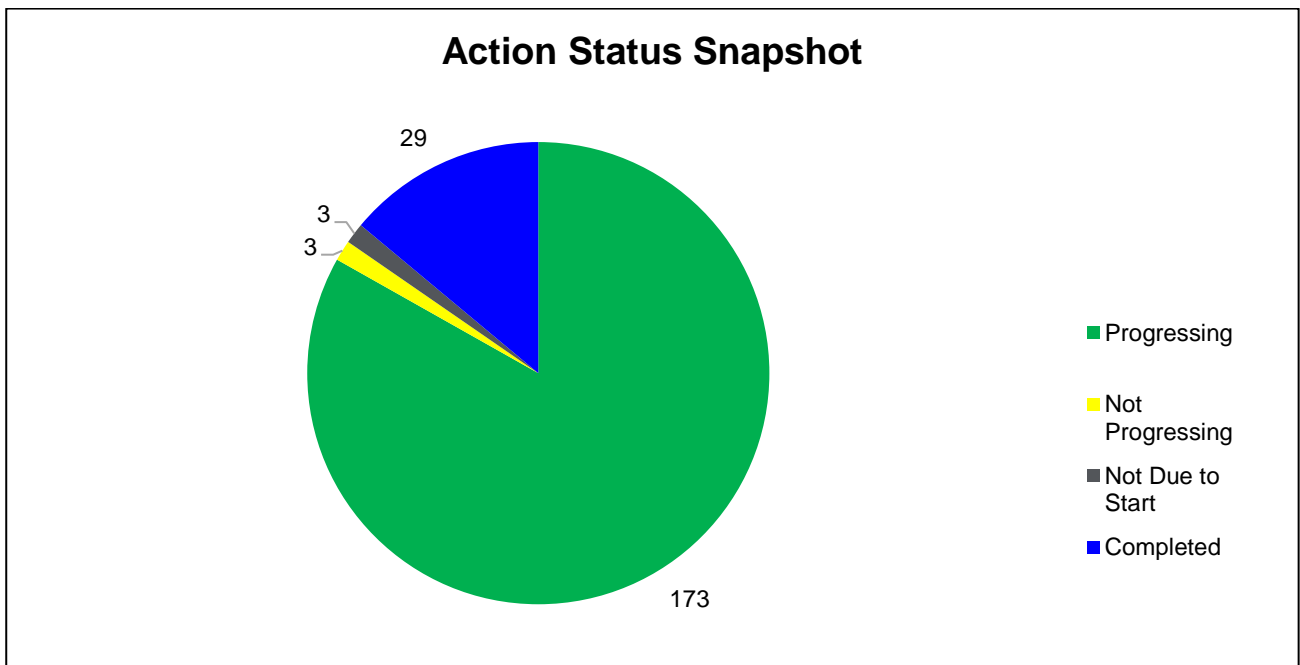
The purpose of this report is to provide Council and the community with a six-monthly status report on the 2021/2022 Operational Plan for the period 1 July 2021 to 31 December 2021.

**FOR INFORMATION**

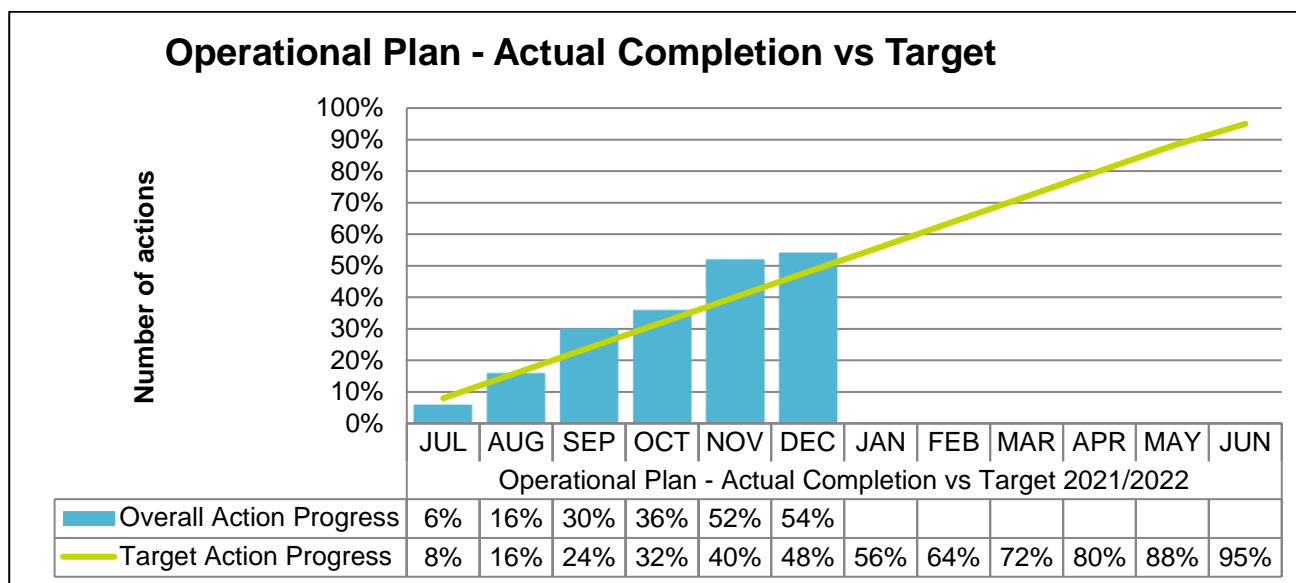
It is a requirement of the *Local Government Act, 1993* and the Integrated Planning and Reporting Framework that Council report progress made against actions in the *Operational Plan 2021/2022* and the associated *Delivery Program 2017-2021*. Both documents support strategies included in the *Singleton 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























































































































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

**FILE:**  
20/00276/005

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### **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



















*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

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### **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** [↓](#) Singleton Council - ARIC Chair Annual Report to Council  
January 2022







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

**FILE:**  
21/00285/002

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### **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













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

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### **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** [↓](#) Meeting Notes - Sports Council Committee -16 September 2021 - Quorum Not Achieved



















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

**FILE:**  
19/00046/003

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### **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









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

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**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** [↓](#) Minutes - Singleton Sports Council - 21/10/2021















