

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 April 2025**, commencing after the Public Forum at **5.30pm**.

Emergency Evacuation - Council Chambers

In case of an emergency, for example a fire, please evacuate the building via the marked exit doors (*Mayor points to the doors*). The order to evacuate may be signified by an alarm siren or by a Council officer or myself. Please proceed to the green "emergency assembly area" signs either near the cycleway on Queen Street (*Mayor points in direction of Queen Street*) or at the other side of the carpark towards the Gym & Swim (*Mayor points again*). An instruction to evacuate to a marked area should be followed without delay to assist Council in ensuring the Health and Safety of all staff and visitors.

Privacy/Webcasting

In accordance with the NSW *Privacy & Personal Information Protection Act, 1998*, you are advised that all discussion held during the Open Council Meeting is public information. This will include any discussion involving the Mayor, a Councillor, staff member or a member of the public. All persons present or attending via audio-visual link should withhold from making public comments about another individual without seeking the consent of that individual in the first instance.

Please be aware that Council webcasts its Open Council Meetings via its website. All persons should refrain from making any remarks that could potentially be considered defamatory. Council accepts no liability for any defamatory remarks made during the course of the Council Meeting. No other persons are permitted to record the Meeting, unless specifically authorised by Council to do so.

General

All persons present either in the Council Chambers or via audio-visual link are requested to turn their mobile devices to silent during the course of the Council Meeting. Any persons attending via audio-visual link are required to have their camera on at all times.

Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath or Affirmation of Office made at the beginning of the Council term to undertake their civic duties in the best interests of the people of the Singleton community and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their ability and judgement.

Council Officials are also reminded of the requirement to declare and appropriately manage any conflicts of interest they may have in relation to matters considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

AGENDA PAGE

Opening of Meeting

Acknowledgement of Country

I would like to begin by paying my respects to Elders past and present of the Wanaruah, Wonnarua people and acknowledge their custodianship of the land on which we are meeting today. I also pay my respects to all Aboriginal people from other nations that are here today and live in Wanaruah, Wonnarua country.

Apologies and applications for a leave of absence by Councillors

Confirmation of Minutes

1. 18 March 2025

Matters Arising from Minutes

Disclosures of Interests

Withdrawal of Items/Late Items of Business

Mayoral Minute(s)

MM2/25	Mayoral Minute - Increased water and sewer charges to
	fund new Water and Sewer Depot necessitated by
	Singleton Bypass6

Presentations

Notices Of Motion

	Notice of Motion - Cr McLachlan - Review of Sporting Groups and Grounds across the LGA	. 8
NM9/25	Notice of Motion - Cr Yeomans - Review of Councillors Expenses and Facilities Policy	. 9

NM10/25	Notice of Motion - Cr H Jenkins - Support for ANZAC Day services
General Mana	ager's Report (Items Requiring Decision)
GM15/25	Integrated Planning and Reporting Documents for Public Exhibition
GM16/25	Minutes - United Wambo Voluntary Planning Agreement Community Committee 13/02/202515
Corporate an	d Commercial Services Report (Items Requiring Decision)
DCCS6/25	Witmore Limited Support Services - Approval of Funding23
Organisation	and Community Capacity Report (Items Requiring Decision)
DOCC11/2	5Request for Event Application Fee Waiver - RSL Sub-Branch Anzac Day Dawn Ser
Infrastructure	e & Planning Report (Items Requiring Decision)
DI&P14/25	Response to Notice of Motion - Investigation into Electric Vehicle Charging Stations
DI&P17/25	Extraordinary Minutes - Local Traffic Committee - 28/02/2025
General Mana	ager's Report (Items for Information)
GM18/25	Minutes - Australia Day Committee - 12/03/202549
GM20/25	Minutes - Audit Risk and Improvement Committee - 19 March 2025
GM17/25	Minutes - Mount Thorley Warkworth Voluntary Planning Agreement (VPA) Community Committee - 20/02/202568
Corporate an	d Commercial Services Report (Items for Information)
DCCS5/25	Investment Report - March 202575
Infrastructure	e & Planning Report (Items for Information)
DI&P18/25	Minutes - Weeds Advisory Committee - 19/03/202587

Questions Given					
QG3/25	Questions of Which Notice Has Been Given - 18 March 2025				
Questions w	ith Notice				
Justin Fitzpat GENERAL M					

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.

Mayoral Minutes - MM2/25

MM2/25. Mayoral Minute - Increased water and sewer charges to fund new Water and Sewer Depot necessitated by

FILE: 21/00410/009

Singleton Bypass

Author: Manager Water & Sewer

Council's Water and Sewer Depot was acquired in 2022 by Transport for NSW, under the *Just Terms Compensation Act*, 1991, to facilitate the construction of the Singleton Bypass. However, Council has yet to see reasonable compensation to allow the construction of a new fit-for-purpose Water and Sewer Depot.

The former Waterworks Lane Depot had been in operation since the early1900s, housing most of Council's water and sewer network maintenance team along with all associated activities including offices, amenities, storage sheds and stockpile sites.

The facility met the needs of both staff and our growing community, which without the Bypass project, would have continued to operate as the headquarters for Council's water and sewer teams responding around-the-clock to issues including main breaks and sewer overflows with no further investment from Council and its customers.

The loss of Council's Water and Sewer Depot directly resulting from the acquisition by Transport for NSW must compel a fair and reasonable funding contribution for the provision of what is a basic essential service. Council is now confronted with the unexpected costs for the construction and relocation of a new depot, which are significant and continue to rise, with latest estimates in the order of \$20 million.

Council's draft 2025/2029 Delivery Program and 2025/2026 Operational Plan includes provision for planning and detailed designs for this essential facility.

Council has taken every action possible, including current legal action, to secure sufficient funds to replace this essential facility and prevent Singleton rate payers from having to cover the costs. However, there are no available funding sources for Council to draw from without an impact on water and sewer customer's bills whilst also continuing to provide reliable and efficient water and sewer services.

With Council's water and sewer maintenance crews currently operating out of an unsuitable temporary depot, Council simply cannot wait any longer to commence design and construction works on a new depot to provide appropriate facilities to support staff in the provision of essential water and sewer services.

It is not possible to carry out the required undertakings without increasing water and sewer prices above CPI. As a result, from 1 July 2025, every single water and sewer customer will be paying extra to fund a depot that wouldn't have needed replacing if not for the Singleton Bypass.

With \$700 million invested by the Federal and State Governments to fund the Singleton Bypass, Council maintains that it's not fair for the community to bear the cost burden of a new depot due to the forced acquisition. Council has and continues to advocate to the

Mayoral Minutes - MM2/25

State Government for fair and reasonable compensation to avoid the price increase for water and sewer services.

RECOMMENDED that Council resolves to:

- 1. Write to the NSW Minister for Roads, Minister for Regional Transport, The Hon. Jenny Aitchison MP, to request fair and reasonable compensation for the loss of Council's Water and Sewer Depot, resulting from the acquisition by Transport for NSW, so that Council's water and sewer customers do not have to pay more for the replacement of this essential facility.
- 2. Write to the Federal Member for Hunter, Dan Repacholi MP and the State Member for Upper Hunter, Dave Layzell MP seeking their support for Council's request.

Attachments

Notices Of Motion - NM8/25

NM8/25. Notice of Motion - Cr McLachlan - Review of Sporting FILE: 25/00033

Groups and Grounds across the LGA

Author: Governance Lead

Councillor M McLachlan will move:

That council undertake a review of all sporting groups and grounds across the LGA to ensure that there is a consistent approach to all. Can the review include water charges and what council is providing back to the club's facility wise.

Attachments

Notices Of Motion - NM9/25

NM9/25. Notice of Motion - Cr Yeomans - Review of Councillors FILE: 25/00033

Expenses and Facilities Policy

Author: Governance Lead

Councillor S Yeomans will move:

That Council conduct a review of the Councillor Expenses and Facilities Policy, ensuring that the following guiding principles are considered:

- Alignment with organisational cost-saving measures, including limiting travel-related reimbursements to mandatory matters.
- Restricting conference attendance to events hosted by organisations such as Local Government NSW or ALGA.
- Ensuring compliance with relevant regulations, industry standards, and best practices.
- Promoting competence, fairness, diversity, and inclusion within the policy framework.
- Clearly defining responsibilities, reporting mechanisms, and consequences for noncompliance to enhance accountability.

Attachments

Notices Of Motion - NM10/25

NM10/25. Notice of Motion - Cr H Jenkins - Support for ANZAC FILE: 25/00033

Day services

Author: Governance Officer

Councillor H Jenkins will move:

That the Council formalises the provision of in-kind and financial support for the Singleton ANZAC Day services, which will encompass the following elements:

- 1. Continue to provide the Traffic Management Plan (TMP): This includes State Government fees, development of the plan and the cost of a traffic control contractor to deliver the traffic control according to the plan.
- 2. Continue to provide transportation of the Dias from Council storage to the Police Station and return to Council storage.
- 3. Continue to provide marquees, seating and fencing (not transportation).
- 4. Continue to provide public amenities and park maintenance to the service location, for 2025, this will be Burdekin Park.
- 5. An annual donation of \$5,000 to the Singleton RSL Sub-branch to assist in covering expenses related to the facilitation of the event through the Community Economic Development Fund to the Singleton RSL Sub-branch, for the duration of the current term of Council.

This notice of motion is intended to establish a consistent annual commitment for the duration of the current term of Council, thereby ensuring the stability and continuity of the ANZAC Day services.

Attachments

GM15/25. Integrated Planning and Reporting Documents for Public Exhibition

FILE: 23/00559/001

Author: Integrated Planning & Reporting Specialist

Executive Summary

The purpose of this report is to seek Council's endorsement for the public exhibition of the suite of draft Integrated Planning and Reporting documents, at **Attachments 1 to 11 under separate cover**, in accordance with the *Local Government Act, 1993*.

RECOMMENDED that Council

- 1. Endorse the draft combined Delivery Program 2025-2029 and Operational Plan 2025/2026, and draft Resourcing Strategy for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021.*
- 2. A report be presented to Council by June 2025 for the adoption of the draft combined Delivery Program 2025-2029 and Operational Plan 2025/2026, and draft Resourcing Strategy following consideration of submissions received during the required exhibition period.

Report

Every local government in NSW must have a Community Strategic Plan (CSP) that has been developed with the community and adopted by Council. The CSP must cover a period of 10 years from when the plan is adopted and is supported by the Delivery Program and Operational Plan, and Resourcing Strategy. This report relates to the Public Exhibition of the draft Delivery Program 2025-2029 and Operational Plan 2025/2026 and draft Resourcing Strategy.

The draft Singleton CSP 2025-2035 provides a solid framework for clear connectivity and alignment between the desires of the community and the prioritisation of Council activities, outputs and programming. The draft CSP is currently on public exhibition until 16 April 2025.

The draft combined Delivery Program (DP) 2025-2029 and Operational Plan (OP) 2025/2026 has been prepared to define the priority deliverables to achieve the community's needs and desires as presented in the CSP. The DP sets out the plan and budget for the coming four years and for the term of this elected Council and OP provides the annual actions that will be delivered during the first year.

The draft Resourcing Strategy (which includes the Long-Term Financial Plan, Asset Management Strategy and Plans, and Workforce Management Strategy) details Council's plan to ensure adequate resources are available to deliver the services and initiatives in line with the draft DP and OP, and draft CSP.

Consistent with the Integrated Planning and Reporting (IP&R) Framework, Council is required to publicly exhibit for a minimum of 28 days and consider any submissions received during the process of finalisation and adoption of the following documents/plans before 30 June 2025:

- Community Strategic Plan publicly exhibited from 18 March to 16 April 2025
- Resourcing Strategy, including Long-Term Financial Plan, Asset Management Strategy and Plans, Workforce Management Plan
- Delivery Program and Operational Plan

Council is required to adopt the draft IP&R documentation by 30 June 2025 in accordance with legislative requirements under the *Local Government Act, 1993*.

Community Strategic Plan

Our Leadership

Strategy: 5.5 To lead, govern and regulate in an ethical, equitable and

transparent way

Deliverable: 5.5.9 Meet governance compliance and reporting requirements

Action: 5.5.9.1 Complete governance items on the Office of Local

Government Calendar of Compliance and Reporting

requirements by due dates

Council Policy/Legislation

The Local Government Act, 1993 as well as the Local Government (General) Regulation, 2021 outline requirements for the preparation, exhibition and endorsement of the IP&R suite of documents.

Financial Implications

Financial implications associated with these plan are incorporated in the draft Delivery Program and Operational Plan and draft Resourcing Strategy, which includes, the Long-Term Financial Plan, Asset Management Strategy and plans and Workforce Management Plan.

Consultation

In developing the CSP, Singleton Council undertook six (6) months of consultation to gather and understand the community's needs, desire and aspirations for the future. The information gathered during this time has been considered in the development of the draft DP 2025-2029 and OP 2025/2026 and draft Resourcing Strategy.

A total of five Councillor Briefings have been during the development of the IP&R documents, ensuring the elected Council are informed of the community's priorities, familiar with the drafted documents and given opportunities for questions and feedback.

In addition to the consultation indicated above, the public exhibition period being sought provides an additional opportunity for engagement and consultation with the community.

The draft documents will be available at Council's Customer Service Centre, Singleton Library and on Council's web site www.singleton.nsw.gov.au for the period of the exhibition.

The community will be made aware of the exhibition period and the ability to view the document via Council's website, social media, and local media.

Sustainability

The draft Community Strategic Plan outlines the key environmental considerations for Singleton, as adopted in the Singleton Sustainability Strategy. The draft Delivery Program 2025-2029 and draft Operational Plan 2025/2026 include actions for Council to affect change in these areas.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of non-compliance with the <i>Local Government Act, 1993</i> by not adopting the Resourcing Strategy by 30 June 2025 which may lead to financial and reputational implications to Council.	High	Adoption of the recommendation to place the draft operational plan on public exhibition.	Low	Yes
There is a risk of non-compliance with the Local Government Act, 1993 by not placing the draft suite of documents on public exhibition which may lead to legal action challenging the validity of the IP&R documentation.	High	Adoption of the recommendation	Low	Yes
There is a risk of community dissatisfaction with a lack of understanding of Council's IP&R plans which may lead to reputational damage to Council.	Medium	Adoption of the recommendation and implementation of communication plan.	Low	Yes

Options

The following options are available to Council:

1. Endorse the draft combined Delivery Program 2025-2029 and Operational Plan 2025/2026 and draft Resourcing Strategy for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act*, 1993 and *Local Government (General) Regulation*, 2021.

A report be presented to Council by June 2025 for the adoption of the draft combined Delivery Program 2025-2029 and Operational Plan 2025/2026 and draft Resourcing Strategy following consideration of submissions received during the required exhibition period.

1. Resolve not to place the combined Delivery Program 2025-2029 and Operational Plan 2025/2026 and draft Resourcing Strategy on public exhibition. This is not recommended as it would breach the statutory requirements of the *Local Government Act 1993* and *Local Government (General) Regulation, 2021*.

Option one is recommended.

Conclusions

The structure and detail of the documents presented, and the rigor of the engagement process places Singleton Council in a strong position to be able to effectively and efficiently deliver the priorities outlined by the community.

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AT-1 <u>⇒</u>	Draft Delivery Program 2025 - 2029 and Operational Plan 2025/2026	Attachment Under Separate Cover
AT-2 <u>⇒</u>	Draft Workforce Management Plan - Our People Strategy 2025 - 2029	Attachment Under Separate Cover
AT-3 <u>⇒</u>	Draft Long Term Financial Plan 2025 - 2035	Attachment Under Separate Cover
AT-4 <u>⇒</u>	Draft Asset Management Strategy 2025 - 2035	Attachment Under Separate Cover
AT-5 <u>⇒</u>	Draft Asset Management Plan - Buildings - 2025	Attachment Under Separate Cover
AT-6 <u>⇒</u>	Draft Asset Management Plan - Transportation - 2025	Attachment Under Separate Cover
AT-7 <u>⇒</u>	Draft Asset Management Plan - Open Space and Reserves - 2025	Attachment Under Separate Cover
AT-8 <u>⇒</u>	Draft Asset Management Plan - Stormwater Drainage - 2025	Attachment Under Separate Cover
AT-9 <u>⇒</u>	Draft Asset Management Plan - Roads - 2025	Attachment Under Separate Cover
AT- 10 <u>⇒</u>	Draft Asset Management Plan - Sewer - 2025	Attachment Under Separate Cover
AT- 11 <u>⇒</u>	Draft Asset Management Plan - Water - 2025	Attachment Under Separate Cover

GM16/25. Minutes - United Wambo Voluntary Planning Agreement Community Committee 13/02/2025

FILE: 25/00128/003

Author: VPA Projects Officer

Executive Summary

The United Wambo Voluntary Planning Agreement (UW VPA) Community Committee held its meeting on 13 February 2025.

RECOMMENDED that Council:

- 1. Notes the minutes of the UW VPA Community Committee meeting held on the 13 February 2025 at **Attachment 1.**
- 2. Through the General Manager, request that a contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ project.

Report

The UW VPA Community Committee held its meeting on the 13 February 2025 and the minutes of the meeting are shown as **Attachment 1** for Council's consideration.

At the meeting on 13 February 2025, the UW VPA Agreement Community Committee discussed the importance of footpaths in Jerry's Plains to the community. The Port to REZ project was discussed and the Committee made a recommendation for Council that through technical staff a financial contribution be requested for consideration by Transport for NSW and EnergyCo as part of this project for the installation of footpaths in Jerry's Plains.

Community Strategic Plan

Our People		
Strategy:	1.4	Advocate to and Collaborate with Government and other agencies to improve services relating to but not limited to health, education, integration, connectivity, security and well-being
Deliverable:	1.4.1	Deliver improved community services through advocacy and collaboration
Action:	1.4.1.1	Collaborate with government bodies, industry and other stakeholders to improve services that enhance economic prosperity, liveability and community wellbeing

Council Policy/Legislation

- Environmental Planning and Assessment Act, 1979
- Local Government Act 1993
- Local Government (General) Regulation, 2021
- Council Committees Policy
- United Wambo Voluntary Planning Agreement December 2020

Financial Implications

This report has no direct financial impact on Council's adopted budget.

Consultation

The UW VPA Community Committee were consulted at its meeting of 13 February 2025.

Sustainability

The Committee operating will ensure community expectations are met in relation to the UW VPA delivery.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not be seen to be taking action to progress and complete UW VPA projects which may lead to a negative reputation impact.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council is allocating VPA funds on priorities that are not aligned with the community.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council is allocating too much funding on projects within the Jerrys Plains Recreation Ground which may lead to public criticism.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

- 1. Notes the minutes of the UW VPA Community Committee meeting held on the 13 February 2025.
 - Adopts the recommendation of the Committee and endorse that through the General Manager, request that a contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ project.
- 2. Not adopt the recommendations of the Committee and not support that through the technical staff, request that a contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ project.

Option one is recommended.

Conclusions

It is recommended that Council notes the minutes of the UW VPA Community Committee meeting of 13 February 2025, adopt the recommendations of the Committee and endorse that through the General Manager, request that a contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ project.

Attachments

AT-1 United Wambo Voluntary Planning Agreement Community Committee - Minutes - 13/02/2025

MINUTES UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMU COMMITTEE



1 PM - 2 PM THURSDAY 13 FEBRUARY 2025

Present	Cr Sue George, Deputy Mayor (Chair) Aislinn Farnon (United Wambo Rep) David Thelander (Committee Representative) Brian Atfield (Committee Representative) Kira-Lee Tyrrell (Committee Representative) Melinda Curtis (Executive Manager) Jess Dunston (VPA Projects Officer - job share)
In Attendance	Kellie Jordan (IP+R Specialist)
Meeting Location	Jerrys Plains School of Arts

1 Welcome and Apologies

- 1. Welcome
- 2. Acknowledgement of Country by Chair
- 3. Apologies
 - o Emily Lambkin (Committee Representative)
 - Shelley Mitchell (Committee Representative)
 - o Alessandra Seidler (VPA Projects Officer job share)

2 Disclosure of Interests

Nil

3 Confirmation of Minutes

MOVED DT **SECONDED** KT that the minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on Thursday 14 November 2024, were confirmed.

4 Matters arising from the Minutes

4. Nil

5 Agenda Items

5.1 Action Update

FILE:25/00128

The Committee was provided with an update on actions that have arisen from UW VPA minutes.

All actions from the previous meeting have been completed.

NOTED

Page 1 Minutes of United Wambo Voluntary Planning Agreement Community Committee held on 13 February 2025

MINUTES UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUTE COMMITTEE



1 PM - 2 PM THURSDAY 13 FEBRUARY 2025

5.2 Project Update

FILE:25/00128

The project list was circulated with the agenda, with updates on the active/open United Wambo VPA funded projects as of January 2025.

Progression of VPA funded projects and next steps were discussed in general business.

NOTED

5.3 Financial Report

FILE:24/00070/003

The Financial Report as of February 2025 was circulated with the agenda for the committee's information.

Interest attracted by the VPA to date is included on the report. Interest is calculated quarterly and is added to the report as available. Depending on the timing of future meetings, the quarterly interest calculation will not always be available to be updated on the Finance Report. At future committee meetings the VPA staff will identify the interest on the Financial Report.

NOTED

5.4 Summary report - Jerrys Plains streetscape design and footpath connectivity FILE:24/00070/003

The Committee was provided with a summary report of the timeline of consultation and considerations made by the Committee as it relates to the Jerrys Plains streetscape design and footpath connectivity.

The Committee recognise the Recreation Grounds and footpaths are both important projects for the Jerrys Plains community. KT expressed the footpaths are her priority but willing to continue supporting the Recreation Ground projects being VPA funded on the basis that Council hasn't forgotten that the footpaths are important for the Jerrys Plains community.

It was discussed that Council shares the community's priority for Jerrys Plains footpaths and these are included in the draft Singleton Walking and Cycling Plan.

ACTION: VPA Staff to discuss the Jerrys Plains footpaths with the relevant Council staff to understand the estimated timeframe for the footpaths and if the footpath works is grant dependent or within the scheduled Capital Works program.

NOTED

Page 2 Minutes of United Wambo Voluntary Planning Agreement Community Committee held on 13 February 2025

MINUTES UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMU COMMITTEE



1 PM - 2 PM THURSDAY 13 FEBRUARY 2025

5.5 Project Manager update - Transport for NSW and EnergyCo project as it affects the Jerrys Plains main street FILE:24/00070/003

The Committee was provided with an update from Council's Project Manager on the Transport for NSW (TfNSW) and EnergyCo project as it affects the Jerrys Plains main street.

RECOMMENDATION:

MOVED AF SECONDED DT that the United Wambo Voluntary Planning Agreement Community Committee recommends that Council, through the technical staff, request that a contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ project.

CARRIED

5.6 Information report - Pump track at Jerrys Plains Recreation Ground FILE:24/00070/003

The Committee was provided with information relating to the installation of a pump track at Jerrys Plains Recreation Ground. The information in this report is a summary of information as previously presented to the Committee.

NOTED

6 Other Business

6.1 Alternate Community Representative

Rhonda Walter has resigned from her position of Alternate Community Representative on the Committee. Cr George thanked Rhonda for her contributions and commitment to the Committee. Council staff are reviewing the policy to ensure engagement of an Alternate Community Representative will be consistent with policy.

6.2 Project progression

The Committee discussed the priorities for the VPA projects going forward and it was reiterated that the footpaths were as much of a priority as the Recreation Ground. With consideration of Council identifying the footpaths as a priority project in the draft Singleton Walking and Cycling Plan, the order of priority for the Committee was identified as:

- 1. Recreation Ground
- 2. Footpaths on Dovle Street

Page 3 Minutes of United Wambo Voluntary Planning Agreement Community Committee held on 13 February 2025

MINUTES UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUTY OUT COMMITTEE

1 PM - 2 PM THURSDAY 13 FEBRUARY 2025

3. Footpaths on the main street

Relating to the Recreation Ground, the Committee discussed the drainage and stormwater issues. AF discussed that grading the Recreation Ground from the park bench (near the cricket nets) to the Golden Highway corner may help excess stormwater to run away.

Clearing of the blocked drains under the Golden Highway have been previously discussed. The costings provided for the Committee's consideration at the November 2024 meeting did not provide costings for the clearing works. The Committee agreed that clearing the blocked drains on the public and private land is important.

The following three steps were agreed by the Committee to progress the Recreation Ground project:

1. Council staff to consult regarding the process for clearing debris and vegetation in existing drains on public and private land.

ACTION: Council staff to meet with Infrastructure Team to discuss any permits or other requirements needed to clear the debris and vegetation from the drains on the public and private land under the Golden Highway. Costings to be provided for Committee consideration.

- 2. Committee to consider costings for clearing works and consider if additional VPA funding is required to complete the works.
- 3. Proceed with drainage works as endorsed by Council.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	25	VPA Staff to discuss the Jerrys Plains footpaths with the relevant Council staff to understand the estimated timeframe for the footpaths and if the footpath works is grant dependent or within the scheduled Capital Works program.	VPA Projects Officer	15/05/2025
	25	Council staff to meet with Infrastructure Team to discuss any permits or other requirements needed to clear the debris and		15/05/2025

Page 4 Minutes of United Wambo Voluntary Planning Agreement Community Committee held on 13 February 2025

MINUTES UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY OUNCIL COMMITTEE

1 PM - 2 PM THURSDAY 13 FEBRUARY 2025

vegetation from the drains	
on the public and private	
land under the Golden	
Highway. Costings to be	
provided for Committee	
consideration.	

8 Next Meeting

• 15 May 2025 at 12pm – 1pm, Jerrys Plains School of Arts.

The meeting closed at 1.50pm.

[insert signature]
Cr Sue George, Deputy Mayor (Chair)
Chair

Page 5 Minutes of United Wambo Voluntary Planning Agreement Community Committee held on 13 February 2025

FILE: 24/00240

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS6/25

DCCS6/25. Witmore Limited Support Services - Approval of

Funding

Author: Director Corporate & Commercial Services

Executive Summary

The purpose of this report is to obtain Council's approval for the allocation of funding from the Singleton Community and Economic Development Fund (CEDF), Mount Thorley Warkworth Voluntary Planning Agreement, interest component. This proposed allocation of funding to Witmore Limited Support Services is for the purposes of building a survey peg sharpener, which will support ongoing employment and create training opportunities for people with disabilities. The proposal aligns with the CEDF policy.

RECOMMENDED Council approves a grant of \$ 21,271.43 (plus GST) from the Mount Thorley Warkworth Voluntary Planning Agreement interest component of the Singleton Community and Economic Development Fund to Witmore Limited Support Services, for the purpose of designing and building a Survey Peg Sharpener.

Report

At the Business Singleton Breakfast meeting on 27 February 2025, Witmore Limited Support Services (Witmores) gave a presentation outlining their business. Established 60 years ago, Witmores say they "are passionate about providing high-quality, tailored support services for people living with disabilities". Their vision is to "inspire, empower and create change".

Witmores currently have several projects, including running the Council-owned, Riverside Café. A proposed project, presented at the Business Singleton Breakfast, is to design and build a survey peg sharpener (the Project) for Witmores' supported workshop. The primary need for the Project is to increase supported employment opportunities, improve training accessibility, and enhance stock availability for local businesses.

Witmores outlines (in **Attachment 1**) the core objectives of the Project include:

- Increasing the employment and economic participation of community members experiencing barriers to traditional employment.
- Enhancing vocational skills training through practical, hands-on learning opportunities.
- Strengthening partnerships between local businesses and our supported workshop, fostering community resilience and economic sustainability.
- Increasing the available stock of survey pegs to local businesses, enhancing their operations and competitiveness.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS6/25

The Project is estimated to create and sustain approximately 3-6 new jobs for people with disabilities in the Singleton community. Additionally, it will allow Witmores to train more than 90% of their supported employee workshop participants, significantly broadening employment accessibility and skill development opportunities. Currently, limitations of existing equipment restrict this training capability significantly. The Survey Peg Sharpener will enable broader involvement, directly improving the quality of life for these individuals through enhanced workplace safety and increased job satisfaction.

Long-term benefits of the Project for the Singleton Local Government Area include:

- Improved economic resilience and sustainable growth.
- Enhanced quality of life for residents through increased economic participation and social inclusion.
- Strengthening community engagement and cohesion by involving local businesses and residents actively in the economy.

Community Strategic Plan

Our People

Strategy: 1.1 Provide services and facilities that meet the needs of our

community at different stages of life

Deliverable: 1.1.2 Improve availability and accessibility of community

services through implementation of the Singleton

Community Development Strategy

Action: 1.1.2.1 Implement high priority 2023/2024 actions from the

Singleton Community Development Strategy 2022-2026 and Singleton Disability Inclusion Action Plan 2022-2026

Council Policy/Legislation

- Local Government Act 1993,
- Local Government (General) Regulations, 2021
- POL 6017 Singleton Community and Economic Development Fund Policy

POL – 6017 Singleton Community and Economic Development Fund Policy, states the 'CEDF was established to assist proactively manage the impacts of mining by using CEDF funds to increase economic growth and productivity, foster innovation, support and grow jobs, increase business profitability, improve living standards, reduce social issues and promote health and wellbeing for the communities of the Singleton LGA'.

Financial Implications

It is proposed that the Project be funded at the level in the quote at **Attachment 2** (\$21,271.43 plus GST). It is further proposed this be paid from the interest component of the Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA).

The MTW VPA was established prior to the execution of the CEDF Deed with mining companies. As such, Council has retained discretion to expend funds from the MTW VPA component independent of the CEDF Deed without the need to follow the requirements of the Deed between Council, Glencore and Bloomfield.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS6/25

Table 1 provides, an overview of the status of the MTW VPA funding contributions and expenditure against the Singleton Community Economic Development Fund as at 17 February 2025.

Table 1 – MTW VPA funding balances

VPA Title	Amount Committed	Payments	Expenditure	Balance
Mt Thorley Warkworth (MTW) - June 2017	\$ 4,400,000	\$ 3,900,000	\$ 962,138	\$ 2,937,862
Interest MTW		\$ 487,668	\$ 285,376	\$ 202,292
Total	\$ 4,400,000	\$ 4,387,668	\$ 1,247,514	\$ 3,140,154

The Singleton Community and Economic Development Fund Policy states that: "In general the capital contribution to the Fund is to be preserved to provide longevity of the fund. Any proposal to draw down on capital contributions must be supported by a detailed business case that demonstrates the benefits for such a proposal so as to validate the drawdown of the capital." Therefore, it is proposed to fund the grant from the interest component of the MTW VPA.

Consultation

The Executive Leadership Team have been consulted.

Sustainability

The Project supports the objectives of the CEDF policy. Further the Project's objectives articulate:

- Creating an environment that fosters and supports business, promotes job creation, supports entrepreneurship, and diversifies our industry base.
- Minimising the impacts of social issues such as homelessness and mental health issues by providing meaningful employment opportunities and a supportive workplace environment.
- Providing education and training opportunities to create the foundations of a prosperous local economy through skills development and capacity building within our community.
- Promoting health and wellbeing for communities in the Singleton Local Government Area by providing purposeful employment and social engagement opportunities, which have proven positive impacts on mental health and community wellbeing.

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Corporate and Commercial Services Report (Items Requiring Decision) - DCCS6/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will be criticised by the community for approving money from the CEDF for this project which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will fail to support a an economic and disabilities project, leading to reputational damage.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

- 1. Council approves a grant of \$ 21,271.43 (plus GST) from the Mount Thorley Warkworth Voluntary Planning Agreement interest component of the Singleton Community and Economic Development Fund to Witmore Limited Support Services, for the purpose of designing and building a Survey Peg Sharpener.
- 2. Council does not approve a grant of \$ 21,271.43 (plus GST) from the Mount Thorley Warkworth Voluntary Planning Agreement interest component of the Singleton Community and Economic Development Fund to Witmore Limited Support Services, for the purpose of designing and building a Survey Peg Sharpener.

Option one is recommended.

Conclusions

Witmores have a project which will support ongoing employment and create training opportunities for people with disabilities. The project aligns with the CEDF Policy and it is recommended to provide grant funding for the project.

Attachments

AT-1 CEDF Funding Request - Witmores - Peg Sharping Project

AT-2 Project Quote



Inspire. Empower. Create Change

Rachel Baigent - CEO Witmore Ltd 45 Magpie Street Singleton, 2330 rbaigent@witmore.org.au (02) 6572 2578

12th March 2025

Singleton Council
Singleton Community Economic Development Fund (CEDF)
Cnr Queen Street and Civic Avenue
Singleton, NSW, 2330

Dear Singleton Council Members,

Subject: Application for Funding from Singleton Community Economic Development Fund

Following our productive conversation during the recent Business in Singleton Breakfast Meeting, I am writing to formally apply for funding from the Singleton Community Economic Development Fund (CEDF) to support our latest project initiative at Witmore Ltd, the design and building of Survey Peg Sharpener for our supported workshop.

Our supported workshop is committed to enhancing employment opportunities and skill development for individuals in our community. As discussed, we are planning to build an innovative piece of machinery—a Survey Peg Sharpener—that will significantly improve operational efficiency and productivity within our facility. This machinery will enable our employees to produce survey pegs at a faster rate and higher quality, directly benefiting local construction, mines, surveying businesses and more.

The primary need for this project is to increase supported employment opportunities, improve training accessibility, and enhance stock availability for local businesses.

Our core objectives for this project include:

- Increasing the employment and economic participation of community members experiencing barriers to traditional employment.
- Enhancing vocational skills training through practical, hands-on learning opportunities.



ABN 75 753 437 365 45 Magpie Street, PO Box 106, SINGLETON NSW 2330 p: 02 6572 2578 e: admin@witmore.org.au w: www.witmore.org.au



CEDF Funding Request - Witmores - Peg Sharping Project



Inspire. Empower. Create Change

- Strengthening partnerships between local businesses and our supported workshop, fostering community resilience and economic sustainability.
- Increasing the available stock of survey pegs to local businesses, enhancing their operations and competitiveness.

We have partnered with a local family-owned business, Morgan Engineering, to assist in the collaborative design and development of the Survey Peg Sharpener, ensuring it meets industry standards and safety requirements while maximizing ease of use for our employees.

Specifically, this project will create and sustain approximately 3-6 new jobs for people with disabilities in our community. Additionally, it will allow us to train more than 90% of our supported employee workshop participants, significantly broadening employment accessibility and skill development opportunities. Currently, limitations of existing equipment restrict this training capability significantly. The Survey Peg Sharpener will enable broader involvement, directly improving the quality of life for these individuals through enhanced workplace safety and increased job satisfaction.

This project will significantly contribute to economic prosperity within the Singleton LGA. By improving productivity, increasing local stock availability, and enabling greater B2B engagement, the Survey Peg Sharpener will stimulate economic activity, support local business growth, and encourage the circulation of funds within the community. Increasing employment opportunities for people with disabilities allows them to earn wages, enhancing their economic independence and enabling greater spending on local products and services, further benefiting the local economy.

Long-term benefits of this project for the Singleton Local Government Area include:

- Improved economic resilience and sustainable growth.
- Enhanced quality of life for residents through increased economic participation and social inclusion
- Strengthening community engagement and cohesion by involving local businesses and residents actively in the economy.

Importantly, this project aligns directly with Singleton Council's strategic goals by:

- Creating an environment that fosters and supports business, promotes job creation, supports entrepreneurship, and diversifies our industry base.
- Minimizing the impacts of social issues such as homelessness and mental health issues by providing meaningful employment opportunities and a supportive workplace environment.
- Providing education and training opportunities to create the foundations of a prosperous local economy through skills development and capacity building within our community.



ABN 75 753 437 365 45 Magpie Street, PO Box 106, SINGLETON NSW 2330 p: 02 6572 2578 e: admin@witmore.org.au w: www.witmore.org.au



CEDF Funding Request - Witmores - Peg Sharping Project



Inspire. Empower. Create Change

Promoting health and wellbeing for communities in the Singleton Local Government Area by
providing purposeful employment and social engagement opportunities, which have proven
positive impacts on mental health and community wellbeing.

To effectively measure and report on the social impact of the project, we intend to:

- Monitor business growth metrics, including productivity rates, job creation, and partnership developments.
- Assess social inclusion through regular feedback, employee satisfaction surveys, and the tracking
 of employee retention and skill progression within our supported workshop.

The funding we seek from CEDF will go directly towards the design, development, and manufacturing costs of this machinery. By investing in this project, Singleton Council will be supporting economic growth, job creation, and community development in the Singleton area. I have included with this letter a detailed quote which has been provided to us by Morgan Engineering to complete this project.

We greatly appreciate the council's consideration of our application and are enthusiastic about the potential positive impacts this collaboration can bring to our community.

Should you require any additional information or wish to discuss this further, please feel free to contact me directly at your earliest convenience.

Thank you for your time and continued support.

Yours sincerely,

Rachel Baigent

CEO | Witmore Limited

Inspire. Empower. Create Change

Proudly supporting our community:













ABN 75 753 437 365 45 Magpie Street, PO Box 106, SINGLETON NSW 2330 p: 02 6572 2578 e: admin@witmore.org.au w: www.witmore.org.au

Attachment 2 Project Quote



Attention:

WITMORE ENTERPRISES INC.

PO Box 106 SINGLETON, NSW 2330

Australia

Phone: 02 6572 2578

Thank you for the opportunity to quote on the following: TIMBER STAKING TOOL $\,$

Line: 1 Part ID: GENERAL MACHINING

TIMBER STAKING TOOL

- Design and draft engineering drawing for Manufacturing
- Supply and Fabricate as per approved drawing
- Prime and Top coat

Quantity U/M	Unit Price	Unit Price (inc GST)		Total Price (inc GST)
1.00 EA	21,271.42857	23,398.57		\$23,398.57 *
* Indicates which quantity price is included in the Total			Excl Total:	21,271.43
			GST Total:	\$2,127.14
			Total:	23,398.57

Rev: 2

Salesperson:

Prices are Valid Until Friday, 21 March 2025

Thank you for the privilege of providing this quotation. We trust the above pricing meets with your approval and we look forward to providing you with our services.

Based on current workshop loadings & raw material availability our delivery would be approximately 7 working weeks from receipt of order. If this is not suitable please don't hesitate to contact us & we will endeavour to meet your requirements.

Request for Event Application Fee Waiver - RSL Sub-

FILE:

Branch Anzac Day Dawn Service & March

24/00275/014

Author: Manager Organisation Excellence

Executive Summary

The purpose of this report is to seek Council's approval to waive the event application fee for the Singleton RSL Sub-Branch's ANZAC Day Dawn Service in Burdekin Park and subsequent ANZAC Day March through Singleton's Central Business District.

RECOMMENDED that Council waive the \$148.00 event application fee for the RSL Sub-Branch ANZAC Day events on Friday 25 April 2025.

Report

The Singleton RSL Sub-Branch is the lead organiser of the annual ANZAC Day Dawn Service and March held on 25 April to honour and commemorate the service and sacrifice of Australian and New Zealand military personnel. The formal Dawn Service is traditionally held at Burdekin Park and is followed by a community march through the Singleton CBD.

While ANZAC Day remains an RSL-led event, Singleton Council has historically supported the commemoration through a mix of in-kind and financial assistance. In 2025, Council has committed to continuing its support within existing budget constraints.

Support for the 2025 event includes traffic management planning, approval and delivery, provision of infrastructure (marquees, fencing, seating), provision and transport of the dias, parks maintenance and amenity preparation, and Council participation in planning meetings. A breakdown of Council's contribution is provided below:

Financial Contribution: \$5.948.00 In-Kind Contribution: \$4,395.59 Total Contribution: \$10,343.59

As part of this support, it is recommended that the \$148.00 event application fee for the RSL Sub-Branch's formal application be waived. This recognises the significance of the event to the local community and the volunteer nature of the RSL Sub-Branch.

Community Strategic Plan

Deliverable: 1 Our People

> 1.5 Facilitate and support programs and activities which

> > promote inclusion and celebrate diversity

Council Policy/Legislation

This report relates to Singleton Council's adopted Fees and Charges Policy and the Events Management Procedure, which allows for discretionary waivers of fees in circumstances that demonstrate strong community benefit or not-for-profit engagement.

While the Singleton RSL Sub-Branch led ANZAC Day event meets the general intent of Council's Donations Policy (POL/6016.4), it is not listed within the policy as an event Council donates too. This report is therefore presented to Council as a standalone request in recognition of the community significance of ANZAC Day and the long-standing support historically provided by Council to this event.

Financial Implications

The waiving of the \$148.00 application fee has a minor impact on Council's revenue.

Council's total contribution to the event (including in-kind support) amounts to \$10,343.59, which has been allocated within existing operational budgets. No additional budget allocation is available.

Consultation

- Singleton RSL Sub-Branch President
- Council's Director Organisation and Community Capacity
- Council's Director Corporate and Commercial Services
- Coordinator Events
- Traffic Engineering Officer
- Manager Organisation Excellence/Acting Manager Strategy & Engagement

Sustainability

The ANZAC Day commemorations provide strong sustainability benefits. Socially, the event supports community cohesion, fosters respect, and honours historical remembrance. Environmentally, Council's park inspections and maintenance activities ensure the safe and respectful use of public spaces. Economically, while the event has minimal financial impact on Council, it contributes to local engagement and supports attendance by community members and visitors alike.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that failure to support the RSL Sub-Branch may lead to reputational damage and public dissatisfaction, particularly given the significance of ANZAC Day.	Medium	Waive the fee and provide agreed support within current resources.	Low	Yes
There is a risk that waiving the event application fee and providing financial support may set a precedent, leading to future expectations from other community groups or for ongoing support beyond current capacity.	Medium	Clearly communicate that support is provided on a case-by-case basis, with consideration of community significance and within existing budget constraints. Future arrangements to be formalised through an MOU with the RSL Sub-Branch.	Low	Yes

Options

The following options are available to Council:

- 1. Waive the \$148.00 event application fee for the Singleton RSL Sub-Branch's ANZAC Day Dawn Service and March.
- 2. Do not waive the event application fee, requiring the RSL Sb-Branch to pay the standard fee.
- 3. Defer the decision pending further discussions with the RSL Sub-Branch.

Option one is recommended.

Conclusions

In recognition of the historical and cultural importance of the ANZAC Day events and Council's ongoing partnership with the Singleton RSL Sub-Branch, it is recommended that the event application fee of \$148.00 be waived. This forms part of Council's overall support totalling \$10,343.59 in financial and in-kind contributions and aligns with our strategic goal to support inclusive and community-driven commemorations.

Attachments

Infrastructure & Planning Report (Items Requiring Decision) - DI&P14/25

DI&P14/25. Response to Notice of Motion - Investigation into FILE: 24/00093

Electric Vehicle Charging Stations

Author: Director Infrastructure and Planning Services

Executive Summary

The purpose of this report is to provide councillors with a response to the Notice of Motion regarding the feasibility of Electric Vehicle Charging Infrastructure (EVCI) at the Singleton Visitor Information Centre (VIC) and provide councillors with an overview of the work undertaken by council staff to secure Electric Vehicle (EV) charging infrastructure across the Singleton Local Government Area (LGA).

RECOMMENDED that Council note the staff report in response to Notice of Motion NM2/2024 regarding investigation into electric vehicle charging stations at the VIC.

Report

At its meeting on 10 December 2024, Council resolved the following:

- 1. That Council staff look at the feasibility and potential costs of providing 2-3 EV fast charging stations at the Visitor Information Centre.
- 2. That Council staff investigate additional funding opportunities, including state and federal grants and any schemes offered by the private sector to support installation of the 2-3 EV fast charging stations.
- 3. Provide a briefing to Councillor's within 4 months and report to Council.
- 4. Should external funding opportunities become available before the report is presented to Council, the officers are able to make application.

In response to the Notice of Motion, Council's Environmental Services Team have completed a detailed report that outlines the actions taken to date in relation to the installation of electric vehicle charging infrastructure (EVCI) in the LGA, the challenges related to EVCI and the next steps towards securing EVCI in the LGA.

Site Feasibility Assessment

In 2023, council staff, through the NSW Office of Energy and Climate Change, participated in a Site Feasibility Assessment to determine the suitability for EVCI at eight (8) sites across the LGA. In this study, the VIC was identified as a priority location for fast and destination EVCI as set out in Table 1 below.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P14/25

Table 1: Sites assessed in Feasibility Study (2023)

Site Description	Site Type	Priority
Singleton Visitor Information	Fast +	High
Centre	Destination	
William Street Carpark	Fast	High
Singleton Gym and Swim	Destination	Medium
Singleton Library	Destination	Medium
Burns Lane Carpark	Destination	Medium
Rose Point Park	Destination	Low
Baileys Union Park	Fast	Low
Jerry's Plains Recreation	Destination	Low
Park		
Lake St Clair	Destination	Low

The Site Feasibility Assessment identified that the VIC had the following opportunities for EVCI:

1. Location

The VIC is located on the New England Highway and offers amenities including the Art Gallery, Café, shop, public toilets, picnic area and playground. The VIC has adequate space for EVCI parking requirements and capacity for expansion as demand grows.

2. Physical and Electrical Considerations

The VIC supports medium voltage supply near the existing carpark, however, a new 500kVA substation would be required to support ultra-fast or fast charging.

3. Benefits

The VIC and Townhead Park provide spaces for locals, commuters and tourists to explore and engage. The endowments at the VIC are attractive to EV users, with a range of options from exploring the Art Gallery, dining at the Café to playing in the park. Installation of EVCI at the VIC will also enhance nearby businesses, including accommodation and broaden the VIC's appeal to a wider audience.

4. Challenges

Installation of fast or ultra-fast charging infrastructure at the VIC would require significant electrical upgrades and installation at a cost estimate of at least \$92K. This is likely to preclude the location as a space for council supported EVCI. In addition, the VIC is located on community land and is managed by the Town Park Plan of Management, adopted by Council on 1 March 2004. Given the Plan predates the idea of EVCI, the Plan of Management does not specifically provide for EVCI to be installed at Townhead Park, however it does state that ... is also possible that the proposed visitor information centre at Townhead Park may be partially or wholly leased or licensed.

The Hunter Joint Organisation, on behalf of member councils, sought legal advice on the leasing of community land for the installation of EVCI. This advice concludes that there is a licensing/leasing process within the *Local Government Act, 1993* that would allow this to occur, removing the barrier of installation on community land.

5. Costs of Installation

The Environmental Services team have engaged with EVSE Australia to provide a quote for a 60kW and 120kW charger at the VIC. The cost of supply, installation, and one year maintenance, including electricity upgrades, is between \$140K and \$200K. The largest cost component is the need for a new 3-phase electricity supply.

6. Outcome of Site Feasibility Assessment

Largely as a result of the electricity supply constraints, Council staff are not recommending the installation of ultra-fast or fast charging infrastructure at the VIC by Council. However, it is recommended to:

- continue exploring interest from EVCI providers to own and operate charging infrastructure in the VIC carpark, and
- promote funding opportunities with the community and local businesses to support the installation of EVCI in other locations across the LGA.

7. Options for EVCI across the LGA

Promoting Government Incentives

The NSW Government provides funding options directed towards businesses, EVCI installers and EVCI operators. The Environmental Services team proactively shares information about available government incentives for EVCI via social media, enewsletters to businesses and through a network of registered businesses to raise awareness within the community.

Hosting Webinars and Information Sessions

The Environmental Services team has conducted informational events to educate stakeholders, businesses and residents on electric vehicle charging options, benefits and opportunities. The team has facilitated information sessions in collaboration with the Net Zero Transport team from the NSW Government and EVSE Australia (EVCI provider), bringing government grant providers and installers together with local businesses to provide direct access to information and guidance when applying for grant funding. The first session (June 2024) attracted 10 participating businesses and the second session (December 2024) attracted 12 participating businesses.

Both events were actively promoted through social media and posters. The events were recorded and distributed in the Singleton Council business newsletter during the periods that the funding was available. Singleton Council staff are aware that at least four businesses across the Singleton LGA were recipients of the NSW EV Destination Charging Grants - Round 2.

Collaboration with Charging Providers

The Environmental Services team are continuing to collaborate and engage with EVCI providers to understand available charging solutions, their benefits and implementation processes. This has included:

- Engaging with an EVCI supplier to seek a comprehensive proposal outlining the offerings, technical specifications and recommended approach for charger deployment specifically at the VIC.
- Engaging with the NRMA to seek insights into their charging infrastructure programs and potential partnership opportunities.
- Engaging with Intellihub for a pilot pole charging program, with installation of a pole charger in March 2024 in Castlereagh Street. Three sites were considered, included one near the VIC.
- Submitting an Expression of Interest to EVX for up to six potential sites in the LGA as part of an ARENA funded program. Initial discussions have proposed a polemounted slow charger at the VIC.

Expression of Interest (EOI) for EVCI Hosting

The Environmental Services team have submitted an EOI for the NSW EV Destination Charging Grant to attract electric vehicle charger providers to Singleton. This included the VIC as a priority site for the installation and operation of a charging station at the VIC.

Singleton Council Electric Vehicle Strategy

One action within the 2024/2025 Operational Plan is to *Commence development of an Electric Vehicle Charging Infrastructure (EVCI) Strategy.* To support this action, the Environmental Services team have undertaken community consultation, consultation with the Singleton Sustainability Advisory Committee and providers of EVCI to assist in determining locations and locational needs to support EVCI.

Current Situation

Although there are currently no electric vehicle chargers at the VIC, it is recognised that there is an increasing number of EVCI being installed across the LGA. This includes chargers located at Lancasters, Diggers at the Heights, Castlereagh Street, Glenguin Estate, Cael's Gate Wines, Starline Alpaca Farm, Wombat Crossing Vineyard and Spicers Hunter Valley.

Electric vehicle tourism is an action within the adopted Hunter Valley Destination Management Plan, which includes *develop electric vehicle charging network and promote stations across the Hunter Valley* as a key strategy. To support this Destination NSW have identified the Hunter Valley as an EV Friendly NSW Road Trip on the Explore NSW website Central Coast and Hunter Valley Road Trip.

Ampol on Ryan Avenue has approval to install fast EVCI at the shopping centre, 2.2 kilometres from the VIC.

Planning for the Future

To support the changes to downtown Singleton following the completion of the Bypass, council staff have prepared a grant application to the Federal government's regional Precincts and Partnerships Program (rPPP) to develop a Precinct Plan that will deliver an overarching land use analysis and plan that will identify how lands across the Singleton CBD will function and connect 'beyond the bypass'. The plan will identify areas of core movement both for passive and active use and identify high level planning principles that will be fundamental to ensuring safe and increased movement of people. The value of this grant, if successful, is approximately \$741K.

In addition, council staff have applied for a grant under the Regional Housing Strategic Planning Fund. This grant is seeking to prepare an Action Plan to support affordable housing delivery and connect neighbourhoods within 15 to 30 minutes of the Railway Precinct and develop a revised Singleton CBD Masterplan. The value of this grant is approximately \$200K.

If successful, these plans will consider connection of neighbourhoods to important community assets in the CBD, including the VIC and Townhead Park, which will broaden and enhance its attraction to electric vehicle users and providers of EVCI.

Next Steps

Council's Environmental Services team continues to:

- 1. Actively research available grants and apply for grant funding where grants provide a feasible return on investment.
- 2. Foster collaboration with third-party providers to establish a sustainable model for electric vehicle charger operation for businesses in the LGA.
- 3. Work towards a leasing arrangement where a third-party provider owns and operates the charger at the VIC.

Community Strategic Plan

Our Places		
Strategy:	2.2	Improve transport connectivity and support sustainable alternatives
Deliverable:	2.2.3	Increase options for transport in and around the local government area and region
Action:	2.2.3.1	Install and remove barriers for, electric car charging facilities provided in Singleton LGA. Promote usage of alternative transportation options

Council Policy/Legislation

- Environmental Planning and Assessment Act, 1979
- Roads Act, 1992
- Local Government Act, 1993
- Singleton Development Control Plan 2014
- Electric Vehicle Charging Infrastructure on Council Land Policy
- Town Parks Plan of Management 2004

Financial Implications

There are no financial implications resulting from this report. Council's Environmental Services team continues to investigate feasible options for EVCI at both the VIC and across the LGA and identify solutions that either result in owner/operator EVCI or provide a sustainable return on investment for Council.

Consultation

The Environmental Services team has undertaken consultation with relevant internal staff as well as EVCI providers, the NSW Government, businesses and the community in the development of EVCI solutions for the LGA.

As per the Notice of Motion, a briefing of Councillors was held on the 8 April 2025.

Sustainability

Investigation into the installation of EVCI in Singleton, including the priority site at the VIC will directly deliver progress against the following deliverables set out in the Singleton Sustainability Strategy:

- Council will lead by example through clean energy practices
- More efficient use of energy by Council, households and businesses

It is important to ensure that any Council-led EVCI is implemented with a robust and sustainable business case which requires endorsement of the Council.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will be seen as a slow adopter of EVCI to support the increasing uptake of electric vehicles which may lead to reputational damage	Medium	Adopt the recommendation	Medium	Yes
There is a risk that electric vehicle users will bypass Singleton as a destination which may lead to reputational damage	Medium	Adopt the recommendation	Medium	Yes
There is a risk that Council will be asked to install EVCI on behalf of the community which may lead to financial and reputational impacts	Low	Adopt the recommendation	Low	No

Options

The following options are available to Council:

- 1. Note the staff report in response to Notice of Motion NM2/2024 regarding investigation into electric vehicle charging stations at the VIC.
- 2. Note the staff report in response to the Notice of Motion NM2/2024 regarding investigation into electric vehicle charging stations at the VIC and make further recommendations as to the next steps.

Option one is recommended.

Conclusions

In response to the Notice of Motion raised at the 10 December 2024 Council Meeting, council's Environmental Services team have completed a comprehensive investigation into the options available for the installation of EVCI at the VIC and across the LGA. Whilst there are electricity supply constraints at the VIC, which preclude Council owned and operated infrastructure, council staff continue to explore interest from EVI providers to own and operate charging infrastructure in the VIC carpark and promote funding opportunities with the community and local businesses to support the installation of EVCI in other locations across the LGA.

Attachments

There are no attachments for this report.

DI&P17/25. Extraordinary Minutes - Local Traffic Committee - FILE: 25/00195

28/02/2025

Author: Executive Assistant - Directors

Executive Summary

The Local Traffic Committee held an extraordinary meeting on 28 February 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

- 1. Note the minutes of the Extraordinary Local Traffic Committee Meeting held on 28 February 2025.
- 2. Adopt the following recommendation made by the Local Traffic Committee:

3.1 Item 1 - Event - Putty Road Truck Memorial - Temporary Traffic Management

That Council endorses the Traffic Management Plan for the 2025 Putty Road Truck Drivers Memorial Annual On-Site Service on 17 May 2025 and approves the implementation of the temporary traffic control measures required to run this event in accordance with this plan subject to the following conditions:

- 1. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
- 2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event begins.
- 3. Traffic Controllers must hold current traffic controller certification 'Traffic Controller' (previously blue card).
- 4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the Roads Regulations 2018
- 5. Traffic controllers must display their authorisation when controlling traffic
- 6. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.

- 7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
- 8. The implementation of TGS's must be undertaken by a person that hold current certification 'Implement Traffic Control Plans' (previously yellow card).
- 9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification 'Prepare a Work Zone Traffic Management Plan' (previously red card).
- 10. A Road Occupancy Licence (ROL) is required from TfNSW for the installation of the temporary traffic management measures on Putty Road.

Community Strategic Plan

Our Places

Strategy: 2.1 Provide safe and well-maintained facilities, land and

infrastructure

Deliverable: 2.1.1 Plan and deliver maintenance programs for infrastructure

assets

Action: 2.1.1.2 Implement levels of service for Local & Regional Roads

and associated infrastructure

Financial Implications

All costs associated with the event are to be borne by the event organiser. There is no cost to Council.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of disruption to traffic and transport systems and disruption to the non-event community by the Event Organiser not adequately managing traffic associated with the event.	High	Endorsement of the TMP and the implementation of the TGS.	Medium	Yes
There is a risk to the safety of road users by the Event Organiser not adequately managing traffic associated with the event.	High	Endorsement of the TMP and the implementation of the TGS.	Medium	Yes
There is a reputational risk to Council by not ensuring that the Event Organiser will be adequately managing traffic associated with the event.	Medium	Endorsement of the TMP.	Low	Yes

Attachments

AT-1 Extraordinary Meeting - Minutes - Local Traffic Committee - 28 February 2025

MINUTES EXTRAORDINARY LOCAL TRAFFIC COMMITTEE FRIDAY 28 FEBRUARY 2025



Present	Cr Sue George – Deputy Mayor, Singleton Council (Chair) (Cr SG) Bonnie Haverhoek – TfNSW (BH) Patrick Reilly – TfNSW (PR) Senior Constable Michael Sheehan – NSW Police (MS) Ruth Rogers – Members Representative (RR)
In Attendance	Mayor Sue Moore – Singleton Council (Cr SM) Aaron Malloy – Acting Director Infrastructure and Planning Services, Singleton Council (AM) Damian Morris – Manager Infrastructure Services, Singleton Council (DM) Sam Masoomi – Coordinator Engineering Services, Singleton Council (SMA) Mark Brennan – Traffic Engineering Officer, Singleton Council (MB) Paul Smith – Executive Liaison Officer, Singleton Council (PS) Hayden Vella – Road Safety Officer, Singleton Council (HV)
Meeting Location	Via Email

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies

2 Disclosure of Interests

Nil

3 Agenda Items

3.1 Item 1 - Event - Putty Road Truck Memorial - Temporary Traffic Management

FILE:25/00195

• Emails received from Cr George, NSW Police, Transport for NSW, Ruth Rogers and Council all in support of the recommendation.

Recommendation:

That the Extraordinary Local Traffic Committee recommends that Council endorses the Traffic Management Plan for the 2025 Putty Road Truck Drivers Memorial Annual On-Site Service on 17 May 2025 and approves the implementation of the temporary traffic control measures required to run this event in accordance with this plan subject to the

Page 1

Minutes of Extraordinary Local Traffic Committee held on 28 February 2025

MINUTES EXTRAORDINARY LOCAL TRAFFIC COMMITTEE FRIDAY 28 FEBRUARY 2025



following conditions:

- 1. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
- 2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event begins.
- 3. Traffic Controllers must hold current traffic controller certification 'Traffic Controller' (previously blue card).
- 4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the Roads Regulations 2018
- 5. Traffic controllers must display their authorisation when controlling traffic
- 6. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
- 7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
- 8. The implementation of TGS's must be undertaken by a person that hold current certification 'Implement Traffic Control Plans' (previously yellow card).
- 9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification 'Prepare a Work Zone Traffic Management Plan' (previously red card).
- 10. A Road Occupancy Licence (ROL) is required from TfNSW for the installation of the temporary traffic management measures on Putty Road.

Unanimous Support

3.2 Informal Agenda Item 1 - Request for Traffic Survey - Gardner Circuit FILE:25/00195

Council has received a request from the Police to undertake a traffic survey in Gardner Circuit due to a complaint from a local resident.

As Gardner Circuit is an ongoing issue for Council in regard to speeding, a recent traffic count occurred in August 2024. The data from this traffic count has been

Minutes of Extraordinary Local Traffic Committee held on 28 February 2025

Page 2

MINUTES EXTRAORDINARY LOCAL TRAFFIC COMMITTEE FRIDAY 28 FEBRUARY 2025



provided to NSW Police on 28 February 2025.

NOTED

3.3 Informal Agenda Item 2 - Request for reduced speed limit in Broke FILE:25/00195

Council has received correspondence from the Broke Residents Community Association requesting that:

- the existing 60km/h speed limit in place on Broke Road be extended from where
 it currently terminates (approximately 60m north of Blaxland Street) northwards
 for a distance of approximately 210m. The speed limit along this section of
 Broke Road is currently 100km/h.
- the existing 100mk/h speed limit on Broke Road, from the end of the new 60km/h speed limit outlined above, northwards for a distance of approximately 2.5km be reduced to 80km/h

The request has been forwarded to TfNSW for their review and will be added to the LTC 'Speed Zone Reviews' standing agenda item.

NOTED

- 4 Other Business
 - Nil
- 5 Action List
 - Nil
- 6 Next Meeting
- Thursday 22 May 2025 at 9:30am in the Committee Room

Cr Sue George, Deputy Mayor Chair

Page 3

General Manager's Report (Items for Information) - GM18/25

GM18/25. Minutes - Australia Day Committee - 12/03/2025 FILE: 25/00203

Author: Executive Assistant

Executive Summary

The Australia Day Committee held its ordinary meeting on 12 March 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 Minutes - Australia Day Committee Meeting - 12 March 2025



Present	Cr Sue Moore (Mayor)(Chair) Pam Dicks (Singleton Lioness Club) Peter Knight (Cultural Organisation) Scott McKenzie (Singleton Ministers Association) Chris Petersen (Singleton Ministers Association) Wendy Love (Community Representative) Denise Harris (Singleton Lions Club) Courtney Bendall (Rotary Singleton) V Jared Lawrence (2025 Young Achiever of the Year) Nigel Korff (2025 Citizen of the Year) David Andrews (PCYC Representative) V Jason Hayes (School of Infantry – RSM) Melinda Curtis (Executive Manager)
In Attendance	Sam Calleja (Executive Assistant)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies Cr Danny Thompson (Chair), Mitch Madden (Singleton Diggers Club), Ellen Papanicolaou (Coordinator Events), Jean Hands (Singleton Aboriginal Reconciliation Committee Representative), Harrison Kirkwood (Singleton and District Disability Advisory Committee Representative), Malcolm Franks (Singleton Aboriginal Reconciliation Committee Representative), Jane Farrelly (2024 Singleton Show Young Show Women)

2 Disclosure of Interests

Nil

3 Confirmation of Minutes

MOVED Peter Knight **SECONDED** Pam Dicks The minutes of the Australia Day Committee meeting held on Wednesday 18 December 2024, were confirmed.

CARRIED



4 Matters arising from the Minutes

 Welcome to Nigel Korff and Jared Lawrence, the two new members of the Australia Day Committee for the next 12 months. They were congratulated once again on being awarded the 2025 Citizen and Young achiever of the Year.

5 Agenda Items

5.1 Debrief - Mayoral Reception 25/1/25 and Official Ceremony 26/1/25

FILE:25/00203

The Committee were invited to provide their comments on the Mayoral Reception held at the Civic Centre on Saturday, 25 January, 2025 and the Official Ceremony held at the Civic Centre on Sunday, 26 January, 2025.

Positive feedback received from the committee regarding both the Mayoral Reception and Official Ceremony, noting the official ceremony photo process worked really well and ran much smoother this year.

Guests at the mayoral reception noted they filled up on dessert options and were unaware that savoury food would be walked around.

ACTION: Add a note to the invitation advising guests about the catering options.

The committee suggested replacing the Australia Day special guest speech at the Mayoral Reception with an Interview/Q&A style session, saving the formal speech by the special guest for the official ceremony.

ACTION: Staff to discuss with comms team, update run sheet and advise special guest of new arrangements.

ACTION: Provide more detail regarding expectations and what to expect for nominees in the invitation letter to the Mayoral Reception.

Feedback was given on the advertising of the Official Ceremony to the community. Committee members to internally communicate details of the event to their organisations.

The Lions Club breakfast received great feedback for providing bacon and egg rolls, tea, coffee and juice. Rotary club advised they are able to provide the same service for next year's event.

NOTED



5.2 Planning for Australia Day - Monday, 26 January, 2026

FILE:25/00203

The purpose of this report was to commence planning for Australia Day, Monday, 26 January, 2026.

1. Australia Day Guest

MOVED Scott McKenzie **SECONDED** Peter Knight that Cr Danny Thompson, as the Chair, will select the 2026 Australia Day Special Guest on behalf of the committee and advise the committee via email once confirmed, prior to the next meeting.

CARRIED

2. Mayoral Reception (Sunday, 25 January, 2026)

Civic Centre Booked for 5.30pm - 7.30pm

3. Family Friendly Function "Twilight" (Sunday, 25 January, 2026)

Event details will be provided to a future meeting

4. Official Ceremony - Sunday, 26 January, 2026

- BBQ Breakfast provided by Rotary Singleton 8.00am to 9.15am
- Smoking ceremony in the Civic Centre Court 8.45am
- Ministers Association Roster for 2026 Singleton Uniting Church
- Official Ceremony 9.30am
- Army Guard and Town Band rehearsal to be scheduled for Friday 23 January 2025 with a run through again early Sunday before Official Ceremony. Times TBC

5. **Proposed Nominations Timetable**

- Nominations open Friday 31/10/25
- Nomination close Friday 28/11/25
- Nominations sent to the Committee 3/12/25
- Nominations considered Wednesday 10/12/25

NOTED

5.3 DRAFT 2025 / 2026 Calendar of Duties for Citizen of the Year & Young Achiever of the Year FILE:25/00203

The Draft 2025 / 2026 Calendar of Duties for the Citizen of the Year and Young Achiever of the Year was circulated to the committee for review and feedback. The calendar outlines upcoming invitations and responsibilities for the awardees, ensuring they are informed of key events throughout the year.

Page 3

Minutes of Australia Day Committee held on 12 March 2025



The calendar will be finalised and sent to the 2025 Citizen of the Year and 2025 Young Achiever of the Year to allow them ample time to prepare for their involvement in the community and the events listed.

NOTED

6 Other Business

- Pastor Scott McKenzie provided an update on the Minister Association and its representative for the Australia Day Committee. Moving forward, the minister who delivers the Australia Day Blessing at the previous year's official ceremony will be the minister attending the committee meetings for the next 12 months. Pastor Chris Petersen will be the representative for this year's committee meetings. Pastor Scott McKenzie thanked the committee for his involvement over the past few years.
- Jared Lawrence confirmed receipt of his Young Achiever Learning and Development Program letter.

7 Action List

Meeting Date	Action	Responsible Officer	Due Date
12/3/25	Add a note to the mayoral reception invitation advising guests about the catering options	Sam Calleja	10/12/25
12/3/25	Staff to discuss with comms team, update run sheet and advise special guest of new arrangements regarding Special Guest Q+A style interview for the mayoral reception	Sam Calleja	10/12/25
12/3/25	Provide more detail regarding expectations for nominees in the invitation letter to the Mayoral Reception.	Sam Calleja	10/12/25
12/3/25	Advise committee via email once 2026 Australia Day Special Guest is confirmed.	Cr Danny Thompson	11/6/25
12/3/25	Finalise and send the 2025/2026 Calendar of Duties to the 2025 Citizen of the Year and 2025 Young Achiever of the Year	Sam Calleja	31/3/25
12/3/25	Book Civic Centre for Army Guard and Town Band rehearsal	Sam Calleja	11/6/25

8 Next Meeting

Wednesday 11 June 2025 – 12.00PM

The meeting closed at 12.29PM

Cr Sue Moore

Mayor

Page 4

Minutes of Australia Day Committee held on 12 March 2025

General Manager's Report (Items for Information) - GM20/25

GM20/25. Minutes - Audit Risk and Improvement Committee - 19 March 2025

FILE: 25/00177/001

Author: Governance Lead

Executive Summary

The Audit Risk and Improvement Committee held its ordinary meeting on 19 March 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 Minutes of Audit Risk and Improvement Committee - 19 March 2025



Present	Paul Quealey – Chair Tony Harb – Independent Member Meredith Caelli – Independent Member Cr Godfrey Adamthwaite, Councillor – Singleton Council
In Attendance	Justin Fitzpatrick-Barr, General Manager – Singleton Council Vicki Brereton, Director Organisation & Community Capacity – Singleton Council Dwight Graham, Director Corporate & Commercial Services – Singleton Council Aaron Malloy, Acting Director Infrastructure & Planning Services – Singleton Council Melinda Curtis, Executive Manager – Singleton Council Deb McDonald, Manager Integrated Risk – Singleton Council Kelly McGowan, Chief Financial Officer – Singleton Council Mark Wiblen, Manager Corporate Services – Singleton Council Nicole Rindal, Manager Organisation Excellence – Singleton Council Phil Swaffield – Internal Auditor, National Audits Group Luke Malone – External Auditor Rebecca Bailey, Governance Lead – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies Cr Sue Moore, Mayor Singleton Council and Cassie Malone
 Audit Office, NSW

2 Disclosure of Interests

• Nil

3 Confirmation of Minutes

 MOVED Mr Harb SECONDED Ms Caellii The minutes of the Audit Risk and Improvement Committee meeting held on Wednesday 20 November 2024, were confirmed.

CARRIED

4 Matters arising from the Minutes

- TH raised ARIC Pulse Report stated that the FIAP action was completed
- TH raised ARIC Pulse Report stated that the Modern Slavery action was due.
 - o PQ advised that both matters are to be tabled later in this meeting.

Page 1



- PQ Question regarding a carried forward Pulse Action regarding the Patch Management Policy and if the Policy had been previously tabled at an ARIC meeting?
 - MW advised meeting that there was a Patch Management Policy in place, which monitored all devices and all patch updates.

JFB left meeting 2.07PM

5 Agenda Items

5.1 2023/2024 Financial Audit Management Letter

The 2023/2024 Financial Audit Management Letter was provided for the information of the Committee and taken as read.

LM advised that there were 3 findings in the letter, of which 2 were moderate risk and 1 was a low risk.

- Changes to Payroll Masterfile and independent review Improved control around payroll information and data was recommended, and that there be an independent review process. Council has agreed with the recommendation of the proposed control and has already implemented this.
- 2. Purchase orders raised after invoice date The control is to have the purchase order raised and approved prior to the invoice being received. Council has agreed with the recommendation of the proposed control noting some gaps in training and cultural change are all part of implementing. The process improvement is to be implemented by June 2026.
- Provision around annual leave and long service leave, low risk matter Council
 has partially agreed with the recommendation and is working through the Payroll
 / Leave project to correct data anomalies that are present.
- The appendix of the letter outlines prior year matters around cyber security and the oversight of the IPPE process, both matters will be looked at during the 2025 audit.

LM advised that the matter that was addressed on last year's audit, was finalised on time and reporting quality was of a high level, and the matter has now been resolved in the prior year.

TH – raised a question regarding the summary of issues regarding prior year not resolved in the prior year, questioned whether they are matters from the prior year and not from the most recent audit?

LM – confirmed that is correct, that there was no issues identified as part of this recent audit.

MerC – raised a question around the purchase order sample and was it completed across all business?

LM – confirmed that the sample was taken across all business units and areas.

Page 2



DG – advised that improvement plan would see compliance increase over time.

PQ - raised a question regarding what exactly is the payroll / leave reporting issue?

KMcG – confirmed that some are systems issues and some are input / onboarding issues. It is a widespread issue and has been ongoing for some time.

Resources are now on board and are well through the process of review and updating the payroll file database.

MOVED Ms Caelli SECONDED Mr Harb

That the Audit Risk & Improvement Committee receive and note the 2024/2025 Financial Audit Management Letter.

CARRIED

5.2 2024/2025 Financial Audit Annual Engagement Plan

The Engagement Plan issued by the Audit Office NSW, in relation to the audit of Singleton Council's Financial Statements for the year ending 30 June 2025, was provided for the information of the Committee and taken as read.

LM advised that representatives from the Audit Office and Prosperity Advisers Group were available to discuss aspects of the Engagement Letter if required.

LM – Advised the plan is complete and congratulated DG, KMcG and the team.

The plan identified key areas (Section 2), and the number of valuations that Singleton has this year. Valuations this year are roads, bridges, footpaths, other road assets, bulk earthworks, stormwater drainage and the tip assets. The timetable has been developed to ensure that the valuers and the auditors are working together to complete all actions. Council is looking to present all valuations by 30 June 2025.

Other assets that are not valued this year will be subject to impairment assessments and indexation assessments and will be reviewed and recorded by 30 June 2025.

ASSB13 has some changes to this standard this year. A review with valuers and management will determine if there is any impacts. No major impacts are expected.

Capital expenditure and grants counted as significant components. Work surrounding the capital expenditure and grants income will be undertaken this year to accounting standard.

The landfill remediation provision will be reassessed in the current year.

Financial statements model, the valuation and the indexation are completed as detailed in the timetable.

Engagement Timeline – Section 6, Interim audit will be undertaken 28 April 2025. Valuations expected 30 June 2025 with feedback to management expected 25 July 2025. Year end audit commencing 1 September 2025, with final sign off 21 October 2025.

Page 3



Section 8 details only a 3% increase in the current year.

MerC – Raised a question as to when in October would ARIC receive the financial statements?

KMcG – advised that ARIC would receive them prior to the 21 October 2025 Council meeting.

PQ – requested an update on progress on the revaluation? Have we identified and engaged a provider? If so, have we provided the data?

KMcG - advised that Morrison Low were undertaking the revaluation. The data for the road network and pavement network is been checked. Data for remaining assets has been provided to the valuer and they are undertaking a completion check of data. Fortnightly meetings with valuers are occurring to ensure all is progressing.

MOVED Mr Harb SECONDED Ms Caelli

That the Audit Risk & Improvement Committee receive and note the 2024/2025 Financial Audit Annual Engagement Plan

CARRIED

Cr Luke Malone left the meeting, the time being 1:11 PM

5.3 December 2024 Quarterly Budget Review Statement

The December 2024 Quarterly Budget Review Statement (QBRS) was provided to the Committee for their review and comment and taken as read.

KMcG – advised that the deficit has increased due to employee costs, caused largely by the requirement to the backfill vacant roles and the work load. There has been a reduction in the capital forecast.

TH - question regarding restricted cash and what are we like?

KMcG – answer Singleton has internal reserves. Council is working on reduction debtors, which is being monitored monthly by the Executive Team.

PQ - question regarding concept of workload, is it a budgeting issue?

DG – answer 2024/2025 budgeted for an efficiency factor and vacancy factor, but it took the salaries at 100% then made a 10% reduction. However, heavy workloads are not allowing this reduction to be achieved.

TH – question is there an expectation from the Councillors to do things that we cannot afford to do. Should there be a conversation regarding what can be done, prioritise and reprioritise some things and hold somethings over. Is there a conversation

Page 4



happening with Councillors?

DG – answered that staff had commenced conversations with Councillors surrounding financial sustainability. Councillors are actively involved in costs and cost savings.

TH – question regarding if the wages and salaries are a percentage cost of the rates and charges and are the rates comparable with neighbouring councils' spend.

DG - advised that it is difficult to benchmark as all neighbouring councils have different services.

KMcG – advised they are monitoring growth around our own internal wages and monitoring the trend across multiple years.

TH – question regarding productivity and if it is up to a level you are comfortable with and if the productivity up to standard? How do you measure productivity?

KMcG – advised that we measure productivity by determining if we are achieving our operational outcomes in the operational plan.

MelC – advised that during the development of the community strategic plan and the delivery program had significant engagement from councillors and community. This allowed us to increase maturity with our community strategic plan and our delivery plan. The draft community strategic plan was adopted 18 March 2025.

MelC - send ARIC a link to CSP for their review

MerC – question regarding what has been identified as critical services and are they are relevant? Have you reviewed the BCP? Is there a skills gap? If you don't want to increase rates, do you really require all the services you provide?

DG – responded that the Financial Improvement Plan is to be discussed later in this meeting.

PQ – question is there an internal restrictions policy?

KMcG - advised that they are working on a policy. It is at Council's discretion to release any restricted reserves during the QBR process.

PQ – question to Cr - GA regarding the quarterly review and requested if the councillor are happy with the conversations surrounding budget.

GA – advised that Councillors are happy with the information provided to them.

MOVED Mr Harb SECONDED Ms Caelli

That the Audit Risk & Improvement Committee:

- 1. Note the budgetary changes and the projected year end result presented in the December 2024 Quarterly Budget Review Statement.
- 2. Note the December 2024 Quarterly Budget Review Statement was adopted by

Page 5



Council at the February Council Meeting.

CARRIED

5.4 Financial Improvement Plan

A comprehensive update on the progress of the Financial Improvement Plan (FIP) was presented to the Committee.

KMcG advised that the FIP is ongoing with no savings in the current financial year

There has been an increase in engagement with all business units which has assisted with all business units.

The budget process reset the budget and assisted with bringing the budget to surplus. All business units presented their budget to ELT and Finance. The review of the budget was linked between the operational deliverables. The budget review ensured that there was a zero based approach which ensured Council lives within their means. A review was undertaken of the spend patterns over the past 3 years to determine if the spend patterns aligned with the projected budget.

Councillors have requested that we apply a commercial lens on services we provide to remove bias, we have agreed for this to occur over a 5 year period.

May Council meeting will have an update report FIP

TH – questioned has there been an additional layer of control been put over purchase orders? If someone was to raise a purchase order and there is no budget then the purchase order could not be raised?

KMcG - advised the system is not capable to do this.

TH – question with the actual to budget variation and risk appetite statement. Does ELT ensure that there are no changes to budgets?

KMcG advised that we are working towards a cultural shift of monitoring of the budget. Messaging that there will be no budget adjustments until Q3.

TH – Question FIP action Plan dated May 2024, is this still relevant? Is this up to date? What does the action plan look like?

KMcG – The plan dated May 2024 has been superseded, as we have had to pivot from this due to the \$2m deficit.

MerC – question are you focussing on improving Financial literacy messaging and training with all managers and is this included in relevant position descriptions?

DG speak to P&C surrounding financial literacy in PD's.

Page 6



MOVED Ms Caelli SECONDED Mr Harb

That the Audit Risk & Improvement Committee receive and note the update on the Financial Improvement Plan.

CARRIED

5.5 Business Unit Risk Management Reports 2024

Business Unit Risk Management reports for each business unit were provided for the information of the Committee and taken as read.

DMc - added a column of residual risk rating

MerC – some reports have a black dots that have proposed or not yet started.

DMcD – the black dots mean "not yet started", advised that this will be rectified.

MerC – advised that these reports are the best that she sees across all 10 council ARICs she's on .

TH – Requested that DcMcD circulate the Financial Services operational risk register and assurance map out of session?

MerC – Requested a presentation on Corporate Services risk management report

TH – questions around the risk appetite and the residual risk.

DMcD – answer that the messaging was better due to the consistency of the terminology.

PQ – requested presentations of Executive Management, Waste and Circular Economy, and Corporate Services annual risk management reports.

MOVED Ms Caelli SECONDED Mr Harb

That the Audit Risk & Improvement Committee:

- 1 Notes the production of annual risk management reports for each business unit.
- 2 Presentation of Executive Management, Waste and Circular Economy, and Corporate Services annual risk management reports at future meetings.

CARRIED

5.6 Internal Audit Report - Facilities Management

The final Internal Audit report for the Facilities Management function was provided for

Page 7



the information of the Committee and taken as read. Stephen Prowse of National Audits Group presented on this item.

Overall audit opinion was partially effective in terms of the controls in place and on the sliding scale that was on the low end of the partially effect spectrum. Reasons around that may be due to the number of high level risks identified, 16 recommendations for change and improvements to be made in total.

Observation area 1 – Policy and legislative compliance there 10 recommendations. There were 3 high, 4 medium and 3 low. Management agreed with recommendations.

Observation area 2 - Financial management - 6 recommendations. There were 4 medium and 2 low. Management agreed with recommendations.

Key issues identified as being high were the incomplete leases and licences. Some buildings had no leases or expired leases and the register of those leases and licences were not complete lacking in terms of risk management overall around buildings and facilities.

Asbestos management register and number of sites identified on the register compared to the number of buildings of age, where you would expect asbestos to be present was a key issue. Management agreed with recommendations and will be addressed over time

Financial reporting for management decision. Financial management addressed and completed overtime.

LTFP – 10 year plan and the new and renewal of assets compared to the amounts in the asset management plans and the difference between them.

MerC – Questioned the recommendations 1.1 and 1.2 they are both due on the same day, with 160 buildings to assess and provide a risk assessment on. Is this timeframe achievable?

DG – Answer will take the date on notice, review and bring back and report around the timeframe all actions in the report.

TH – Question surrounding fire and electrical safety, was this included in the building inspection program and scope?

SP – Answer that the safety and compliance with the statutory matters were included in the program as well as the planned and routine maintenance.

MOVED Ms Caelli SECONDED Mr Harb

Recommendation:

That the Audit Risk & Improvement Committee notes the production of annual risk management reports for each business unit.

CARRIED

Page 8



5.7 Integrated Risk Management Framework Review

The revised Integrated Risk Management Framework was provided to the Committee for comment and feedback.

Scheduled review – now includes risk appetite.

TH – requested more detail around councillors' responsibilities and to be more in line with OLG guidelines, add setting risk appetite to their responsibilities, add to consider risk implications of decisions.

TH – council officers recommendation is to

Advise risk on report if contrary to officers recommendation what are the financial impacts

TH – can you separate the GM from the ELT for attestation responsibility?

TH - positive risk analysis - is / has this been used

DG advised has been used when risk assessing investments

TH – GM and risk management framework attestation needs to be presented to ARIC Chair to ensure that the chair is happy.

TH & MerC – ensure that the core responsibilities for GM and ELT be separated and the councillors making sure that the risk is tied back to the risk appetite and if it is outside appetite they understand the implications.

TH – advised the attestation by the General Manager of the risk management framework should be informed by a self-assessment. This would inform the general managers attestation and in accordance with the regulation that attestation should be sent to the Chair of the ARIC. This will ensure that the Chair is happy with the attestation prior to sending to OLG.

DMc – advised that self-assessment completed through Statewide Mutual Continuous Improvement Pathway (CIP) program and will be basis of GM's attestation.

PQ – really strong document, good to see risk tolerances included.

MOVED Mr Harb SECONDED Ms Caelli

That the Audit Risk & Improvement Committee received and note the updated Integrated Risk Management Framework.

CARRIED

5.8 Internal Audit Self-Assessment 2022 - 2025

Page 9



The Internal Audit self-assessment report 2022 – 2025 was provided for the information of the Committee. Stephen Prowse of national Audits Group presented on this item.

12 engagements have been undertaken to date in which was noted in the report.

VB – advised that council had gone to market. National Audits were unsuccessful in obtaining the tender at this time, new contract will commence in late March 2025 with another O'Connor Marsden and Associates.

MOVED Mr Harb SECONDED Ms Caelli

That the Audit Risk & Improvement Committee receive and note the Internal Audit self-assessment report 2022 – 2025.

CARRIED

Stephen Prowse left the meeting, the time being 02:34 PM

5.9 Council's Position on Modern Slavery

Council's Procurement Coordinator presented to the Committee on Council's position in regard to Modern Slavery.

PQ – congratulated the presentation and work done to date.

GA - requested that Councillors receive the presentation

MeC – advised that this is already included in the annual report

TH – congratulated the presentation and work done to date.

MerC – question how are the current providers tracking with this?

CC – advised that the biggest risk areas heavy plant, cleaning and security. The contractors that engaged under those procurement areas in particular cleaning and security are already required to report this under the Commonwealth. They already have comprehensive process in place. Heavy plant are procured using the LGP preestablished panels to ensure a link to modern slavery.

MOVED Ms Caelli SECONDED Mr Harb

Recommendation:

That the Audit Risk & Improvement Committee note Council's position on Modern Slavery.

CARRIED

5.10 Compliments Complaints & Customer Experience Report 2024

Page 10



A report on the progress and future initiatives of the Compliments, Complaints, and Customer Experience (CC&CX) Committee was provided for the information of the Committee.

NR to circulate an amended report with current statistics.

MelC – advised that there is new guidelines around complaint handling framework. We have it around 80% completed with the expectations that this will be reported to the ELT and LT end of April with a further report to go to ARIC next meeting.

MOVED Ms Caelli SECONDED Mr Harb

That the Audit Risk & Improvement Committee received and note the Compliments, Complaints, and Customer Experience Report 2024.

CARRIED

5.11 ARIC Pulse Action Status Report - November 2024 to January 2025

The Audit Risk and Improvement Committee was provided the Pulse Actions Status Report for November 2024 to January 2025.

7 items with date adjustments for the committee to acknowledge the amended dates.

Committee acknowledged date changes.

Liquid trade waste report action has a date of 2024 – amend to be 2025.

MC – "quarterly" is spelled incorrectly in graph titles in Pulse reports, there's an "r" missing.

MOVED Mr Harb SECONDED Ms Caelli

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Pulse Action Status Report – November 2024 to January 2025, and approve request to changes to due dates.

CARRIED

6 Other Business

 VB advised that this was her last day as she is moving to Tasmania to take up an opportunity as the CEO.

7 Action List



Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ARIC25-01	19/03/2025	Speak to P&C surrounding financial literacy in PD's	DG	21/05/2025
ARIC25-02	19/03/2025	Review timetable surrounding the valuation and financial statements and if there is any amendments report a revised timetable	DG	21/05/2025
ARIC25-03	19/03/2025	Proved a copy of the CSP	MC	21/05/2025
ARIC25-04	19/03/2025	Check date 334 date 2024 date. Amend this date to be 2025. Liquid trade waste report		21/05/2025
ARIC25-05	19/03/2025	Circulate the Financial Services operational risk register	DMcD	21/05/2025
ARIC25-06	19/03/2025	Circulate the Assurance Map	DMcD	21/05/2025
ARIC25-07	19/03/2025	Add annual risk management reports for Executive Management, Waste and Circular Economy and Corporate Services to future agendas for presentation by responsible managers.	DMc	21/05/2025
ARIC25-08	19/03/2025	Report on draft Complaint Handling Policy and framework to next meeting		21/05/2025
ARIC25-09	19/03/2025	Update headings on graphs in Pulse reports to correct spelling of "quarterly"	K Jordan	21/05/2025

8 Next Meeting

• Wednesday 21 May 2025, 2pm - 4pm



The meeting closed at 4.06pm.

Paul Quealey Chair General Manager's Report (Items for Information) - GM17/25

GM17/25. Minutes - Mount Thorley Warkworth Voluntary

FILE:

Planning Agreement (VPA) Community Committee -

25/00027/006-04

20/02/2025

Author: VPA Projects Officer

Executive Summary

The Mount Thorley Warkworth Voluntary Planning Agreement (VPA) Community Committee held its ordinary meeting on 20 February 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 20/02/2025

MINUTES MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGRE COMMUNITY COMMITTEE



1PM - 3PM THURSDAY 20 FEBRUARY 2025

Present	Sue Moore, Mayor (Chair) Gary Mulhearn (Yancoal Representative) Ian Hedley (Community Representative) Pauline Rayner (Community Representative) Neale McCallum (Community Representative) Stirling Keayes (Community Representative) Sarah Purser (Community Representative) Melinda Curtis (Executive Manager) Jess Dunston (VPA Projects Officer - job share)
In Attendance	Kellie Jordan (IP+R Specialist)
Meeting Location	Bulga Community Centre

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies Judith Leslie (Alternate Community Representative)

2 Disclosure of Interests

Nil

3 Confirmation of Minutes

 MOVED NM SECONDED SK that the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on Thursday 7 November 2024, were confirmed.

4 Matters arising from the Minutes

Nil

5 Agenda Items

5.1 Action Update

FILE:25/00027/006

The Committee were provided with an update on actions that have arisen from MTW VPA minutes. All actions have been completed.

NOTED

Page 1 Minutes of Mount Thorley Warkworth Voluntary Planning Agreement Community Committee held on 20 February 2025

Attachment 1

Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 20/02/2025

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREDINGLETON
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 20 FEBRUARY 2025

5.2 Financial Report

FILE:25/00027/006

The Financial Report as of 12 February 2025 was circulated with the agenda for the Committee's information.

Bulga Community Centre projects are now listed as one item on the Financial Report.

Yancoal's 2025 contribution has been received.

NOTED

5.3 Project Update

FILE:25/00027/006

The project update was circulated with the agenda, with updates on all VPA funded projects as at 4 February 2025.

Bulga Community Centre Improvements – reduced initial scope to only include interior works already approved by the Committee. Exterior work will no longer be completed. New scope of work total is \$55,062.48 (excluding GST) plus 10% contingency plus potential ceiling sound proofing.

ACTION VPA Projects Officer to liaise with Project Manager to enquire if current quotes allow for sound proofing materials and works for ceiling replacement.

The next steps with this project will be developing a Funding Deed specifying endorsed project budget and scope, milestones and reporting requirements and allowing for additional sound proofing budget if required.

NOTED

5.4 Bulga Stock Reserve and Wollombi Brook Walking Trail Master Plan timelines and information FILE:24/00031/001

A summary presentation of Bulga Stock Reserve projects and Wollombi Brook Walking Trail Master Plan was provided.

There was discussion around community concerns regarding Bulga Stock Reserve projects. To date these projects have been completed in line with Committee recommendations and Council endorsement.

ACTION – VPA Projects Officer to work with Council's Communication and Engagement Team to develop targeted communications to educate the community on what they can expect to see from the Bulga Stock Reserve Restoration and Weed Management project.

Page 2 Minutes of Mount Thorley Warkworth Voluntary Planning Agreement Community Committee held on 20 February 2025

Attachment 1

Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 20/02/2025

MINUTES MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREDINGLETON COMMUNITY COMMITTEE 1PM - 3PM THURSDAY 20 FEBRUARY 2025

ACTION – VPA Projects Officer to provide an update on the Bulga Stock Reserve Restoration and Weed Management project at the May committee meeting detailing project milestones.

ACTION – VPA Projects Officer to reshare the original application documents as approved by the Committee for the Bulga Stock Reserve Restoration and Weed Management project.

NOTED

5.5 Old Bulga School House Project - itemised expenses to date FILE:25/00027/006

An itemised list of expenses relating to the Old Bulga School House project was provided to the Committee.

PR advised that she is now the Project Manager and she is in contact with Crown Lands. Still awaiting land owner's consent. This project is on hold until land owner's consent is received. Staff have been provided with an alternate Project Manager contact.

ACTION VPA Projects Officer to arrange a meeting concerning the project and Project Manager role with PR and Bulga Milbrodale Progress Association (BMPA).

ACTION – VPA Projects Officer to investigate Architect Reports relating to the Old Bulga School House and provide a copy to Committee if available.

NOTED

5.6 Overview of MTW VPA funding round delivery, assessment and administration FILE:25/00027/006

The Committee was provided with all documentation that applies to the MTW VPA Funding Program. Key dates and the process for this funding round were discussed with the Committee. The Committee were encouraged to familiarise themselves with the documents provided. Marketing for this funding round are now underway and the Committee were encouraged to talk to the Bulga and Milbrodale communities about potential projects and attending the community drop-in session. Posters were handed out to the Committee for distribution. Any enquires and all potential applicants to contact the VPA Projects Officer prior to lodging their application.

The community drop-in session will be held on the 19 March 2025, 3pm to 5pm at the Bulga Community Centre. The VPA Projects Officer encourage any potential applicants

Page 3 Minutes of Mount Thorley Warkworth Voluntary Planning Agreement Community Committee held on 20 February 2025

MINUTES MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREMENT NOTE COMMUNITY COMMITTEE 1PM - 3PM THURSDAY 20 FEBRUARY 2025

to contact them for assistance before the community drop-in session.

There was a request for the Committee to post information in Bulga and Milbrodale Facebook Community groups.

NOTED

5.7 Maps of Bulga and Milbrodale

FILE:25/00027/006

Maps were provided to support the Committee to understand the land within Bulga and Milbrodale areas that may be eligible locations for VPA funded projects.

There was discussion around some pockets of land on the Milbrodale map. VPA Projects Officer to provide further information to the Committee on feedback that some of the classification of this land is different to what was provided.

NOTED

6 Other Business

 SK requested information regarding Council's general tender process for local businesses.

ACTION – VPA Projects Officer to provide a link to the website of Council's tender process to the Committee as it relates to local businesses who may wish to engage.

 IH queried if a potential project can be submitted for a parcel of land in Bulga that was purchased by Council's Water Team. MC encouraged IH and the Committee to reach out if a potential project was identified by the community and staff could have a discussion with Council's Water Team.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	2025	VPA Projects Officer to liaise with Project Manager to enquire if current quotes allow for sound proofing materials and works for ceiling replacement.	VPA Projects Officer	May Meeting

Page 4 Minutes of Mount Thorley Warkworth Voluntary Planning Agreement Community Committee held on 20 February 2025

MINUTES MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGRE COMMUNITY COMMITTEE



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1PW-	3PW	IHUKSL	JAY ZU	FEBRU	ARY 2025

ı	20 Fab	VDA Drainata Officer to	VDA Droinsta	Mari
	20 Feb	VPA Projects Officer to	VPA Projects	May
	2025	work with Council's	Officer	Meeting
		Communication and		
		Engagement Team to		
		develop targeted		
		communications to educate		
		the community on what		
		they can expect to see from		
		the Bulga Stock Reserve		
		Restoration and Weed		
ļ		Management project.		
	20 Feb	VPA Projects Officer to	VPA Projects	May
	2025	provide an update on the	Officer	Meeting
		Bulga Stock Reserve		
		Restoration and Weed		
		Management project at the		
		May committee meeting		
		detailing project		
ļ	 - ·	milestones.		
	20 Feb	VPA Projects Officer to	VPA Projects	May
	2025	reshare the original	Officer	Meeting
		application documents as		
		approved by the Committee		
		for the Bulga Stock		
		Reserve Restoration and		
ļ		Weed Management project.		
	20 Feb	VPA Projects Officer to	VPA Projects	May
	2025	arrange a meeting	Officer	Meeting
		concerning the project and		
		Project Manager role with		
		PR and Bulga Milbrodale		
		Progress Association		
Į		(BMPA).		
	20 Feb	VPA Projects Officer to	VPA Projects	May
	2025	investigate Architect	Officer	Meeting
		Reports relating to the Old		
		Bulga School House and		
		provide a copy to		
Ĺ		Committee if available.		
	20 Feb	VPA Projects Officer to	VPA Projects	May
	2025	provide a link to the website	Officer	Meeting
		of Council's tender process		
		to the Committee as it		
		relates to local businesses		
		who may wish to engage.		

Page 5 Minutes of Mount Thorley Warkworth Voluntary Planning Agreement Community Committee held on 20 February 2025

Attachment 1

Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 20/02/2025

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREMENT NOTE
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 20 FEBRUARY 2025

8 Next Meeting

• Thursday 1 May 2025, 1pm – 4pm, Singleton Council Committee Room

The meeting closed at 3.00pm.

Page 6 Minutes of Mount Thorley Warkworth Voluntary Planning Agreement Community Committee held on 20 February 2025

FILE: 24/00325

Corporate and Commercial Services Report (Items for Information) - DCCS5/25

5. Investment Report - March 2025
Author: Finance Officer - Treasury

Chief Financial Officer

Executive Summary

In accordance with clause 212 of the *Local Government (General) Regulation, 2021* the following funds are invested under section 625 of the *Local Government Act, 1993* as at 31 March 2025.

FOR COUNCIL'S INFORMATION

Report

Over the past 12 months, the investment portfolio returned 4.92% versus the bank bill index benchmark's 4.46%.

Council's total portfolio of investments was \$123.166 million with an additional \$1.326 million held in Council's operational account as of 31 March 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.82% pa for the month. This is based on the actual interest rates being received on investments and excludes the underlying changes to the market values of the bonds and TCorp growth fund.

During March, Council had \$4.0m in deposits mature and sold three (3) floating rate note investments for \$2.25m. Council invested \$1.0m in a term deposit for 294 days, at a rate of 4.75%. An additional \$1.0m was invested in a term deposit for 219 days, at a rate of 4.80% and a further \$1.0m was invested in a term deposit for 189 days, at a rate of 4.70%. An additional \$2.4m was invested in a floating rate note for 1826 days, currently at a rate of 4.94%. Council also invested a further \$1.0m into the NSW TCorpIM Long Term Growth Fund.

The NSW TCorpIM Long Term Growth Fund was down -2.18% for the month of March, however, still maintains a positive 6.50% return in the 24/25 financial year to date. The fund's performance reflected the pullback in the US and Australian share markets during the month, due to concerns of a growing tariff-focused global trade war and a slowing US economy. This will become a main threat to Australia, given the impact it will have to global trade and economic growth, leading to less demand to our exports, particular from countries such as China.

Council has a well-diversified portfolio invested predominantly among a range of term deposits and senior ranked bonds from highly rated Australian bank issuers. Council also has exposure to growth classes, including listed property and international and domestic shares, via NSW TCorp's Long Term Growth Fund. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes. However, short-term fluctuations should be expected.

Corporate and Commercial Services Report (Items for Information) - DCCS5/25

The TCorpIM Long Term Fund's investment strategy is to provide high exposure to growth assets, with a high return potential over the long term, with a high risk of negative annual returns. The investment object is to provide returns of CPI +3.5% pa over rolling 10-year periods. Council's investment in TCorp's IM Funds (long-term) is 23% of its portfolio. Council can therefore expect some fluctuations to its portfolio returns.

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 Grant.

Attachment 1 to this report provides Council's Investment Summary Report for March 2025.

Certification by the Responsible Accounting Officer:

In accordance with clause 212(1)(b) of the *Local Government (General) Regulation*, 2021 the investments listed in this report have been made in accordance with:

- i) the Local Government Act, 1993
- ii) the Regulations, and
- iii) Council's Investment Policy.

Attachments

AT-1 Singleton Investment Report - March 2025



Investment Summary Report March 2025

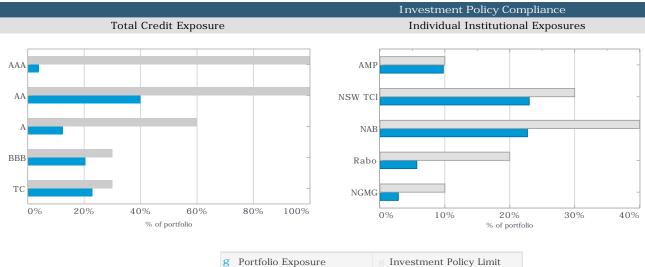


Singleton Council Executive Summary - March 2025



Investment Holdings Face Current Value (\$) Value (\$) Bonds 11,900,000 11,828,171 Cash 6,526,363 6,526,363 Floating Rate Note 30,400,000 30,487,953 Managed Funds 28,340,566 28,340,566 Term Deposit 46,000,000 46,000,000 123,166,929 123,183,053





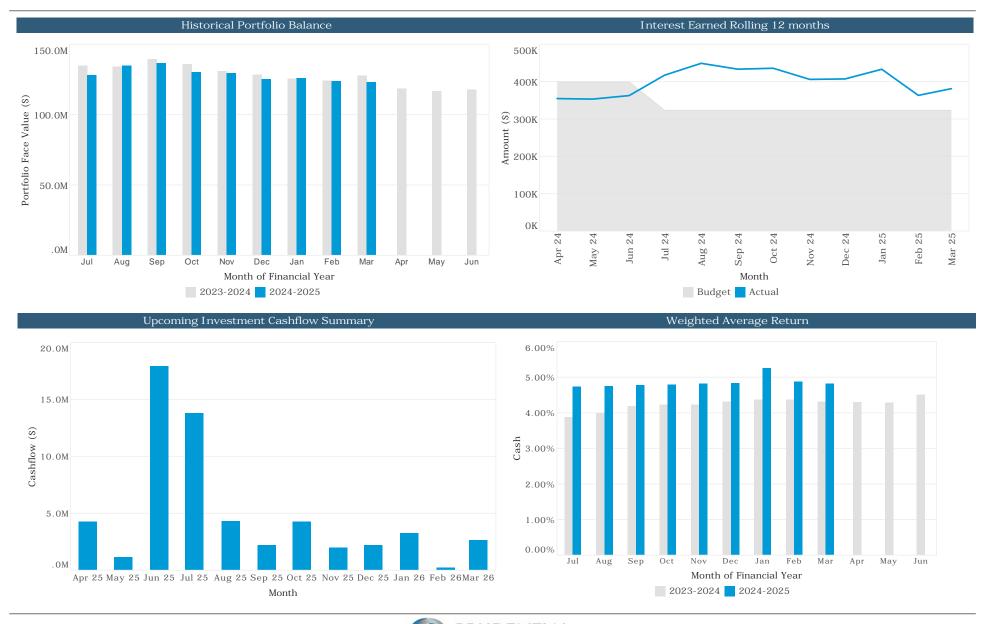
	Face	Value		Policy	
		(\$)		Max	
Between 0 and 1 years	89,	266,929	72%	100%	а
Between 1 and 10 years	33,	900,000	28%	80%	а
	123,1	66,929			

Term to Maturities

Specific Sub Limits				
Between 3 and 10 years	4,400,000	4%	50%	а
Between 5 and 10 years	0	0%	25%	а



Singleton Council Executive Summary - March 2025



Singleton Council Investment Holdings Report - March 2025



Cash Accounts						
Face C	Current	Institution	Credit	Current	Deal	Reference
Value (\$) Rat	te (%)	Thistitution	Rating	Value (\$)	No.	
727,738.75 4.	.7500%	AMP Bank	BBB+	727,738.75	540079	31d Notice
5,798,624.28 4.	.0854%	Macquarie Bank	A+	5,798,624.28	540145	Accelerator
6,526,363.03 4.1	1595%			6,526,363.03		

Managed Funds						
Face Monthly Value (S) (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
28,340,566.02 -2.1754%	NSW T-Corp (LT)	TCl	Long Term Growth Fund	28,340,566.02	544559	
28,340,566.02-2.1754%				28,340,566.02		

	Institution Suncorp Bank ational Australia Bank ational Australia Bank Suncorp Bank	Credit Rating AA- AA- AA- AA-	1,000,000.00 1	Date 19-Jun-24 1-Aug-24	Current Value (\$) 2,083,841.10 2,069,238.36 1,047,336.99	Deal No. 545199 545313 545083	Accrued Interest (\$) 83,841.10 69,238.36	Next Interest Date At Maturity	Reference
29-Apr-25 2,000,000.00 5.2000% Na 7-May-25 1,000,000.00 5.3000% Na	ational Australia Bank ational Australia Bank Suncorp Bank	AA-	2,000,000.00 1,000,000.00 1	1-Aug-24	2,069,238.36	545313			
7-May-25 1,000,000.00 5.3000% Na	ational Australia Bank Suncorp Bank	AA-	1,000,000.00 1				69,238.36	At Maturity	
	Suncorp Bank			0-May-24	1,047,336.99	E 1 E 1 0 0 2			
4-Jun-25 1,000,000.00 5.1200%	*	AA-				545083	47,336.99	At Maturity	
	14 . 1. 12 1		1,000,000.00	6-Nov-24	1,020,480.00	545610	20,480.00	At Maturity	
4-Jun-25 1,000,000.00 5.2300% Na	ational Australia Bank	AA-	1,000,000.00	5-Jun-24	1,042,986.30	545131	42,986.30	At Maturity	
4-Jun-25 2,000,000.00 5.3700%	Rabobank Australia	A	2,000,000.00	7-Jun-24	2,087,685.48	545156	87,685.48	Annually	
4-Jun-25 3,000,000.00 5.2500% Na	ational Australia Bank	AA-	3,000,000.00	4-Jun-24	3,129,883.56	545127	129,883.56	At Maturity	
11-Jun-25 2,000,000.00 5.2000%	AMP Bank	BBB+	2,000,000.00 1	12-Aug-24	2,066,104.11	545348	66,104.11	At Maturity	
11-Jun-25 2,000,000.00 5.2000% Na	ational Australia Bank	AA-	2,000,000.00	13-Jun-24	2,083,200.00	545179	83,200.00	At Maturity	
16-Jun-25 1,000,000.00 5.2000%	AMP Bank	BBB+	1,000,000.00 1	16-Aug-24	1,032,482.19	545360	32,482.19	At Maturity	
24-Jun-25 2,000,000.00 5.2500%	Suncorp Bank	AA-	2,000,000.00	18-Jun-24	2,082,561.64	545195	82,561.64	At Maturity	
2-Jul-25 4,000,000.00 5.4800% Na	ational Australia Bank	AA-	4,000,000.00	2-Jul-24	4,163,949.59	545228	163,949.59	At Maturity	
9-Jul-25 4,000,000.00 5.4800% Na	ational Australia Bank	AA-	4,000,000.00	2-Jul-24	4,163,949.59	545227	163,949.59	At Maturity	
22-Jul-25 1,000,000.00 5.0500%	AMP Bank	BBB+	1,000,000.00	23-Jan-25	1,009,408.22	545750	9,408.22	At Maturity	
23-Jul-25 2,000,000.00 5.3800%	Rabobank Australia	A	2,000,000.00	26-Jul-24	2,073,403.84	545275	73,403.84	At Maturity	



Singleton Council Investment Holdings Report - March 2025



Maturity Date	Face Value (\$)		Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
30-Jul-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	31-Jul-24	2,070,860.27	545310	70,860.27	At Maturity	
12-Aug-25	3,000,000.00	5.0500%	AMP Bank	BBB+	3,000,000.00	8-Aug-24	3,097,956.16	545334	97,956.16	Annually	
4-Sep-25	1,000,000.00	4.8700%	Rabobank Australia	A	1,000,000.00	14-Feb-25	1,006,137.53	545792	6,137.53	At Maturity	
18-Sep-25	1,000,000.00	4.7000%	National Australia Bank	AA-	1,000,000.00	13-Mar-25	1,002,446.58	545919	2,446.58	Annually	
8-Oct-25	2,000,000.00	5.1000%	Rabobank Australia	A	2,000,000.00	5-Dec-24	2,032,695.89	545676	32,695.89	At Maturity	
20-Oct-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	22-Jan-25	1,009,546.58	545746	9,546.58	At Maturity	
23-Oct-25	1,000,000.00	4.8000%	Suncorp Bank	AA-	1,000,000.00	18-Mar-25	1,001,841.10	545935	1,841.10	At Maturity	
8-Jan-26	1,000,000.00	4.7500%	Bank of Queensland	Α-	1,000,000.00	20-Mar-25	1,001,561.64	545941	1,561.64	At Maturity	
29-Jan-26	2,000,000.00	4.9500%	AMP Bank	BBB+	2,000,000.00	29-Jan-25	2,016,816.44	545757	16,816.44	At Maturity	
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,013,794.52	545780	13,794.52	Annually	
	46,000,000.00	5.1937%			46,000,000.00		47,410,167.68		1,410,167.68		

Floating Rate	e Notes									
Maturity Date	Face Value (\$) l	Current Rate (%)	Security Name	Credit Rating	Purchase Purchase Price (\$) Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
16-Jun-25	3,000,000.00	4.7637%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00 16-Jun-21	3,005,873.05	541505	5,873.05	16-Jun-25	
4-Mar-26	2,500,000.00	4.7464%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB+	2,500,000.00 4-Mar-21	2,506,102.68	540982	9,102.68	4-Jun-25	
24-Aug-26	1,600,000.00	4.5387%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00 24-Aug-21	1,606,218.44	541750	7,162.44	26-May-25	
15-Sep-26	1,500,000.00	4.5937%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00 15-Sep-21	1,501,241.73	541879	2,831.73	16-Jun-25	
23-Oct-26	1,200,000.00	5.9285%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00 23-Jan-24	1,226,689.05	544801	13,253.85	23-Apr-25	
27-Oct-26	1,000,000.00	5.0903%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00 21-Oct-21	1,010,906.00	542004	8,786.00	28-Apr-25	
30-Oct-26	2,000,000.00	5.7553%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00 7-Jun-24	2,033,682.89	545154	19,236.89	30-Apr-25	
23-Dec-26	1,000,000.00	4.5268% CI	BA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00 23-Sep-21	999,212.18	541918	992.18	23-Jun-25	
14-Jan-27	2,000,000.00	5.0411%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00 14-Jan-22	2,027,149.30	542237	21,269.30	14-Apr-25	
25-Jan-27	1,000,000.00	4.9903%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00 25-Jan-22	1,011,643.39	542257	8,613.39	28-Apr-25	
25-Jan-27	1,800,000.00	5.0703%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00 25-Jan-22	1,820,882.66	542262	15,752.66	28-Apr-25	
8-Feb-27	1,400,000.00	5.8030%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	1,400,000.00 8-Feb-24	1,427,635.04	544823	11,129.04	8-May-25	
10-Feb-27	1,000,000.00	5.2030%	NPBS Snr FRN (Feb27) BBSW+1.00%	BBB+	996,250.00 28-May-24	1,008,367.40	545104	7,127.40	12-May-25	



Singleton Council Investment Holdings Report - March 2025



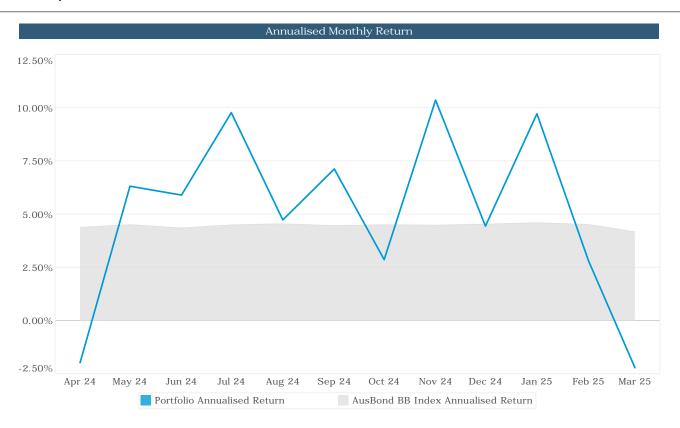
Maturity Date	Face Current Value (\$) Rate (%)	Security Name	Credit Rating	Purchase Pur Price (\$)	rchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
14-May-27	600,000.00 5.1793%	BEN Snr FRN (May27) BBSW+1.00%	A-	600,000.00 14-	-May-24	606,706.40	545078	3,916.40	14-May-25	
21-Jun-27	1,000,000.00 5.4100%	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	1,000,000.00 21	-Jun-24	1,009,730.41	545188	1,630.41	23-Jun-25	
13-Sep-27	1,000,000.00 5.4487%	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	1,000,000.00 13-	-Sep-24	1,002,836.31	545463	2,836.31	13-Jun-25	
13-Sep-27	1,300,000.00 5.3887%	AMP Snr FRN (Sep27) BBSW+1.27%	BBB+	1,300,000.00 13-	-Sep-24	1,307,299.60	545482	3,646.60	13-Jun-25	
14-Dec-27	1,100,000.00 5.3650%	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	1,100,000.00 14-	-Dec-22	1,117,067.33	543634	2,910.33	16-Jun-25	
22-Mar-29	2,000,000.00 5.0168%	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	2,000,000.00 15-	-Mar-24	2,010,113.15	544957	2,199.15	23-Jun-25	
18-Mar-30	2,400,000.00 4.9425%	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	2,400,000.00 18-	-Mar-25	2,401,415.41	545902	4,549.81	18-Jun-25	
	30,400,000.00 5.0936%			30,416,790.00		30,640,772.42		152,819.62		

Maturity Date Face Value (\$) Rate (%) Security Name Credit Rating Purchase Price (\$) Date Purchase Value (\$) Current Value (\$) Deal No. Interest (\$) Accrued Purchase Yield Ref 11-Aug-25 1,000,000.00 3.9000% WBC Snr Bond (Aug25) 3.90% AA- 996,250.00 11-Aug-22 1,003,312.22 543161 5,279.01 4.03400% 11-Nov-25 1,900,000.00 4.9000% WBC Snr Bond (Nov25) 4.90% AA- 1,895,288.00 11-Nov-22 1,941,801.46 543536 36,063.46 4.99000% 15-Dec-25 1,000,000.00 1.2000% NT T-Corp Bond (Dec25) 1.20% Aa3 1,000,000.00 10-Sep-20 1,003,494.51 540223 3,494.51 1.20000% 15-Jun-26 2,000,000.00 1.0000% NT T-Corp Bond (Jun26) 1.00% Aa3 2,000,000.00 12-Feb-21 2,015,824.18 541004 15,824.18 1.00000%	Fixed Rate	te Bonds									
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11-Nov-25 1,900,000.00 4.9000% WBC Snr Bond (Nov25) 4.90% AA- 1,895,288.00 11-Nov-22 1,941,801.46 543536 36,063.46 4.99000% 15-Dec-25 1,000,000.00 1.2000% NT T-Corp Bond (Dec25) 1.20% Aa3 1,000,000.00 1-Sep-20 1,003,494.51 540223 3,494.51 1.20000% 15-Dec-25 1,000,000.00 1.2000% NT T-Corp Bond (Dec25) 1.20% Aa3 1,000,000.00 10-Sep-20 1,003,494.51 540224 3,494.51 1.20000%	Date	Value (\$) Rate (9	· ·	Rating	Price (\$)	Date	Value (\$)	No.	Interest (\$)	Yield	
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15-Dec-25 1,000,000.00 1.2000% NT T-Corp Bond (Dec25) 1.20% Aa3 1,000,000.00 10-Sep-20 1,003,494.51 540224 3,494.51 1.20000%	11-Nov-25	1,900,000.00 4.9000	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,941,801.46	543536	36,063.46	4.99000%	
	15-Dec-25	1,000,000.00 1.2000	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,003,494.51	540223	3,494.51	1.20000%	
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· · · · · · · · · · · · · · · · · · ·	15-Jun-26	2,000,000.00 1.0000	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,015,824.18	541004	15,824.18	1.00000%	
24-Aug-26 5,000,000.00 3.2500% SUN Cov Bond (Aug26) 3.25% AAA 5,527,000.00 28-Apr-21 4,940,471.43 541284 16,071.43 1.30500%	24-Aug-26	5,000,000.00 3.2500	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	4,940,471.43	541284	16,071.43	1.30500%	
11,900,000.00 2.8454%		11,900,000.00 2.8454			12,418,538.00		11,908,398.31		80,227.10	2.0538%	



Singleton Council Investment Performance Report - March 2025



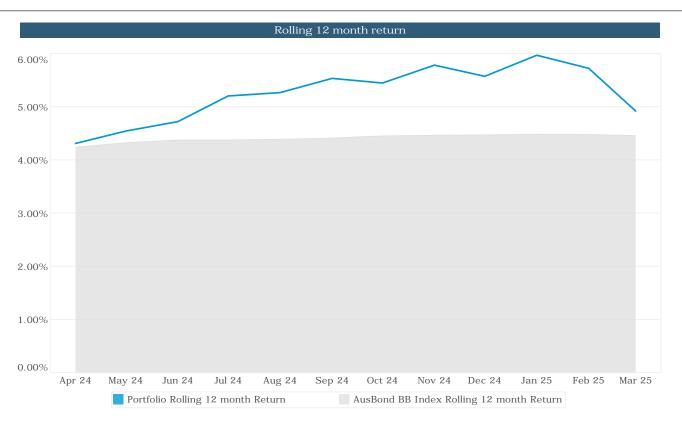


Historical Performance Summary (% pa)											
	Portfolio	Annualised BB Index	Outperformance								
Mar 2025	-2.23%	4.16%	-6.39%								
Last 3 months	3.33%	4.42%	-1.09%								
Last 6 months	4.57%	4.46%	0.11%								
Financial Year to Date	5.44%	4.47%	0.97%								
Last 12 months	4.92%	4.46%	0.46%								



Singleton Council Investment Performance Report - March 2025



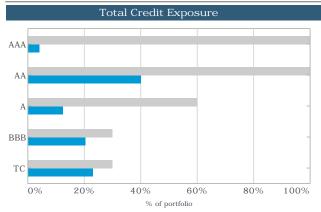


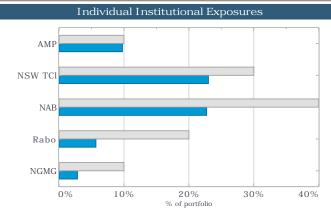
Historical Performance Summary (% actual)						
	Portfolio	Annualised BB Index	Outperformance			
Mar 2025	-0.19%	0.35%	-0.54%			
Last 3 months	0.81%	1.07%	-0.26%			
Last 6 months	2.25%	2.20%	0.05%			
Financial Year to Date	4.06%	3.34%	0.72%			
Last 12 months	4.92%	4.46%	0.46%			

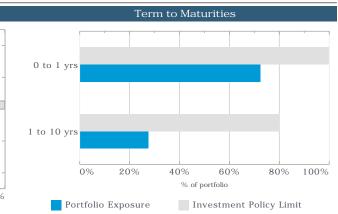


Singleton Council Investment Policy Compliance Report - March 2025









Credit Rating Group	Face		Policy	
credit Rating Group	Value (\$)		Max	
AAA	5,000,000	4%	100%	а
AA	49,300,000	40%	100%	а
A	15,398,624	13%	60%	а
BBB	25,127,739	20%	30%	а
TC	28,340,566	23%	30%	а
	123,166,929			

Institution	% of	Invest	ment
Institution	portfolio	Policy	Limit
AMP Bank (BBB+)	10%	10%	а
NSW T-Corp (TCl)	23%	30%	а
National Australia Bank (AA-)	23%	40%	а
Newcastle Greater Mutual Group (BBB+)	3%	10%	а
Rabobank Australia (A)	6%	20%	а
MyState Bank (Baa2)	2%	10%	а
Macquarie Bank (A+)	5%	20%	а
Suncorp Bank (AA-)	8%	40%	а
Bank Australia (BBB+)	2%	10%	а
Heritage and People's Choice (BBB+)	1%	10%	а
Suncorp Bank Covered (AAA)	4%	40%	а
Great Southern Bank (BBB+)	1%	10%	а
Auswide Bank (Baa2)	1%	10%	а

	Face		Policy	
	Value (\$)		Max	
Between 0 and 1 years	89,266,929	72%	100%	а
Between 1 and 10 years	33,900,000	28%	80%	а
	123,166,929			

-	Specific Sub Limits				
	Between 3 and 10 year	ers 4,400,000	4%	50%	а
-	Between 5 and 10 year	ers 0	0%	25%	a
-	Credit Rating	Current Longest Maturity (years)		Policy Max	
	BBB+	2.45		3.00	а
-	BBB	2.45		3.00	а

Specific Sub Limits



a = compliant r = non-compliant

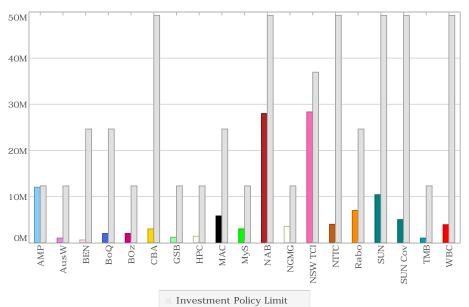
Singleton Council Individual Institutional Exposures Report - March 2025

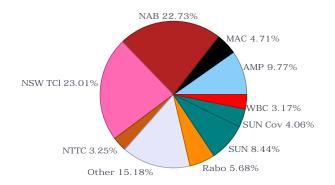


Individual Institutional Exposures

	Current Expo	sures	Policy Lim	iit	Capacity
AMP Bank (BBB+)	12,027,739	10%	12,316,693	10%	288,954
Auswide Bank (Baa2)	1,000,000	1%	12,316,693	10%	11,316,693
Bank Australia (BBB+)	2,000,000	2%	12,316,693	10%	10,316,693
Bank of Queensland (A-)	2,000,000	2%	24,633,386	20%	22,633,386
Bendigo and Adelaide Bank (A-)	600,000	0%	24,633,386	20%	24,033,386
Commonwealth Bank of Australia (AA-)	3,000,000	2%	49,266,772	40%	46,266,772
Great Southern Bank (BBB+)	1,200,000	1%	12,316,693	10%	11,116,693
Heritage and People's Choice (BBB+)	1,400,000	1%	12,316,693	10%	10,916,693
Macquarie Bank (A+)	5,798,624	5%	24,633,386	20%	18,834,762
MyState Bank (Baa2)	3,000,000	2%	12,316,693	10%	9,316,693
National Australia Bank (AA-)	28,000,000	23%	49,266,772	40%	21,266,772
Newcastle Greater Mutual Group (BBB+)	3,500,000	3%	12,316,693	10%	8,816,693
NSW T-Corp (TCl)	28,340,566	23%	36,950,079	30%	8,609,513
NT T-Corp (Aa3)	4,000,000	3%	49,266,772	40%	45,266,772
Rabobank Australia (A)	7,000,000	6%	24,633,386	20%	17,633,386
Suncorp Bank (AA-)	10,400,000	8%	49,266,772	40%	38,866,772
Suncorp Bank Covered (AAA)	5,000,000	4%	49,266,772	40%	44,266,772
Teachers Mutual Bank (BBB+)	1,000,000	1%	12,316,693	10%	11,316,693
Westpac Group (AA-)	3,900,000	3%	49,266,772	40%	45,366,772
	123,166,929				

Individual Institutional Exposure Charts







Infrastructure & Planning Report (Items for Information) - DI&P18/25

DI&P18/25. Minutes - Weeds Advisory Committee - 19/03/2025

Author: Executive Assistant - Directors

FILE: 19/00046/006

Executive Summary

The Weeds Advisory Committee held its ordinary meeting on 19 March 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

FOR INFORMATION

Attachments

AT-1 ■ Minutes - Weeds Advisory Committee - 19/03/2025



Present	Cr Sue George, Deputy Mayor Singleton Council (Chair) (SG)
	Cr Sue Moore, Mayor (SM)
	Doug Campbell – Upper Hunter Weeds Authority (DC)
	Martin Fallding – Community Member (MF)
	Matt Kennedy – Local Land Services (MK)
	Wendy Lawson – Broke Bulga Landcare (WL)
	Brian Attfield – Community Member (BA)
	Meg Drinan – Local Landcare (MD)
	Stuart Fredericks – Bulga Coal (SF)
	Mary-Anne Crawford, Singleton Council – Manager Development & Environment (MAC)
	Chiala Hernandez Silva, Singleton Council - Coordinator Environmental Services (CH)
In Attendance	Aaron Malloy, Singleton Council – Acting Director Infrastructure & Planning Services (AM)
	Damian Morris, Singleton Council - Manager Infrastructure Services (DM)
	Laura Calderon, Singleton Council – Coordinator Development and Environmental Support Services (LC)
Meeting Location	Council Chambers

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - o Ross Fleming Upper Hunter Weeds Authority

2 Disclosure of Interests

Nil

3 Confirmation of Minutes

• The minutes of the Weeds Advisory Committee meeting held on Wednesday 4 December 2024, were confirmed.

MOVED Member Fallding SECONDED Member Kennedy

4 Matters arising from the Minutes

Action list:

- 24/07 to be included in next meeting's minutes
- 24/08 Ongoing

Page 1



- 24/09 Ongoing
- 24/10 Ongoing
- 24/11 Completed
- 24/12 Completed
- 24/13 ELT advised
- 24/14 Completed
- 24/15 Completed
- 24/16 Completed
- 24/17- Completed
- 24/18 Completed

5 Agenda Items

5.1 Weeds Advisory Committee - Terms of ReferenceFILE:19/00046/006 Purpose:

The purpose of this report is to provide the Committee with a revised Terms of Reference following feedback received from Committee members.

Recommendation:

That the Weeds Advisory Committee recommend that Council adopt the Terms of Reference dated February 2025 as amended.

Discussion

- MF comments on scope and how the committee's operation have been included in the report. Operation of the committee should be reviewed to determine its functionality. Changes were made and functions were removed but implications of said changes have not been explained.
- MF recommend to reduce functions and responsibilities (F&R) of committee to make for an easier operation.
- MF seeking clarification on why F&R are set by council and why does the committee have to recommend its adoption.
- MAC current processes have been recommended by previous committee
 chair and discussed with members on December 2023. Timeframe was not met
 prior to entering caretaker mode. Resolution of council in 2017 established that
 committee's functions are set by council.
- MAC intent is to streamline functions that align with the council resolution and standard TORs for all other committees in council.
- MK MF comments not absorbed by committee.
- SG comments were taken into account. Committee's operation is restricted to
 what council allows it to do. Suggest to accept TORs and then recommend
 changes to council as they have the ability to make changes.
- SG A review can be instituted by raising a questionnaire for members. This
 questionnaire will guide the review of F&R.
- MK committee did revise but MF comments were not taken into account.
- MF suggestions aimed to make TORs cleaner and simpler. Weeds

Page 2



Management Strategy already exists but needs to evolve.

- MF suggest to defer and clarify TORs. No capacity to comment on General Biosecurity Duty (GBD).
- SG Focus of committee should be collaboration and engagement. Under the impression that council advises on GBD, not committee.
- MAC committee's function to oversee the development of the Weeds
 Management Strategy (2022). Local Land Services were consulted as the
 strategy is based around collaboration.
- MAC Committee's main role is education, engagement and collaboration. Help council assuming a firmer view on education. Committee has no statutory delegations to advise on GBD, relevant agencies do.
- SM clarify implications of not accepting TORs.
- MAC will seek Governance's direction to answer.
- SG **Recommendation**: defer accepting. Create questionnaire and organise additional committee meeting.

Recommendation (defer accepting) **MOVED** Member Fallding **SECONDED** Member Kennedy

5.2 Singleton Weed Strategy - Annual Report FILE:19/00046/006 Purpose:

The purpose of this report is to:

- 1. Provide the committee with a copy of the Singleton Weed Management Strategy; and
- 2. Provide the committee with a copy of the Weed Field Guide; and
- 3. Provide the committee with the 2024 Annual Report against the Singleton Weed Management Strategy, including an overview of the roles and responsibilities within that Strategy for the management of weeds within the Singleton Local Government Area.

Recommendation:

That the Weeds Advisory Committee note the 2024 Annual Report on the Singleton Weed Management Strategy.

Discussion

- MK 1.1 training course took place 3 years ago. Seeking clarification on how
 often training needs to take place and whether it is ongoing. Suggests to record
 dates of achievement against training.
- MAC council has continued to participate in training courses when they are made available to councils. Hygiene programs provided to the community should be reported to the committee as well.

Page 3



- MK suggests that council engages contractors to provide training.
- SG community should be notified when courses are on to increase community engagement about weed hygiene.
- MK there aren't many options available. Council should engage its own contractor.
- SG general action to investigate running programs and not fully rely on Local Land Services (LLS).
- MF excellent to be reported on education opportunities. Would like to know how to measure success of strategy and obtain more information on measurements of success to determine whether strategy is achieving its objectives.
- MF weed management work not reported on the budget.
- DM council does undertake ground ad hoc weed work. There is no specific budget for it but ground work is undertaken.
- MK ad hoc weed work does not align to strategy. Works are recognised but budget needs to be allocated. Weed management should be enforced through ongoing budget.
- MAC council undertakes strategic weed management activities such as Land Care work for Col Fisher Park (CFP), protection of flying foxes along the Hunter river. Strategic initiatives are not limited to weeds but are holistic to obtain best value on a restricted budget and best outcome from a sustainability perspective.
- MF report for high biodiversity values map should include weeds.

NOTED

5.3 Col Fisher Park Ecological Restoration FILE:19/00046/006 Purpose:

The purpose of this report is to

- Update the Committee on the recent collaboration established with LLS Riverbank Rehabilitation Project and Singleton Council to restore the natural ecosystem at Col Fisher Park.
- Provide an overview of the project.

Recommendation:

That the Weeds Advisory Committee note the collaboration with Local Land Service Riverbank Rehabilitation Project to restore Col Fisher Park.

Discussion

- CH Presenter:
 - Working with LLS and Land Care (LC) collaboratively to secure funding for restoration of riverbank at CFP.
 - o Budget started early 2024 to manage erosion and vegetation. High

Page 4



infestation of weeds.

- Plantings until 2025/2026. Council committed to 10year program commencing when plantings finish.
- Council aims to maintain CFP but due to lack of funding after the first 3 years allocated by Yancoal, continuous efforts will be directed towards securing these funds.
- o Singleton LC ad Hunter LC to reestablish LC group.
- SG questions welcomed.
- MF over the 7 years (funded and unfunded), how much is required per year.
- CH estimation of \$350,000 for 10 years. Yancoal provided \$120,000. Council's job is to maintain. LC will carry out other necessary works/actions. Still require around \$200,000.
- CH unpredictable weather makes the delivery of programs difficult. Ongoing conversations with LLS about how to collaborate to enhance the Hunter River.
- Programs such as Combo Lane to CFP will compliment weed initiatives as it targets native species.
- MK Crown Land Improvement Fund recommended for ongoing funding. Scope should be increased as once past CFP, it is all a weed corridor. Worth following up for funding for the remainder years.
- MAC development along the subdivision drainage line that feeds on to CFP is an example where council has imposed condition of consent to ensure there is a Vegetation Management Plan in place. Aim is to meet biodiversity outcomes through a strategic collaborative approach.

NOTED

5.4 Agency Report - Hunter Region Landcare NetworkFILE:19/00046/006 Attached for the committee is the agency report from Hunter Region Landcare Network.

Discussion

- MD LLC groups to continue as per usual. Singleton group slower but continuing. Putty LC group may not continue.
- MD African Olive in McNamara Park. Currently collaborating with Upper Hunter Weeds Authority.
- MD current activities:
 - Funding from LLS to push regeneration workshops.
 - Urban weeds works.
 - o Muswellbrook Council funding for walks was secured.
 - o LLS working on garden landscaping books. To release in September.
 - Focus of this year's anniversary on 30 September is on weeds.
- MK weeds have been identified but deemed of low impact. Eradication is not

Page 5



possible. GBD still applies.

- MD LC weed funding available for Singleton. LGA LLS grant is something of the past.
- MK grant will only be provided if a Grant management Plan is supplied.
- MD LLS able to participate in workshop.
- CH council is collaborating to deliver weed walks now rebranded as 'Birds, Bees and Butterflies'.

NOTED

5.5 Agency Report - Singleton Council Update FILE:19/00046/006 Executive Summary

This report is to provide an update of Council's Infrastructure Services weed management activities.

Discussion

- DM council is carrying out ad hoc control of weeds, if found. Rose Point Park
 is scheduled for next month. Two Weed CRMs have been received and works
 will be allocated when resources available.
- SM confirmation that current process is for community members to lodge a CRM to council.
- DM confirmed. Weed Maintenance CRM to be lodged.

NOTED

5.6 Agency Report - Upper Hunter Weeds Authority Update FILE:19/00046/006

An agency report will be provided by Upper Hunter Weeds Authority at the meeting.

FOR INFORMATION

Discussion

- DC large amount of works at Jerrys Plains. Works will be noticeable a month from now.
- DC would like to get clarification on who manages land around sale yards.
- DC infestation identified on Golden Highway. Able to get to it prior to it worsening.
- DC started works at Mirannie but rain makes creek inaccessible. Will continue to Glendon Brook then to Hunter River.

Page 6



- Blackberry work project completed at Mount Royal with drone. Intent is to get a further area of service.
- BA Pirribil Street at Jerrys Plains near Jones Reserve Road is a fire hazard.
 4 years since works had been done there. Redmanvale side road also a big problem.
- DM will look into BA's concerns.
- MK asked council to work on Mother of Millions program at the cemetery.
- DC block of land behind school is getting sprayed. Waiting for good weather to continue spraying other areas.

NOTED

5.7 Agency Report - Hunter Local Land Services UpdateFILE:19/00046/00 An agency report will be provided by Hunter Local Land Services at the meeting.

FOR INFORMATION

Discussion

- MK Weeds Action Program. Local Control Authority.18 current enrolments, 30% drop out rated.
- MK cleaning and weeding at Mirannie is a 5 year project. Group to establish entity to formalise arrangement. Council to focus on next 5 years.
 Collaboration is needed to know efforts align (mainly African Olive). Not acceptable to be asked to carry out all works.
- MK priority weed control managed at home. Planting trees and carrying out weed work. How to face removal of plants over 5 years.
- MK Dyrring TSR. Council should do something about African Olive at cemetery at Sedgefield.
- MK minutes provided for Regional Weeds Committee. Document is publicly available.
- MAC positive to have information about the regional committee. Minutes and relevant actions should be included in this meeting agenda ahead of each meeting to give committee members time to review. Council is not the local control authority.
- MK ARTC liaising on McDougalls Hill area.
- SG Apex Lookout on exhibition for people to comment. Stock reserve at Bulga. Plan of Management for crown land sits with council. Mount Thorley Warkworth VPA funds to clean up the site. Works to remove Black Lotus removal works stopped by contractor. Weeds should be removed for community to be able to use sites.
- DM tender goes to ELT on Tuesday 25.03.2025 for the 5 year program,



Ecological restoration Plan for those 5 years. \$500,000 budget.

- WL LC Gorup has offered to be part of Bulga TSR.
- DM council engaged a contractor. Contract has to be made directly to contractor. Once endorsed by council, information will be publicly available.
- MF would like clarification on when community can be on site.
- DM area remains responsibility of council but contractor is responsible for works on site. While works are carried out community is advised to not be on site for safety reasons.
- WL is contractor aware of this plan?
- DM Eco Logical developed program.
- MK –Weeds Committee focuses on better management at entity level and strategic planning. Better educate ARTC, Transport for NSW on General Biodiversity Duty. Own plan is aligned with regional plan for better strategies and outcomes.
- MK technical team focuses on officers. Determining better ways to engage technical team and tasked to get training package.
- MF would Singleton be a good candidate for the 'Street Tree Policy'?
- DM this is depending on budget. CSP establishing priorities.
- MAC strategic alignment to things like Regional Weed Strategy. Green Neighbourhoods to reduce urban heat. Leverage biodiversity outcomes and weed outcomes. This will make securing grant funding easier.
- SG DM and CH to converse.
- MK Urban Forest Plan and weed management are interrelated.

NOTED

5.8 Community Engagement

FILE:19/00046/006

The purpose this report is facilitate regular discussion amongst the Committee around the topic of Community Engagement.

Discussion

- MF very positive to have a mining industry representative in the room.
- WL regarding the Huntlee Development, what is Singleton Council's position on Stage 2 tree and weed removal management plan.
- SG this is a State Significant Development, therefore council has no input. However, conversations have taken place on an advisory capacity.
- WL no acknowledgement received to submissions made in August.
- MAC council made submissions to EIS but did not get a response.
- DM to clarify BA's previous query during 5.6 discussions: Redmanvale Road is crown land not council land.
- SF introduced self and happy to join committee.

Page 8



NOTED

6 Other Business

• Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
1	19.03.2025	Biodiversity Values Map to be shared with committee member with the inclusion of who owns the road reserve.	MAC	04.06.2025
2	19.03.2025	Provide information on weed hygiene courses for the community and information to assist council in notifying the community.	MK	04.06.2025
3	19.03.2025	Weed Strategy. Request additional information on weed hygiene.	MAC	04.06.2025
4	19.03.2025	Create questionnaire and send to all members prior to additional meeting to discuss TORs.	MAC	Prior to meeting on 04.06.2025
5	19.03.2025	End of Term Report. Measures of success.	MAC	04.06.2025
6	19.03.2025	CH and MK to converse about strategic alignment.	CH MK	04.06.2025

8 Next Meeting

• Wednesday 4 June 2025 at 1:30pm in Committee Room.

The meeting closed at 3.07pm.

Cr Sue George

Chair

Questions Given - QG3/25

QG3/25. Questions of Which Notice Has Been Given - 18 March FILE: 25/00033

2025

Author: Governance Lead

- 1. Cr Hollee Jenkins Contact HSV Heaven regarding Development Application Process
- 2. Cr Hollee Jenkins Financial Reports for Projects Over \$100,000
- 3. Cr Hollee Jenkins Investigate Hosting a Housing Forum
- 4. Cr Hollee Jenkins Emergency Services Expo
- 5. Cr Hollee Jenkins Star Club Equestrian Inc Lease Enquiry
- 6. Cr Scott Yeomans Cemetery Mowing

FOR INFORMATION

1. Given the time frame for acting on a directive from the minutes of the July 2022 traffic advisory committee for staff to liaise with the operators of HSV heaven in respect to a development application I please request that the planning department complete this task as soon as possible without hesitation or delay in offering their utmost assistance.

Answer

- Council's Duty Planner met with Mr and Mrs Stewart at approximately 10am on 18 March 2025 to discuss the development application requirements for a motor vehicle repair station at 162 John Street, Singleton.
- Council's Manager Development and Environmental Services wrote to Mr and Mrs Stewart on 20 March 2025 with the outcomes of that meeting and the next steps required to submit a development application.
- On 20 March 2025, council received an email from Mrs Stewart requesting Council's Manager Development and Environmental Services contact Mrs Stewart at her convenience.
- On 27 March 2025, council staff sent an email to Mrs Stewart advising that correspondence had been forwarded outlining requirements and to forward any questions through to council for a written response.
- On 27 March 2025, council received an email from Mrs Stewart stating, amongst other things, if I do not hear from [Council's Manager Development and Environmental Services] before close of Business Monday afternoon, a formal complaint will be lodged and action will be taken.
- On 1 April 2025, council staff made arrangements for senior council officers to meet with Mr and Mrs Stewart at 1:15pm on Monday 7 April 2025 to discuss the requirements for submitting a development application.
- Mr and Mrs Stewart did not attend the meeting on Monday 7 April 2025.

Questions Given - QG3/25

2. Cr Hollee Jenkins – Financial Reports for Projects Over \$100,000

As per several questions without notice raised previously for financials for projects over \$100,000 and nothing coming through am I to assume that there have been no projects completed if there have been projects completed why have the financial reports requested not being furnished for review

Answer

As outlined in report QG5/24 (June 2024 Council meeting):

Council staff will provide quarterly, as part of the Key Result Measures presentation to Council the following information in relation to all tendered projects:

- Amount tender is awarded for
- Contingency amount set
- Approved variations
- Reasoning for variations
- Final amount of expenditure

In accordance with the Local Government Act (1993) Section 55, projects which are \$250,000 or above must go to tender. Projects below \$250,000 only require quotes and are not held in a central procurement database and are grouped together in Council's finance system. To gather individual reporting on all projects between \$100,000 and \$250,000 into a report as described above, would take significant administrative resource, estimated to be \$25,000 per annum. Therefore, to provide this information would require a resolution of Council (allocating the budget).

The creation of the requested report has unfortunately been delayed due to resource constraints. Councillors will be provided with the information outlined above, in the next quarterly KRM presentation.

3. Cr Hollee Jenkins – Investigate the possibility of hosting a housing forum

Could Singleton council investigate and report back as soon as possible the of hosting a housing forum – in the form of an open for comment forum - in the next six months to include local real estate agents known developers and interested parties to align our objectives outlined in the advocacy agenda item 1 where we state that way we will engage with stakeholders.

Answer

Investigations are ongoing and will be reported back to Council at an upcoming meeting.

Questions Given - QG3/25

3. Cr Hollee Jenkins – Emergency Services Expo

Was the emergency services expo cancelled or postponed – if it has been postponed when are we likely to have a future date for hosting the event.

Answer

The Emergency Services Expo was postponed and has been rescheduled to occur on the 24 May 2025.

4. Cr Hollee Jenkins – Star Club Equestrian Inc – Lease Enquiry

Considering the public access at tonight's meeting could there please be a review into the lack of communication and miscommunication of relevant important details in regards to Star Club Equestrian land lease with the intent of updating and procedure/processes that we find shortcomings of.

Answer

Council officers have reviewed the communication surrounding the lease and found it to be appropriate and satisfactory. No evidence was identified of any lack of communication or miscommunication.

It should be noted that Star Club Equestrian Inc was in discussions with Council officers with the sole intent of entering into a lease for Star Club Equestrian Inc to utilise a parcel of Council own land on Dyrring Road.

While Council acknowledges the concerns that have been raised, the processes and procedures followed in this matter were in line with standard practice. Nonetheless, Council is committed to continuous improvement and will use this opportunity to review our communication, and engagement approaches to support ongoing transparency and clarity in future leasing matters.

5. Cr Scott Yeomans – Cemetery Mowing

Can you please provide an update on what is happening to deal with the problems associated with mowing & grass clippings being sprayed on monuments & flowers at Sedgefield cemetery?

Answer

The Recreation and Facilities Service Unit has implemented processes to ensure the cemetery is maintained to the correct service standards. This includes measures to minimise the impact of mowing activities on monuments and flowers, ensuring the grounds remain respectful and well-kept for all visitors.

Attachments

There are no attachments for this report.