



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 20 May 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. 15 April 2025

Matters Arising from Minutes

Disclosures of Interests

Withdrawal of Items/Late Items of Business

Mayoral Minute(s)

Presentations

General Manager's Report (Items Requiring Decision)

- GM25/25 Fee Waiver Request - Westpac Rescue Helicopter Service
- Upper Hunter Rescue Ball 2025 5

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Questions with Notice

Closed Council

CC1/25 Offer to enter into a Planning Agreement with Terrain Solar	
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Justin Fitzpatrick-Barr
GENERAL MANAGER

MEETING PRINCIPLES

Council and Committee meetings should be:

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

GM25/25. Fee Waiver Request - Westpac Rescue Helicopter Service - Upper Hunter Rescue Ball 2025
Author: Executive Assistant

FILE: 19/00106

Executive Summary

The purpose of this report is to seek Council's endorsement to waive the hiring fees associated with the 2025 Upper Hunter Rescue Ball, which is being organised by the Westpac Rescue Helicopter Service.

The Ball is scheduled to be held at the Singleton Civic Centre on Saturday the 16th August 2025 and the quoted hiring fees for the event total \$4,007.

RECOMMENDED that Council waives the quoted hiring fees for the use of Singleton Civic Centre, totalling \$4007, in a show of support for the 2025 Westpac Helicopter Service - Upper Hunter Rescue Ball that will be held on the 16th August 2025.

Report

The 2025 Westpac Rescue Helicopter Service - Upper Hunter Rescue Ball is a milestone event, marking the 50th Anniversary of the Westpac Rescue Helicopter Service in the Hunter region. The event aims to raise funds to support the ongoing operations of this important service.

The Westpac Rescue Helicopter Service has reached out to Council asking if consideration could be given to the waiving of fees associated with hiring the Singleton Civic Centre to host the 2025 event.

Clause 5.7 of Council's Donation Policy (POL/6016) states, among other things, that:

'Council may reduce or waive fees where the applicant is a not-for-profit organisation and the fee is for a service that will enable the provision of 'building community' type services to the Singleton community.'

The Westpac Helicopter Rescue Service is a vital 24-7 aeromedical operation that offers essential health and safety services to our community. In 2024 alone, the Westpac Rescue Helicopter Service responded to 19 missions within the Singleton Local Government Area (LGA).

Council's Executive Manager has completed an initial assessment of the request against the eligibility criteria and funding objectives of POL/6016, and given it meets the requirements of this Policy, the request is now being referred to Council for consideration.

Community Strategic Plan**Our People**

- 1.5 Facilitate and support programs and activities which promote inclusion and celebrate diversity.

Council Policy/Legislation

Council's Donation Policy POL/6016

Financial Implications

If Council elects to waive the quoted hiring fees for the Singleton Civic Centre, Council will relinquish \$4,007 in operational revenue. The waiver of fees will not have substantial negative impact on Council's Civic Centre income, as the budgeted revenue for this financial year has already been met.

Consultation/Social Implications

The request has been considered by the Executive Manager and has been assessed as meeting the requirements of Council's Donations Policy. It is now submitted to Council for consideration.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that not providing financial assistance may lead to reputational damage and perceived lack of support for important community groups within the LGA.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council is considering ad hoc requests as detailed in its adopted policy which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council waives the quoted hiring fees for the use of Singleton Civic Centre, totalling \$4007, in a show of support for the 2025 Westpac Helicopter Service - Upper Hunter Rescue Ball that will be held on the 16th August 2025.
2. Council does not waive the quoted hiring fees for the use of Singleton Civic Centre, totalling \$4007, in a show of support for the 2025 Westpac Helicopter Service - Upper Hunter Rescue Ball that will be held on the 16th August 2025.

Option one is recommended.

Conclusions

The request from the Westpac Rescue Helicopter Service to waive the fees associated with hiring the Singleton Civic Centre to host the 2025 Upper Hunter Rescue Ball is worthy of consideration by Council in recognition of the critical services provided by the Westpac Rescue Helicopter Service to the Singleton community.

Attachments

There are no attachments for this report

DCCS7/25. March 2025 Quarterly Budget Review Statement**FILE:** 24/00319**Author:** Coordinator Financial Planning and Reporting
Chief Financial Officer

Executive Summary

The purpose of this report is to seek Council's approval for the March 2025 Quarterly Budget Review Statement (QBRs). As a result of this review, Council's projected Net Operating Result before capital items for the year is a deficit of \$1.599 million, a \$0.021 million improvement from the December Quarterly Budget Review's projected deficit of \$1.620 million. The operating improvement is due to a range of movements in income and expenditure as detailed in Attachment 1.

Capital expenditure has decreased by \$6.829 million to \$54.301 million due primarily to deferral of projects to next financial year.

RECOMMENDED that Council:

1. Adopt the recommended budgetary changes presented in the March 2025 Quarterly Budget Review Statement at Attachment 1.
2. Note that Council staff will undertake a suite of Commercial Reviews with a view to identifying opportunities for financial improvements and these will be the subject of further Council briefings and reports.

ReportMarch Quarterly Budget Review

The Quarterly Budget Review Statement (QBRs) offers a comprehensive summary of Council's financial performance at the close of each quarter, along with projections for the remainder of the financial year. It is a vital tool for keeping both Councillors and the community updated on Council's progress against the Operational Plan Budget, while also highlighting key variances and proposing any necessary adjustments.

The QBRs outlines changes in income and expenditure, which have been impacted by various factors, including decisions by other levels of government regarding grant programs, shifts in economic conditions, weather events, and Council's own policy decisions.

Shown as **Attachment 1** is the March 2025 QBRs.

Financial Improvement Plan

As part of Council's Financial Improvement Plan, it is proposed that Council Staff will undertake targeted commercial reviews to identify opportunities for Council to strengthen its financial sustainability position, unlock greater value from its assets, and diversify revenue streams. This strategic approach aims to build resilience, support future investment, and ensure Council can continue to meet evolving community needs in a dynamic environment.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS7/25***Strategic Plan****Our Leadership**

Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.4	Ensure all Finance and Rating activities are undertaken in accordance with legislation and OLG guidelines
Action:	5.5.4.1	Ensure all Finance (incl rating) activities meet legislative and OLG guidelines

Council Policy/Legislation

- *Local Government Act, 1993*
- *Local Government (General) Regulation, 2021*

Financial Implications

The March 2025 QBRs shows a projected year end operating deficit of \$1.599 million before capital items, compared to Council's 2025 Original Budget of \$0.177 million deficit and a December QBRs projection of a deficit of 1.620 million.

Capital expenditure is projected to be \$54.301 million compared to the original budget of \$54.705m and a December QBRs projection of \$61.130 million. The commentary explains the variations that are contained within the March 2025 QBRs, as shown as **Attachment 1**.

Council has achieved an average surplus of \$1.758 million over the past five years. In addition, the Council is currently implementing a Financial Improvement Project aimed at enhancing financial sustainability and efficiency. A balanced 2025/2026 budget is currently on exhibition and efforts continue to ensure sound financial management and strategic allocation of resources for the future.

Income and Expense

A summary of significant budgetary changes to operating income and expense for the March 2025 QBRs movement of \$0.021 million before capital income include:

- User Fees and Charges have decreased by \$0.175 million due to reduction in raw water income partially offset by increases in state road contract income and tipping fee income.
- Other Revenues have increased by \$0.177 million due primarily to reimbursement from a contractor for repairs to a water main that they damaged.
- Operating Grants and Contributions have increased by \$0.326 million driven by the confirmation a new grant and correction for unbudgeted items.
- Other income has increased by \$0.306 million due primarily to Transport for NSW income for connection of water and sewer assets related to the Singleton Bypass project.
- Gain On Disposal of Assets has increased by \$0.153 due to sale of surplus land.
- Employee Benefits and On-costs have decreased by \$1.620 million due to: a review to capture the time taken to fill vacant positions leading to savings in salaries;

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS7/25

realisation of lower than budgeted workers compensation premiums; and reallocation of budget to Materials and Contracts for labour hire in the Waste Services cost centre.

- Materials and Contracts has increased by \$1.468 million due to an increase in waste services labour hire funded by reallocation of budget from Employee Benefits and On Costs; increase in drainage maintenance due to cleaning required for condition assessments; increase in State road contracts based on actual costs; and an increase in labour hire required to backfill permanent roles that will resource the connection of water and sewer assets on the Singleton Bypass project. There are also a range of smaller increases and decreases.
- Other Expenses has increased by \$0.939 million due to increase in costs on emergency management projects which are funded by grants received in previous years and increased EPA levy on general waste tipping.

Capital Expenditure

Capital expenditure is projected to total \$54.301 million, which is lower than the December Quarterly Budget Review estimate of \$61.130 million, and comparable to the original budgeted amount of \$54.705 million. The decrease in capital expenditure is primarily due to the deferral of capital projects to the 2025/2026 financial year. The net change for the March 2025 QBRS reflects a decrease of \$6.829 million from the December Quarterly Budget Review Statement.

A summary of significant budgetary changes to capital expenditure for the March 2025 QBRS movement of (\$6.829) million include:

- Causeway and Bridge Rehabilitation Program – Decrease due to deferral of part of budget for Brunners Bridge replacement, to 2025/2026.
- Building Program – Increase Alroy Oval Sports Complex upgrade as project is running ahead of schedule and bringing forward 2025/2026 expenditure.
- Natural Disaster Recovery Program – Decrease due to deferral of part of budget for various Disaster Relief Funding Arrangement EPAR projects, to 2025/2026.
- Water Supply Services – Decrease due to part or full deferral of various projects, to 2025/2026. The largest of the deferrals include:
 - Glennies Creek Dam renewal of outlet valve and flowmeter replacement
 - Rose Point investigation into drought proofing and supplementary water source
 - Raw Water Inlet Valve inspection and hydraulic replacement
- Sewerage Supply Services – Decrease due to part deferral of Kelso Street rising main project to 2025/2026 and various projects expected to come in under budget.
- Inventory – Real Estate Held for Sale – Decrease due to part deferral to next year for Bridgman Ridge sewer pump station.

Consultation

The March 2025 QBRS has been developed in consultation with the Finance Team, Leadership Team, Executive Leadership Team, and a wide range of staff from across Council. A Councillor Briefing on this matter took place on Tuesday, 13 May 2025. The March QBRS will be presented to the Audit, Risk, and Improvement Committee on Wednesday, 21 May 2025.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk around the impact of the Waste Management Centre depreciation will be over budget, which may lead to reputational risk and also a risk of a deteriorating financial position.	Medium	Adoption of the recommendation and continue financial analysis work currently underway.	Medium	Yes
There is a risk of Councillors and management not having a good oversight over the financial affairs of Council which may lead to reputational damage to Council.	Medium	Adoption of the recommendation.	Low	Yes
There is a risk of Council operations and projects being delayed due to not having budget variations approved by Council leading to reputational damage and financial loss.	Medium	Adoption of the recommendation.	Low	Yes

OptionsOption 1

That Council:

1. Adopt the recommended budgetary changes presented in the March 2025 Quarterly Budget Review Statement at Attachment 1.
2. Note that Council staff will undertake a suite of Commercial Reviews with a view to identifying opportunities for financial improvements and these will be the subject of further Council briefings and reports.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS7/25**Option 2*

That Council does not adopt the recommended budgetary changes presented in the March 2025 Quarterly Budget Review Statement and does not support the commercial reviews.

Option one is recommended.

ConclusionsResponsible Accounting Officer Statement (by the Chief Financial Officer):

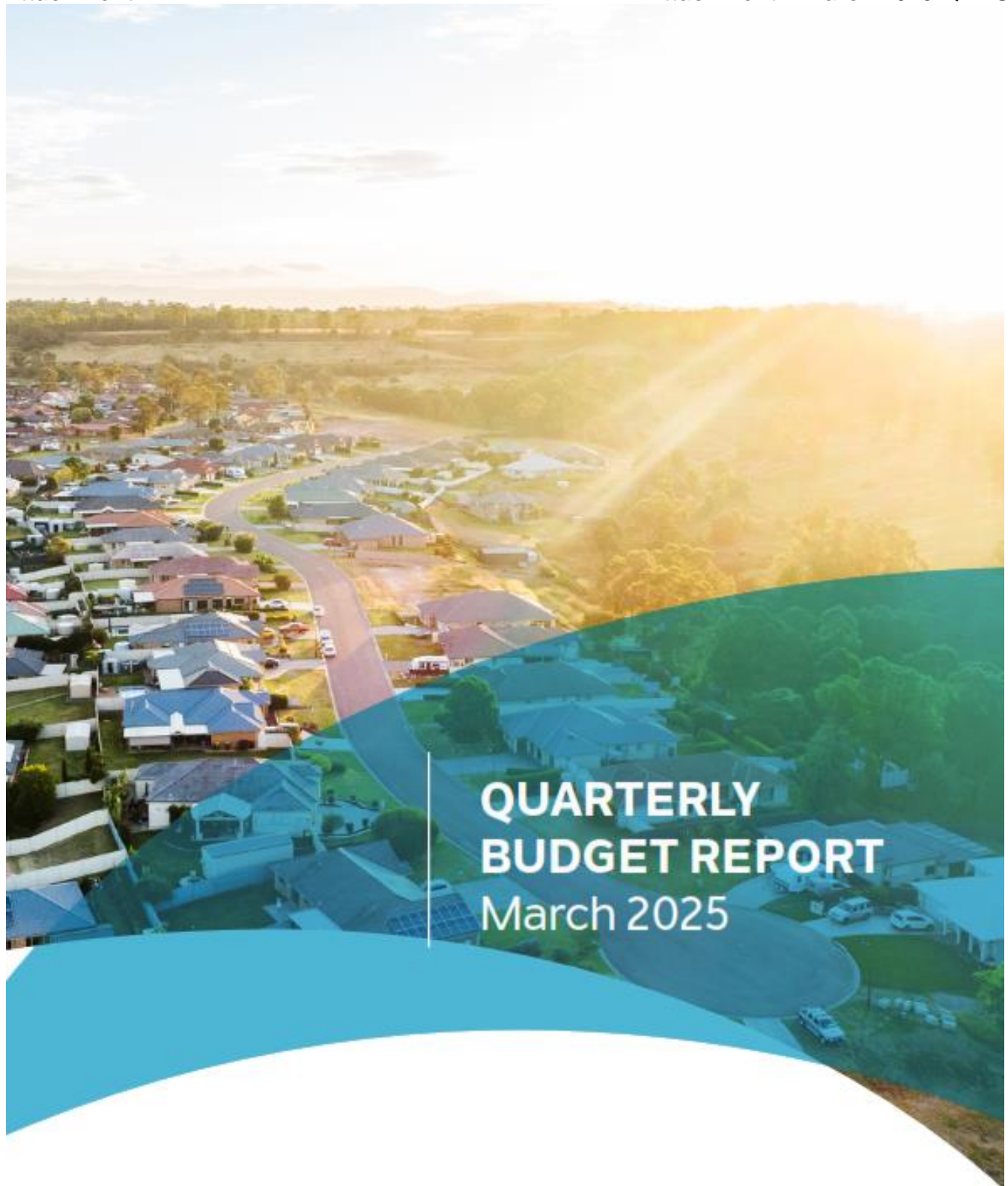
Following this review, Council's Net Operating Result before capital items for the year is projected to show a deficit of \$1.599 million, compared to the original budgeted deficit of \$0.177 million for the 2025 financial year. Capital expenditure is projected to total \$54.301 million, compared to the original budget of \$54.705 million.

In my opinion, the QBRS for Singleton Council for the quarter ending 31 March 2025 indicate that the projected financial position at 30 June 2025 will be satisfactory, considering the estimated income and expenditure forecasts. However, I qualify this statement, taking into account the ongoing Financial Improvement Project being implemented by Council.

The outcomes of this project may have an impact on the final financial position, and while it is expected to improve Council's financial standing, the full effects will not be fully realised until later stages of implementation in subsequent years. Therefore, the projected financial position should be reviewed in light of the progress of the Financial Improvement Project.

Attachments

AT-1 [!\[\]\(4688aadfd656ded00cd6bdfae55089a9_img.jpg\)](#) Attachment 1 March 2025 QBRS



**QUARTERLY
BUDGET REPORT**
March 2025

W singleton.nsw.gov.au



Introduction

The QBRS is the mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the recommended changes and reasons for major variances.

The QBRS is composed of the following Statements:

1. Responsible Accounting Officer Statement
2. Income and Expense Budget Review Statement
3. Capital Budget Review Statement
4. Cash and Investments Budget Review Statement
5. Contracts and Other Expenses Budget Review Statement

Responsible Accounting Officer Statement

Budget review for the quarter ended 31 March 2025.

In accordance with clause 203(2) of the Local Government (General) Regulations 2005, it is my opinion that the Quarterly Budget Review Statement for Singleton Council for the quarter ending 31 March 2025 indicates that Council's projected financial position at 30 June 2025 will be satisfactory at year-end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure. However, I would like to place a qualification on this statement, taking into account the ongoing Financial Improvement Project being implemented by Council.

The outcomes of this project may have an impact on the final financial position, and while it is expected to improve Council's financial standing, the full effects will not be fully realised until later stages of implementation. Therefore, the projected financial position should be reviewed in light of the progress of the Financial Improvement Project.



Kelly McGowan
Responsible Accounting Officer, Singleton Council

Income & Expense Budget Review Statement

(\$000's)	Original budget 2024/25	Approved Changes				Revised budget 2024/25	Variations for this Mar Qtr	Note	Projected year end result	Actuals as at 31-Mar-25
		Carry forwards	Other than by QBRS	Sep QBRS	Dec QBRS					
Income										
Rates and annual charges	39,391			201	(249)	39,343	(44)	1	39,299	39,305
User charges and fees	22,819			8	1,523	24,350	(175)	2	24,175	16,720
Other revenues	308			493	107	908	177	3	1,085	737
Grants and contributions - operating	9,178			2,033	234	11,445	326	4	11,772	3,287
Grants and contributions - capital	24,340			2,214	989	27,545	(939)	5	26,606	10,041
Interest and investment revenue	4,963			350	775	6,088	64	6	6,152	5,411
Other income	300			(24)	(6)	271	306	7	576	138
Net gain from disposal of assets	-			1,509	500	2,009	153	8	2,162	1,614
Total income from continuing operations	101,299	-	-	6,784	3,872	111,957	(131)		111,826	77,253
Expenses										
Employee benefits and on-costs	26,365			2,827	2,100	31,292	(1,620)	9	29,672	22,682
Materials and services	30,309	405	100	1,889	1,450	34,153	1,468	10	35,621	23,743
Borrowing costs	592				-	592	-		592	191
Depreciation and amortisation	16,052				-	16,052	-		16,052	14,402
Other expenses	2,417			25	-	2,442	939	11	3,381	2,806
Net Loss from disposal of assets	1,400				100	1,500	-		1,500	-
Total expenses from continuing operations	77,136	405	100	4,741	3,650	86,032	787		86,819	63,824
Net operating result from all operations	24,163	(405)	(100)	2,043	223	25,925	(918)		25,007	13,430
Net Operating Result before Capital Items	(177)	(405)	(100)	(171)	(767)	(1,620)	21		(1,599)	3,389

Income & Expense Budget Review Statement

Budget variations being recommended for Income and Expense include the following material items:

Note	Details	\$'000
1	Rates and Annual Charges	
	Alignment of budget for Rates, Water and Sewer annual charges to actuals	(44)
2	User Charges and Fees	
	Reduction of raw water income to cover previous two years over billing	(575)
	Reduction of development and building control income in accordance with expected actuals	(87)
	Reduction of swimming pool inspection income in accordance with expected actuals	(90)
	Reduction of engineering plan checking income in accordance with expected actuals	(100)
	Increase in Lake St Clair fee income in accordance with expected actuals	150
	Increase in state road contract income in accordance with expected actuals	200
	Increase in tipping fee income in accordance with expected actuals	350
3	Other revenues	
	Reimbursement from contractor for repairs to damaged water main	143
4	Grants and Contributions - Operational Purposes	
	New grant for Col Fisher Park landscape improvements	120
	Higher than budgeted - Resources for Regions	76
	Unbudgeted - Reimbursement for 2022 natural disaster emergency works	65
	Unbudgeted - Black Summer Bushfire grant	57
5	Grants and Contributions - Capital Purposes	
	Reduction of DRFA grant income due to decreased capital expenditure on EPAR projects. Partly deferred to next year.	(3,559)
	Investing In Our Communities grant - Alroy Oval Sports Precinct - increased recognition of revenue in line with increased expenditure	1,500
	Unbudgeted - Regional Housing Fund grant for Mountain Bike Track	512
	Level The Playing Field grant - Alroy Oval Sports Precinct - increased recognition of revenue in line with increased expenditure	2,000
	Resources For Regions grant - buildings and open space projects - increased recognition of revenue in line with increased expenditure	487
	Restart NSW Fixing Country Roads grant - Brunners Bridge - decreased recognition of revenue in line with expenditure moved to next year	(2,854)
	RRTRP Infrastructure Betterment Fund grant - Stanhope Road - increased recognition of revenue in line with increased expenditure	633
	New Grant - Towards Zero Safer Roads Program	444
6	Interest and Investment revenue	
	Council's investment strategy is producing higher than expected returns	64

Income & Expense Budget Review Statement

Note	Details	\$'000
7	Other income	
	Transport for NSW income for connection of water and sewer assets related to the Singleton Bypass project	300
8	Net gain from disposal of assets	
	Sale of surplus land	153
9	Employee benefits and oncosts	
	Infrastructure realignment budget reduced to \$40k in accordance with expected actuals	(150)
	Infrastructure Services Management Administration reduced. Original budget incorrect based on prior four years of actuals	(252)
	Development & Regulatory Services salaries reduced based on extrapolated actuals	(240)
	Finance salaries reduced based on extrapolated actuals	(169)
	Information Technology salaries reduced based on extrapolated actuals	(113)
	Waste Services casuels reduced in accordance with expected actuals. Reallocated to Materials and Services for labour hire.	(100)
	Waste Services salaries reduced in accordance with expected actuals. Reallocated to Materials and Services for labour hire.	(210)
	Decreased workers compensation due to actualisation of lower than budgeted premium	(361)
10	Materials and Services	
	Increase in cleaning contracts in accordance with expected actuals	142
	Increase in domestic waste contracts in accordance with expected actuals	153
	Increase in waste services labour hire funded by reallocation from Employee Benefits and On Costs	370
	Increase in insurance in accordance with expected actuals	135
	Decrease in asset revaluation contracts in accordance with expected actuals	(134)
	Decrease in bush fire plant and equipment in accordance with expected actuals	(97)
	Increase in works depot operations and maintenance in accordance with expected	208
	Increase in drainage maintenance due to cleaning required for condition assessments	341
	Increase in Mt Thorley Water Raw licences in accordance with expected actuals	126
	Decrease in open space and reserves operations and maintenance in accordance with expected actuals	(359)
	Decrease in Planning and Environment consultants in accordance with expected actuals	(75)
	Increase in state road contracts in accordance with expected actuals	214
	Increase in road maintenance in accordance with expected actuals	144
	Reallocation of Work In Progress to be expensed from Road cost centre to Finance cost centre	(750)
	Reallocation of Work In Progress to be expensed from Road cost centre to Finance cost centre	750
	Decrease in sewerage repairs and maintenance in accordance with expected actuals	(110)
	Increase in Singleton Water Network repairs and maintenance in accordance with expected actuals	162
	Labour hire required to backfill permanent roles that will resource the connection of water and sewer assets on the Singleton Bypass project	300

Income & Expense Budget Review Statement

Note	Details	\$'000
11	Other expenses	
	Increased operating projects funded by emergency management grants	657
	Decreased Rural Fire Service contribution in accordance with expected actuals	(92)
	Increased EPA waste levy on general waste in accordance with expected actuals	395

Capital Budget Review Statement

(\$000's)	Original budget 2024/25	Approved changes				Revised budget 2024/25	Variations for this Mar Qtr		Note	Projected year end result	Actuals as at 31-Mar-25
		Carry forwards	Other than by QBRS	Sep QBRS	Dec QBRS						
Capital expenditure											
Design Program	400	-	-	-	14	414	4			418	361
Local Roads Program	4,822	40	-	1,144	863	6,869	366	1		7,235	2,765
Regional Roads Program	700	-	-	-	-	700	4			704	363
Causeway & Bridge Rehabilitation Program	10,174	57	-	-	-	10,231	(3,302)	2		6,929	1,974
Building Program	11,965	121	-	(1,781)	65	10,370	3,856	3		14,226	6,836
Transportation Program	397	84	-	74	(28)	527	(60)	4		467	130
Drainage Program	1,228	35	(250)	-	-	1,013	(26)	5		987	72
Plant	700	433	-	-	1	1,134	84	6		1,218	791
Natural Disaster Recovery	4,900	800	-	-	-	5,700	(3,625)	7		2,076	1,156
Open Space & Reserves Program	1,850	709	1,200	186	571	4,516	115	8		4,631	2,050
Waste Services	3,630	760	-	380	(1,991)	2,779	(113)	9		2,667	749
Library book and digital collection	75	-	-	-	-	75	-			75	50
Water Supply Services	7,757	1,992	-	(354)	(2,694)	6,701	(1,051)	10		5,651	2,621
Sewerage Supply Services	6,107	3,559	880	(70)	(1,326)	9,150	(2,272)	11		6,878	4,291
Inventory - Real Estate for Resale	-	-	-	950	-	950	(810)	12		140	103
Total capital expenditure	54,705	8,591	1,830	529	(4,525)	61,130	(6,829)			54,301	24,313
Capital funding											
Rates & other untied funding	1,577	84	-	167	42	1,870	93			1,963	542
Grants & contributions	26,393	2,004	600	1,068	1,336	31,401	(2,757)			28,643	12,787
External restrictions/reserves	17,145	5,982	880	315	(5,910)	18,412	(3,435)			14,977	7,662
Internal restrictions/reserves	1,830	521	350	950	7	3,658	(784)			2,874	1,142
Loans *	7,759	-	-	(2,100)	-	5,659	-			5,659	2,115
Other revenue	-	-	-	130	-	130	54			184	65
Total capital funding	54,705	8,591	1,830	529	(4,525)	61,130	(6,829)			54,301	24,313
Net capital funding - surplus/(deficit)	0	0	0	0	0	0	0			0	0

* Budget for loan funding forms part of the below programs as at 31 March 2025:

Building Program \$5,659,000

Capital Budget Review Statement

Budget variations being recommended for Capital include the following material items:

Note	Details		\$'000
1	Local Roads Program		366
	Location Falbrook Road, Greenlands Emergency works fund	Scope Road widening and pavement strengthening Various	Reason for movement Increase in funding through R2R Financial Assistance Grant (FAG) reallocated to Open Space Program
2	Causeway & Bridge Rehabilitation Program		(3,302)
	Location Brunners Bridge - Gresford Road, Mitchells Flat Charlton Road, Broke	Scope Replacement Major Culvert Upgrade	Reason for movement Part deferral of grant funding to next year Reallocate grant funding not required to Drainage Program
3	Building Program		3,856
	Location Alroy Oval Gym & Swim Lake St Clair Bulga Recreation Ground Gym & Swim	Scope Sports Complex Upgrade Swimming pool roof replacement Disability Amenities Upgrade Replacement of verandah around clubhouse Upgrade Main Switchboard & Electrical Infrastructure	Reason for movement Budget increased as project is running ahead of schedule. Funded by grants and loan. Additional loan funds required for design work Additional grant and general funds for scope increase Reduction for full deferral of project to next year Reduction for full deferral of project to next year

Capital Budget Review Statement

Note	Details		\$'000
4	Transportation Program		(60)
	Location Acacia Circuit - Burbank Crescent to Alan Bull Reserve, Huntview	Scope New footpath	Reason for movement Project cancelled and funds moved to Wilkinson Avenue - Col Fisher Park to Acacia Circuit - New Footpath
5	Drainage Program		(26)
	Location GPT Drying Pad	Scope Construction	Reason for movement Project cancelled. Funding reallocated due to a change in priority.
	Boundary St & Gipp St, Singleton	Drainage pipe renewal works	Increased budget with reallocation of grant funding from Causeway and Bridge Rehabilitation
6	Plant		84
	Location Works Depot Works Depot	Scope Replacement of Ford Ranger Purchase 12 tonne tipper	Reason for movement Insurance claim Additional funds required funded from plant
7	Natural Disaster Recovery		(3,625)
	Location Various	Scope Heavy patching and various other flood recovery works	Reason for movement Budget reduced in line with estimates approved by funding body and part deferral to next year

Capital Budget Review Statement

Note	Details		\$'000
8	Open Space & Reserves Program		115
	Location	Scope	Reason for movement
	Robinson Reserve	Stair replacement	FAG reallocated from Local Road Program - additional funds required
	Cook Park	Sports Field Improvements - Flood Lighting	FAG reallocated from Local Road Program - additional funds required
	John Street, Singleton	Public Space Project - Gardens	FAG reallocated from Local Road Program - additional funds required
9	Waste Services		(113)
	Location	Scope	Reason for movement
	Waste Management Facility	Solid Waste Hard Stand Upgrade and Construction	Part deferral to next year
	Waste Management Facility	Washbay Design	Full deferral to next year
10	Water Supply Services		(1,051)
	Location	Scope	Reason for movement
	Water Network	Renewal - Glennies Creek Dam Outlet Valve	Full deferral to next year
	Reservoir	Investigation - New Reservoir	Part deferral to next year
	Water Network	Flowmeter Replacement - Glennies Creek Dam	Full deferral to next year
	Water Network	Investigation - Drought Proofing Supplementary Water Source at Rose Point	Full deferral to next year
	Water Treatment Plant	Inspection and Hydraulic Replacement - Raw Water Inlet Valve	Full deferral to next year
	Water Treatment Plant	Supernatant Pond Renewal	New project
	Water Treatment Plant	Condition Inspection and Design - Chemical Dosing Systems	Full deferral to next year

Capital Budget Review Statement

Note	Details			\$'000
11	Sewerage Supply Services			(2,272)
	Location	Scope	Reason for movement	
	Kelso Street - Singleton	Rising main design and construction	Part deferral to next year	
	Sewer Network	Development Related Infrastructure	Project cancelled	
	Sewer Network	Water Infiltration Program	Project cancelled	
12	Inventory - Real Estate for Resale			(810)
	Location	Scope	Reason for movement	
	Bridgman Ridge - Council Development	Sewer pump station	Partly deferred to next year due to delays with developer	

Cash & Investment Budget Review Statement

Investments

Council's current investment strategy is producing higher than expected returns.

All investments held comply with Council's current investment policy and the Minister of Local Governments' Investment order.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/09/24

Reconciliation status

The YTD cash & investment figure reconciles to the actual balances held as follows:

			\$ 000's
Cash at bank (as per bank statements)			2,509
Investments on hand			123,194
Less: unpresented cheques	(Timing Difference)		-
Add: undeposited funds	(Timing Difference)		255
Less: identified deposits (not yet accounted in ledger)	(Require Actioning)		-
Add: identified outflows (not yet accounted in ledger)	(Require Actioning)		-
Reconciled cash at bank & investments			125,958
Balance as per QBRS review statement:			125,958
Difference:			-

Contracts and Other Expenses Budget Review Statement

Part A - Contracts entered in to during the quarter

Contractor	Contract detail & purpose		Contract value	Start date	Duration of contract	Budgeted (Y/N)
J Holdings Group Pty Ltd t/as J Group Corporation	C2024.T21	Road and Drainage Upgrade - Falbrook Road - Greenlands	\$ 1,599,271.25	7/01/2025	4 months	Y
Interflow Pty Ltd	C2024.T22	Charlton Road - Culvert Upgrade	\$ 240,026.34	7/01/2025	3 months	Y
MRW Building Pty Ltd	C2024.T34	Singleton Gym & Swim - Changeroom Upgrades	\$ 379,580.59	9/01/2025	4 months	Y
Downer EDI Works Pty Ltd	C2024.T29	T442425HUN Supply & Delivery of Bulk Bitumen CRS	Schedule of Rates Approx \$105,000 per annum	7/01/2025	2 years + 2 x 12 month extension options	Y
Aquatec Fluid Systems Pty Ltd	C2024.T32	Supply of Pressure Sewer Systems	Schedule of Rates Approx \$200,000 per annum	18/03/2025	12 month + 2 x 12 month extension options	Y
Constance Conservation Pty Ltd	C2024.T37	Bulga Stock Reserve Ecological Restoration Plan	\$ 377,758.24	25/03/2025	5 years	Y
Copebuilt Pty Ltd	C2025.T06	Fleet and Plant Mechanical Services	Schedule of Rates Approx \$600,000 per annum	25/03/2025	24 month + 2 x 12 month extension options	Y
KCE Pty Ltd	C2024.WCE101	SWMF Civil Works Singleton Waste Management Facility	\$ 192,145.00	31/03/2025	6 weeks	Y
MRW Building Pty Ltd	Quote	Civic Centre Auditorium – Roof Repairs	\$ 102,327.30	17/03/2025	1 month	Y
Rees Electrical	Quote	Merricks Dog Park Improvements	\$ 67,248.00	18/03/2025	4 months	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's in house contract list.
3. Contracts for employment are not required to be included.

Contracts and Other Expenses Budget Review Statement

Part B – Other Expenses

Expense	YTD expenditure (actual dollars)	Budgeted (Y/N)
Consultancies	266,170	Y
Legal Fees	156,071	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

DI&P19/25. Water and Sewer Customer Service Plan**Author:** Systems & Process Officer - Water & Sewer**FILE:**

24/00483/005

Executive Summary

The purpose of this report is to present for Council's consideration, the draft revised Customer Service Plan – Water and Sewer and related Levels of Service for the Water and Sewer Business Unit.

RECOMMENDED that Council:

1. Place the draft revised Customer Service Plan – Water and Sewer (**Attachments 1 and 2**) on public exhibition for 28 days, with public notice of the intention to adopt the draft Plan, subject to consideration of any submissions received.
2. If no negative submissions are received, adopt the revised draft Customer Service Plan – Water and Sewer and rescind the Customer Service Plan – Water and Sewer (2023) (**Attachments 3 and 4**).
3. Consider a further report should any negative submissions prior to the adoption of the draft revised Customer Service Plan – Water and Sewer with consideration of the submissions received during the public exhibition period.

Report

The Department of Planning and Environment (DPE) (now Department of Climate Change, Energy, the Environment and Water (DCCEEW)) published the *Regulatory and assurance framework for local water utilities* (RAFLWU) in 2022 to assist local water utilities in ensuring:

- safe and secure drinking water supply to protect public health and the environment, and to support economic development and liveability;
- effective sewerage services to protect public health and the environment, and to support economic development and liveability;
- services that meet customer and community needs, expectations, and preferences; and
- financially sustainable water utilities with efficient and affordable pricing for services.

DPE has also published guidance documents that further detail the steps necessary to achieve effective strategic planning and demonstrate compliance with the RAFLWU.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P19/25

Engaging with customers, to understand their values and expectations and to set reflective service standards, is an essential part of the RAFLWU. The RAFLWU provides additional guidance on DCCEEW's expectations relating to customer's service needs, which is detailed under the guidance document, *Guidance on strategic planning outcome – Understanding service needs* (DPE, 2022).

Council's Customer Service Plan – Water and Sewer is intended to assist customers in understanding Council's service provision, including levels of service, as well as demonstrating compliance with the RAFLWU.

Council has reviewed the Customer Service Plan – Water and Sewer (2023) in line with the scheduled review timeframe. The draft revised Plan outlines Council's updated customer service charter and responsibilities and aligns with the RAFLWU.

The draft revised Plan includes:

- A summary of services for drinking water, sewage collection and treatment, and liquid trade waste.
- Information on customer service processes such as connections, metering, billing, maintenance (e.g. backflow devices), complaints, and dispute resolution.
- Key performance indicators and targets for service delivery, including standards for water quality, pressure, supply interruptions, sewer overflows, odours, and response/repair times.

The draft revised Plan helps inform customers of the service they can expect from Council, as reported to various NSW Government and/or National regulators. These standards are not contractual but serve as a guide to the typical service levels customers can expect.

Council staff conducted the review, considering legislative changes, policy updates, operational incidents, and customer feedback. Key updates include:

- Alignment with the RAFLWU
- Improved layout and clearer language for better readability.
- Removed references to Department of Planning, Industry and Environment (DPIE) and updated to DCCEEW.
- Removed reference to Best Practice Guidelines and replaced with RAFLWU.

The revised Plan and associated Customer Service Standards, Priorities and Timeframes and Levels of Service, are provided as **Attachment 1** and **Attachment 2**. The Customer Service Plan – Water and Sewer (2023) and associated Customer Service Standards, Priorities and Timeframes and Levels of Service, are provided for comparison as **Attachment 3** and **Attachment 4**.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P19/25***Community Strategic Plan****Our Places**

Strategy:	2.3	Provide safe and reliable water and sewer services
Deliverable:	2.3.5	Develop and implement the long term service delivery strategies and plans for water and sewer services
Action:	2.3.5.2	Complete annual review of strategic planning documents in accordance with Regulatory and Assurance Framework for Local Water Utilities

Council Policy/Legislation

Section 409(6) of the *NSW Local Government Act 1993* requires Councils that pay a dividend from its water and sewerage businesses to comply with the RAFLWU. Council has been paying a dividend under section 409(6) of the *NSW Local Government Act 1993*.

Council's water and sewer policies guide the information and levels of service contained in the revised Plan. These policies include:

- POL/26030 Water Supply Services Policy;
- POL/26031 Sewer Services Policy;
- POL/26032 Water Restrictions Enforcement Policy;
- POL/10066 Water Carters Policy;
- POL/26013 Building in the Vicinity of Sewer and Trunk Water Mains Policy;
- POL/26005 Discharge of Liquid Trade Waste to Sewerage System Policy; and
- Water & Sewer Development Servicing Plans

Financial Implications

There are no financial impacts associated with the revised plan.

Consultation

The revised Plan was developed in consultation with Council staff, and Councillors were briefed on 6 May 2025.

The draft Plan will be publicly exhibited for 28 days, with public notice of Council's intention to adopt it, subject to review of any submissions received. If negative submissions are received, a further report will be presented to Council.

Once adopted, the Plan will be published on Council's website. It will support clearer website content on Council's responsibilities for providing essential water services and outline the minimum service levels customers can expect.

Sustainability

There are no sustainability impacts associated with the revised plan.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P19/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk to Council of unclear process and levels of service, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk of a lack of public consultation on the draft revised Customer Service Plan – Water and Sewer, which may lead to Council suffering from reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will be unable to pay a dividend from its water and sewer business if it is unable to demonstrate compliance with the RAFLWU (including having in place Customer Service Plan – Water and Sewer)	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. a) Place the draft revised Customer Service Plan – Water and Sewer (**Attachments 1 and 2**) on public exhibition for 28 days, with public notice of the intention to adopt the draft Plan, subject to consideration of any submissions received.
- b) If no negative submissions are received, adopt the revised draft Customer Service Plan – Water and Sewer and rescind the Customer Service Plan – Water and Sewer (2023) (**Attachments 3 and 4**).
- c) Consider a further report should any negative submissions prior to the adoption of the draft revised Customer Service Plan – Water and Sewer with consideration of the submissions received during the public exhibition period.
2. Not adopt the draft revised Customer Service Plan – Water and Sewer and a further review be carried out.

Option one is recommended.

Conclusions

It is recommended that the draft revised Customer Service Plan – Water and Sewer be placed on public exhibition for 28 days and provided there are no objections received, the Plan be adopted at the end of the exhibition period.

Attachments

AT-1	Water and Sewer - DRAFT Customer Service Plan - Review - April 2025	Attachment Under Separate Cover
AT-2	Water and Sewer - DRAFT Customer Service Standards - Priorities and Timeframes - Levels of Service - April 2025	Attachment Under Separate Cover
AT-3	Water and Sewer - RESCIND Customer Service Plan - April 2023	Attachment Under Separate Cover
AT-4	Water and Sewer - RESCIND Customer Service Standards - Priorities and Timeframes - Levels of Service - April 2023	Attachment Under Separate Cover

DI&P15/25. Minutes - Heritage Advisory Committee - 28/02/2025**FILE:** 25/00199**Author:** Executive Assistant - Directors

Executive Summary

The Heritage Advisory Committee held its ordinary meeting on 28 February 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

1. Notes the minutes of the Heritage Advisory Committee meeting held on 28 February 2025.
2. Rescind the previous Terms of Reference for the Heritage Advisory Committee. (**Attachment 2**)
3. Adopt the updated Terms of Reference for the Heritage Advisory Committee. (**Attachment 3**)

Community Strategic Plan**Our Leadership**

Strategy:	5.6	Improve the connectivity between the community, stakeholders and council to create an informed community
Deliverable:	5.6.1	Ensure consistent, timely and transparent information is made available to the community
Action:	5.6.1.1	Ensure consistent, timely and transparent information and corporate publications are made available to the community

Financial Implications

There are no financial implications to Council.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P15/25***Risk Implications**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not engage with the community on natural, cultural, European and Aboriginal heritage, resulting in inefficient use of Council's resources, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will provide services and programs that do not consider their impact on natural, cultural, European and Aboriginal heritage, in the Local Government Area, which may lead to legislative noncompliance and reputational damage.	Medium	Adopt the recommendation	Low	Yes

Attachments**AT-1** [↓](#) Minutes - Heritage Advisory Committee - 28/02/2025**AT-2** [↓](#) RESCIND - Terms of Reference - Singleton Heritage Advisory Committee - 31 January 2020**AT-3** [↓](#) DRAFT - Terms of Reference - Singleton Heritage Advisory Committee - 25 February 2025

**MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 28 FEBRUARY 2025**



Present	Cr Sue George, Deputy Mayor - Singleton Council (Chair) (SG) Dain Simpson (DS) Darrell Rigby - Heritage Advisor, Singleton Council (DR) Lyn MacBain (LM) Sarah Boyton - Acting Coordinator Planning and Development Services, Singleton Council (SB)
In Attendance	Mary-Anne Crawford - Manager Development & Environment, Singleton Council (MAC)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - ✓ Brian Atfield
 - ✓ Fay Gray
 - ✓ Aaron Malloy
 - ✓ Sarah Johnstone

2 Disclosure of Interests

- Cr Sue George, 5.2 Heritage Advisers Report subdivision Pioneer Rd, Sewer Treatment Plan as current member of Hunter & Central Coast Planning Panel. Significant non-pecuniary interest.

3 Confirmation of Minutes

- The minutes of the Singleton Heritage Advisory Committee meeting held on Friday 15 November 2024, were confirmed.

MOVED Member Simpson **SECONDED** Member MacBain

4 Matters arising from the Minutes

- NIL.

5 Agenda Items

5.1 Review of Singleton Heritage Advisory Committee Terms of Reference

FILE:25/00199

Recommendation:

That the Singleton Heritage Advisory Committee recommend that Council adopt the

**MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 28 FEBRUARY 2025**



Terms of Reference dated February 2025 as amended.

Discussion

- LM – the selected Aboriginal representation for the committee must be from the Wonnarua people.

TORs were **ENDORSED** by the committee.

MOVED Member Simpson **SECONDED** Member Rigby and Member MacBain

**5.2 Singleton Heritage Advisors Report - December 2024
- February 2025**

FILE:25/00199

The purpose of this report is to provide the Singleton Heritage Advisory Committee with the Heritage Advisors report for December 2024 – February 2025.

Discussion

- DR – The Australian Dream? With Tim Ross. Interesting comedy show with remarks to Australian Architecture.
- DR – Heritage website contains documents that can be useful when carrying out heritage assessments.
- MAC – to investigate heritage funding and link to Grant Guru. Current letter system could be improved by having all information in one site.
- DR – State Library of NSW has grants in place for items that are history related.
- DR – 70 Castlereagh Street. All raised concerns were addressed by applicant. Appetite for subdivision in heritage areas had to be assessed. Timing to be offset by the importance of this assessment.
- DR - Annual Archive Photography Report was released for Wambo Homestead. No changes to report.
- MAC – conversations were initiated with Bulga Coal about Murinbin House. The department of Defence will be contacted for further information. Update to be provided in the August meeting.
- DR – 25 Gas Street: ongoing conversations. Initial response referred applicant to Singleton Heritage Development Guidelines.
- DR - 1 Kelso Street Gymnasium: still under assessment.

NOTED

**MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 28 FEBRUARY 2025**



5.3 Mount Leonard Homestead and Murinbin House FILE:25/00199

Attached for the Committees information and discussion is the Mount Leonard Homestead Conservation Management Plan and photos.

Discussion

- LM – Very good and detailed report. Comment: Social Criteria does not reflect the strong association of Mount Leonard's residents.
- SG – LM's comment is only noted as Bulga Coal is responsible for Administration and Maintenance of Mount Leonard.
- SG – possible visit to HVO's homesteads. Archerfield, Carrington Stud and Wandewoi
- DR – Specialist Carpenter Shaun Right has been engaged by HVO and Glencore.
- LM – Glencore and Yancoal looking at 13 and 3 properties, respectively.

NOTED

5.4 Heritage Week 2025 FILE:25/00199

The 2025 festival theme is ***Unearthed*** – revealing the past, bringing to light lesser-known histories and stories, and unearthing knowledge to empower younger generations as custodians of culture and tradition.

The Australian Heritage Festival runs from Friday 18 April to Sunday 18 May 2025. Information is available via the below links.

[2025 Australian Heritage Festival – National Trust](#)

[Australian Heritage Festival NSW | NSW Government](#)

Discussion

- MAC will liaise with Library Heritage Officer to discuss promotional material for Heritage Week.
- MAC – Heritage Week to be added as an agenda item for next meeting. Main goal is to discuss Heritage Week for the following year.

NOTED

**MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 28 FEBRUARY 2025**



5.5 Bus Tour of Singleton LGA

FILE:25/00199

The bus tour will commence at the Council Administration building at 9:30am. Assessment report templates and pens will be provided on the day.

NOTED

Discussion

- DR – general public would like more information on availability of affordable heritage properties.
- MAC – will work with Communications to promote studies and heritage walk.
- MAC – LEP does not identify trees but identifies them as part of Heritage Conservation Areas.
- LM – tree between the Mechanics Institute and Happy Grillmore is protected.
- MAC – vegetation in heritage conservation areas is considered as part of the DA assessment. DCP only refers to tree permits in non-rural areas. Rural areas are Local Land Services responsibility.
- DR- if heritage conservation item includes 'House and Garden', then it is protected.

6 Other Business

- DS – Broke War Memorial Grant.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
1	28/02/25	Report on Mount Thorley Warkworth Grant Guru	MAC	16/05/25
2	28/02/25	Investigate local link between heritage documents at disposal from different local sources and council's	MAC	16/05/25
3	28/02/25	August meeting to include heritage list	MAC	15/08/25
4	28/02/25	Approach Department of Defence re Murinbin House	MAC	15/08/25
5	28/02/25	Site visit to HVO to historic homesteads	MAC	15/08/25
6	28/02/25	Engage with Heritage Officers at the library re promotional material for	MAC	16/05/25

**MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 28 FEBRUARY 2025**



		heritage week and add to agenda for next year		
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8 Next Meeting

- Friday 16 May 2025 at 9:00am in the Committee Room

The meeting closed at 9.58 am.

Cr Sue George, Deputy Mayor
Chair

Singleton Heritage Advisory Committee
Terms of Reference
Revision 1: January 2020



Terms of Reference Singleton Heritage Advisory Committee

1. Establishment

The Committee was established in 2006 to increase community participation, awareness and appreciation of heritage in the Singleton local government area. The Committee allows for the various interest groups in the area to have an opportunity to actively participate in the conservations and management of the areas heritage buildings, place and items.

The objective of the Singleton Heritage Advisory Committee is to provide for increased community participation, awareness and appreciation of heritage in the Singleton Local Government Area.

In the making of recommendations, the Committee is to take into consideration the vision and strategies outlined the Community Strategic Plan (CSP) 2017 – 2027

The Council's vision is;
"Vibrant – Progressive – Connected – Sustainable –Resilient".

The strategies to meet this vision identified in the CSP have been grouped under five pillars:

- Our People
- Our Places
- Our Environment
- Our Economy
- Our Leadership

Success is measured in each of these areas through the following objectives:

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

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

Our Environment - We value, protect and enhance a sustainable environment.

Our Economy - We have an innovative, sustainable and diverse economy.

2. Authority

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act, 1993.

The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information); and
- Request the attendance of any employee or Councillor at Committee meetings.

Singleton Heritage Advisory Committee
Terms of Reference
Revision 1: January 2020



3. Functions and Responsibilities

This committee's functions are to:

- Provide advice during the review of Council's strategies, policies and plans to enhance heritage value within the community;
- Consider priorities for inclusion in the Council's Community Strategy, Delivery Plan and Operation Plan which promote sustainability;
- Identify, consider and provide recommendations to Council on heritage incentives for development of heritage sites;
- Make recommendations on the nomination to and deletion of items from the Local Environmental Plan (LEP) and to identify items of State significance, which are considered to be eligible for inclusion in the NSW Heritage Office State Heritage Register;
- Raise community awareness of heritage conservation;
- Consider and make recommendations to Council on funding for projects eligible for Local Heritage Assistance Funding, Mount Thorley Warkworth Heritage Grant Funding and other funding sources and to promote funding opportunities;
- Support Council generally in the development and implementation of strategies, policies and programs, including funding opportunities, related to heritage conservation;
- Promote the natural, cultural and historic heritage of the Singleton Local Government Area and ensure it continues to develop a strong sense of place and identity; and
- Advise Council on a range of heritage-related matters which are of interest to the community.

4. Referral of Matters

- The minutes from Committee meetings will be reported to Council and all recommendations of this Committee, including funding recommendations, must be referred on to Council for adoption.

5. Membership and length of term

The Committee will serve for the following term:

- Councillor – for the term of the Council (nominally four (4) years)
- Non-Councillor members – for the term of the Council (nominally four (4) years).
- Re-application is encouraged to see a continuation of knowledge.

The Committee will consist of:

Members

- A Councillor appointed by Singleton Council
- 3 to 7 members of the local community with a demonstrated interest in heritage and/or experience in a related field appointed by Council following a public request for Expression of Interest for applications; and
- Singleton Council Heritage Officer
- 1 Council staff usually a Town Planner.
- A member of the Traditional Custodians is encouraged.

Singleton Heritage Advisory Committee
Terms of Reference
Revision 1: January 2020



Attendees

- Secretariat service provided by Council

Invitees for specific Agenda items

- Other officers may attend by invitation as requested by the Committee.
- At times of funding decisions any other relevant person or representative.

6. Officers

The following positions will be elected by committee members:

- Chairperson.
- Vice Chair.
- Secretary.
- Minute Secretary
- Publicity Officer

Elections will be held annually, generally the first meeting of each new calendar year.

The Chair

- The Chair will be elected from the members of the Committee
- If the elected Chair or Vice Chair is not present at a meeting of the Committee, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.

Vacant Positions

A position on the Committee will become vacant:

- At the end of a Council term;
- upon the death of a member;
- if a member resigns;
- if a member is absent for three (3) consecutive meetings without notification to the Committee; or
- upon a resolution being passed by a two-thirds majority of members present at a properly constituted meeting of the Committee.

7. Operation

- The Committee shall comply with Council's adopted Code of Meeting Practice.
- The Committee will meet quarterly. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- In the event that a matter of the Committee must be addressed outside normal Committee meetings, an Extraordinary Meeting may be called by the Chair following consultation with Council staff. All decisions and recommendations shall be determined preferably by consensus but if this cannot be achieved then by majority vote of members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

Singleton Heritage Advisory Committee
Terms of Reference
Revision 1: January 2020



8. Quorum

A quorum will comprise at least five (5) members to include:

- Three (3) community representatives; and
- One (1) of either the Councillor member; the Singleton Council Heritage Advisor or Council staff member
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

9. Conflict of Interest

- Members shall observe the provisions of the Local Government Act 1993 in relation to declarations of interest in business placed before the Committee.
- Members shall also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the minutes of the meeting.

10. Meetings

- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

11. Agendas and Minutes

- Every attempt will be made to have agendas and associated documentation circulated at least five (5) working days prior to a meeting;
- Any matters to be considered at the meeting will be provided to the Chair a minimum of seven working days prior to the meeting where possible;
- The Council Officer will keep a Minutes File to record all Committee and General Meeting business;
- The draft minutes and action sheet of each meeting will be reviewed by the Chair and circulated to Committee members as soon as possible; and
- Minutes will be reported to Council at the earliest opportunity.

12. Evaluation and Review

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

**Terms of Reference
Singleton Heritage Advisory Committee**

1. Establishment

The Committee was established in 2006 to increase community participation, awareness and appreciation of heritage in the Singleton local government area.

2. Authority

The committee has the authority to consider all types of Heritage including – European Heritage, Natural Heritage, Culture Heritage and Aboriginal Heritage.

Heritage includes places, objects and stories that have been inherited from the past and want to protect for future generations. Our heritage includes thousands of years of Aboriginal culture and landscapes, and historic buildings, monuments, gardens, archaeological sites, bridges, industrial structures, streetscapes, conservation precincts and intangible heritage.

3. Functions and Responsibilities

This committee's functions are to:

- Identify, consider and provide recommendations to Council on heritage incentives for development of heritage sites;
- Make recommendations on the nomination to and deletion of items from the Local Environmental Plan (LEP) and to identify items of State significance, which are considered to be eligible for inclusion in the NSW Heritage Office State Heritage Register;
- Raise community awareness of heritage conservation;
- Consider and make recommendations to Council on funding for projects eligible for Local Heritage Assistance Funding, Mount Thorley Warkworth Heritage Grant Funding and other funding sources and to promote funding opportunities;
- Promote the natural, cultural, European and Aboriginal heritage of the Singleton Local Government Area and ensure it continues to develop a strong sense of place and identity; and
- Inform Council of natural, cultural, European and Aboriginal heritage-related matters which are of interest to the community.

4. Referral of Matters

All Committee minutes will be reported to Council for information and noting as well as for the adoption of any recommendations that are outside of the Committee's delegation (if any).

5. Membership and length of term

The Committee will consist of the following voting members:

- One (1) Councillor – for the term of the Council (nominally four (4) years) who shall be the Chair
- Eight (8) members of the local community with an interest in natural, cultural, European and/or Aboriginal heritage within the Singleton Local Government Area
- Singleton Council Heritage Officer

- Manager Development and Environmental Services
- At least one (1) representative of the Traditional Custodians

6. Chairperson

- Council shall appoint the Councillor representative as Chairperson at the meeting when Councillor representatives are determined.
- In the event of the Chairperson's absence from a meeting, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.
- The Chairperson shall preside at all meetings and shall ensure that all decisions of the Committee are implemented.

7. Length of Term

All Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election. At the commencement of the Council term all positions will be declared vacant.

8. Vacancies

Council will undertake an Expression of Interest process for any vacancies declared during the term of the Committee.

9. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Council's Advisory Committee Policy.
- Meetings may be held in person or virtually at the discretion of the Chair.
- The Committee will meet at least quarterly.
- The Committee shall regulate the time and place of its meetings.
- All decisions and recommendations to Council shall be determined preferably by consensus or by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

10. Conflict of Interest

- Members shall observe the provisions of the Local Government Act 1993 and Council's Code of Conduct in relation to declarations of interest in business placed before the Committee.
- The agenda will have a standing item for conflicts of interest.
- All conflicts of interest are to be declared to the Chairperson either prior to or at the commencement of the meeting.
- All conflicts of interest and any action taken will be recorded in the minutes.

11. Quorum

A quorum will consist of a majority of current voting members. If a quorum is not achieved, the meeting will be held over until the following meeting date.

12. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

13. Meetings

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

14. Observers and Visitors

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

15. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Advisory Committee Policy.
- All meeting documents are to be recorded on the relevant Content Manager container.
- Council staff will arrange for all Committee Minutes will be reported to Council for adoption or for information.
- Council staff will make all necessary meeting arrangements.

Singleton Heritage Advisory Committee
Terms of Reference
Revision 2: February 2025



16. Access to Information and Advice from the Committee

- Committee members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Committee.
- The Committee may call for reports from the General Manager or their delegate on matters contained within the Committee functions.
- The Committee shall be bound to maintain the confidentiality of information submitted to it, where such information is noted as being confidential.
- Any legal matter or advice that is considered by the Committee is to be dealt with in a manner that ensures the protection of legal privilege.

17. Evaluation and Review

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

18. Document History

Date	Version	Responsible Officer	Changes
31/01/2020	1	M Crawford	
25/2/2025	2	M Crawford	Update to reflect template Terms of Reference for Council Committees

**DI&P16/25. Minutes - Sustainability Advisory Committee -
13/03/2025**
Author: Executive Assistant - Directors

FILE:
19/00046/003

Executive Summary

The Sustainability Advisory Committee held its ordinary meeting on 13 March 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

1. Note the minutes of the Sustainability Advisory Committee Meeting held on 13 March 2025.
2. Rescind the previous Terms of Reference for the Sustainability Advisory Committee. (**Attachment 2**)
3. Adopt the updated Terms of Reference for the Sustainability Advisory Committee. (**Attachment 3**)
4. Adopt the following recommendation made by the Sustainability Advisory Committee:

5.1 Proposal to Investigate Smart Flower for Singleton

That the Singleton Sustainability Advisory Committee seek a further report from staff detailing, amongst other things, management response to the risks, as well as how council would fund the installation, maintenance, depreciation, insurance and disposal of a Smart Flower.

Community Strategic Plan

Our Environment

Strategy:	3.1	Collaborate to enhance, protect and improve our natural environment
Deliverable:	3.1.6	Advocate to manage cumulative impacts on agricultural land, natural resources, air quality, ecosystem services and community health
Action:	3.1.6.1	Continue to advocate for a cumulative impact study for Upper Hunter to consider and assess the long term cumulative impacts on agricultural land, natural resources, air quality, ecosystem services and community health arising from current and projected land use across the LGA

Financial Implications

There are no financial implications as a result of adopting the Committee's recommendations.

Risk Implications

5.1 Proposal to Investigate Smart Flower for Singleton

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that the installation of a Smart Flower will not secure the approvals required, including compliance with any Plan of Management for Townhead Park, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Townhead Park is not a suitable site for the installation of a Smart Flower, which may lead to reputational damage.	High	Adopt the recommendation	Medium	Yes
There is a risk that a Smart Flower will result in increased costs due to installation, maintenance, depreciation, insurance and disposal, as well as the life cycle of the installation, which may impact Council's financial position.	High	Adopt the recommendation	High	No

Attachments

AT-1 [↓](#) Minutes - Sustainability Advisory Committee - 13/03/2025

AT-2 [↓](#) RECIND - Terms of Reference - Singleton Sustainability Advisory Committee - August 2020

AT-3 [↓](#) DRAFT - Terms of Reference - Singleton Sustainability Advisory Committee - March 2025

MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9:30AM THURSDAY 13 MARCH 2025



Present	Cr Godfrey Adamthwaite - Singleton Council (Chair) (GA) Cr Anne McGowan - Singleton Council (AM) Wendy Lawson - Community Member (WL) Sophie Nichols - Community Member (SN) Irene Perez Lopez - Academic Representative (IL) Meg Drinan - Local Landcare Coordinator (MD) Mary-Anne Crawford - Manager Development & Environment (MAC) Chiala Hernandez Silva - Coordinator Environmental Services, Singleton Council (CH)
In Attendance	Aaron Malloy - Acting Director Infrastructure & Planning Services, Singleton Council Bonnie Wilson - Sustainability Projects Officer, Singleton Council Sania Afrose - Environmental Projects Officer, Singleton Council Laura Calderon – Acting Coordinator Development and Environmental Support Services, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Jonathan Wood Department of Planning & Environment, Geoff Stevenson, Allison Warry

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Sustainability Advisory Committee meeting held on Thursday 12 December 2024, were confirmed.

MOVED Member McGowan **SECONDED** Member Lawson

4 Matters arising from the Minutes

- Nil

**MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9:30AM THURSDAY 13 MARCH 2025**



5 Agenda Items

5.1 Proposal to Investigate Smart Flower for Singleton FILE:24/00597/005

Purpose:

The purpose of this report is to provide the Singleton Sustainability Advisory Committee with a proposal to investigate Smartflower for the Singleton local government area.

Recommendation:

That the Singleton Sustainability Advisory Committee seek a further report from staff detailing, amongst other things, management response to the risks, as well as how council would fund the installation, maintenance, depreciation, insurance and disposal of the Smartflower.

Discussion

- GA – Management response to risk and funding to be investigated by council staff.
- GA – Suitability to be determined in line with current financial situation.
- MAC – Context: initial request was received from the Major after a community member enquiry.
- MAC – Smartflower is a solar panel installation in shape of a flower. Transportable and has a battery that autonomously keeps cool, clean and safe from wind. Capacity is 2.5 KW or 6500 KW/per year. This product is new to Australia, only two locations have installation (Cabrera and Victoria).
- MAC – given that the actions adopted in the 2024/2025 Community Strategic Plan already include energy efficiency and emissions reduction based on consumer data, this can be investigated in conjunction to avoid doubling up efforts.
- MAC – current NOM is looking at EV charging at the VIEC and SACC (Townhead Park). Electricity supply is been assessed as well as suitability of the site, risk and financial management. Report will be delivered in April. Recommendation is not to shelf but seek further information.
- GA – clarification on Smartflower cost.
- MAC – preliminary assessment indicated it will be \$30,000 non-inclusive of installation, earthworks or groundworks.
- GA – carried out vote.

Recommendation **MOVED** Member Nichols **SECONDED** Member McGowan

5.2 Sustainability Strategy Review - Community Engagement

FILE:19/00046/003

Discussion

- BW – Presenter.

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- Imagery used in presentation obtained from artwork gathered from community during program rollout
- Almost 50 submissions. 73% belong to the 4-17 years old age bracket. Submissions opened for 2 months, between December 2024 and January 2025.
- SACC and Christmas on John Street involved.
- Learnings:
 - Timing of the project limited the number of participants, however allowed for more one on one time with the community
 - This campaign should be repeated
- CH – everyone is encouraged to visit the exhibition at the SACC, opened until 27/04/2025
- IL – Great program. Children and youth are the best target for it as they have increased ability to absorb the information and share with adults.
- AM – was it found that due to the participant figures there was more engagement?
- BW – yes, interactions were more meaningful.
- MD – the chosen medium (arts) allowed more engagement from the community and dominant age group
- MAC – findings will guide and help this committee to frame and revise the Sustainability Strategy. It provides first hand insights and indicates what the next iteration of the strategy should look like.

NOTED

**5.3 Energy Wise Program Overview
Executive Summary**

FILE:19/00046/003

The "Energy Wise" initiative aims to educate community and provide information on energy efficiency, reducing power bills, and accessing government incentives.

Discussion

- SA – Presenter:
 - This program focuses on promoting an 'energy wise' community by educating on energy efficiency through videos, varied sources of information and workshops.
 - The Save Energy Kit's use, available at the library, will be encouraged during this program.
 - Workshops will be offered to increase community engagement.
 - Feedback and findings will offer an idea of community expectations to this committee.

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- CH – Link to watch the videos by energy advisor pre roll out, available in attached report.
- MAC – learnings from watching videos:
 - Solar can be maximised with battery storage.
 - Benefits of topic where clearly outlined in the videos as well as support sources.
 - Behavioural change research undertaken. Campaign responds to feedback from this research.
 - Website offers support, including information on providers vetted by government, capabilities of batteries and how to efficiently use.
- AM – it is noted that people are unaware that installed batteries can store power.

NOTED

**5.4 Singleton Sustainability Advisory Committee - Review
of the Terms of Reference** **FILE:19/00046/003**

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

Discussion

- MAC – summary progress report on strategy and amended TORs .
- MAC - Template has been updated to align with council's documents. No material changes have been made.
- GA – carried out vote.

MOVED Member Lawson **SECONDED** Member Nichols

**5.5 10 Year Anniversary of the Singleton Sustainability
Advisory Committee** **FILE:19/00046/003**
Executive Summary

2025 is the 10 year anniversary of the Singleton Sustainability Advisory Committee. Council staff are seeking feedback from the Committee on what (if any) activities could be undertaken to promote this anniversary.

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9:30AM THURSDAY 13 MARCH 2025**



Discussion

- GA – committee should convene on how to celebrate with the community.
- MAC – after carrying out research, it was confirmed that the committee has been operating for 10 years.
- MAC – seeking proposals on how to celebrate the anniversary. Input welcome today or during next meeting.
- AM – celebrations should be inclusive of the community.
- WL – Calendar or artwork to display “Then Vs Now” relating to the committee dealings.
- BW – a previous case study could be investigated. Information to be posted on Sustainability Hub to get feedback from the community.
- MD – Information from workshop days at the library could be used to promote committee, e.g. solar panels, how to grow vegetables.
- MD – half day workshops could be organised through the library to determine what information people want to see from the committee.
- MD – feedback and collaboration could be sought from initiatives such as Slow Food Singleton (sourdough, fermenting).
- AM – including Soil Sisters. Sharing information on green bins and FOGO.
- MD – community is misinformed or lacks information about FOGO. Information sessions could be offered to promote the benefits of the program and help ease the community’s transition.
- CH – discussions about these initiatives have taken place with the library. ‘Sustainable Saturday’ is a work in progress. Crop Swap workshops.
- CH – ‘Edible Gardens’ workshop had a positive reception and high participation figures.
- MD – Slow Food Singleton/Edible Trail is on at the end of March 2025/
- CH & BW – Tidy Towns on this weekend.
- GA – enough ideas gathered to work on.
- MAC – “From little things big things grow”.
- MAC – Given that WL and GA are foundational members, interviews could be organised to explore and share their journey with the committee.
- GA – 10 years in this committee have been a learning journey.

NOTED

5.6 Col Fisher Park Ecological Restoration

FILE:19/00046/003

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

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ecosystem at Col Fisher Park.

- Provide an overview of the project.

Recommendation:

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

Discussion

- CH presenting:
 - Council is working with Local Land Services (LLS) and Singleton Shire Landcare Network (SSLN) to obtain funding aimed at the ecological restoration of Col Fisher Park (CFP).
 - Council undertaking projects such as the construction of a cycling and walking bridge that connects to CFP.
 - CFP included in the 2028 Master Plan.
 - SSLN is working with council in erosion control at CFP.
 - 2022 floods made erosion worse. River bank bottom dropped and roots lost stability.
 - Funding request made to LLS was successful. Funds will be utilised to investigate and manage erosion.
 - Agreement was signed in early 2025 for 10 years of management and maintenance of CFP by council. Expected start date is June 2026.
 - Other groups/organisations have been approached to hopefully obtain an addition \$300,000.
 - Climbing weeds have been identified as an issue. Therefore, seed bank is to be managed in the next 10 years.
 - Collaboration is the way to move forward.
 - Interest groups include Yancoal due to their initiatives to invest along waterways. In this case, Hunter River.
 - CFP study showed that River Red Gums (RRG) are present and need to be appropriately managed. Genetic diversity to be taken into account when propagating seeds.
- AM – clarification on what needs to be protected.
- CH – RRG already protected species. However, Erosion Control Management has indicated that some of the stumps may have to be removed. LLS currently investigating the matter. River bank not to move forward so RRG can remain protected. Seeds to be collected to aid propagation.
- WL – Bulga Land Care collected seeds up to Muswellbrook. Mines initiative unsuccessful as the species collected were not true RRG. RRG crosspollinated but issues has been rectified.
- CH – Genetic study carried out by Sydney Botanic Garden to determine how to

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adequately propagate RRG.

- IL – Disaster Fund Round 3 to be considered as this initiative qualifies for different reasons, including:
 - Funding is to be provided for green and blue infrastructure.
 - Blue buffer to give space to the river
 - Flooding river security and the creek itself.
 - Strategy to regreen or reforest creeks that are crown land.
 - \$500,000 funding available.
- MAC – WL acknowledged as the starter of conversations about ecological restoration of CFP years ago.
- MAC – For restoration to be successful, a robust collaborative process is necessary. Sustainability strategy to highlight the critical role of collaboration.
- MAC – CH and Infrastructure in conversations to align Combo Lane and CFP walking bridge project with sustainability outcomes.
- MAC – requested that GA approaches CCC under their corporate responsibility to fund sustainability of the Hunter River.
- GA – will approach CCC. Clarification is needed on how much funding the project requires.
- CH – ongoing project so any funding is welcome and council will continue to look for it.

Recommendation voted **YES** unanimously

6 Other Business

- SN – council Hunter JO land use enquiry. Advocacy for funding. \$20 million available.
- MAC – confirmed that conversations are taking place. Council advocacy agenda identified need for support from government in monetary form to support strategic land use planning.
- MAC – a framework has been put together. Inclusive of not only mining but also mining land in Singleton.
- MAC – currently council does not have a SLUP strategy for mine land. Aim is to obtain 7 million over 7 years. Lake Macquarie council and Muswellbrook council have asked for 5 and 3 millions, respectively as they only focused on specific land. Singleton Council (SC) has a more holistic approach to this request.
- SN – enquiry about land clearing. SC was the consent authority for this matter. Conservation Foundation has established that a bat colony has had to migrate as a result of these proceedings off the New England Highway.
- MAC – unable to answer to query. Matter is under investigation.

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- SN – when will this information be available.
- MAC – unable to answer due to ongoing investigation. Responsible agencies will answer in writing.
- SN – question was raised as a report was expected to be provided during this meeting.
- MAC – SC is not the investigating agent/agency, therefore report cannot be provided. SC has no obligation to comment. Matter is under state government investigation.
- MD – separation of LLS and Hunter Region Land Care has been made possible thanks to the inclusion of LLC in the Singleton Sustainability Hub.
- MD – Bush Tucker Garden in 46 Bathurst street has been adopted by Land Care. This intends to be an Aboriginal space for Aboriginal people.
- MD – birds, bees and butterfly walks aim to involve the community and help with the identification of weeds. This aids with educating community on how to treat weeds.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
1	13/03/2025	Seek further information while preparing NOM report	MAC	12/06/2025
2	13/03/2025	Gather proposals on how to celebrate 10 year anniversary with the community	All members	12/06/2025
3	13/03/2025	Approach CCC to obtain additional funding	GA	12/06/2025

8 Next Meeting

- Thursday 12 June 2025 at 9:30am in the Committee Room.

The meeting closed at 11am.

Cr Godfrey Adamthwaite
Chair

Terms of Reference

Community Sustainability Advisory Committee

1. Establishment

The Committee was established to guide the long-term sustainability of Singleton beyond mining in partnership with community stakeholders.

When performing its functions, the Committee is to take into consideration the vision and strategies outlined the Singleton Community Strategic Plan (CSP) 2017 – 2027, as updated from time to time, and the United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development. Details of both are included in **Attachment 1**.

2. Authority

The principles of sustainability and integration of these principles are embedded in the *NSW Local Government Act (1993)*. Councils, and therefore this committee, are required to properly consider the following provisions in decision making and management. Section 8(2)(d) requires Councils, Councillors and Council employees to consider the principles of ecologically sustainable development in carrying out their responsibilities.

3. Functions and Responsibilities

This committee's functions are to:

- Enable the Council to demonstrate civic leadership by promoting actions that enhance the community's quality of life and sustainability;
- Provide input and give due consideration to issues and risks likely to impact on the future sustainability of Singleton having regard to the 17 Sustainable Development Goals;
- Provide advice during the review of Council's strategies, policies and plans to enhance the achievement of sustainable outcomes for the community;
- Consider priorities for inclusion in the Council's Community Strategy, Delivery Plan and Operation Plan which promote sustainability;
- Support raising Council and community awareness about long term sustainability through education and knowledge-based resources;
- Promote engagement with, and foster participation by, the community in the development and implementation of sustainability initiatives which minimise our ecological footprint;
- Provide a local reference point for liaison with and between stakeholders and service providers consulting and working in the community to promote sustainability;
- Act as a reference group during development of the Singleton Sustainability Strategy and any future community sustainability strategies and/or action plans, and
- Support, monitor and evaluate the implementation of the Sustainability Strategy.

Community Sustainability Advisory Committee
Terms of Reference
Revision 3: 27 August 2020



4. Referral of Matters

The minutes from Committee meetings will be reported to Council and all recommendations of this Committee must be referred on to Council for adoption.

5. Membership and length of term

The Committee will consist of:

Members (voting)

- 2 x Councillors appointed by Council
- 1 x representative of a state government agency able to coordinate input from state agencies appointed by Council after consideration of a recommendation from the General Manager.
- 2 x representative of the local aboriginal community appointed by Council after consideration of a recommendation from the General Manager.
- 2 x persons with relevant experience appointed by Council after consideration of a recommendation from the General Manager.
- 2 x members of the local community with a demonstrated interest in sustainability and experience in community engagement appointed by Council following a public request for Expression of Interest applications.
- 2 x Council staff as determined by the General Manager.

Attendees (non-voting)

- General Manager, or their delegate
- Member of staff responsible for the taking of minutes

Invitees (non-voting) for specific Agenda items

- Other officers may attend by invitation as requested by the Committee.

The Chair

- The Chair will be elected at the first meeting following a Council election by the majority of the Committee's voting members and must be one of the Councillors.
- If the elected Chair is not present at a meeting of the Committee, then the other Councillor present shall become Chair. If neither Councillor is present, then the first business of that meeting is for the Committee's voting members to elect a Chair from the floor.

Vacant Positions

A position on the Committee will become vacant:

- At the end of a Council term;
- upon the death of a member;
- if a member resigns;
- if a member is absent for three (3) consecutive meetings without notification to the Committee;
- upon a resolution being passed by a two-thirds majority of members present at a properly constituted meeting of the Council.

Community Sustainability Advisory Committee
Terms of Reference
Revision 3: 27 August 2020



The Committee will serve for the following term:

- Councillors – annual review
- Non-Councillor members – for the term of the Council (nominally four (4) years)

6. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet at least quarterly. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- All decisions and recommendations shall be determined preferably by consensus but if this is unable to be achieved by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

7. Quorum

- A quorum will consist of a majority of current voting members.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

8. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

9. Meetings

Community Sustainability Advisory Committee
Terms of Reference
Revision 3: 27 August 2020



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

10. Observers and Visitors

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

11. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded in Council's Electronic Data Management System.
- Minutes will be reported to Council for adoption or for information.

12. Evaluation and Review

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

Community Sustainability Advisory Committee
Terms of Reference
Revision 3: 27 August 2020



ATTACHMENT 1

Council has developed and adopted a Community Strategic Plan 2017-2027 (CSP), as updated from time to time, which details the strategic objectives, outcomes and actions for Singleton. The CSP is developed in accordance with the Integrated Planning and Reporting requirements under the *Local Government Act 1993*. Under the CSP, Council's vision is:

"Vibrant – Progressive – Connected – Sustainable –Resilient"

The strategies to meet this vision identified in the CSP have been grouped under five pillars:

- Our People
- Our Places
- Our Environment
- Our Economy
- Our Leadership

This committee is to recognise the UN definition of Sustainable Development;

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

The committee must also recognise the 17 Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development, which came into force on 1 January 2016.

- | | |
|----------|--|
| Goal 1. | End poverty in all its forms everywhere |
| Goal 2. | End hunger, achieve food security and improved nutrition and promote sustainable agriculture |
| Goal 3. | Ensure healthy lives and promote well-being for all at all ages |
| Goal 4. | Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all |
| Goal 5. | Achieve gender equality and empower all women and girls |
| Goal 6. | Ensure availability and sustainable management of water and sanitation for all |
| Goal 7. | Ensure access to affordable, reliable, sustainable and modern energy for all |
| Goal 8. | Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all |
| Goal 9. | Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation |
| Goal 10. | Reduce inequality within and among countries |
| Goal 11. | Make cities and human settlements inclusive, safe, resilient and sustainable |
| Goal 12. | Ensure sustainable consumption and production patterns |
| Goal 13. | Take urgent action to combat climate change and its impacts* |

Community Sustainability Advisory Committee
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- Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- Goal 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

Figure 1: United Nations Sustainable Development Goals

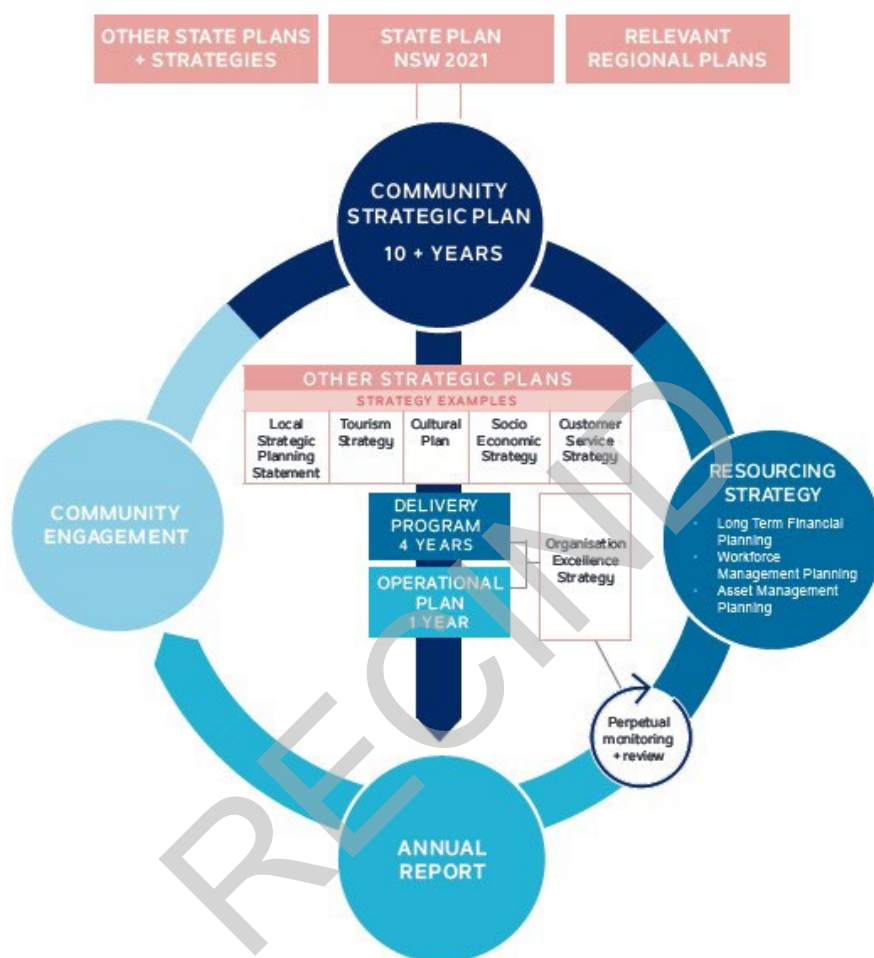


Every four years Council reviews the Community Strategic Plan and develops a Delivery Program that sets the targets for the Council term in line with the objectives of the CSP. An Annual Operational Plan then details the actions that will be undertaken each financial year to ensure that progress is made towards the four-year Delivery Program and wider CSP. Actions to meet the deliverables in the Community Sustainability Strategy are incorporated into the annual Operational Plan, reviewed quarterly by the Sustainability Advisory Committee and reported on in the Annual Report. **Figure 2** illustrates the relationship between the CSP, Sustainability Strategy, Operational Plan and Annual Report.

Community Sustainability Advisory Committee
Terms of Reference
Revision 3: 27 August 2020



Figure 2: Singleton Integrated Planning and Reporting Framework



Community Sustainability Advisory Committee
Terms of Reference
Revision 5: March 2025



Terms of Reference Community Sustainability Advisory Committee

1. Establishment

The Singleton Sustainability Advisory Committee was established to guide the long-term sustainability of Singleton beyond mining in partnership with community stakeholders.

2. Authority

The principles of sustainability and integration of these principles are embedded in the *NSW Local Government Act (1993)*. Councils, and therefore this committee, are required to properly consider the following provisions in decision making and management. Section 8(2)(d) requires Councils, Councillors and Council employees to consider the principles of ecologically sustainable development in carrying out their responsibilities.

3. Functions and Responsibilities

This committee's functions are to:

- Enable the Council to demonstrate civic leadership by promoting actions that enhance the community's quality of life and sustainability;
- Provide input and give due consideration to issues and risks likely to impact on the future sustainability of Singleton having regard to the 17 Sustainable Development Goals;
- Provide advice during the review of Council's strategies, policies and plans to enhance the achievement of sustainable outcomes for the community;
- Consider priorities for inclusion in the Council's Community Strategy, Delivery Plan and Operation Plan which promote sustainability;
- Support raising Council and community awareness about long term sustainability through education and knowledge-based resources;
- Promote engagement with, and foster participation by, the community in the development and implementation of sustainability initiatives which minimise our ecological footprint;
- Provide a local reference point for liaison with and between stakeholders and service providers consulting and working in the community to promote sustainability;
- Act as a reference group during development of the Singleton Sustainability Strategy and any future community sustainability strategies and/or action plans, and
- Support, monitor and evaluate the implementation of the Sustainability Strategy through review of a quarterly summary progress report on activities in the overall Strategy, with Action, Progress, Beneficial Outcomes, Completion and Comments.

4. Referral of Matters

Community Sustainability Advisory Committee
Terms of Reference
Revision 5: March 2025



- All Committee minutes will be reported to Council for information and noting as well as for the adoption of any recommendations that are outside of the Committee's delegation (if any).

5. Membership and length of term

The Committee will consist of:

- At least two (2) Councillors with one being the Chair
- 1 x representative of a state government agency able to coordinate input from state agencies
- 2 x representative of the local aboriginal community.
- 2 x persons with relevant experience in sustainability.
- 2 x members of the local community with a demonstrated interest in sustainability and experience in community engagement.
- Manager Development and Environmental Services
- Coordinator Environmental Services.

6. Chairperson

- Council shall appoint one of the Councillor representatives as Chairperson at the meeting when Councillor representatives are determined.
- In the event of the Chairperson's absence another Councillor representative will act as Chairperson.
- The Chairperson shall preside at all meetings and shall ensure that all decisions of the Committee are implemented.

7. Length of Term

All Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election. At the commencement of the Council term all positions will be declared vacant.

8. Vacancies

Council will undertake an Expression of Interest process.

9. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Councils Advisory Committee Policy.
- Meetings may be held in person or virtually, at the discretion of the Chair.
- The Committee will meet at least quarterly.
- The Committee shall regulate the time and place of its meetings.
- All decisions and recommendations to Council shall be agreed by the Committee, preferably by consensus, or by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

Community Sustainability Advisory Committee
Terms of Reference
Revision 5: March 2025



- Voting members include:
 - At least two (2) Councillors with one being the Chair
 - 1 x representative of a state government agency able to coordinate input from state agencies
 - 2 x representative of the local aboriginal community.
 - 2 x persons with relevant experience in sustainability.
 - 2 x members of the local community with a demonstrated interest in sustainability and experience in community engagement.
 - Manager Development and Environmental Services
 - Coordinator Environmental Services.

10. Conflicts of Interest

- Members shall observe the provisions of the *Local Government Act, 1993* and Council's Code of Conduct in relation to declaring conflicts of interest for business placed before the Committee.
- The agenda will have a standing item for conflicts of interest.
- All conflicts of interest are to be declared to the Chairperson either prior to or at the commencement of the meeting.
- All conflicts of interest and any action taken will be recorded in the minutes.

11. Quorum

- A quorum will consist of a majority of current voting members.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

12. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
 - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
 - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
 - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a

Community Sustainability Advisory Committee
Terms of Reference
Revision 5: March 2025



Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

13. Meetings

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

14. Observers and Visitors

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

15. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Advisory Committee Policy.
- All meeting documents are to be recorded on the relevant Content Manager container.
- Council staff will arrange for all Committee Minutes will be reported to Council for adoption or for information.
- Council staff will make all necessary meeting arrangements.

16. Access to Information and Advice from the Committee

- Committee members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Committee.
- The Committee may call for reports from the General Manager or their delegate on matters contained within the Committee functions.
- The Committee shall be bound to maintain the confidentiality of information submitted to it, where such information is noted as being confidential.
- Any legal matter or advice that is considered by the Committee is to be dealt with in a manner that ensures the protection of legal privilege.

Community Sustainability Advisory Committee
Terms of Reference
Revision 5: March 2025



17. Evaluation and Review

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

18. Document History

Date	Version	Responsible Officer	Changes
25/2/2025	5	M Crawford	Updated to reflect feedback and Terms of Reference Template

DI&P21/25. Offer to enter into a Voluntary Planning Agreement - Terrain Solar **FILE: 25/00308**

Author: Principal Development Contributions Officer
Development & Environment

Executive Summary

The purpose of this report is to advise Council that a report has been prepared for Council's consideration in Closed Council on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

RECOMMENDED that the report on Offer to enter into a Voluntary Planning Agreement with Terrain Solar be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(d) of the *Local Government Act, 1993* on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

Attachments

There are no attachments for this report.

**GM21/25. Minutes - Singleton Legacy Fund Governance Panel
and Fund Progress Report - March 2025**
Author: Executive Assistant

FILE:
22/00153/001

Executive Summary

The Singleton Legacy Fund Governance Panel held a meeting on Wednesday 26 March 2025. The minutes of the meeting are shown as **Attachment 1**.

The March Progress Report for each of the following 4 components of The Singleton Legacy Fund are also attached for Council's information:

- Singleton Community and Economic Development Fund (**Attachment 2**)
- Commercial Property Fund (**Attachment 3**)
- Infrastructure Management Fund (**Attachment 4**)
- Roads Fund (**Attachment 5**)
- Roads Fund Attachment (2025/2026 Proposed Draft Capital Works Program) (**Attachment 6**)

FOR INFORMATION

Attachments

- AT-1** [↓](#) Minutes - Singleton Legacy Fund Meeting - 26 March 2025
AT-2 [↓](#) CEDF Legacy Fund - Governance Report March 2025
AT-3 [↓](#) Legacy Fund - Quarterly Governance Report Commercial Property Mar 2025
AT-4 [↓](#) Legacy Fund - Annual Fund Progress Report - Infrastructure Management Fund Update - March 2025
AT-5 [↓](#) Legacy Fund - Annual Fund Progress Report - Singleton Roads Fund Update - March 2025
AT-6 [↓](#) Roads Advisory Committee - Updated Draft Capital Works Program - 2025-26

**MINUTES
SINGLETON LEGACY FUND
1:30PM WEDNESDAY 26 MARCH 2025**



Present	Sue Moore, Mayor (Chair) Sue George (Deputy Mayor) Justin Fitzpatrick-Barr (General Manager) Dwight Graham Director (Director Corporate & Commercial Services) Damian Morris (Acting Infrastructure & Planning Services)
In Attendance	Sam Calleja (Executive Assistant)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Melinda Curtis (Executive Manager)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- **MOVED** Sue George **SECONDED** Dwight Graham The minutes of the Singleton Legacy Fund meeting held on Thursday 19 December 2024, were confirmed.

CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

**1.1 Singleton Community and Economic Development
Fund Update - March 2025**

FILE:22/00153/001

The Singleton Community and Economic Development Fund update for March 2025 was circulated with the agenda.

NOTED

2.2 Commercial Property Fund Update - March 2025 FILE:22/00153/001

The Commercial Property Fund Quarterly update for March 2025 was circulated with the agenda.

NOTED

**MINUTES
SINGLETON LEGACY FUND
10AM THURSDAY 27 MARCH 2025**



**3.3 Singleton Infrastructure Management Fund Update -
March 2025 FILE:22/00153/001**

The Singleton Infrastructure Management Fund update for March 2025 was circulated with the agenda.

NOTED

4.4 Singleton Roads Fund Update - March 2025 FILE:22/00153/001

The Singleton Roads Fund update for March 2025 as well as the proposed draft Capital Works Program for 2025/2026 as presented to the Roads Advisory Committee on 5 December 2024 was circulated with the agenda.

ACTION: Damian Morris to circulate Draft Capital Works Program for 2025/2026 to the committee.

NOTED

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
SLF25-01	26 March 2025	Circulate Draft Capital Works Program for 2025/2026 to the committee.	Damian Morris	30 April 2025

8 Next Meeting

- Thursday, 19 June 2025, 11AM

The meeting closed at 1:54PM.

Sue Moore, Mayor (Chair)
Chair



ANNUAL FUND PROGRESS REPORT

Singleton Community and Economic Development Fund Update

December 2024

EXECUTIVE SUMMARY

As per the Singleton Community and Economic Development Fund Plan of Management, the purpose of this report is to provide the Legacy Fund Governance Panel a report on the annual achievements of the fund including:

- Meetings held
- Outcomes achieved
- Expenditure of funds
- Balance of funds
- Key success indicators for the Singleton Community and Economic Development Fund.

MEETING HELD

The Singleton Community and Economic Development Fund – Joint Management Board (CEDF-JMB) was established in June 2021 following the signing and execution of the Singleton Community and Economic Development Fund Deed in December 2020.

The below table provides an overview of the CEDF-JMB meetings held since establishment:

17 August 2021	Yes
30 November 2021	Yes
22 March 2022	Yes
21 June 2022	Yes
13 October 2022	No
30 October 2022	Yes
15 December	Yes
6 April 2023	Yes
29 June 2023	Yes
25 October 2023	Yes
7 December	Yes
10 April 2024	Yes
19 June 2024	Yes
17 December	Yes
25 February	Yes

The Singleton CEDF is made up of five Voluntary Planning Agreements consisting of:

- | | |
|---------------------------------|----------------|
| • Mount Thorley Warkworth (MTW) | \$4.4million |
| • Mt Owen | \$618,000 |
| • United Collieries | \$1.325million |
| • Bloomfield | \$432,000 |
| • Bulga | \$1.130million |

It is important to note that the MTW VPA was entered into prior to the establishment of the CEDF. As such, the money paid to Council from the MTW VPA is untied, thereby allowing Council to use the funds, outside of the requirements of the CEDF Deed.

OUTCOMES ACHIEVED

The following outcomes have been achieved by the CEDF-JMB:

- Establishment of CEDF grant funding and assessment criteria
- CEDF communication brand and marketing assets, including website page and engagement assets
- Development of three-year grant funding program and principles
- Three successful community grant rounds have allocated \$1,515,187.
- Council funded a range of initiatives from the MTW component including:
 - Bicentenary celebrations and events officer
 - Strategic Storytelling project and implementation
 - Arts + Culture Specialist (12 months)
 - Economic impacts of COVID analysis
 - Community Support Program and rates rebate during COVID
 - Destination of Choice Project
 - Sustainability metric development
 - Aboriginal and cultural events
- Development of Reporting Power BI Dashboard for the fund

EXPENDITURE OF FUNDS AND BALANCE

Since the inception of the Singleton Community and Economic Development Fund, a total sum of \$2,000,000 has been available for eligible projects, and to date, including the most recent fourth round of funding, a total of \$1,393,361 has been endorsed by the CEDF-JMB and approved by Council

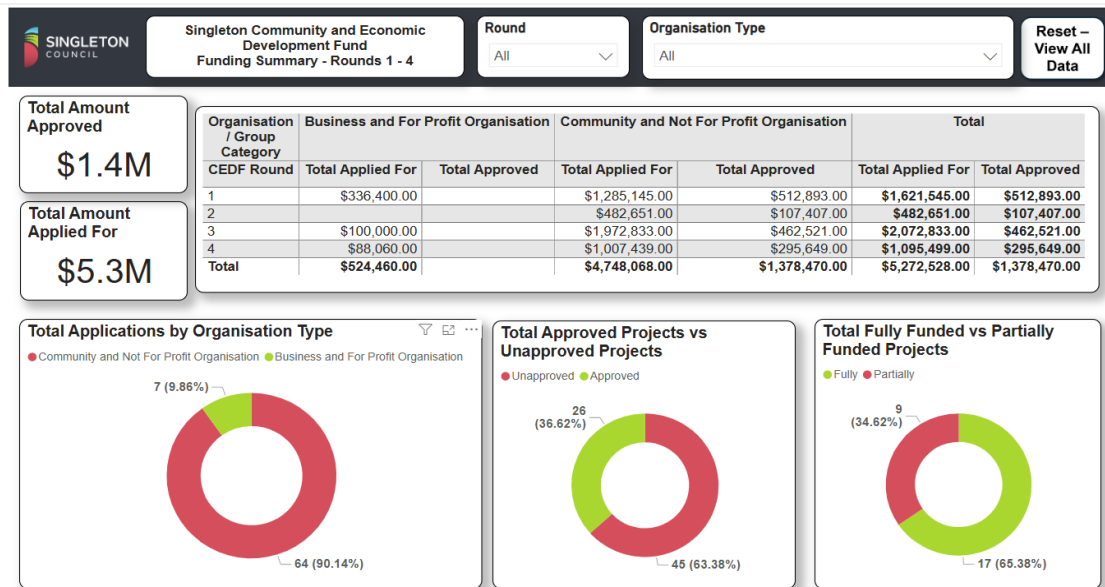
Table 1 provides, an overview of the status of each of the Voluntary Planning Agreement (VPA) funding contributions and expenditure against the Singleton Community Economic Development Fund as at 17 February 2025. Please note that finance is now allocating interest to each of the relevant VPA's within the CEDF, whereas previously all interest was allocated to the MTW component.

KEY SUCCESS INDICATORS FOR THE SINGLETON COMMUNITY ECONOMIC DEVELOPMENT FUND.

VPA Title	Amount Committed	Amount Paid	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
United Collieries - Dec 2020	\$ 1,325,253	\$ 1,325,253	\$ 169,672	\$ 1,155,581
Interest United Collieries		\$ 84,344	\$ Nil	\$ 84,344
Bloomfield	\$ 432,000	\$ 432,000	\$ 102,774	\$ 329,226
Interest Bloomfield		\$ 23,965	\$ Nil	\$ 23,965
Mt Owen Variation - 2021	\$ 1,150,000	\$ 694,000	\$ 137,549	\$ 556,451
Interest Mt Owen		\$ 40,439	\$ Nil	\$ 40,439
Bulga Continued Operations	\$ 1,130,000	\$ 1,130,000	\$ 158,647	\$ 971,353
Interest Bulga		\$ 70,897	\$ Nil	\$ 70,897
	\$ 8,458,022	\$ 8,188,566	\$ 1,816,156	\$ 6,372,410

Please note the recently approved funding for Round Four of \$295,650 is yet to be paid, so the overall balance will reduce once agreements are executed, and payments made.

Over the four grant rounds for the Singleton Community and Economic Development Fund, 71 applications were received with a combined value of \$5.3 million demonstrating the perceived value by the Singleton Community. The CEDF- JMB has approved 26 projects and programs with a combined value of \$1.4million.



Additionally, Council has been able to support a range of important projects through funding from the Mount Thorley Warkworth VPA, during unprecedented times, such as recovery from the 2019 bushfires and COVID. Additionally, a number of key strategic council projects have been able to progress for the betterment of the community, such as the Strategic Storytelling project, resulting in the development of the Super Easy Singleton brand and sustainability metrics reporting initiative.



QUARTERLY FUND PROGRESS REPORT

Commercial Property Fund Update

EXECUTIVE SUMMARY

As per the Commercial Property Fund plan of management, the purpose of this report is to provide the Legacy Fund Governance Committee a report on the quarterly achievements of the fund including:

- Meetings held
- Outcomes achieved
- Expenditure of funds
- Balance of funds
- Key success indicators for the Commercial Property Fund.

MEETING HELD

Since the last Legacy Funds meeting (19 Dec 2024) the Property Advisory Panel (PAP) has held one meeting:

Date of meeting	Quorum meet
12 February 2025	Yes

OUTCOMES ACHIEVED

At its meeting on 12 February 2025, the PAP received updates on:

- Council’s Bridgman Ridge Estate, stages 9-14 development. The development application (DA) for this proposed 88 lot subdivision on Pioneer Road, was submitted on 16 September 2024.
- The state of the bare residential lot market in Singleton.
- Council staff’s ongoing discussions on affordable housing options:
 - At Landcom’s (NSW Govt) request, staff have commissioned a contamination assessment on 189 John St, to determine the suitability of the site for possible future affordable/social housing and the cost of any remediation.
 - Homes NSW have expressed interest in entering a memorandum of understanding (MOU) to assist in seeking NSW Govt funding for the intersection of Bridgman road and the New England Highway, and to give Homes NSW the first right of refusal on purchasing the proposed Bridgman Ridge Estate, stages 9-14. This MOU is currently under legal review.

The PAP also considered the following:

- The possibility of selling some land.
- Council only received one unsatisfactory offer for the two lots on the corner of Bridgman Road and Gardner Circuit and is currently exploring options.

EXPENDITURE OF FUNDS

Income into this fund is largely from property sales and a small amount of lease income. Income from 1 July 2024 to 28 February is \$1,437k, coming from:

- The Mount Thorley Estate sales and
- Council's share of the sale of a lot in stage 8 of the joint venture of Bridgman Ridge Estate
- Rental income and
- Interest earned on the balance.

Expenditure of \$356k includes:

- Annual rates (\$109k) for all Property portfolio properties
- Development contributions for lots in stages 8 and 6 of the joint venture of Bridgman Ridge Estate (\$74k)
- Costs associated with the development of the DA for Bridgman Ridge Estate, stages 9-14 development (\$146k) and
- Other miscellaneous costs.

BALANCE OF FUNDS

The balance in the Property Reserve as at 28 February 2025 is \$1,895k.

KEY SUCCESS INDICATORS FOR THE COMMERCIAL PROPERTY FUND.

Success factors for the fund are:

1. Return on funds employed. As Council has no commercial property at this point the only return is the returns on Council's general investments. This return is 4.68% annualised, for the 8 months ended 28 February 2025.
2. Sale of Council lots. Where Council staff believe it is appropriate to sell land, then it will propose this to the PAP and Council. Sales this Financial year (to 28 Feb 2025) include:
 - a. Six lots at Mount Thorley industrial estate
 - b. The sale of one lot in stage 8 of the joint venture of Bridgman Ridge Estate.



ANNUAL FUND PROGRESS REPORT

Singleton Infrastructure Management Fund Update

March 2025



EXECUTIVE SUMMARY

As per the Singleton Infrastructure Management Fund (IMF) Plan of Management, the purpose of this report is to provide the Legacy Fund Governance Committee with a report on the year to date achievements of the fund at the end of Q2 2024/2025 financial year including:

- Annual Capital Works funded through the IMF;
- Outcomes achieved;
- Expenditure of funds;
- Balance of funds; and
- Key success indicators for the IMF.

PURPOSE OF THE FUND

The IMF has been established to ensure the future financial sustainability of Council's asset management processes and programs. The IMF is supported by an Independent Pricing and Regulatory Tribunal (IPART) decision on 17 May 2016 to approve a Special Rate Variation (SRV) for Council.

The SRV was endorsed on the grounds of it being a mechanism to provide critical funds to address Council's identified infrastructure renewal backlog.

It is noted that Council is no longer required to report the SRV funds separately in the financial statements, as the SRV time period has lapsed. Regardless, the Plan of Management for the IMF states that:

The SRV was endorsed on the grounds of it being a mechanism to provide critical funds to tackle Council's identified infrastructure renewal backlog. The infrastructure works funded by the SRV each year are detailed in Council's Annual Report.

The SRV that was approved by IPART in 2016 resulted in an increase in Council's annual general income of 39.80% over four years, commencing 2016/2017. This SRV increase remains in Council's general income base permanently.

Funds from the IMF will be allocated in accordance with Council's annual works programs as detailed in Council's Asset Management Plans for the various infrastructure classes: roads, transportation, drainage, buildings and open space & reserves.

MEETINGS HELD

As part of the annual Operational Budget process, the Infrastructure Team develops an appropriate Capital Works Program in the second quarter of each financial year. A series of interactive meetings are then held between Council's Infrastructure and Planning Services directorate and Corporate & Commercial Services directorate in the third quarter of the corresponding year to agree on SRV funding requirements to support the proposed Capital Works Program for the forthcoming financial year.

The draft Operational Budget, including the proposed Capital Works Program, is then reported to Council for consideration each year.

The expenditure and outcomes achieved through the utilisation of the IMF Funds, along with key success indicators, has been reported through Council's Annual Report and Annual Financial Statements. As noted above, Council is no longer required to report on this in the Annual Report past the 2023 Financial Year.

OUTCOMES ACHIEVED

The outcomes achieved through utilisation of the IMF each year, since 2016, are demonstrated through the IMF-funded projects listed in Council's Annual Report. The corresponding key asset management ratio relating to infrastructure backlog, which is reported in the Annual Financial Statements, provides an overview of the success of the IMF.

EXPENDITURE OF FUNDS

Because the SRV is no longer reported separately in the financial statements, funds use to support the Infrastructure Management Fund are consolidated into the General Fund. From 2024/2025 reporting period, infrastructure projects funded in this way will be reported as General Fund programs for this report. The infrastructure works funded in this way in the 2024/2025 financial year is provided in **Table 1** below.

Table 1: Works funded in 2024/2025 by the IMF

Program	Project	Budget Allocation	General Fund Actuals
Buildings	Various	\$2,626,547	\$359,000
	<i>Sub-total</i>	\$2,626,547	\$359,000
Local Road Program	Resealing Rural Roads Program	\$800,000	\$400,000
	Resheeting Gravel Roads Program	\$300,971	\$300,971
	Resealing Urban Roads Program	\$273,133	\$173,133
	Cranky Corner South Road	\$40,279	\$40,279 ¹
	<i>Sub-total</i>	\$1,414,383	\$914,383
Open Space and Reserve	Howe Park Tennis Court Upgrade	\$1,252,000	\$122,000
Open Space and Reserve	Wilf Allan Walk Erosion	\$914,424	\$15,924
	<i>Sub-total</i>	\$2,166,424	\$137,924
Design Program	Various	\$400,000	\$200,000

¹ Carryover 2024/2025

Program	Project	Budget Allocation	General Fund Actuals
Causeway and Bridge Rehabilitation	Pullmyhei Bridge	\$13,660	\$13,660 ¹
Drainage	GPT drying pad construction	\$228,000	\$228,000
	<i>Sub-total</i>	<i>\$641,660</i>	<i>\$441,660</i>
		\$6,849,014	\$1,852,967

BALANCE OF FUNDS

The IMF is not reported as an Internal Allocation in Council's Annual Financial Statements as the current balance of the IMF, as of February 2025, is zero. This is because, historically, all the SRV funds received each year since the IPART decision in 2016 have been allocated to Infrastructure renewal projects that tackle the identified infrastructure backlog. With the SRV funds consolidated into the General Fund, this will continue to be the case.

KEY SUCCESS INDICATORS FOR THE IMF

The key success indicators for the IMF are best shown through the asset management ratios that are reported in Council's Annual Financial Statements.

As noted above the SRV was endorsed on the grounds of it being a mechanism to provide critical funds to tackle Council's identified infrastructure renewal backlog. The following Table (**Table 2**) provides a summary of the infrastructure backlog ratio for Council's infrastructure assets, including road assets. This key asset management ratio result directly links to the utilisation of SRV funds between the period from end of June 2016 to end of June 2024.

Table 2 - Reported infrastructure renewal backlog ratio 2015/16 to 2023/24

	\$'000								
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Estimated cost to bring assets to a satisfactory standard	15,140	16,079	20,087	30,100	20,096	14,177	18,237	30,473	36,599
Net carrying amount of infrastructure assets	592,938	748,305	816,710	810,944	836,453	876,105	956,286	1,014,593	1,091,047
Infrastructure Backlog Ratio ¹	2.55%	2.14%	2.46%	3.71%	2.40%	1.62%	1.91%	3.00%	3.35%

Note 1: Benchmark (target) infrastructure backlog ratio is <2%



ANNUAL FUND PROGRESS REPORT

Singleton Roads Fund Update

March 2025



EXECUTIVE SUMMARY

As per the Singleton Roads Fund (RF) Plan of Management, the purpose of this report is to provide the Legacy Fund Governance Committee with a report on the year to date achievements of the fund at the end of Q2 2024/2025 financial year including:

- Outcomes achieved;
- Expenditure of funds;
- Balance of funds; and
- Key success indicators for the RF.

PURPOSE OF THE FUND

The RF has been established to ensure the proceeds from the closure and sale of public roads will be managed in a manner that is consistent with the *NSW Roads Act, 1993*.

The RF will assist in securing the long-term financial sustainability of Council.

MEETING(S) HELD

As per the RF Plan of Management, Council's Infrastructure Team meets in the second quarter of each financial year to develop a draft Roads and Bridges Capital Works Program (Program) for the approaching financial year. This draft Program is subsequently reported to Council's Roads Advisory Committee (RAC) for endorsement.

The Minutes of the RAC are then presented to Council, along with the RAC recommendation relating to the draft Program.

The draft Roads and Bridges Capital Works Program was reported to the Roads Advisory Committee on 5th December 2024. The Roads Advisory Committee endorsed support for the proposed draft Roads Capital Works Program (2025/2026) and that a further report be provided to the next Roads Advisory Committee Meeting scheduled for March 2025 to provide the final draft Capital Works Program for 2025/2026.

The Program then forms part of the draft Operational Budget for the upcoming financial year.

2024/2025 Financial Year

A copy of the adopted 2024/2025 Program is provided below as **Table 1**. The total budgeted expenditure is \$8,830,852.

Table 1: 2024/2025 Local Roads, Regional Roads and Bridge and Causeway Capital Works Program

Location	Description	New/Renew	Budget
Local Roads			
Cranky Corner South	Road Rehabilitation	R	\$500,000
Box Gap Road	Road Rehabilitation	R	\$250,000
Broke Road	Road Upgrade	R	\$415,000
Glendon Rd	Road Upgrade	R	\$395,000
Various Locations	Road Rehabilitation - Emergency Works	R	\$250,000
Various Locations	Cul-de-Sac Renewals	R	\$80,000
Various Locations	Low Maintenance Road Resheeting program	R	\$316,819
Various Locations	Sealing Unsealed Roads - Priority Assessment List	N	\$250,000
Putty Valley Road	Sealing Unsealed Roads	N	\$2,000,000
Welshs Road	Sealing Unsealed Roads	N	\$386,000
Various Locations	Replacement of Damaged Sections of K&G	R	\$80,000
Various Locations	Gravel Resheeting Program	R	\$384,000.00
Various Locations	Rural and Urban Road Resealing Program	R	\$725,000.00
<i>Local Roads Subtotal</i>			\$6,031,819
Regional Roads			
Elderslie Road	Road Rehabilitation	R	\$564,233
Various Locations	Road Resealing Program	R	\$345,000
<i>Regional Roads Subtotal</i>			\$909,233
Causeway & Bridge			
Pullmyhei Bridge	Batter Stabilisation	R	\$200,000
Dyrring Road	Bridge Replacement	R	\$400,000
Charlton Road	Culvert Upgrade	R	\$35,000
Milbrodale Road	Guardrail Renewal	R	\$40,000
Carrowbrok Road	Causeway Renewal	R	\$250,000
Goorangoola Road	Causeway and Road Upgrade	R	\$664,800
Brunners Bridge	Bridge Replacement	N	\$300,000
<i>Causeway & Bridge Subtotal</i>			\$1,889,800
<i>Total</i>			\$8,830,852

The proposed Program is funded through various sources including the Financial Assistance Grant (FAG), TfNSW Block Grants and Repair Program funding, Special Rate Variation (SRV) funding, Roads to Recovery funding and where applicable Section 7.11 Contributions, along with funding through the RF.

2025/2026 Financial Year

The draft Program for the 2025/2026 financial year was provided to the RAC on 5th December 2024 for endorsement as part of the Annual Budget process.

A copy of the draft 2025/2026 Program is provided at **Attachment 2**. The draft total budgeted expenditure is \$15,295,742.

The proposed Program is funded through various sources including the Financial Assistance Grant (FAG), TfNSW Block Grants and Repair Program funding, Roads to Recovery funding and where applicable Section 7.11 Contributions, along with funding through the RF.

OUTCOMES ACHIEVED

Year to date, approximately **32%** of the adopted 2024/2025 Program has been delivered or is in progress, with the successful commencement of major bridges and causeways (significant budget items). 85% of all programs are on track to be completed by the end of the financial year.

EXPENDITURE OF FUNDS

Council's expenditure against budget during 2024/25 financial year is summarised in **Table 2** below.

Table 2: Roads, Bridge and Causeway Capital Expenditure Against Budget for 2024/25

Program	As at 31 December 2024	
	Budget	Actuals
Local Road Program	6,869,602	2,151,946
Regional Roads Program	700,000	339,876
Causeway & Bridge Rehabilitation	10,230,684	556,924
Natural Disaster Recovery	5,700,482	784,491

BALANCE OF FUNDS

The RF balance at 30 June 2024, as reported in the Annual Financial Statements is summarised below in **Table 3**.

Table 3: RF balance at 30 June for 2021/22 to 2024/25

Financial Year	2021/22	2022/23	2023/24	2024/2025 (YTD) ²
RF Balance	\$22,431,664.31	\$18,420,744.07	\$22,985,000 ¹	\$24,033,481.45

Note 1: As per the final Annual Financial Statements for year ended 30 June 2024

Note 2: as at 31 December 2024

The movement in the RF balance between June 2022 and June 2024 is primarily due to Council accounting for several unforeseen and grant funded projects and activities in the 2022/23 and 2023/24 financial years, with corresponding funds received or expected to be received by Council in the 2023/24 and 2024/25 financial years.

KEY SUCCESS INDICATORS FOR THE ROADS FUND

Approximately 86.5% of the adopted 2023/24 Program was delivered in the 2023/24 financial year, noting that several adjustments were made to Council's Overall Capital Works Program throughout the year because of significant additional grant funding and ongoing works because of the July 2022 Flood Disaster.

The RF provided Council with a source of funds to support the undertaking of several road related projects during the 2022/23 and 2023/24 financial years, with the RF being reimbursed once the corresponding funds were received or expected to be received by Council in the 2023/24 and 2024/25 financial years.

Class	Budget Program	Location-General	Location-Specifics	Estimate	2025	General Fund	Loan Funded	TNSW BLOCK - Roads	TNSW BLOCK - Supplementary	FAG	WSR interest	Roads to Recovery (R2R)	Other Grant	Unfunded
ROADS		Design		\$ 400,000	\$ 400,000	\$ 400,000								
Local Rd														
	Rural	Fernhill Rd	Rehab and widen 500m section from Dalwood Road	\$ 400,000	\$ 400,000							\$ 400,000		
		Goorangoola Road	Ch8.09 to 8.31km (south of Double Crossing)	\$ 200,000	\$ 800,000							\$ 800,000		
		Goorangoola Road	Ch8.48 to 9.61km (start 0.1km north of Double Crossing)	\$ 600,000										
	Sealing Unsealed	Putty Valley Road	Section prior to Gibbs Bridge - Colas Trial	\$ 350,000	\$ -									\$ 350,000
		Low Maintained Roads		\$ 300,000	\$ 250,000	\$ 250,000								
		Rural Reseal		\$ 1,000,000	\$ 920,000	\$ 920,000								
		Gravel Resheeting		\$ 350,000	\$ 320,000	\$ 320,000								
	Urban	Pioneer Road	Half Road and Major Culvert	\$ 2,000,000	\$ -									\$ 2,000,000
		Bridgman Road	Bridgman to Blaxland Upgrade	\$ 14,000,000	\$ -									\$ 14,000,000
		Gardiner Circuit	Nicholas Conolly Dr to Nowlan Park - 470m	\$ 1,000,000	\$ -									
		Urban Reseal		\$ 350,000	\$ 250,000	\$ 250,000								\$ 1,000,000
		Kerb and Gutter	Various locations	\$ 150,000	\$ 150,000	\$ 150,000								
	Roads	Emergency Fund		\$ 250,000	\$ 200,000	\$ 200,000								
Regional Rd		Regional Reseal		\$ 612,000	\$ 612,000			\$ 534,000	\$ 78,000					
Bridge		Combo Pedestrian Bridge		\$ 5,000,000	\$ 5,000,000								\$ 5,000,000	
		Brunners Bridge		\$ 2,663,000	\$ 2,663,000								\$ 2,663,000	
		Killfoyles Bridge		\$ 1,068,000	\$ 1,068,000								\$ 1,068,000	
		Goorangoola Creek Road	Replace timber with culvert	\$ 350,000	\$ 350,000						\$ 350,000			
		Goorangoola Creek Road	Replace timber with culvert	\$ 350,000	\$ 350,000						\$ 350,000			
Causeway														
		Myrallie Road	1.99km from Mirannie Road - 81CA2 - Culv (1x300 diam, 41m long)	\$ 350,000	\$ 350,000							\$ 350,000		
Culvert		Oakley Lane	Culvert upgrade - chainage TBC	\$ 300,000	\$ 300,000					\$ 300,000				
		Mirannie Road	0.325km from Gresford Rd - 54C1 - Spalling Renewal/Repairs and guardrail Renewal/Replacement	\$ 150,000	\$ 150,000	\$ 150,000								
			ROADS PROGRAM	\$ 32,193,000	\$ 14,133,000									
TRANSPORT														
		Footpath Glenridding to Putty Bridge	Redesign to meet access standards	\$ 300,000	\$ -									\$ 300,000
		Guardrail Replacements	Various locations	\$ 250,000	\$ -									\$ 250,000
		Grant Fund Contribution	Funds for pontential grant funds (Active Transport etc)	\$ 200,000	\$ 200,000	\$ 200,000								
			TRANSPORT PROGRAM	\$ 750,000	\$ 200,000									
DRAINAGE														
		Combo Lane	Drainage swale near school entry	\$ 60,000	\$ 60,000	\$ 22,936				\$ 37,064				
		Various Urban Roads	Pipe Relining	\$ 200,000	\$ 200,000	\$ 200,000								
		Church St	Drainage Upgrade - kerb and gutter	\$ 350,000	\$ 350,000					\$ 350,000				
		Kelso St	Drainage Upgrade - Stage 1	\$ 4,000,000	\$ -									\$ 4,000,000
			DRAINAGE PROGRAM	\$ 4,610,000	\$ 610,000									
			Total Roads Program	\$ 37,553,000	\$ 14,943,000	\$ 3,062,936	\$ -	\$ 534,000	\$ 78,000	\$ 687,064	\$ -	\$ 1,550,000	\$ 8,731,000	\$ 21,900,000

GM22/25. Minutes - Upper Hunter County Council - 6 March 2025 **FILE: 25/00006**
Author: Executive Assistant

Executive Summary

The Upper Hunter County Council held its meeting on 6 March 2025. The Minutes for the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - Upper Hunter County Council - 6/03/2025

MINUTES OF THE UPPER HUNTER COUNTY COUNCIL COMMITTEE MEETING HELD VIA TEAMS/THE MEETING ROOM, DONALD HORNE BUILDING, 140 BRIDGE STREET, MUSWELLBROOK ON THURSDAY 6 MARCH 2025 COMMENCING AT 4.00PM.

PRESENT: Cr M. Collison (Chair), Cr G. Fraser, Cr H. Jenkins (VC),
Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore (VC).

IN ATTENDANCE: Mr D Campbell (General Manager) and Mrs L. Ward (EA to Mayor & GM).

1. Acknowledgement of Country

The Acknowledgement of Country was read by Cr M. Collison

2. Applications for Attendance via Audio Visual Link

33 RESOLVED on the motion of Cr P. McGill and Cr G. Fraser that:

Authority be given for Cr S. Moore and Cr H. Jenkins to attend the Council Meeting via video link.

In Favour: Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore

Against: Nil

3. Apologies and Leave of Absence

Nil

4. Confirmation of Minutes of Previous Meeting

4.1. Confirmation of Minutes

34 RESOLVED on the motion of Cr G. McNeill and Cr G. Fraser that:

The Minutes of the Ordinary Meeting held on **27 November, 2024**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore

Against: Nil

5. Disclosure of any Pecuniary or Non-Pecuniary Interests

Nil

6. Chair Minute

Nil

7. Business

Nil



8. General Manager's Report

8.1. 2022-2026 Delivery Plan December 2024 Review

35 RESOLVED on the motion of Cr G. Fraser and Cr P. McGill that:
The Operational Plan review for the period ending 31 December, 2024 be ADOPTED.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

8.2. Draft Management Plans

36 RESOLVED on the motion of Cr D. Marshall and Cr S. Moore that:
The Draft 2025/2035 Business Activity Strategic Plan, Draft 2025/2029 Delivery Plan and Draft 2025/2026 Operational Plan be authorised for placement on public exhibition on 7 April 2025.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

8.3. Public Exhibition of Governance Documents

37 RESOLVED on the motion of Cr G. Fraser and Cr P. McGill that:
1. The Draft Payment of Expenses and the Provision of Facilities be placed on public exhibition for 28 days
2. The Draft Code of Meeting Practice be placed on public exhibition for 28 days.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil



8.4. Renewal of Policies and Codes

38 RESOLVED on the motion of Cr G. Fraser and Cr P. McGill that:

1. The Draft Investment Policy be ADOPTED
2. The Draft Code of Conduct be ADOPTED
3. The Draft Corporate Debit Card Policy be ADOPTED.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

8.5. Delegations

39 RESOLVED on the motion of Cr P. McGill and Cr D. Marshall that:

1. Pursuant to section 377 of the *Local Government Act 1993*, delegate to the position of General Manager the functions conferred or imposed on Council by or under the *Local Government Act 1993*, that are capable of being delegated to that position
2. Pursuant to section 375 of the *Biosecurity Act 2015*, delegate to the position of General Manager the functions conferred or imposed on Council as a local control authority by or under the *Biosecurity Act 2015*.
3. Delegate to the position of General Manager the functions conferred or imposed on Council by or under any other Act or law, that are capable of being delegated to that position.
4. Council's Delegation Register be noted.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

8.6. Investment Report

40 RESOLVED on the motion of Cr P. McGill and Cr D. Marshall that:

The investment report for 28 February 2025 be received and noted.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

**8.7. Internal Audit Function and Audit Charter**

- 41 RESOLVED on the motion of Cr P. McGill and Cr G. Fraser that:
Council authorises the General Manager to continue the process of developing a shared internal audit function with Castlereagh- Macquarie and Central Tablelands County Councils.
- In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore
- Against: Nil

8.8. General Manager's Report

- 42 RESOLVED on the motion of Cr P. McGill and Cr G. McNeill that:
The information contained in this report be noted.
- In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore
- Against: Nil

10. Bio-Security Officer's Report**10.1. Muswellbrook Bio-Security Officer's Report**

- 43 RESOLVED on the motion of Cr D. Marshall and Cr G. McNeill that:
The information contained in this report be noted.
- In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore
- Against: Nil

10.2. Singleton Bio-Security Officer's Report

- 44 RESOLVED on the motion of Cr G. Fraser and Cr P. McGill that:
The information contained in this report be noted.
- In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore
- Against: Nil

**10.3. Scone Bio-Security Officer's Report**

45 RESOLVED on the motion of Cr P. McGill and Cr G. Fraser that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

10.4. Merriwa Bio-Security Officer's Report

46 RESOLVED on the motion of Cr P. McGill and Cr G. McNeill that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

10.5. Inspection and Treatment Maps

47 RESOLVED on the motion of Cr G. Fraser and Cr G. McNeill that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill,
Cr D. Marshall and Cr S. Moore

Against: Nil

11. Questions Without Notice**11.1 Weed Education**

Cr G. McNeill raised concerns with weeds on private lands and inquired whether Council could investigate the provision of information to landowners?

Mr Campbell advised Council that information is provided for asset protection weed, such St. Johns Wort although this would be provided on an area by area basis to target weed issues in that location.

11.2 Wild Olives

Cr D. Marshall raised concerns with wild olive infestations.

Mr Campbell advised the Council that it is targeted along the roadside and is part of the weeds program.

**11.3 Monitoring of Mt Royal**

Cr S. Moore enquired whether Mt Royal was being monitored especially around dam areas?

Mr Campbell advised Council that Mt Royal was being patrolled and that further patrols could be undertaken.

12. Adjournment into Closed Council**13. Closed Council**

Nil

14. Resumption of Open Council**15. Closure**

The meeting was declared closed at 5:08pm.

THE MINUTES OF THE MEETING (PAGES 1 to 6) WERE CONFIRMED AT THE UPPER HUNTER COUNTY COUNCIL MEETING HELD ON 15 MAY, 2025 AND ARE A FULL AND ACCURATE RECORD OF PROCEEDINGS OF THE MEETING HELD ON THURSDAY 6 MARCH 2025.

.....
Mr D. Campbell
General Manager

.....
Cr M. Collison
Chairperson

GM23/25. IP+R - Operational Plan 2024/2025 - Six Month Update

Author: Integrated Planning & Reporting Specialist

FILE:
23/00559/001

Executive Summary

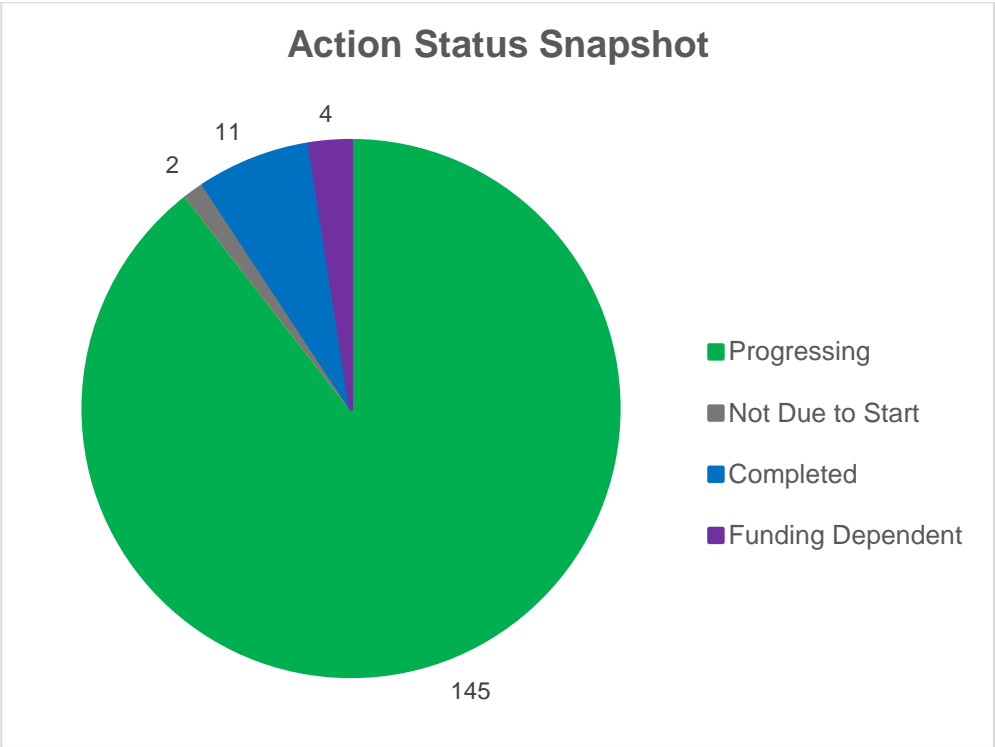
The purpose of this report is to provide Council and the community with a six-monthly status report on the 2024/2025 Operational Plan for the period 1 July 2024 to 31 December 2024.

FOR INFORMATION

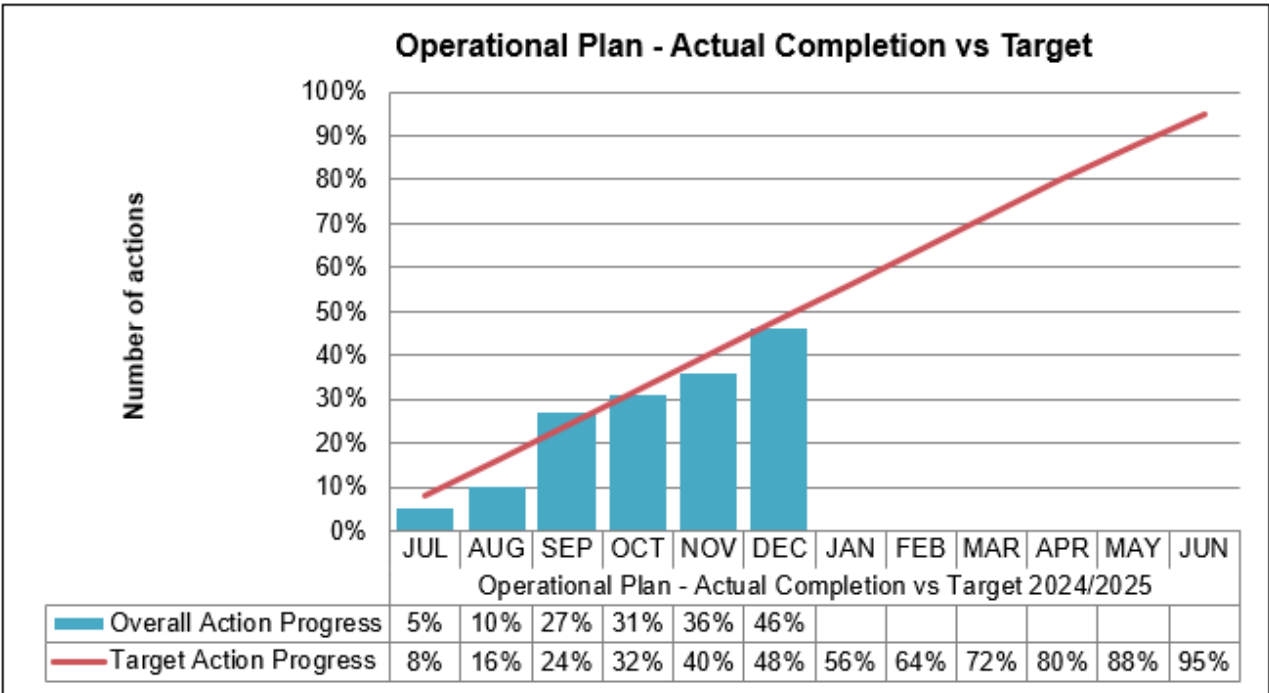
It is a requirement of the *Local Government Act, 1993* and the Integrated Planning and Reporting Framework that Council report progress made against actions in the Operational Plan 2024/2025 and the associated Delivery Program 2022-2026. Both documents support strategies included in the Singleton Community Strategic Plan 2022-2032 under the pillars of Our People, Our Places, Our Environment, Our Economy and Our Leadership.

The graphs below provide a snapshot of the progress of the 2024/2025 Operational Plan for the period 1 July 2024 to 31 December 2024. The full status report is shown at **Attachment 1**. Please note the status shown within these graphs and report reflects work completed up to 30 December 2024 only, which reflects 50% progress through the Operational Plan year.

2024/2025 Operational Plan Status



2024/2025 Operation Plan Action Progress against 95% completion target



The above graph demonstrates that Council is on track to meet the 95% Operational Plan action completion, sitting at 46% progress which is just short of the 48% target. We are continuing to see significant improvements in the tracking and progress reporting of actions primarily due to the use of Council’s PULSE software.

Attachments

AT-1 [↓](#) Operation Plan Status Report - July 2024 to December 2024
 - Council Report



Operational Plan status report

July 2024 – December 2024

Community Strategic Plan

Our People

Our community is creative, vibrant, inclusive, safe, healthy and sustainable. Our community is resilient, educated, inclusive, connected and engaged.

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

Develop and enhance community data for evidence based decision making

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.1.1	Conduct annual review of Singleton LGA social data and produce a report to inform community strategic planning activities.	Strategy & Engagement	Progressing	60%	Full end of year review undertaken of social database. Data has been utilised in a variety of internal and external grant applications.

Improve availability and accessibility of community services through implementation of the Singleton Community Development Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.2.1	Implement high priority 2024/2025 actions from the Singleton Community Development Strategy 2022-2026 and Singleton Disability Inclusion Action Plan 2022-2026	Strategy & Engagement	Progressing	50%	High priority actions have been implemented from the Singleton Community Development Strategy including: Singelton NAIDOC event held with approximately 2000 participants and cross collaboration of 62 diverse services, businesses and organisations. Contributed to the development of the Advocacy Agenda items based on actions identified in the Community Development Strategy. Seniors Week 2025 planning is underway with grant funding received to support the program of events and a working group established. High priority actions have been implemented from

Number	Action	Responsible Business Unit	Status	Progress	Comments
					the Singleton Disability Inclusion Action Plan including: Implementing the Access and Inclusion Program including development of a Practical Guide to Access and Inclusion Communication and holding the Singleton Survivor Challenge event that's purpose is to support access awareness within the broader community.

Deliver sustainable quality management of Youth Services, supporting young people to build their confidence and contribution to the community

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.3.1	Youth Services meet the needs of the community through visitation, online engagement and beneficial relationships with external support agencies	Community Services	Progressing	50%	Youth Services play a vital role in supporting our community by providing services and facilities that meet the diverse needs of young people at different stages of life. Through sustainable and quality management, Youth Services help young people build confidence and actively contribute to the community. Over the past year, the Youth Venue welcomed 8,868 visitors, engaged 8,096 people online, and strengthened partnerships with key external support agencies, ensuring meaningful connections and support for our youth.

Deliver sustainable management of Children's Services providing quality education and care of children

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.4.1	Children Services operate at or near capacity, meeting National Quality Framework and consistent with identified improvement priorities	Community Services	Progressing	50%	Children's Services provide high-quality education and care, fully meeting National Quality Framework standards while advancing key improvement priorities. Long Day Care operates at 91% occupancy, Out of School Hours services range from 62% Before School Care to 82% After School Care occupancy, and Vacation Care at 78%, all capped at 60 children to ensure quality staffing. The Mobile Preschool serves Mt Olive, Jerrys Plains, and Kirkton with 15% occupancy. Effective account

Number	Action	Responsible Business Unit	Status	Progress	Comments
					management supports minimal debt, ensuring sustainable operations and continued success.

Deliver sustainable quality management of Library Services to meet Living Learning Library NSW Standards

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.5.1	Library Services meet the needs of the community through visitation, loans and online engagement meeting Living Learning Library Standards	Community Services	Progressing	50%	Library Services continue to meet the diverse needs of the community, welcoming 36,138 visitors, facilitating 67,873 physical loans and 24,612 digital loans, and engaging in 34,675 online interactions. Meeting or exceeding 13 of 17 Living Learning Library NSW Standards, with plans to achieve the remaining targets, the library demonstrates its commitment to sustainable, high-quality services that support all stages of life.

Deliver sustainable management of Visitor Information Centre, implementing contemporary services to develop and grow visitor economy and maintain accreditation

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.1.6.1	Deliver high priority actions from 2024/2025 Tourism Improvement Project, ensuring Visitor Information Centre operates maintaining Destination NSW accreditation within budget	Community Services	Progressing	50%	The Visitor Information Centre remains a key driver of the visitor economy, welcoming 3,580 visitors this year and maintaining Destination NSW accreditation within budget. As part of the 2024/2025 Tourism Improvement Project, the Centre is focused on enhancing its impact through social media posts, newsletter development, regular content updates, and enhanced tourism database. The familiarisation program with tourism operators continues to strengthen partnerships, ensuring the Centre's role as a valuable resource for the community and visitors alike.

Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain**Deliver an inclusive Singleton Arts and Culture Strategy and supporting programs**

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.1.1	Deliver actions from the Arts and Culture Strategy 2020- 2030 for 2024/2025 period.	Strategy & Engagement	Progressing	50%	Actions from the Arts and Culture Strategy 2020–2030 are currently under review to align with the strategic work being undertaken. A dashboard has been developed to track completion and ensure timely delivery of actions over the 10-year strategy period. Currently, 45% of the action items in the Strategy have been completed. A strategic review is underway to ensure the Strategy remains relevant and responsive to today's needs and community expectations. This will help provide greater visibility and accountability for achieving the strategy's key objectives, ensuring meaningful outcomes for the Singleton community.
1.2.1.2	Provision of targeted programs in the Singleton Arts and Cultural Centre for all ages which educate, inspire and entertain	Strategy & Engagement	Progressing	50%	The Singleton Arts + Cultural Centre continues to offer programs that educate, inspire, and entertain audiences of all ages. The Centre's flexible exhibition spaces allow for dynamic and engaging experiences with each new exhibit. Regular activities such as artist talks, guided tours, and interactive events complement the exhibition program, fostering community engagement. As part of the ongoing strategic review, opportunities to further enhance and diversify these programs are being explored to align with the Centre's long-term goals.

Deliver quality library programs and resources that meet community needs

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.2.1	Deliver literacy, recreational and social programs and resources for all ages	Community Services	Progressing	50%	Year-to-date, the library has delivered 547 sessions with 9,466 participants, offering literacy, recreational, and social programs for all ages. These programs educate, inspire, and entertain, reflecting the library's commitment to delivering quality resources and fostering community engagement.

Deliver a diverse range of social, recreational and educational programs to encourage community participation

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.2.3.1	Facilitate and/or deliver a range of social, recreational and educational programs that encourage inclusive community participation	Community Services	Progressing	50%	Youth Services has delivered 386 diverse social, recreational, and educational programs, engaged 4,553 participants and fostered inclusive community participation. These programs, offered through drop-in sessions, term-based activities, special events, and targeted outreach, create meaningful opportunities for young people to connect socially, build valuable skills, and access support. By delivering services that educate, inspire, and entertain, Youth Services supports a welcoming and inclusive environment for all.

Promote, facilitate and provide services for public health, healthy living and lifestyles**Deliver programs that enhance community health and wellbeing**

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.3.1.1	Collaborate and support community groups for initiatives that promote good health and wellbeing including Singleton Interagency	Strategy & Engagement	Progressing	60%	Council has been supporting public health, healthy living and lifestyles opportunities through; Interagency newsletter distribution, Interagency meeting held in August and December 2024. Local Health Committee meeting attended providing opportunities for health service promotion and collaboration. Seniors' Health forum attended with the promotion of Council's Singleton Explore Wellbeing program, linking seniors into ways to stay connected and active in our community. Seniors Week program of event aimed at supporting healthy ageing, social connection and wellbeing.
1.3.1.2	Deliver 2024/2025 targeted intervention programs supporting children, young people, families and communities experiencing or at risk of vulnerability	Community Services	Progressing	50%	In 2024/2025, 155 targeted intervention sessions supported 4,001 participants, including children, young people, families, and communities at risk of vulnerability. These programs promoted public health and wellbeing by fostering inclusion, cohesion, and personal development, with a strong

Number	Action	Responsible Business Unit	Status	Progress	Comments
					focus on empowering Aboriginal communities and enhancing family safety and wellbeing.
1.3.1.3	Promote 'scores on door premises' program to both business and the community to facilitate good public health standards	Development & Environmental Services	Progressing	45%	Inspections of food businesses continuing and program promoted during inspections.
1.3.1.4	Conduct swimming pool compliance inspections according to inspection program	Development & Environmental Services	Progressing	50%	Identification of all pools/spas in initial suburbs for inspections commencing Jan 2025 complete. Introduction letter and brochure to be sent to owners, Owner-requested inspections and enquiries are expected to increase and are continuing.
1.3.1.5	Implement programs to improve: <ul style="list-style-type: none"> - parking near schools - illegal dumping - abandoned vehicle rates - littering - companion animal management 	Development & Environmental Services	Progressing	60%	These programs are currently progressing. Enforcement of parking in school zones is an ongoing program. Abandoned vehicles are monitored and managed through the abandoned vehicle program. The illegal dumping response is still ongoing. Council is logging all illegal dumping reports and investigations into RID Online. Companion Animal Management is a significant part of the Ranger role and is undertaken in accordance with the Companion Animal Management Plan. Littering is not considered to be a significant concern in the LGA at this stage and is being addressed as a result of the illegal dumping response.
1.3.1.6	Implement and promote content within the Sustainability Hub to drive relevant behavioral change interventions through principles of social inclusion, social normality, and intergenerational equity	Development & Environmental Services	Progressing	40%	Content is being promoted within the Sustainability Hub as opportunities arise and in accordance with the current Sustainability Engagement Plan.
1.3.1.7	Promote, support and facilitate public events which enhance environment and community health and wellbeing.	Development & Environmental Services	Progressing	40%	Events occurring per current schedule.

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

Deliver improved community services through advocacy and collaboration

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.4.1.1	Collaborate with government bodies, industry and other stakeholders to improve services that enhance economic prosperity, liveability and community wellbeing	Strategy & Engagement	Progressing	50%	Council has been working in collaboration with key stakeholder to improve services in the area of homeless service, housing, and youth services including but not limited to. Hunter Councils Community Development and Social Planning network, working together to develop a Hunter wide local government approach to homelessness and affordable housing. Working with Upper Hunter Homeless Service (UHHS) with the provision of housing to address the lack of available crisis accommodation in the Singleton LGA. Singleton Council has provided property to UHHS on a 12 month trial basis to support persons experiencing homelessness. Establishing the Youth networking meeting, that brings together services that work with local youth for collaboration opportunities.
1.4.1.2	Review and update Advocacy Agenda in line with Councils priorities	Strategy & Engagement	Progressing	65%	Draft reviewed and sent to design ahead of briefing to councillors.

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

Support and deliver programs and activities that celebrate and enhance Singleton's livability, wellbeing and prosperity

Number	Action	Responsible Business Unit	Status	Progress	Comments
1.5.1.1	Deliver two significant community events that promote inclusion, community participation, wellbeing		Progressing	70%	Christmas on John Street was a great success, with inclusive features such as sensory spaces, free activities, and accessible walkways receiving positive community feedback. Preparations are now underway for Twilight, our second major community event, which will take place at the Townhead Park Precinct on Saturday, 25 January 2025, from 6:00 pm to 9:30 pm. This year, Twilight

Number	Action	Responsible Business Unit	Status	Progress	Comments
					will celebrate the Australia Day theme, "We are all in this together," highlighting our diverse culture through activities such as basket weaving, Koorioke, sensory spaces, and fun experiences for the whole community.
1.5.1.2	Provide support to community groups and organisations when running community events that enhance Singleton's livability, wellbeing and prosperity		Progressing	50%	Council has provided extensive support to community groups and organisations through the event application process. This includes assisting dance groups, local schools, and local businesses in running events that enhance Singleton's livability, wellbeing, and prosperity. Examples include fun runs, local markets, school events, and community youth initiatives, showcasing the vibrancy and collaboration within our community.
1.5.1.3	Deliver an arts and culture program that promotes inclusion and celebrates diversity	Strategy & Engagement	Progressing	50%	The Singleton Arts + Cultural Centre remains committed to promoting diversity and inclusion through its exhibitions and events. The Centre ensures its programs are accessible and engaging for all community members, with the work of First Nations artists continuing to feature. The current strategic review of the Gallery will further embed diversity and inclusion as core principles in the development of the new Arts and Culture Centre Strategy.

Our Places

Our Places are sustainable, adaptable and inclusive. Our Places are vibrant, connected, innovative and safe.

Provide safe and well-maintained facilities, land and infrastructure

Plan and deliver maintenance programs for infrastructure assets

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.1.1	Implement levels of service for Open Space	Infrastructure Services	Progressing	50%	Open Space is being maintained in accordance with the levels of service

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.1.2	Implement levels of service for Local & Regional Roads and associated infrastructure	Infrastructure Services	Progressing	40%	Service levels for Local and Regional Roads and associated infrastructure are being implemented.
2.1.1.3	Undertake programmed infrastructure inspections for condition including critical assets	Infrastructure Services	Progressing	50%	Programmed inspections are being completed on time.

Plan, maintain and encourage usage of Council assets

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.2.1	Promote the services, capacity and utilisation of the Civic Centre.		Progressing	50%	The Civic Centre has been regularly and consistently booked by the public, particularly during our busiest period in Q2, hosting a range of events such as end-of-year functions, training days, concerts, and assemblies. Moving forward, Council Officers will prioritise the implementation of a Marketing Plan to further promote the Civic Centre's facilities and services, ensuring continued high utilisation and community engagement.
2.1.2.2	Identify opportunities to enhance the Civic Centre and surrounds including accessibility, aesthetics and digital upgrade		Progressing	50%	Council is reviewing previous audits of the Civic Centre to identify opportunities for enhancing accessibility, aesthetics, and digital services. A project plan to improve the Foyer through simple aesthetic changes is currently underway. Any upgrades or enhancements will be subject to the availability of budget and funding to support these projects.
2.1.2.3	Develop Public Arts Strategy for the Singleton LGA	Strategy & Engagement	Progressing	50%	The Public Art Policy is scheduled to be presented to Council for adoption at the February 2025 meeting. Following this, a comprehensive Public Arts Strategy will be developed, aligning with the strategic work currently underway at the Singleton Arts & Cultural Centre. This ensures a cohesive approach to public art across the Singleton LGA.

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.2.4	Increase utilisation of the Singleton Arts & Cultural Centre	Organisational Excellence	Progressing	50%	Council have commenced a strategic review of the Singleton Arts & Cultural Centre (SACC) to ensure it continues to operate effectively and delivers valuable services to the community. Following this, a detailed roadmap of initiatives, supported by a targeted Marketing Plan and revenue strategy, is being developed to enhance community engagement, increase usage, and maximise the Centre's potential.

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

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.3.1	Deliver 2024/2025 Infrastructure Capital Works in line with Capital Works Program	Infrastructure Services	Progressing	25%	Projects on track to be delivered as per the 2024/25 Capital Works Delivery Program.
2.1.3.2	Design future Capital Works Program in line with asset management plans	Infrastructure Services	Progressing	50%	Design for future Capital Works projects is in progress.

Design and construct a consolidated Council Operations Depot

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.4.1	Finalise design for consolidated operations depot **	Infrastructure Services	Progressing	20%	Concept design completed. Tender process underway, evaluation scheduled for February 2025.

Facilitate sports council committee to engage with sporting groups to improve sporting facilities.

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.5.1	Facilitate scheduled sports council committee meetings	Infrastructure Services	Progressing	50%	Sports Council meetings for 24/25 have been scheduled on a bimonthly basis and a meeting was held in December.

Develop strategies and plans for Recreation & Facilities to meet the needs of the community

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.6.1	Develop Strategic Plans, Plans of Management and Master Plans for Community Land	Infrastructure Services	Progressing	50%	The Jerrys Plains Plan of Management was adopted by Council at the December meeting. Final amendments requested by Crown Lands have been completed on the Broke Crown Lands Plan of Management and it will be resubmitted. The draft Generic Community Land Plan of Management has been received from the consultant and is being reviewed internally.

Provide safe, attractive and accessible facilities at Lake St Clair

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.7.1	Implement priority actions from the Lake St Clair Plan of Management	Infrastructure Services	Progressing	20%	Funding has been allocated to improve access to the amenities at Lake St Clair. The project scope has commenced.
2.1.7.2	Promote Lake St. Clair service offering in alignment with Singleton Tourism Strategy and Hunter Valley Destination Management Plan	Strategy & Engagement	Progressing	50%	Total day passes increased slightly in Q1, 2024 - 2025 compared to the same period last year however all other indicators are down including social media reach and overnight stays.

Respond efficiently and professionally to community maintenance enquiries relating to infrastructure services in accordance with levels of service

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.1.8.1	Attend to maintenance matters raised in customer request system within required timeframe.	Infrastructure Services	Progressing	50%	CRMS are being actioned and attended to as per Council's Levels of Service

Improve transport connectivity and support sustainable alternatives**Develop and Implement a Walking and Cycling Strategy**

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.2.1.1	Implement Walking and Cycling Strategy priority actions **	Infrastructure Services	Progressing	50%	The priority actions for the Walking and Cycling Strategy will be implemented in the second half of 24/25.

Develop and implement a Transport Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.2.2.1	Finalise Transport Strategy and Implement 2024/2025 priority actions	Infrastructure Services	Progressing	50%	The Traffic and Transportation Strategy will be finalized and the priority actions will be implemented in the second half of 2024/2025.

Increase options for transport in and around the local government area and region

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.2.3.1	Commence development of an EVCI Strategy	Development & Environmental Services	Progressing	35%	The Environmental Services team is currently drafting the relevant strategy.

Provide safe and reliable water and sewer services**Provide water and sewer services in accordance with Council's Water and Sewer Customer Service Plan**

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.1.1	Water and sewer related customer requests are actioned within levels of service	Water & Sewer	Progressing	25%	88.5% of water and sewer customer service requests were actioned within levels of service against a target of 95%. This includes completion of service requests relating to sewer chokes and overflows, water main breaks and leaking meters. Whilst below target, it should be noted that this is likely under representative of the actual performance and experience of customers due to internal data collection system issues.

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.1.2	Water and sewer development related applications are actioned within levels of service	Water & Sewer	Progressing	25%	94% of water and sewer development related applications were actioned within Council's levels of service.
2.3.1.3	High and medium risk liquid trade waste approval holders are inspected annually by Council	Water & Sewer	Progressing	5%	2 of 27 medium and high risk sites have been inspected, representing 7% completion. 100% were compliant with discharge approval conditions. While this inspection number seems low, it is accurate and reflective of a large portion of leave taken by staff during this time.

Provide potable water supply in accordance with Australian Drinking Water Guidelines

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.2.1	Continue implementation of Council's Drinking Water Management System, including the 2024/2025 Improvement Program Items	Water & Sewer	Progressing	20%	Continuing with implementation of Drinking Water Management System (DWMS). All Critical Control Points between September and December 2024 (at Obanvale WTP including chlorine, turbidity and fluoride) has >95% compliance with ADWG. There were zero E.coli detections in the supply network for this period.

Provide sewage services in accordance with Council's Environment Protection Licence requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.3.1	Continue implementation of Sewerage System Pollution Incident Response Management Plan including regular reporting to the EPA and annual update of the plan	Water & Sewer	Progressing	50%	All environmental incidents have been recorded within the Pollution Incident Response Management Plan register. Incidents with non-trivial consequences have been reported to the Environmental Protection Agency (EPA).

Deliver capital projects to renew assets, provide for development and growth and improve the environment and health performance of water and sewer systems

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.4.1	Complete or progress to the identified phase water and sewer capital projects, as per 2024/25 Capital Works Program	Water & Sewer	Progressing	50%	<p>Sewer Treatment Plant (STP) Sludge Lagoon and Drying Bed scheduled for January 2025 completion.</p> <p>Watermain Renewal Underway - Carrington Street and Gardner Circuit completed, Broughton and Boundary Street underway.</p> <p>Water Treatment Plant (WTP) PLC replacement commenced on-site, scheduled for completion January 2025</p> <p>Mobile chlorine dosing unit awarded to Westwater - scheduled for January 2025 completion.</p> <p>Minor Sewer Pump Station (SPS) switchboard design underway (3 switchboard replacements 2024/25) - design completed. Fabrication of switchboards underway. On-site civil works procurement underway. Scheduled for completion March 2025.</p> <p>Mt Thorley substation design complete - construction commenced August 2024, possible delays due to Ausgrid industrial action. Changeover now likely in Q3 24/25.</p> <p>STP Decant refurbishment design complete and scheduled for completion January 2025.</p> <p>STP Inlet bypass design completed, scheduled for completion February 2025.</p> <p>Jerrys Plains Water Pump Station Final Design completed September 2024. Site works underway and scheduled for completion January 2025.</p> <p>STP electrical upgrade and amenities building replacement design completed October 2024.</p> <p>Project scheduled to be tendered January 2025 following environmental approvals.</p> <p>Design for environmental fencing at the STP complete, procurement underway and scheduled for completion January 2025.</p> <p>Dunolly Bridge sewer main crossing condition assessment completed December 2024 - awaiting final report for planning future works.</p>

Develop and implement the long term service delivery strategies and plans for water and sewer services

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.5.1	Implement Integrated Water Cycle Management Plan (IWCM) projects and investigations for 2024/2025	Water & Sewer	Progressing	30%	Projects from Integrated Water Cycle Management Plan (IWCM) for the year 2024/25 are already underway.
2.3.5.2	Complete annual review of strategic planning documents in accordance with Regulatory and Assurance Framework for Local Water Utilities.	Water & Sewer	Progressing	25%	A survey was conducted as part of the review of the Customer Service Plan. The survey results are being analysed and will be used in updating the Customer Service Plan.
2.3.5.3	Review annual asset management forecasts and programs for capital and operational budgets and maintenance activities	Water & Sewer	Progressing	80%	Asset management forecast completed and integrated into Asset Management plans and water and sewer long term financial plans.

Council's water customers have a resilient water supply

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.6.1	Monitor water usage and availability and implement corrective actions as per the Drought and Emergency Response Management Plan, including introducing water restrictions and implementing Water Efficiency Management Plans where required.	Water & Sewer	Progressing	50%	Glennies Creek Dam is currently at 93% total capacity. Mandatory water restrictions do not come into effect until 60% total capacity. Permanent Water Wise Rules are currently in effect.
2.3.6.2	Develop potable water schemes in villages ** Funding Dependent	Water & Sewer	Progressing	50%	Council continues to seek funding opportunities to deliver potable water to villages identified in Council's adopted Integrated Water Cycle Management Plan. No funding opportunities have been identified to date but this item is included in Council's Infrastructure Agenda.

Water and sewer services are priced so they are economically sustainable and equitable

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.7.1	Review water and sewer income and expenditure models to determine 2025/2026 water and sewer pricing	Water & Sewer	Progressing	25%	Financial modelling outcomes presented to the Leadership Team and results used for updated Long Term Financial Plan.

Undertake water and sewer regulatory and business performance reporting

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.3.8.1	Complete and submit to the relevant government authority the annual EPA Annual Return, National Pollutant Inventory, Local Water Utility Performance Monitoring Report, Drinking Water Management System Performance Report and Liquid Trade Waste Annual Report	Water & Sewer	Progressing	95%	Environmental Protection Agency Annual Return, Local Water Utility Performance Reporting, National Pollutant Inventory Reporting and Drinking Water Management System Performance Report have been finalised and submitted to relevant authorities. Liquid Trade Waste Annual Report to be prepared in January for submission before the due date at the end of February 2025.

Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community**Provide development engineering assessment & advice services**

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.1.1	Assess and certify development that creates new lots and public infrastructure to ensure it meets relevant standards within required timeframes	Infrastructure Services	Progressing	50%	Assessment and certification of all developments within Singleton LGA which create new lots and/or public infrastructure.

Increase awareness towards sustainable urban planning outcomes

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.2.1	Deliver actions for 2024/2025 from the liveability assessment ** Funding dependent	Development & Environmental Services	Funding Dependent	10%	This project is dependent on external funding. Staff continue to monitor for opportunities.

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.2.2	Develop Rural lands strategy ** Funding Dependent	Development & Environmental Services	Progressing	25%	Consultant (Urbis) are progressively working to deliver the Rural Land Use Strategy. Initial land use findings and community engagement have been completed in line with the project timeline. Project continues to be 'on track' for a June 2025 adoption.

Develop and Deliver a Vineyards and Rural Tourism Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.3.1	Deliver actions for 2024/2025 in the Vineyards and Rural Tourism Strategy ** Funding Dependent	Development & Environmental Services	Progressing	50%	Proactively promoting the right development in the right places as defined in this strategy with our community - Funding opportunities are being investigated

Develop an Employment Lands Strategy that provides for the sustainable growth and diversification of industries

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.4.1	Deliver actions for 2024/2025 in the Employment Lands Strategy ** Funding Dependent	Development & Environmental Services	Funding Dependent	10%	An internal report to determine priority actions has been prepared. Initial consultation with landholders and Regional NSW has commenced. Funding opportunities are being investigated.

After adoption of an Employment Land Strategy, complete a report formally reviewing land use zoning around existing and proposed transport corridors, which give consideration to land use compatibility, minimisation of land use conflict and protection of visual amenity

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.5.1	Finalise and implement a report on Employment Land Use Zoning (LSPS 4.1.3)	Development & Environmental Services	Completed	100%	Employment Land Use Strategy has been endorsed by Council.

Implement Housing Strategy which gives consideration to housing affordability, diversified housing and lot sizes

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.6.1	Monitor and report on implementation of Housing Strategy (LSPS 2.3.1)	Development & Environmental Services	Progressing	60%	Council has continued to support diversification in development applications. Council has implemented an Economic Development Concierge Program to foster regional and local working partnerships to increase investment, knowledge share and for infrastructure to support housing delivery and community building. Council staff continue to prioritise DA for dwelling, keeping in mind state targets and council housing strategy.
2.4.6.2	Develop Affordable Housing Guidelines	Development & Environmental Services	Progressing	30%	Grant funding to assist with the analysis is currently being pursued under Round 3 of the Regional Housing Strategic Planning Fund. The funding will support the development of an Affordable Housing Action Plan. Local Housing Strategy Findings Report prepared to assist in implementing recommendations for housing affordability.

An analysis of the Strategic Growth Areas in the Local Strategic Planning Statement to review infrastructure servicing, site constraints and legislative changes

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.7.1	Commence analysis of Strategic Growth Areas Constraints Mapping	Development & Environmental Services	Progressing	40%	Internal review of Strategic Growth Areas continues. Grant funding to assist with the analysis is currently being pursued under Round 3 of the Regional Housing Strategic Planning Fund.

Review and update the Development Control Plan and LEP in response to developed strategies

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.8.1	Commence review of Development Control Plan in response to strategic land use planning outcomes identified in the Housing Strategy, Employment Land Strategy and Vineyards and Rural Tourism Strategy (LSPS 4.3.2)	Development & Environmental Services	Funding Dependent	10%	A status report on implementation of the strategies has been prepared to enable internal review to commence. Currently preparing a grant application for review of LSPS, LEP and DCP in 2024/2025 and 2025/2026. Grant funding to assist with the analysis is currently

Number	Action	Responsible Business Unit	Status	Progress	Comments
					being pursued under Round 3 of the Regional Housing Strategic Planning Fund.

Protect and promote Indigenous Heritage

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.9.1	Develop guidelines to support the appropriate identification, management and mitigation of impacts to sites and places of local Aboriginal significance (LSPS 2.2.3)	Development & Environmental Services	Progressing	60%	Council has identified an opportunity to utilise existing publicly available mapping and data to inform the development of an Aboriginal Heritage Guideline. A scope for this project has been developed and will proceed in second half of 2024/25 subject to funding.

Protect and promote Non - Indigenous Heritage

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.10.1	Implement the Mount Thorley Warkworth Heritage Grants Program	Development & Environmental Services	Progressing	60%	Program will continue to be shared with the new Heritage Advisory Committee.

Create urban forests

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.11.1	Assess landscape plans as part of subdivision works certification	Infrastructure Services	Progressing	50%	All landscape plans have been reviewed as part of the subdivision works certificate process.

Facilitate the development of innovation

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.4.12.1	Progress participation in the OEH Sustainability Advantage program to Silver membership	Development & Environmental Services	Progressing	15%	The Environmental Services team is currently reviewing the Sustainability Strategy, which will provide the operational framework for integrating sustainability into our business practices and monitoring key areas of sustainability performance across the organisation and will allow us to meet

Number	Action	Responsible Business Unit	Status	Progress	Comments
					<p>Criteria No. 2 - The organisation has made public its sustainability priorities, goals and targets and publicly reports progress at least annually.</p> <p>A meeting with Senior Project Officer of the Sustainability Advantage program is scheduled for January 2025 to review 2025 projects.</p>

Promote and facilitate sustainable village living

Enhance the visual and public amenity of villages through the implementation of the Village Master Plans

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.5.1.1	Review the Singleton Village master plans considering the outcome of the VPA committee review**	Executive Manager	Progressing	50%	<p>MTW VPA</p> <ul style="list-style-type: none"> - Completed Projects • 12 community projects. <p>- Ongoing Projects</p> <p>Bulga Stock Reserve – Restoration and Weed Management</p> <p>Bulga Tennis Court Refurbishment</p> <p>Bulga Community Centre (Hall) Improvement</p> <p>Bulga Milbrodale Equestrian Centre Feasibility Study</p> <p>Restoration of Old Bulga School House</p> <p>UW</p> <ul style="list-style-type: none"> - Completed Projects • 2 community projects. <p>- Ongoing Projects</p> <ul style="list-style-type: none"> • Landscaping Design Project (QS sort for stages 2 and 3 of the masterplan)

Village entrances and public spaces are well presented

Number	Action	Responsible Business Unit	Status	Progress	Comments
2.5.2.1	The Villages are maintained in accordance with the adopted Levels of Service	Infrastructure Services	Progressing	50%	Maintenance is being undertaken in the villages in accordance with the adopted Levels of Service.

Our Environment

Our Environments are valued, preserved, respected and enhanced in a sustainable way.

Collaborate to enhance, protect and improve our environment

Plan, monitor, educate and deliver weed management for the Singleton LGA

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.1.1	Implement weed strategic actions identified through consultation with the Singleton Weeds Advisory Committee	Development & Environmental Services	Progressing	30%	Strategic actions being implemented as identified with the Singleton Weeds Advisory Committee.
3.1.1.2	Finalise the development of a four year weed management plan for weeds on council owned land and implement priority actions	Infrastructure Services	Progressing	45%	Council officers are currently developing a project brief for a consultant to develop a four-year weed management plan. Further progression of this project is funding dependent.

Enhance re-use of roads material

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.2.1	Implement and utilisation of recycled / reused materials where possible within civil capital and maintenance works	Infrastructure Services	Progressing	40%	Council Civil Operations team continues to utilize recycled materials (road millings) which have been taken from existing road repairs to Council's major stockpile sites. This has resulted in a constant reduction of quantity of materials held with reuse on Council's gravel roads and drainage network.

Identify, maintain and improve biodiversity assets such as natural corridors

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.3.1	Monitoring and report on biodiversity gains and losses across the LGA	Development & Environmental Services	Progressing	20%	Meeting held with Eastcoast Flora Survey, Council's Strategic Planning and Disaster Risk Reduction team in October 2024 to scope the vegetation mapping requirements for the LGA. Eastcoast Flora Survey has confirmed availability to start the mapping project. Proposal expected in the in mid 2025.

Identify biodiversity risks and implement risk mitigation strategies to promote conservation of the eco system

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.4.1	Implement biodiversity conservation actions identified through consultation with the Singleton Sustainability Committee	Development & Environmental Services	Progressing	10%	First committee meeting was conducted on 12 December 2024.

Advocate and promote best practice activities for final land use outcomes for mining and supporting industries

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.5.1	Advocate for funding to develop Post Mining Land Use Strategy** funding dependent	Development & Environmental Services	Progressing	50%	A Strategic Planning Framework has been prepared and costed. Staff presentation to the Parliamentary Inquiry into Post Mining Land Use in August 2024 to raise the profile. Matter is a priority within the Singleton Advocacy Agenda.
3.1.5.2	Subject to 3.1.5.1 commence Post Mining Land Use Strategy ** Funding Dependent	Development & Environmental Services	Progressing	10%	A Strategic Planning Framework has been prepared and costed. Staff presentation to the Parliamentary Inquiry into Post Mining Land Use in August 2024 to raise the profile. Matter is a priority within the Singleton Advocacy Agenda. Council is continuing to advocate for funding to undertake this program.

Advocate to manage cumulative impacts on agricultural land, natural resources, air quality, ecosystem services and community health

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.1.6.1	Continue to advocate for a cumulative impact study for Upper Hunter to consider and assess the long term cumulative impacts on agricultural land, natural resources, air quality, ecosystem services and community health arising from current and projected land use across the LGA	Development & Environmental Services	Progressing	60%	Consideration of cumulative impacts has formed part of the strategic planning documents prepared and in preparation, including the Vineyards and Rural Tourism Strategy, Housing Strategy and the currently in development Rural Land Use Strategy.

Advocate for quality clean air and quality rehabilitation**Council will lead by example through clean energy practices**

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.1.1	Implement actions to reduce emissions in line with NSW government objectives	Development & Environmental Services	Progressing	45%	Supporting grant applications for relevant internal stakeholders to implement Emission Reduction Action Plan (ERAP) actions, while encouraging the community by promoting opportunities to reduce Green House Gas (GHG) emissions.

Increased take up of renewable energy sources for businesses and households

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.2.1	Promote opportunities and benefits of sourcing renewable energy	Development & Environmental Services	Progressing	50%	Opportunities have been promoted once a month through business e newsletter. Also, sustainability hub is regularly reviewed to update with any new information. Arranged webinar to update businesses with the new opportunities.

More efficient use of energy by Council, households and businesses

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.3.1	Collate energy consumption data and promote opportunities for renewable energy uptake and best practice energy efficiency measures	Development & Environmental Services	Progressing	40%	The process of data collation and updates is ongoing.

Encourage sustainable design

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.4.1	Develop a program to promote energy efficiency and renewable energy and consumption reduction to the community	Development & Environmental Services	Progressing	50%	Investigated opportunities and preparing to launch home energy efficiency program

Promote affordable and clean energy

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.2.5.1	Review the Sustainability Education Program and report on outcomes to the community	Development & Environmental Services	Progressing	40%	Outcomes currently communicated to community through comms mechanisms i.e. Media release, social posts etc, Currently investigating grant opportunities to review and upgrade opportunities to engage with community in this space.

Promote efficient water, energy and waste management and increase reuse and recycling**Optimise the efficiency of water and sewer infrastructure and services**

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.1.1	Complete efficiency projects identified for 2024/25 as per Water and Sewer Efficiency Strategy	Water & Sewer	Not Due To Start	0%	No projects are listed for 2024/25 within the Water and Sewer Efficiency Strategy. However, officers will aim to start preparing for the projects listed for 2025/26.

Develop and implement a long-term waste management strategy for Singleton Council

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.3.1	Implement the high priority actions from the waste management strategy	Circular Economy	Progressing	50%	FOGO implementation is continuing Review of drop off events and delivery to rural villages will be undertaken Discussions around bulky waste delivery is continuing with neighboring Councils

Development of the site Master Plan for the Waste Management Facility

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.4.1	Finalise the EIS stage of the master plan and lodge Development Application for the proposed extension.	Circular Economy	Progressing	50%	The EIS process is continuing for the masterplan and will be completed in 2025. The major studies including the Biodiversity Development Assessment Report (BDAR) has been completed and Council will be received shortly for review. Discussions are being held monthly with the contractor and the project is progressing well at this stage
3.3.4.2	Finalise design and initiate construction of the new leachate management system ** (Construction funding dependent)	Circular Economy	Progressing	35%	Design has been completed and tender for construction will be released within the first quarter of the 2025/26 financial year.

Deliver problem waste recycling program to the Singleton Community

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.5.1	Provide problem waste disposal options to Singleton community through drop off events and the CRC at the Waste Management Facility	Circular Economy	Progressing	50%	Drop off events are programmed for the next 6 months, and the 2025 events are organised and will be included in the 2025 calendar that will be distributed to residents during November

Number	Action	Responsible Business Unit	Status	Progress	Comments
					<p>CRC at the Waste Management Facility is fully operational.</p> <p>RecycleSmart initiative is continuing, and subscriptions are increasing and we are continuing the push for residents to sign up</p> <p>November 2025 mattress drop off event collected over 400 mattresses for recycling</p>
3.3.5.2	Deliver projects that utilise products made from recycled materials	Circular Economy	Progressing	50%	<p>Projects identified for use of recycled material are planned to include some concreting, asphalt and fencing projects.</p> <p>There is an increased focus on onsite winning of natural earth material to avoid having to buy in virgin material from the quarry to use onsite</p>

Participation in implementation of both the Hunter Regional Waste Management and Circular Economy working groups

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.3.6.1	Attend all regional meetings for waste management and circular economy working groups as well as participate in regional events and projects	Circular Economy	Progressing	50%	All regional meetings have been attended by waste management staff

Collect and manage urban stormwater effectively

Develop and Implement a Urban Stormwater Management Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.4.1.1	Develop Urban Stormwater Management Strategy	Infrastructure Services	Funding Dependent	5%	This project has been deferred to 2025/26 as it is funding dependent.

Manage and reduce risks from environmental pollution and disease**Operation of the Waste Management Facility in line with all legislative requirements**

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.5.1.1	Actively comply with landfill licence, EPA approved management plans and regulatory reporting requirements	Circular Economy	Progressing	50%	EPA license and all management plans have been fully complied with for the Waste Management Facility.

Ensure the Pollution Incident Response Management Plan (PIRMP) is implemented for the Waste Management Facility

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.5.2.1	Review and test the Pollution Incident Response Management Plans for Waste Management Facility at least annually	Circular Economy	Not Due To Start	0%	Scheduled for commencement in May 2025.

Reduce the risk of environmental harm and adverse health impacts

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.5.3.1	Implement inspection program for unauthorised and unregistered on site sewage management (OSSM) systems	Development & Environmental Services	Progressing	40%	The program was temporarily suspended during recruitment of new Senior Environmental Health Officer.

Increase the planning and preparedness for natural disasters**Provision of responsive, effective emergency management and emergency prevention services**

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.1.1	Assist the community in the prevention of, preparation for, response to & recovery from natural disasters	Infrastructure Services	Progressing	50%	Ongoing support to various communities to improve preparedness including Jerrys Plains, Goorangoola, Mount Royal and Howes Valley.

Develop and Implement climate change plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.2.1	Implement climate change adaptation actions in consultation with Sustainability Committee	Development & Environmental Services	Progressing	50%	First committee meeting was conducted on 12 December 2024.

Advocate for improved flood preparedness including levees and infrastructure with State Government

Number	Action	Responsible Business Unit	Status	Progress	Comments
3.6.3.2	Implement priority actions from Floodplain Risk Management Study + Plan** Funding dependent	Infrastructure Services	Progressing	50%	Currently working on the priority list for the Floodplain Risk Management Study + Plan. Further report will be provided to Council if required. Development of the Singleton Levee Operational and Maintenance Manual is progressing.

Our Economy

Our Economy will demonstrate diversity, resilience and innovation. Our Economy will be smart, embrace growth and provide security for the future.

Attract new investment to increase the diversity and resilience of the Singleton economy**Delivery strategies and initiatives that showcase Singleton and attract new investment, including the Singleton Economic Development Strategy**

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.1.1.1	Finalise and implement the Singleton Socio Economic Development Strategy	Strategy & Engagement	Progressing	60%	Council adopted the Singleton Socio-Economic Development Strategy 2024–2028 following public exhibition, which closed on 22 July 2024. A number of actions from the Strategy are underway, including delivery of workshops for local businesses on innovation, business planning and social media; promotion of Singleton as an investment destination through the Hunter Investment Prospectus and Regional Economic Development NSW; support for a local skills and employment network with three meetings planned in 2024/2025; collaboration with Council's Strategic Planner on a grant application for a CBD precinct and place strategy; partnering with Destination NSW and Destination Sydney

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Surrounds North on a cruise-aligned experience development program; and working with the Office of Regional Economic Development to identify key engine industries and prepare marketing material for Invest NSW.
4.1.1.2	Delivery of the Destination of Choice for Investment adopted action plan	Strategy & Engagement	Progressing	60%	Council provided the Office of Regional Economic Development (ORED) with final amendments to the Singleton's pitch deck, the final product of the Regional Investment Attraction Program (RIEP) however, industry enquiries from ORED have stalled following the departure of Council's liaison with ORED. Council's response to the Motorsport Investment Group in November resulted in two sites identified by Council's Concierge team were among five sites shortlisted. The Motorsport Investment Group are now looking to unlock those sites. The Economic Development website homepage is now complete, and work continues on the site.
4.1.1.3	Deliver the Singleton Investment Activation Program, including system development, communication plans, online portal and attraction processes.	Strategy & Engagement	Progressing	55%	External vendors have been onboarded and completed designs for Council's Economic Development website. The portal will be part of the Singleton Innovation and Investment Attraction and Singleton Skills and Employment Exchange programs funded by the NSW Government under Resources for Regions. This work is aligned with implementation of the Super Easy Singleton project which will continue into 2024/2025.
4.1.1.4	Implement and refine Council's concierge process for improved investor relationships	Strategy & Engagement	Progressing	55%	Council have requested final changes to the Office of Regional Economic Development's Regional Investment Attraction Program LGA pitch deck. State level investment enquiries have stalled after Council's liaison has been assigned to the NSW North Coast. An investment enquiries database has been developed in line with a concierge trial process. The team continues to engage with investors and provide information, data and network connections for investors. In November, the

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Motorsport Investment Group advised that two sites identified by the Council's Concierge team had been shortlisted from their Request for Information process. The Group will be seeking to liaise with landowners with a view to unlocking the sites for potential development.
4.1.1.6	Review Singleton LGA economic data and produce a report to inform community strategic planning activities and report progress	Strategy & Engagement	Progressing	50%	Singleton LGA economic data has been incorporated in the reviewed Singleton Socio-economic Development Strategy 2024-2028 and other strategic documents across Council. In November, the Acting Manager Strategy and Engagement presented to Council on a number of key economic indicators.

Support the capacity of Singleton businesses to be flexible, adaptable and prepared for change

Build capacity of local business through education, support and engagement for improved economic prosperity

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.2.1.1	Collaborate with Business Singleton to support and grow local business	Strategy & Engagement	Progressing	60%	Council and Business Singleton continue their standing monthly roundtable to discuss collaborations and identify gaps and opportunities to support our local businesses. Council worked with Business Singleton in December to promote Council's Christmas on John Street event and Council continues to support Business Singleton in promoting the launch of the digital version of the Spend in Singleton program.
4.2.1.2	Deliver programs that safeguard and build capacity for local business across the whole LGA	Strategy & Engagement	Progressing	60%	Council delivered the Hunter Innovation Workshop Series in October 2024 following on from the success of Council's flagship event Reimagine Regional Business in August 2024. The Innovation Workshop series will be followed up by four innovation forums to support an innovation network across the LGA.

Continue to support and promote local tourism operators to encourage Singleton LGA as a tourism destination

Deliver improved tourism outcomes through strategic industry alignment and improved stakeholder engagement

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.3.1.1	Deliver and implement priority actions from the Singleton Visitor Economy Action plan and Hunter Valley Destination Management Plan	Strategy & Engagement	Progressing	50%	The Hunter Valley Wine Tourism Alliance Working Group has been working effectively to deliver actions from the Hunter Valley Destination Management Plan with progress reported quarterly at the Hunter Wine Tourism Alliance quarterly meetings to allow for increased tracking and reporting of actions. A high priority action has been the development of itineraries for dispersal across the region with a focus on food and wine trails, arts trail and nature trails, partnering with Arts Upper Hunter on Arts Trail as well as Hunter Valley Wine and Tourism Association and Cessnock City Council.
4.3.1.2	Collaborate with Hunter Valley Wine Tourism Alliance, Alliance Working Group and Hunter Valley Wine and Tourism Association to promote Visitor Economy.	Strategy & Engagement	Progressing	55%	Council has successfully delivered actions from both the Hunter Valley Wine Tourism Alliance and Alliance Working Group including development of itineraries for the vineyards and provision of data for Vineyards Strategy. Council have also worked with Hunter Valley Wine Tourism Alliance, Alliance Working Group and Hunter Valley Wine and Tourism Association to support delivery of workshops and information sessions to improve product and visitor offerings. Council has also signed the Regional Ports Cruise Promotion Memorandum of Understanding to promote and grow cruise visitation to the Regional Port, ii. enhance the cruise passenger experience and maximise the economic benefit of cruise visitation to the region. Singleton Council completed its role as Chair and Secretariat for the Alliance meetings in 2024 and have handed over these responsibilities to Cessnock City Council for 2025.
4.3.1.3	Implement a Singleton LGA tourism network for the delivery of actions to improve the local tourism experience	Strategy & Engagement	Progressing	35%	Council will commence establishment in the first half of 2025 as part of the outcomes of the Visitor Economy work

Number	Action	Responsible Business Unit	Status	Progress	Comments
	and promote Singleton as a destination.				

Facilitate the development of a night time economy for Singleton

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.3.2.1	Deliver two evening/twilight events annually including Christmas on John Street		Progressing	50%	The layout changes to Christmas on John Street, including relocating the markets to the main area of John Street, successfully boosted trade for local businesses and promoted the area as a vibrant shopping district. Local suppliers were engaged wherever possible, supporting businesses within the Singleton LGA and surrounding Hunter Valley regions. The upcoming Twilight event will also feature local suppliers, further strengthening the local economy and fostering community participation.

Enhance relationships between local business, industry and government to set strategic economic goals

Represent the needs of Singleton and support regional growth the stakeholder engagement.

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.4.1.1	Represent Council at the industry and economic forums, and collaborate with relevant stakeholders to represent the needs of Singleton and support regional growth the stakeholder engagement	Strategy & Engagement	Progressing	60%	Council staff attended the Hunter Innovation Festival Conference, the Hunter Innovation Festival's Singleton Roadshow event, the Upper Hunter Mining Dialogue's biannual Community Forum, the Hunter Valley Wine and Tourism Association's Alliance Working Group, the Hunter Valley Bicentenary Workshop and facilitated the third Singleton Skills and Employment Network for 2024 in October. Following on from the Hunter Innovation Festival's Roadshow, the Economic Development team met with the Communications team from the Net Zero Economy Agency to discuss good news stories from Singleton for inclusion in the Agency's communications. Staff from Department of Education and Workplace Relations and Net Zero Economy

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Agency attended an Executive Leadership Team meeting in December 2024 to discuss the Upper Hunter Workforce Transition Plan. Council were also represented at Wambo Information Sessions for staff impacted by recent closures, and attended Business Singleton's infrastructure and industry luncheon in December 2024.
4.4.1.2	Collaborate with key stakeholders to develop a Singleton Digital Connectivity Plan	Organisation & Community Capacity	Progressing	20%	A meeting has been held with NBN and key Council stakeholders to initiate the implementation of Singleton's Digital Connectivity Plan. This collaboration marks the first step in ensuring the plan supports regional growth and meets the needs of our community. The digital plan will be developed and completed by June 2025

Inform and inspire our community to be prepared and embrace jobs of the future

Increase opportunities and pathways for employment, skills and education for all ages and abilities

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.5.1.1	Participate in government and industry forums relating to employment and jobs of the future	Strategy & Engagement	Progressing	60%	Council staff supported and attended the Hunter Innovation Festival Conference and the Hunter Innovation Festival's first Singleton Roadshow event with guest speakers from the Net Zero Economy Agency, and a panel and local businesses including Daracon, Morgan Engineering in October. Council staff arranged a follow up meeting with staff from the Net Zero Economy Agency in late October where we discussed the development of good news transition and innovation stories for potential development by the Agency. Staff from the Department of Education and Workplace Relations and the Net Zero Economy Agency also attended Council's Executive Leadership Team in December to discuss transition in the region. Council staff attended the Upper Hunter Mining Dialogue's bi-annual Community Forum in October, Business Singleton's Infrastructure and Industry Luncheon in

Number	Action	Responsible Business Unit	Status	Progress	Comments
					Novmeber, and supported Wambo information sessions in December.
4.5.1.2	Engage with community members, job providers and education bodies to build capacity for employment pathways and jobs of the future	Strategy & Engagement	Progressing	60%	Council partnered with the Department of Employment and Workplace Relations, Workforce Australia, GenU, TAFE NSW and Singleton Diggers to deliver a Hospitality Skills Training Program in October; the third in a series of five being offered by Council as part of Council's Skills and Employment Exchange program. Council also facilitated the third Singleton Skills and Employment Network on 23 October 2024.

Seeking funding to provide infrastructure, programs, services or events which value add to the delivery of the objectives of Singleton 2032

Increase economic prosperity through injection of significant funding

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.6.1.1	Provide information and support to enable the local community and businesses to apply for funding	Strategy & Engagement	Progressing	55%	Council provided localised economic data reports to support organisations in applying for Community and Economic Development Funding (CEDF) in October. Council promotes Singleton Council's Grant Finder in its monthly Business Newsletter.
4.6.1.2	Submit and support grant funding applications for priority Council socio economic development projects	Strategy & Engagement	Progressing	65%	Council has been successful in acquiring funding for socio-economic programs through Resources for Regions Round 9 with the delivery of multiple programs in health and wellbeing, access and inclusion, skills and employment, business innovation and industry development. Council has also applied for Regional University Study Hub funding with the Department of Education.

Foster initiatives that strengthen Singleton's brand identity

Develop Singleton Brand to inform future communications and marketing

Number	Action	Responsible Business Unit	Status	Progress	Comments
4.7.1.1	Implement Singleton Strategic Storytelling Project outcomes to promote Singleton as a destination to Live, Work, Plan and Invest	Organisation & Community Capacity	Progressing	50%	Council continues to strengthen Singleton's brand identity through targeted marketing initiatives. The roll-out plan includes Super. Easy. Singleton (S.E.S) branding in the Singleton Edit, a feature on Country House Hunters, and S.E.S branding at Christmas on John Street. Efforts are now focused on expanding advertising beyond our region under the 'Invest' pillar, aiming to attract individuals and businesses to Singleton as a prime destination to live, work, play, and invest.

Our Leadership**Our Council is trusted, accountable, responsible and community focused*****Council's service delivery is aligned with our Community's needs and delivered the best way possible***

Development and delivery of Organisation Excellence Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.1.1	Deliver high priority 2024/2025 actions from the Organisation Excellence Strategy	Organisation & Community Capacity	Progressing	50%	We are progressing high-priority actions from the Organisation Excellence Strategy for 2024/2025. Achievements include embedding financial business partnering across the organisation, enhancing the structure and program for the Combined Leadership Team (CLT), and integrating community data into decision-making processes. These milestones ensure effective collaboration, leadership alignment, and services that better meet community needs. Regular reviews with Council's Leadership Team continue to guide progress and refine priorities.

Develop and implement Service Excellence Review Program

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.2.1	Review services in line with Council's 2024/2025 Service Excellence Review Program	Executive Manager	Progressing	30%	Scope for service reviews to be developed

Align the needs of our customers with our services through delivering Customer Experience Reviews of targeted services

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.3.1	Implement "business as usual" operating model for Customer Experience Reviews	Organisation & Community Capacity	Progressing	50%	The current Customer Experience Review, focusing on the Event Application Process, is nearing completion. Once the results are assessed and the process is reviewed, we will develop a 'business as usual' approach to implement Customer Experience Reviews across all Council Business Units, ensuring our services align with community needs.

Increase the frequency and depth of customer feedback through the implementation and optimisation of the "Voice of the Customer" platform

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.4.1	Optimise established processes for Voice of The Customer platform maintenance and improvement	Organisation & Community Capacity	Progressing	50%	We continue to optimise processes within the "Voice of the Customer" platform, enabling more frequent and detailed customer feedback collection. This ongoing improvement exercise ensures insights are effectively integrated into our service enhancements, aligning with community needs.

Embed a closed loop process to increase our speed of response to customer feedback

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.5.1	Implement a closed loop process to ensure all insights are integrated in continuous improvement activities.	Organisation & Community Capacity	Completed	100%	Feedback loops have now been integrated into existing systems (digital engagement). Customer feedback in CRM's is now captured and a Close the Loop process ensures the customer receives timely feedback and resolution. This will be a continuous

Number	Action	Responsible Business Unit	Status	Progress	Comments
					improvement initiative to ensure the efficiency of the process.

Complete a Digital Experience Review of digital touchpoints to identify opportunities for improved digital services

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.1.6.1	Continue the digital experience review of digital touchpoints to identify opportunities for improved digital services	Organisation & Community Capacity	Progressing	50%	A digital enhancement has been completed for Council's 'Report an Issue' function online, allowing for ease of use and smart technology. A further digital enhancement based on Voice of the Customer feedback is currently under review.

People are capable of meeting the challenges of the future

Implement Our People Strategy

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.1.1	Deliver the 2024/2025 actions from the People Strategy	People & Culture	Progressing	60%	2024/2025 People Strategy Actions are underway including: 1.2.3 Review and improve our recruitment processes with a focus on developing targeted and individualised recruitment strategies 1.2.5 Review and build on our program of benefits, reward and recognition to aid attraction and retention of our people 2.1.1 Continue the leadership development program through annual planning and roll out to all people leaders embedding our collective leadership model 2.2.1 Continue the 'grow our own' recruitment campaign to encourage our own people to pursue opportunities as they arise 2.2.3 Create Apprentice/ Traineeship Program targeting critical areas and local recruits 2.2.4 Develop a program of skill development for all people leaders 3.1.1 Ensure business unit workforce plans mature through annual review 3.1.3 Develop and implement a succession planning

Number	Action	Responsible Business Unit	Status	Progress	Comments
					framework 3.2.2 Ensure maximum flexibility is promoted and achieved throughout the organisation acknowledging diversity of services provided 3.1.1 Ensure business unit workforce plans mature through annual review, update, and continuous improvement 3.1.3 Develop and implement a succession planning framework 4.2.1 Continue to develop and implement the annual SWELL program
5.2.1.2	Review and enhancement of Resourcing Strategy - WFMP as part of preparation for the new IP&R cycle, gaining organisational input to ensure the WFMP is up to date	People & Culture	Progressing	90%	Our People Strategy 2025 - 2029 has been drafted and is currently with the design team.

Improve the health and wellbeing of our workforce

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.2.1	Implement the Swell (safe and well) Program to promote the mental and physical health of our people	Integrated Risk	Progressing	50%	The Swell Program continues to be delivered according to schedule. December saw delivery of skin cancer checks to staff from across the organisation.

Develop and implement Equal Employment Opportunity Plan

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.3.1	Deliver the 2024/2025 actions from the Equal Employment Opportunity Plan	People & Culture	Progressing	60%	2024/2025 EEO Management Plan actions are underway including: - Implement plan to remove artificial barriers, improve accessibility and increase applicants with disabilities - Sharon Hutch Memorial Scholarship preparations - Collecting and recording EEO data - Annual EEO survey - Continued active promotion of the Employee

Number	Action	Responsible Business Unit	Status	Progress	Comments
					<p>Assistance Program (EAP) to staff through communication strategies, education initiatives and induction</p> <ul style="list-style-type: none"> - Celebration of diversity in our workplace - Review issues and trends in relation to EEO and diversity, and determine proactive measures to address - Offer EEO Awareness courses to all employees - Provide annual update of achievements against EEO Management Plan and present annual update of key trends and achievements to ELT, the Leadership Team and the Staff Consultative Committee

Develop and deliver a program of staff development sessions to amplify a customer centric culture

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.4.1	Implement customer experience principles and culture into employee onboarding	Organisation & Community Capacity	Progressing	50%	Council is preparing our staff to meet future challenges by fostering a customer-centric culture. Employee onboarding incorporates Organisation Excellence priorities, Customer Experience principles, and the Customer Service Charter. Additionally, new employees are provided with an overview of our Business Operating Framework, helping them understand how their role contributes to delivering exceptional service.
5.2.4.2	Enhance training and capability uplift in Customer Experience focused areas	Organisation & Community Capacity	Progressing	50%	Council is building staff capability to meet future challenges by enhancing training in customer-focused areas. Specific Customer Experience sessions are being delivered in individual department meetings to provide tailored guidance and support, addressing key themes identified through the Voice of the Customer platform. This ensures our services continue to align with customer needs.

Collect and integrate Customer data to provide an holistic view of our customer and their expectation

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.5.1	Implement Customer Experience data dashboard	Organisation & Community Capacity	Progressing	95%	A Customer Experience Data Dashboard has been created for Business Unit Leads, offering insights into key metrics such as satisfaction, ease, and trust. We are also investigating the potential to develop customer-facing dashboards on Council's website to improve transparency and foster greater community engagement.

Empower staff to respond swiftly to customer needs and amplify a culture of customer centricity

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.2.6.1	Deliver high quality Customer Service in line with industry benchmark	Community Services	Progressing	50%	Customer Service continues to exceed industry benchmarks, with an average phone call abandonment rate of 3.44% (compared to the 4.7% standard) and an average wait time of 29 seconds, well below the norm. These results demonstrate our commitment to empowering staff, fostering a customer-centric culture, and delivering high-quality, responsive service.

Provide accurate and timely communication to our Community**Increase digital and social media profile and encourage information sharing online**

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.3.1.1	Deliver communications to enhance of Council digital and social media profile	Strategy & Engagement	Progressing	60%	Design work complete for Twilight and Australia Day. Council's Facebook statistics for the month of December included 13,674 followers. Total reach was 51,608. Council's Instagram statistics for December included 1,5950 followers. Total reach was 23,295 and there were 23 link clicks. Council's website statistics for December included 15,950 website users; 23,295 website visits; and 60,696 page views. The top 5 pages were Lake St Clair, Home, Christmas on John Street, Search results, Christmas/New Year operational hours.

Develop strong partnerships to deliver services

Deliver road infrastructure services on behalf of Transport for NSW

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.4.1.1	Maintain roads as contracted with Transport for NSW	Infrastructure Services	Progressing	50%	The Road Maintenance Council Contract (RMCC) is continually being delivered in accordance with relevant Transport for NSW (TfNSW) specifications and requirements.

To lead, govern and regulate in an ethical, equitable and transparent way

Ensure tendering and procurement activities are undertaken according to legislation and achieving best value for Council and Community

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.1.1	Ensure all procurement activities meet legislative requirements - promote local spend opportunities where possible	Corporate Services	Progressing	45%	<p>Ensure tendering and procurement activities are undertaken according to legislation and regulations.</p> <p>DECEMBER</p> <p>Tenders awarded under GM Delegation T2024.029 - T442425HUN Supply & Delivery of Bulk Bitumen CRS T2024.030 - Gym & Swim Pool Filtration Upgrades</p> <p>Tenders awarded by Council Nil</p>

Support the community and organisation through improved Information and Communication Technology services that meet community needs

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.2.1	Deliver Information and Communication Technology (ICT) Strategy actions for 2024/25	Corporate Services	Progressing	60%	ICT Strategy actions are on track for delivery as per the strategy roadmap. Planning is underway to refresh the ICT Strategy

Continual review and enhancement of Cyber Security capabilities

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.3.1	Delivery Cyber Security roadmap actions as part of the ICT Strategy	Corporate Services	Progressing	60%	ICT Cyber Strategy actions are on track for delivery as per the strategy roadmap

Ensure all Finance and Rating activities are undertaken in accordance with legislation and audit requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.4.1	Ensure all Finance (incl rating) activities meet legislative and OLG guidelines	Corporate Services	Progressing	50%	All Financial Activities YTD have been completed to ensure that they meet legislative and OLG guidelines.

Implement, refine and continuously improve the Integrated Risk Management System

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.5.1	Implement the high and medium priority actions for 2024/2025 from the Integrated Risk Management Plan 2024 - 2027	Integrated Risk	Progressing	40%	Implementation of the Integrated Risk Management Plan 2024 - 2027 is progressing. Some of the medium priority actions are delayed due to the prolonged heavy workload for the team.
5.5.5.2	Conduct audits to drive improvements in our Integrated Risk Management System	Integrated Risk	Progressing	45%	The StateCover Mutual self-audit is no longer compulsory but has been completed with an overall score of 96%.
5.5.5.3	Investigate and commence the development of the Environmental Risk Management System Framework	Integrated Risk	Progressing	20%	The Environmental Aspects and Impacts Register high risk actions have been reviewed and updated. Legal advice regarding environmental responsibility for outsourced functions has been received. Work has commenced on implementing the agreed action plan.

Administer the 2024 Local Government election for the Singleton LGA

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.6.1	Conduct the 2024 local government election in accordance with the	Executive Manager	Completed	100%	Election completed and countback resolution sent to NSW Electoral Commission

Number	Action	Responsible Business Unit	Status	Progress	Comments
	requirements of the Local Government Act and Regulation				

The elected Council is informed, engaged and attuned to community needs

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.7.1	Implement the Councillor Professional Development Program	Executive Manager	Progressing	30%	Councillor Professional Development Survey sent. Once all response are received I will analysis and investigate training options
5.5.7.2	Action and process Councillor requests within agreed timeframes	Executive Manager	Progressing	40%	Councillor requests for December - 18 Councillor responses for December - 25 Overdue Councillor requests - 0
5.5.7.3	Report to the community on Councillor workshop and meeting attendance	Executive Manager	Progressing	20%	Investigating process improvement for effective reporting on councillor attendance
5.5.7.4	Commence Council meeting actions within the agreed timeframes	Executive Manager	Progressing	30%	Infocouncil actions in for December - 10 Infocouncil actions completed in December - 13 (Note: 3 November actions were completed in December) Overdue - 1 (Note: 1 November action was completed on 11 December with a due date of 10 December)

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

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.8.1	Ensure Council policies are current and reviewed as required	Executive Manager	Progressing	40%	Total number of Policies in December - 72 Total number of Policies current in December - 69 Total number of Policies overdue - 3

Meet governance compliance and reporting requirements

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.9.1	Complete governance items on the Office of Local Government Calendar of Compliance and Reporting requirements by due dates	Executive Manager	Progressing	15%	Compliance calendar has been reviewed and preparations have commenced

Provide continuous review of the effectiveness of risk management, control and governance processes

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.10.1	Coordinate the Internal Audit program and meetings of the Audit, Risk & Improvement Committee	Integrated Risk	Progressing	50%	The final three audits, that is ICT Disaster Recovery, Cemeteries Management and CRM Compliance, have commenced. The next meeting of the Audit, Risk and Improvement Committee will be held on 9 March 2025.

Development assessment of applications is managed in an efficient and effective manner

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.11.1	Development applications are processed to meet best practice guidelines	Development & Environmental Services	Progressing	60%	Council has continued to implement an improvement program aimed at more efficient processing of development applications (DAs). This has included updating Council's Community Participation Plan, soft launching a DA fast tracking process with formal launch in 2024/25 and continuing Council's program of Planning in the Park. This has seen Council's DA processing times being well below the NSW state average.
5.5.11.2	Undertake a contributions plan review	Development & Environmental Services	Progressing	25%	A schedule of works has been prepared for review of the existing framework. Internal audit on contributions planning has been completed and will be presented to the Audit Risk and Improvement Committee. Draft Plan expected to be completed early 2025.

Provide development compliance services that meet the needs of the community

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.12.1	Implement proactive program of development compliance auditing	Development & Environmental Services	Progressing	70%	Council continues to implement a proactive development compliance program in accordance with Council's Enforcement and Compliance Policy.

Building certification services are provided to meet community needs

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.13.1	Building Certification applications are processed to meet best practice guidelines	Development & Environmental Services	Progressing	30%	The implementation of the fast track CC process is currently underway, together with a review of Council's complying development process and introduction of a certification marketing plan. These projects are expected to be implemented as soon as possible.

Develop, review and streamline administration processes associated with all Development and Environmental Services functions

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.5.14.1	Development and Environmental Services are provided in a systematic and efficient manner to meet best practice guidelines	Development & Environmental Services	Progressing	40%	Complying with Business Needs and Legislative Requirements

Improve the connectivity between the Community, Stakeholders and Council to create an informed Community**Ensure consistent, timely and transparent information is made available to the community**

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.1.1	Ensure full coverage of all Council's media items by a professional, collaborative communications approach	Strategy & Engagement	Progressing	50%	4 news releases were distributed in December. The advertising spend in the Singleton Argus \$977.12, and \$1034 in the Hunter River Times. The total for both papers for the month was \$2,011.12. Planning for the autumn edition of the Edit commenced.

Develop an adaptive service model for engagement with the community across the LGA, providing opportunities and support for engagement with the community to inform decision-making

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.2.1	Enhance community engagement through implementation of Council's Community Engagement Strategy	Strategy & Engagement	Progressing	55%	Engagement campaign closed for the Water + Sewer Services Customer Needs Survey and Sustainable Singleton engagement program was launched.

Collaborate with our Joint Organisations (HJO)

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.6.3.1	Continue to collaborate with the Hunter Joint Organisations	Executive Manager	Progressing	50%	Ongoing task and Council will continue to collaborate with HJO as a member in advocacy and program initiatives

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

Ensure long-term financial sustainability through short, medium and long term financial planning

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.1.1	Actively mature the LTFP and systems to drive financial sustainability	Corporate Services	Progressing	40%	The Finance Staff are currently creating the FY2026 budget which will form the first year of the LTFP.
5.7.1.2	Facilitate increased maturity and collaboration of financial management across council	Corporate Services	Progressing	50%	Finance staff are activity engaging with the business units via business partnering and actively supporting the budget and QBR.
5.7.1.3	Review and enhancement of Resourcing Strategy - AMS as part of preparation for the new IP&R cycle, gaining organisational input to ensure the AMP and Policy are up to date	Circular Economy	Progressing	60%	A structure review within Waste and Circular Economy has been completed and will become effective on 16 December. The new structure will better aligned our people resources to deliver a more efficient and customer focused waste services. Financial review of waste reserve and funding is continuing.

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.1.4	Review and enhancement of Resourcing Strategy - AMS as part of preparation for the new IP&R cycle, gaining organisational input to ensure the AMP and Policy are up to date	Planning & Infrastructure	Progressing	50%	Continuing to rewrite AMPs, including updating to IPWEA NAMS.Plus format, data formatted & uploaded into NAMS.Plus
5.7.1.5	Review and enhancement of Resourcing Strategy - AMS as part of preparation for the new IP&R cycle, gaining organisational input to ensure the AMP and Policy are up to date	Water & Sewer	Progressing	70%	Drafts completed. Final review of AMP and alignment of budget with asset life being finalised currently in the preparation for review by Executive in January. On track for endorsement by June 2025 deadline.

Review Council's insurance portfolio annually to ensure appropriate levels of cover and to minimise uninsured losses

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.2.1	Review and place Council's insurance policies prior to 30 June 2025	Integrated Risk	Not Due To Start	0%	This action is not due to start until February 2025.

Operate an efficient, reliable and affordable Council fleet

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.3.1	Source, manage and maintain plant, vehicles and equipment to support Council activities	Infrastructure Services	Progressing	50%	Vehicles and equipment to support Council activities are being managed effectively.

Undertake revaluation of Council's infrastructure assets as per the Office of Local Government revaluation schedule

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.4.1	Undertake condition assessment and revaluation of councils assets including: Roads Transportation Drainage	Planning & Infrastructure	Progressing	50%	Consultant engaged to undertake road network condition assessment. Engaging consultant to undertake revaluation of Roads, Transportation & Drainage assets.

Develop and refine asset management strategies, plan and policies

Number	Action	Responsible Business Unit	Status	Progress	Comments
5.7.5.1	Review Open Space Asset Management Plan	Planning & Infrastructure	Progressing	50%	Continuing to rewrite AMPs, including updating to IPWEA NAMS.Plus format, preparing data for uploaded into NAMS.Plus

GM24/25. Service Reviews**FILE: 17/00820****Author:** Integrated Planning & Reporting Specialist

Executive Summary

As part of the NSW Office of Local Government Integrated Planning and Reporting (IP&R) framework, Council is required to identify a minimum of two services for the annual Service Review program in the Operational Plan.

FOR INFORMATION

Service Reviews ensure council services are meeting community needs and are delivering services efficiently and effectively; this includes identifying areas for improvement and engaging with stakeholders to establish service level expectations.

Under the title of Service Excellence in the Operational Plan 2024/2025, four areas for review were identified for completion, these included Arts + Cultural Services, Civic Centre + Events, Communications, Socio and Community Economics

However, with the Local Government election in September 2024 requiring a prioritised focus on Governance, the following six service reviews were completed:

1. Local Government Election process
2. Councillor Induction and Onboarding
3. Legislative Compliance and Delegations
4. Council Committees Policy
5. Councillor Professional Development
6. Human Resource Information System

The Service Review Program for 2025/2026 has been included on page 25 of the Draft Create Singleton 2035 - Delivery Program and Operational Plan to include Open Space and Parks, and Governance – Complaints.

Attachments

There are no attachments for this report.

Corporate and Commercial Services Report (Items for Information) - DCCS8/25

DCCS8/25. Minutes - Singleton and District Disability Advisory Committee - 01/04/2025
Author: Executive Assistant - Directors

FILE: 25/00032

Executive Summary

The Singleton and District Disability Advisory Committee held its ordinary meeting on 1 April 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments**

AT-1 [↓](#) Minutes Singleton Disability Advisory Committee Meeting
01042025

MINUTES
SINGLETON AND DISTRICT DISABILITY ADVISORY COMMITTEE
1:30PM - 2:30PM TUESDAY 1 APRIL 2025



Present	<p>Cr Patrick Thompson, Councillor – Singleton Council (Acting Chair)</p> <p>Sandra Cruickshanks – Community Member <i>Virtual</i></p> <p>Jenna Barwick – Singleton PCYC</p> <p>Joss Davies – Community Member</p> <p>Tina Holz - Bright Start Employment Supports <i>Virtual</i></p> <p>Brianna Fogarty – Community Member</p>
In Attendance	<p>Dwight Graham, Director Corporate & Commercial Services – Singleton Council</p> <p>Nicole Rindal, Manager Organisational Excellence and Strategy + Engagement – Singleton Council</p> <p>Kristy Murphy, Senior Community Development Specialist – Singleton Council <i>Virtual</i></p> <p>Laurelle Griffiths – Team Leader Library Services - Singleton Library</p> <p>Ellen Papanicolaou – Coordinator Events – Singleton Council</p> <p>Melissa Cope – Executive Assistant Directors – Singleton Council</p> <p>Gemma Vallance – Acting Executive Assistant Directors – Singleton Council</p>
Meeting Location	Committee Room & via Microsoft TEAMS

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Anthony Ovington, Jenna Sunerton, Maxine Smith, Matthew Hourn, Harrison Kirkwood
- Absent - Cr Mel McLachlan, Janice Lawrence, Tasman Young, Zac Lloyd, Zoe Collins
- Dwight Graham – Director of Corporate & Commercial Services at Singleton Council introduced himself and updated the committee regarding replacing Vicki Brereton, as she has finished up with Singleton Council as of 21 March 2025.

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton and District Disability Advisory Committee meeting held on Tuesday 4 February 2025, were confirmed.

Moved: Jenna Barwick **Seconded:** Joss Davies

**MINUTES
SINGLETON AND DISTRICT DISABILITY ADVISORY COMMITTEE
1:30PM - 2:30PM TUESDAY 1 APRIL 2025**



4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Singleton Library Presentation

FILE:24/00036

Laurelle Griffiths provided an overview of the services and programs available at the Singleton Public Library. Singleton Public Library is dedicated to fostering an inclusive and accessible environment for all community members.

The presentation can be found at the link below:

[Singleton Public Library Powerpoint 2.pdf](#)

Cr Patrick Thompson raised a question regarding the origin of the Neurodivergent Social Group. Laurelle explained that the group was a community driven idea where Council facilitates the location and advertising, and the weekly social group is well supported in the community.

Laurelle added that the Singleton Public Library will be streaming the four days of the Sydney Writers Festival in May and are currently working with the Communications team at Singleton Council to advertise this within the community.

NOTED

5.2 Firelight 2025

FILE:24/00036

Ellen Papanicolaou - Event's Coordinator at Singleton Council gave a presentation on the preparations for Firelight Festival scheduled for the 3 May 2025. Ellen has been working alongside Kristy Murphy to ensure the event is inclusive and accessible with the change of location from John Street to the Civic Centre Precinct.

The presentation can be found at the link below:

☐ [PowerPoint DAC Firelight .pptx](#)

Sandra Cruickshanks raised a question regarding the location of the accessible parking. Ellen explained accessible parking will be alongside the Council Green and near the outdoor cinema and that accessible parking will provide direct access onto the footpath closer to the event.

Please reach out to either Ellen or Kristy via email with any further questions or feedback on accessibility to ensure an inclusive experience for all attendees.

NOTED

MINUTES**SINGLETON AND DISTRICT DISABILITY ADVISORY COMMITTEE**
1:30PM - 2:30PM TUESDAY 1 APRIL 2025**5.3 Changing Place Commonwealth Grant Funding FILE:24/00036**

Kristy Murphy provided an update to the committee on Singleton Councils lodgement of a grant application with 50% co-contribution funding under the Changing Places Commonwealth Funding Offer – Tranche 3.

The grant will support the construction of an accredited adult changing facility at Rose Point Park in Singleton. The location was chosen due to its proximity to the Singleton CBD and to support travellers passing through town. This location would also support the future opening of the Singleton Bypass.

Cr Patrick Thompson raised a question regarding a future secondary location for additional adult changing facility and it was discussed that Townhead Park, Singleton would be a valuable secondary location if funding was to become available.

NOTED**5.4 Access and Inclusion Program Update FILE:24/00036**

On behalf of Harrison Kirkwood, Kirsty Murphy updated the committee on the Access and Inclusion Enhancement Program projects and its progressions in line with approved NSW Government Resources for Regions funding.

John Street Audit-

Harrison has undertaken and completed an audit on accessible features of John Street, thanks to the committee members who were participated in this audit. A report has been drafted and will be reviewed looking at elements that can be fixed and those that will require further investigations.

Alex McKinnon Event-

Planning underway for a 3-course meal with entertainment and guest speaker Alex McKinnon. The event will be held at 6pm on Saturday 24 May 2025 at Singleton York St Diggers. The tickets have been set at \$30 per person to ensure people commit to attending.

Dog Park Update-

Upgrades are underway and feedback from the Disability Advisory Committee has been included. Works to be completed are;

- Accessible path from the front entry gate to the left which leads into a new shelter yet to be built that will also have seating. The shelter and seating are currently scheduled to be installed early to mid-May.
- A new entry to the second pen off Darlington Road, which also includes an accessible path, shelter and seating.
- Lighting to the car park, entry gates and pens which will be on timers. The lighting works are scheduled for late May early June.

If funding permits, the footpath from the carpark around the front of the pens to the entry point on the second pen, upgrading the taps to bubblers with dog bowls and planting more trees to create more shade will also be undertaken.

**MINUTES
SINGLETON AND DISTRICT DISABILITY ADVISORY COMMITTEE
1:30PM - 2:30PM TUESDAY 1 APRIL 2025**



In addition to these works Council's Street sweeping contractor will be contacted to sweep the car park to try and remove any loose gravel laying around to help with the slipperiness.

NOTED

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
N/A	12/11/2024	Investigate accessibility issues at golf course & provide report to the committee	Cr McLachlan	03/06/2025
N/A	04/02/2025	Business Singleton Engagement	Maxine Smith	03/06/2025
DAC25-01	04/02/2025	Liaise with Council's Learning & Development Officer to have podcasts made available for employee training on Disability & Inclusion.	Harrison Kirkwood	03/06/2025
DAC25-02	04/02/2025	Write to Shopping Centre Management regarding accessibility concerns to individual retail spaces (Optus/Molly's Seafood etc.)	Dwight Graham	03/06/2025
DAC25-03	04/02/2025	Provide Voice of the Customer (VoC) results from the December 2024 Christmas on John Street event.	Nicole Rindal	03/06/2024

8 Next Meeting

- Tuesday 3 June 2025 in Committee Room at 1:30pm – 2:30pm.

The meeting closed at 2:06pm

Cr Patrick Thompson
Acting Chair

9. Investment Report - April 2025
Author: Finance Officer - Treasury
Chief Financial Officer

FILE: 24/00325

Executive Summary

In accordance with clause 212 of the *Local Government (General) Regulation, 2021* the following funds are invested under section 625 of the *Local Government Act, 1993* as at 30 April 2025.

FOR COUNCIL'S INFORMATION

Report

Over the past 12 months, the investment portfolio returned 5.52% versus the bank bill index benchmark's 4.46%.

Council's total portfolio of investments was \$115.315 million with an additional \$7.022 million held in Council's operational account as of 30 April 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.85% 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 April, Council had \$6.0m in deposits mature. Council made no new investments during the month, due to large expenditure payments as a result of Council's capital works program, leading up to the end of the financial year.

The NSW TCorpIM Long Term Growth Fund recorded a solid gain of 0.48% for the month of April, which is a positive result, given the market volatility. Good returns from Australian shares, along with improved valuations on fixed rate bonds, both in the fund and directly held, assisted in boosting returns in TCorp and the portfolio overall. TCorp still maintains a positive 7.01% return in the 24/25 financial year to date.

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.

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 25% of its portfolio. Council can therefore expect some fluctuations to its portfolio returns.

Corporate and Commercial Services Report (Items for Information) - DCCS9/25

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.

Council's total investments with AMP bank have slightly breached the policy limit during April, given the overall total portfolio value fell from \$123.2m for March 2025 to \$115.3m for April 2025. Pleasingly, Council has \$3.0m in deposits maturing with AMP Bank during the month of June 2025, which will resolve the issue and ensure Council's investment limitations with AMP Bank as outlined in our Investment Policy, will subsequently fall within the allowable limit.

Attachment 1 to this report provides Council's Investment Summary Report for April 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 - April 2025



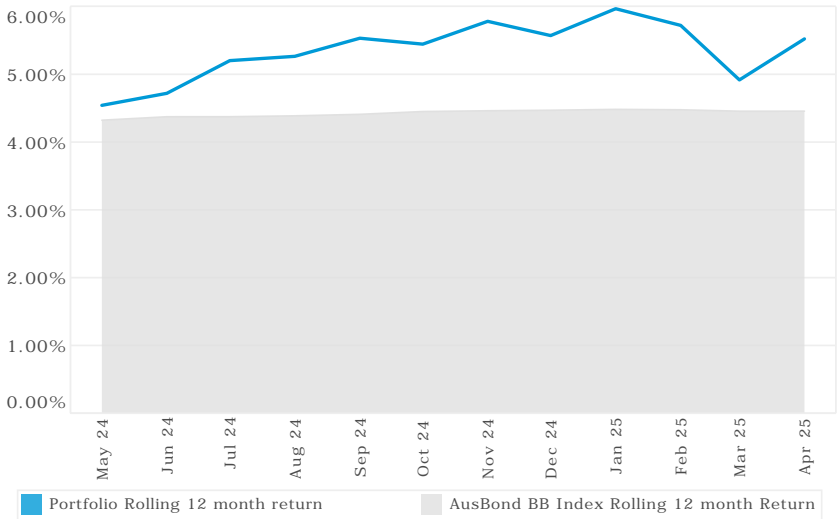
Investment Summary Report
April 2025

Singleton Council
Executive Summary - April 2025



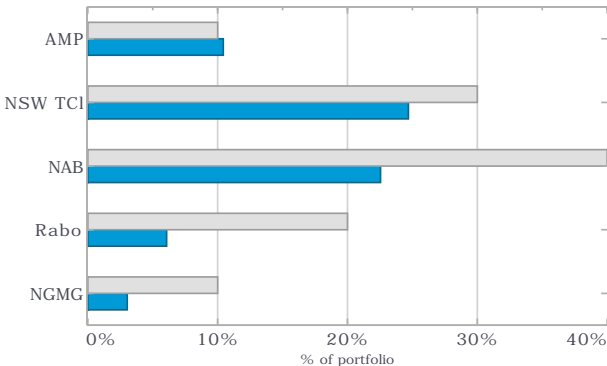
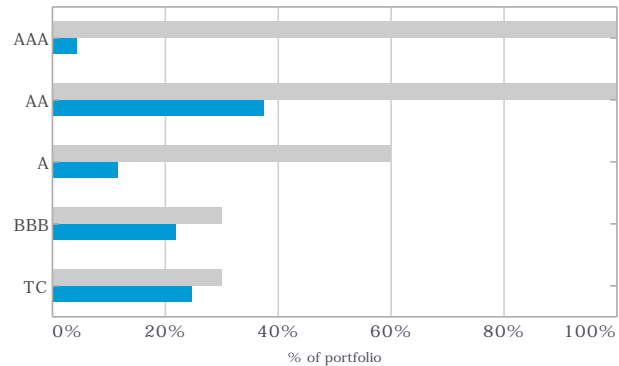
Investment HoldingsInvestment Performance

	Face Value (\$)	Current Value (\$)
Bonds	9,900,000	9,850,370
Cash	4,539,942	4,539,942
Floating Rate Note	30,400,000	30,444,471
Managed Funds	28,475,694	28,475,694
Term Deposit	42,000,000	42,000,000
	115,315,636	115,310,477



Investment Policy Compliance

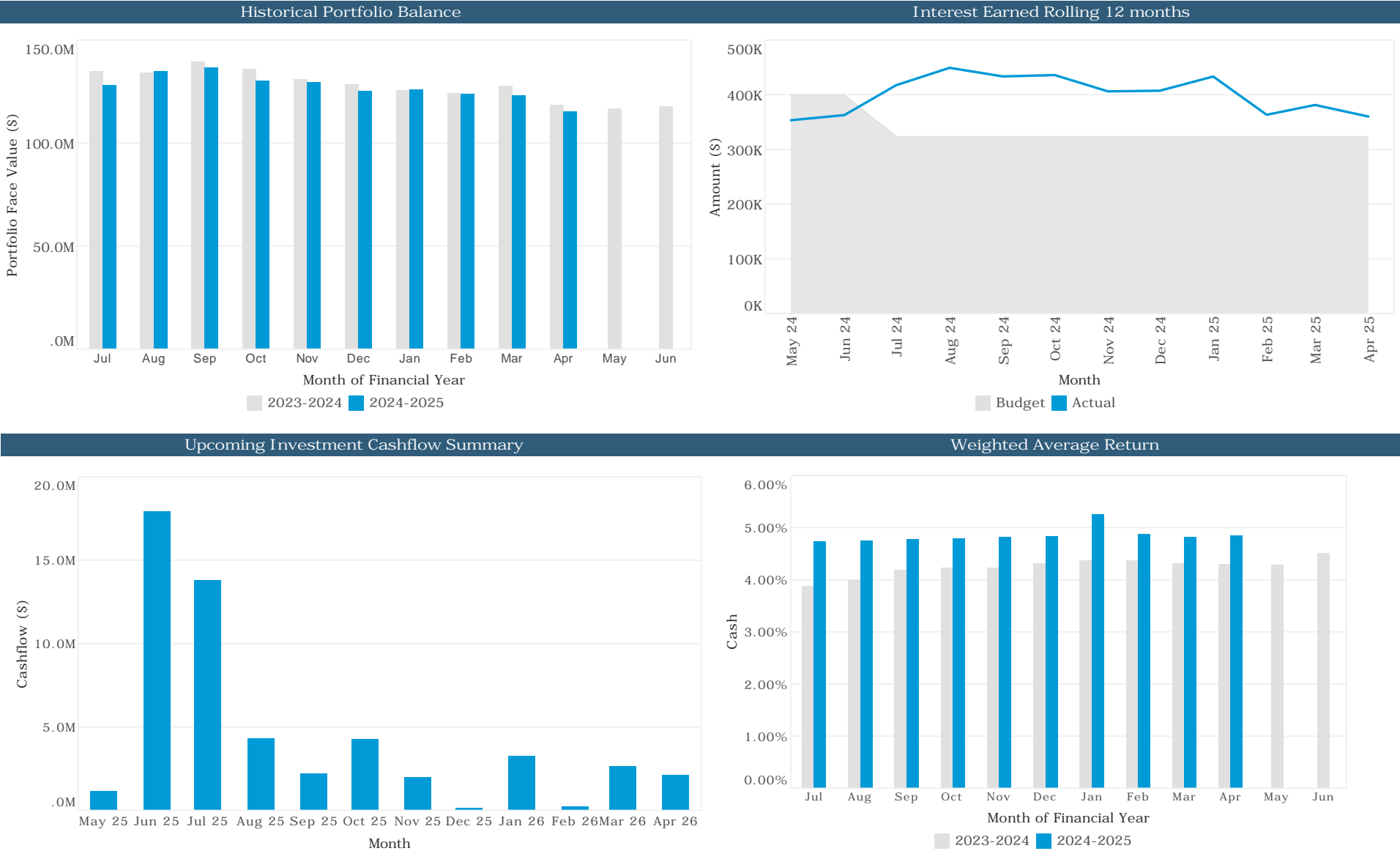
Total Credit ExposureIndividual Institutional ExposuresTerm to Maturities



	Face Value (\$)	Policy Max
Between 0 and 1 years	83,415,636	72% 100% a
Between 1 and 10 years	31,900,000	28% 80% a
	115,315,636	

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

g Portfolio Exposureg Investment Policy Limit



Singleton Council
Investment Holdings Report - April 2025



Cash Accounts								
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating		Current Value (\$)	Deal No.	Reference
	731,012.58	4.7500%	AMP Bank	BBB+		731,012.58	540079	31d Notice
	3,808,929.05	4.2281%	Macquarie Bank	A+		3,808,929.05	540145	Accelerator
	4,539,941.63	4.3121%				4,539,941.63		

Managed Funds								
	Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
	28,475,694.06	0.4768%	NSW T-Corp (LT)	TCL	Long Term Growth Fund	28,475,694.06	544559	
	28,475,694.06	0.4768%				28,475,694.06		

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
7-May-25	1,000,000.00	5.3000%	National Australia Bank	AA-	1,000,000.00	10-May-24	1,051,693.15	545083	51,693.15	At Maturity	
4-Jun-25	1,000,000.00	5.1200%	Suncorp Bank	AA-	1,000,000.00	6-Nov-24	1,024,688.22	545610	24,688.22	At Maturity	
4-Jun-25	1,000,000.00	5.2300%	National Australia Bank	AA-	1,000,000.00	5-Jun-24	1,047,284.93	545131	47,284.93	At Maturity	
4-Jun-25	2,000,000.00	5.3700%	Rabobank Australia	A	2,000,000.00	7-Jun-24	2,096,512.88	545156	96,512.88	Annually	
4-Jun-25	3,000,000.00	5.2500%	National Australia Bank	AA-	3,000,000.00	4-Jun-24	3,142,828.77	545127	142,828.77	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	AMP Bank	BBB+	2,000,000.00	12-Aug-24	2,074,652.05	545348	74,652.05	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	National Australia Bank	AA-	2,000,000.00	13-Jun-24	2,091,747.95	545179	91,747.95	At Maturity	
16-Jun-25	1,000,000.00	5.2000%	AMP Bank	BBB+	1,000,000.00	16-Aug-24	1,036,756.16	545360	36,756.16	At Maturity	
24-Jun-25	2,000,000.00	5.2500%	Suncorp Bank	AA-	2,000,000.00	18-Jun-24	2,091,191.78	545195	91,191.78	At Maturity	
2-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,181,966.03	545228	181,966.03	At Maturity	
9-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,181,966.03	545227	181,966.03	At Maturity	
22-Jul-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	23-Jan-25	1,013,558.90	545750	13,558.90	At Maturity	
23-Jul-25	2,000,000.00	5.3800%	Rabobank Australia	A	2,000,000.00	26-Jul-24	2,082,247.67	545275	82,247.67	At Maturity	
30-Jul-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	31-Jul-24	2,079,572.60	545310	79,572.60	At Maturity	
12-Aug-25	3,000,000.00	5.0500%	AMP Bank	BBB+	3,000,000.00	8-Aug-24	3,110,408.22	545334	110,408.22	Annually	

Singleton Council
Investment Holdings Report - April 2025



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
4-Sep-25	1,000,000.00	4.8700%	Rabobank Australia	A	1,000,000.00	14-Feb-25	1,010,140.27	545792	10,140.27	At Maturity	
18-Sep-25	1,000,000.00	4.7000%	National Australia Bank	AA-	1,000,000.00	13-Mar-25	1,006,309.59	545919	6,309.59	Annually	
8-Oct-25	2,000,000.00	5.1000%	Rabobank Australia	A	2,000,000.00	5-Dec-24	2,041,079.45	545676	41,079.45	At Maturity	
20-Oct-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	22-Jan-25	1,013,697.26	545746	13,697.26	At Maturity	
23-Oct-25	1,000,000.00	4.8000%	Suncorp Bank	AA-	1,000,000.00	18-Mar-25	1,005,786.30	545935	5,786.30	At Maturity	
8-Jan-26	1,000,000.00	4.7500%	Bank of Queensland	A-	1,000,000.00	20-Mar-25	1,005,465.75	545941	5,465.75	At Maturity	
29-Jan-26	2,000,000.00	4.9500%	AMP Bank	BBB+	2,000,000.00	29-Jan-25	2,024,953.42	545757	24,953.42	At Maturity	
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,021,602.74	545780	21,602.74	Annually	
	42,000,000.00	5.1860%			42,000,000.00		43,436,110.12		1,436,110.12		

Floating Rate Notes

Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase 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	3,017,619.16	541505	17,619.16	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	2,514,030.56	540982	18,855.56	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	1,611,707.14	541750	13,131.14	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	1,506,065.20	541879	8,495.20	16-Jun-25	
23-Oct-26	1,200,000.00	5.5367%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00	23-Jan-24	1,212,264.63	544801	1,456.23	23-Jul-25	
27-Oct-26	1,000,000.00	4.6962%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00	21-Oct-21	1,001,105.99	542004	385.99	28-Jul-25	
30-Oct-26	2,000,000.00	5.3745%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00	7-Jun-24	2,010,240.49	545154	294.49	30-Jul-25	
23-Dec-26	1,000,000.00	4.5268%	CBA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00	23-Sep-21	1,002,412.83	541918	4,712.83	23-Jun-25	
14-Jan-27	2,000,000.00	4.7478%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00	14-Jan-22	2,008,702.61	542237	4,422.61	14-Jul-25	
25-Jan-27	1,000,000.00	4.5962%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00	25-Jan-22	1,002,097.77	542257	377.77	25-Jul-25	
25-Jan-27	1,800,000.00	4.6762%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00	25-Jan-22	1,802,887.82	542262	691.82	25-Jul-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	1,430,574.47	544823	17,806.47	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	1,011,093.84	545104	11,403.84	12-May-25	
14-May-27	600,000.00	5.1793%	BEN Snr FRN (May27) BBSW+1.00%	A-	600,000.00	14-May-24	608,150.58	545078	6,470.58	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	1,011,226.99	545188	6,076.99	23-Jun-25	

Singleton Council
Investment Holdings Report - April 2025

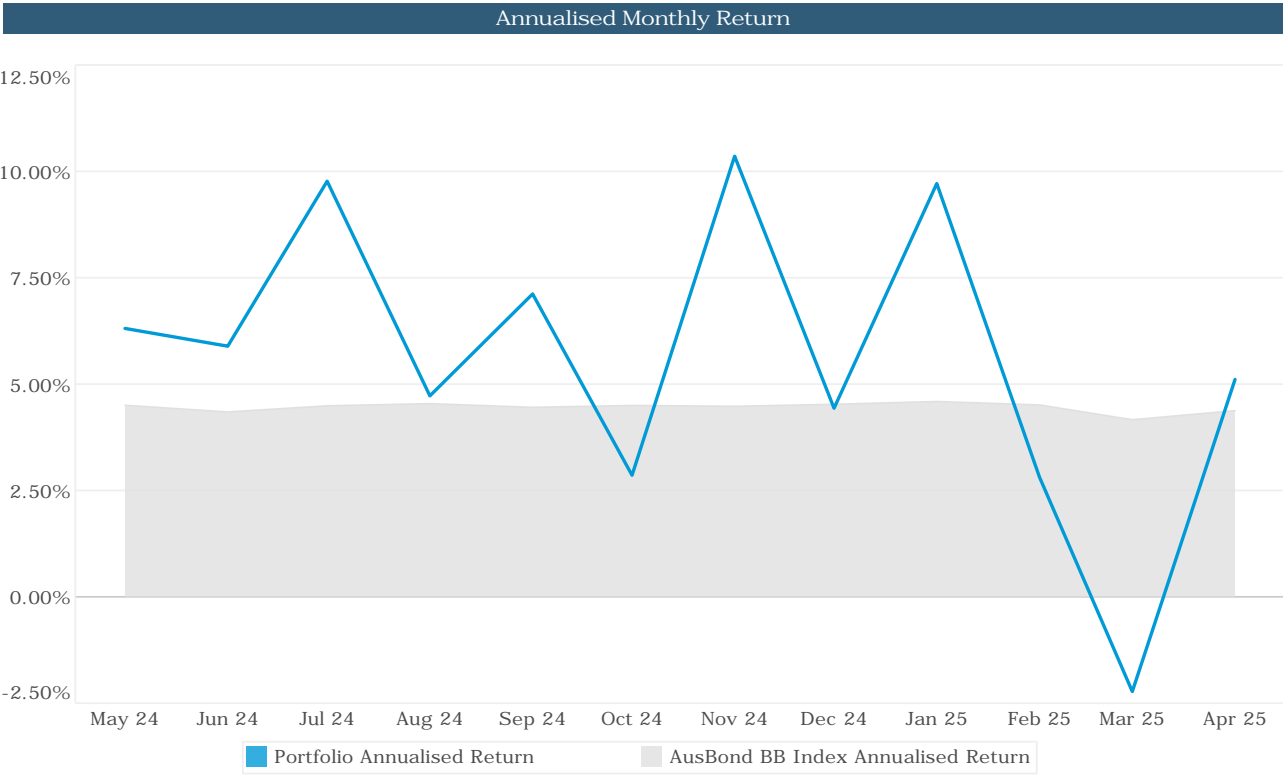


Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
13-Sep-27	1,000,000.00	5.4487%	AusW Snr FRN (Sep27) BBSW+ 1.33%	Baa2	1,000,000.00	13-Sep-24	1,007,314.69	545463	7,314.69	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	1,309,001.39	545482	9,404.39	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	1,119,992.88	543634	7,760.88	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	2,014,703.94	544957	10,445.94	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	2,404,704.20	545902	14,299.40	18-Jun-25	
	30,400,000.00	4.9846%			30,416,790.00		30,605,897.18		161,425.98		

Fixed Rate Bonds

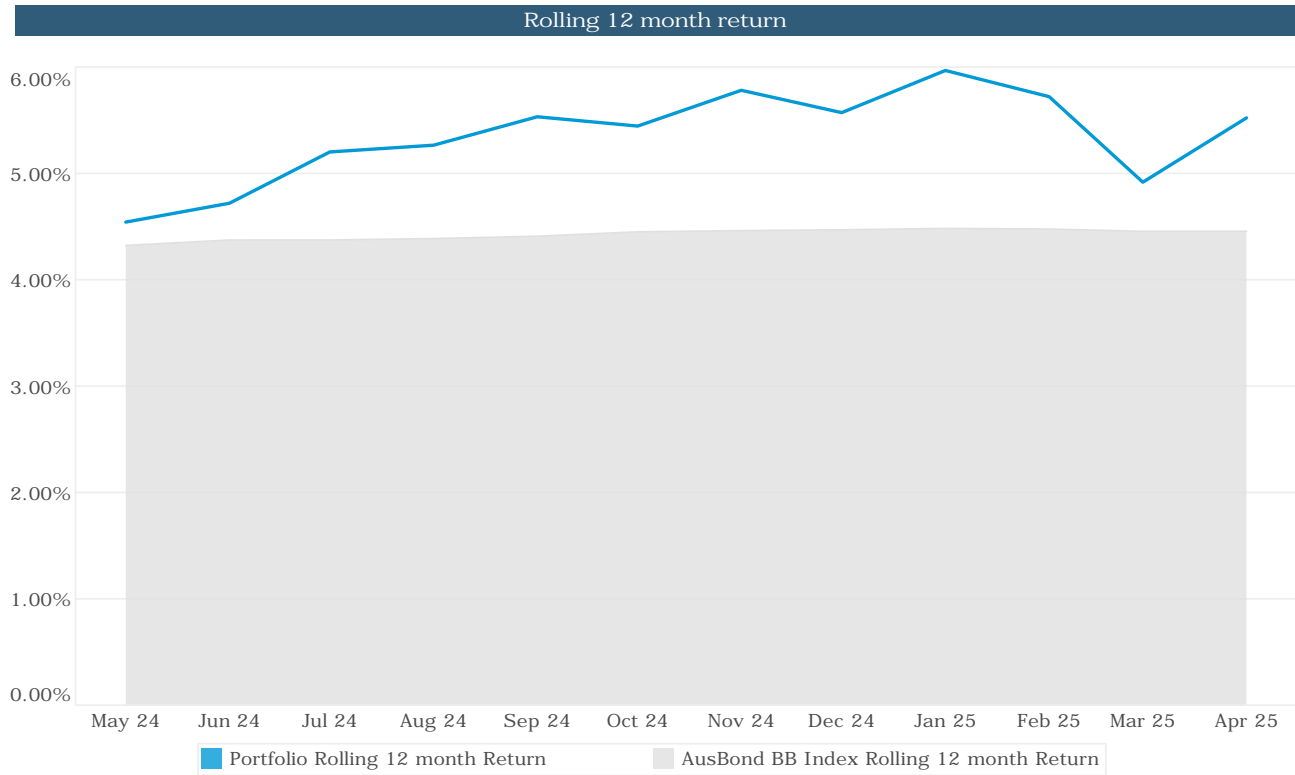
Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
11-Aug-25	1,000,000.00	3.9000%	WBC Snr Bond (Aug25) 3.90%	AA-	996,250.00	11-Aug-22	1,007,332.87	543161	8,511.05	4.03400%	
11-Nov-25	1,900,000.00	4.9000%	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,951,085.19	543536	43,736.54	4.99000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,017,472.53	541004	17,472.53	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	4,973,664.29	541284	29,464.29	1.30500%	
	9,900,000.00	3.1778%			10,418,538.00		9,949,554.88		99,184.41	2.2263%	

Singleton Council
Investment Performance Report - April 2025



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Apr 2025	5.11%	4.38%	0.73%
Last 3 months	1.78%	4.34%	-2.56%
Last 6 months	4.95%	4.44%	0.51%
Financial Year to Date	5.41%	4.46%	0.95%
Last 12 months	5.52%	4.46%	1.06%

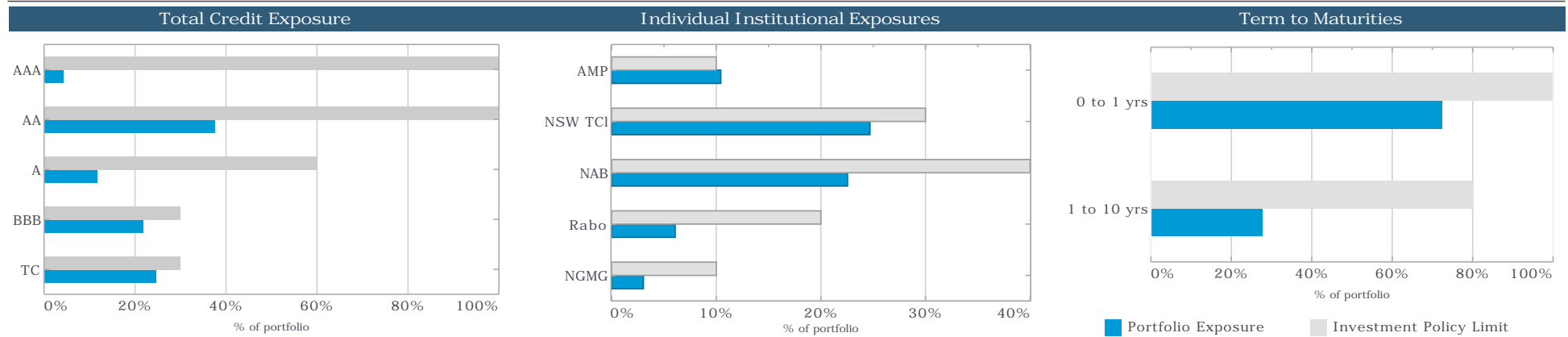
Singleton Council
Investment Performance Report - April 2025



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Apr 2025	0.41%	0.35%	0.06%
Last 3 months	0.43%	1.04%	-0.61%
Last 6 months	2.43%	2.18%	0.25%
Financial Year to Date	4.48%	3.70%	0.78%
Last 12 months	5.52%	4.46%	1.06%



Singleton Council Investment Policy Compliance Report - April 2025



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4% 100% a
AA	43,300,000	38% 100% a
A	13,408,929	12% 60% a
BBB	25,131,013	22% 30% a
TC	28,475,694	25% 30% a
	115,315,636	

Institution	% of portfolio	Investment Policy Limit
AMP Bank (BBB+)	10%	10% r
NSW T-Corp (TCI)	25%	30% a
National Australia Bank (AA-)	23%	40% a
Rabobank Australia (A)	6%	20% a
Newcastle Greater Mutual Group (BBB+)	3%	10% a
MyState Bank (Baa2)	3%	10% a
Suncorp Bank (AA-)	7%	40% a
Bank Australia (BBB+)	2%	10% a
Macquarie Bank (A+)	3%	20% a
Heritage and People's Choice (BBB+)	1%	10% a
Suncorp Bank Covered (AAA)	4%	40% a
Great Southern Bank (BBB+)	1%	10% a
Bank of Queensland (A-)	2%	20% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	83,415,636	72% 100% a
Between 1 and 10 years	31,900,000	28% 80% a
	115,315,636	

Specific Sub Limits			
Between 3 and 10 years	4,400,000	4%	50% a
Between 5 and 10 years	0	0%	25% a
Credit Rating	Current Longest Maturity (years)	Policy Max	
BBB+	2.37	3.00	a
BBB	2.37	3.00	a

a = compliant
r = non-compliant

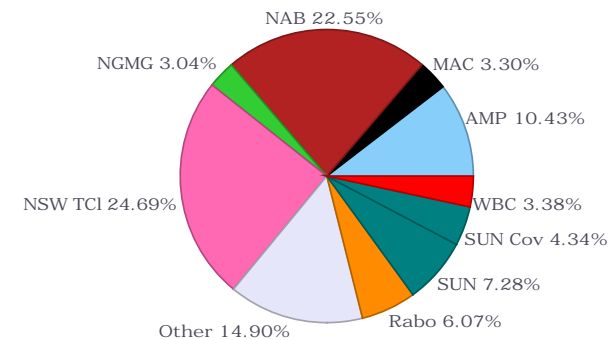
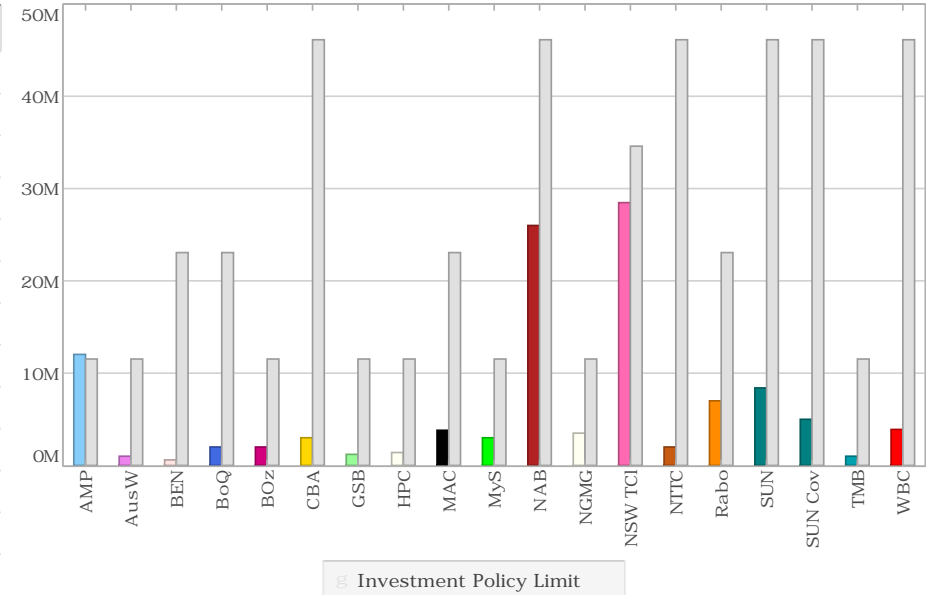


Singleton Council Individual Institutional Exposures Report - April 2025

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	12,031,013	10%	11,531,564	10%	-499,449
Auswide Bank (Baa2)	1,000,000	1%	11,531,564	10%	10,531,564
Bank Australia (BBB+)	2,000,000	2%	11,531,564	10%	9,531,564
Bank of Queensland (A-)	2,000,000	2%	23,063,127	20%	21,063,127
Bendigo and Adelaide Bank (A-)	600,000	1%	23,063,127	20%	22,463,127
Commonwealth Bank of Australia (AA-)	3,000,000	3%	46,126,254	40%	43,126,254
Great Southern Bank (BBB+)	1,200,000	1%	11,531,564	10%	10,331,564
Heritage and People's Choice (BBB+)	1,400,000	1%	11,531,564	10%	10,131,564
Macquarie Bank (A+)	3,808,929	3%	23,063,127	20%	19,254,198
MyState Bank (Baa2)	3,000,000	3%	11,531,564	10%	8,531,564
National Australia Bank (AA-)	26,000,000	23%	46,126,254	40%	20,126,254
Newcastle Greater Mutual Group (BBB+)	3,500,000	3%	11,531,564	10%	8,031,564
NSW T-Corp (TCL)	28,475,694	25%	34,594,691	30%	6,118,997
NT T-Corp (Aa3)	2,000,000	2%	46,126,254	40%	44,126,254
Rabobank Australia (A)	7,000,000	6%	23,063,127	20%	16,063,127
Suncorp Bank (AA-)	8,400,000	7%	46,126,254	40%	37,726,254
Suncorp Bank Covered (AAA)	5,000,000	4%	46,126,254	40%	41,126,254
Teachers Mutual Bank (BBB+)	1,000,000	1%	11,531,564	10%	10,531,564
Westpac Group (AA-)	3,900,000	3%	46,126,254	40%	42,226,254
	115,315,636				

Individual Institutional Exposure Charts



DCCS10/25. Response to Notice of Motion NM1/25 - Councillor and Staff Remuneration and Contractor Costs
Author: Chief Financial Officer

FILE: 24/00319

Executive Summary

The purpose of this report is to provide councillors with a response to the Notice of Motion regarding the Councillor fees, Staff costs and the Contractor Costs.

FOR INFORMATION

At its meeting on 18 February 2025, Council resolved the following:

1. *That a report is presented to Council as soon as resources allow but by the 20 May meeting. That this report itemises the budget versus year-to-date actuals for the following:*
 - *Councillor and Mayoral Fees*
 - *Staffing costs (Full time, part time and casual)*
 - *Contractor costs*
2. *That the report includes additional details where costs are over budget so that council can make an informed decision on what changes may be passed by council to address the root cause of the budget forecast change.*

In response to the Notice of Motion, the requested information is contained in Table 1 below.

Table 1 Budget versus Actual Cost Information

	December Budget	Actual to 23 April 2025	12 month Projection	Proposed March Budget	Annual projection Forecast v's December Budget	Commentary
Mayoral and Councillor Allowance	\$269,939	\$143,565	\$172,278	\$172,278	\$97,661	Savings from the caretaker period
Staffing Costs - Including Oncosts	\$31,291,439	\$24,446,591	\$29,911,556	\$29,671,556	\$1,619,883	Savings from vacancies and other employee benefits
Contractors	\$177,962	\$326,928	\$392,314	\$392,314	-\$214,352	Over budget backfilling the vacancies however offset within the budget with other savings within the line item

Following the outcomes of the December Quarterly Budget Review (QBR), a concerted effort has been made to reduce expenses associated with employee benefits and oncosts. As a result, a proposed reduction of \$1.620 million is included in the March QBR, which is presented to Council in a separate report.

These savings are primarily the result of ongoing vacancies and efficiencies across several departments. However, to ensure continuity in service delivery (particularly in critical roles) contractors have been engaged as a temporary measure. This has partially offset the savings within the employee benefits and oncosts but the net across the two categories is an improvement.

Corporate and Commercial Services Report (Items for Information) - DCCS10/25

The primary driver of contractor use is the Waste Management Centre, where staffing gaps have required the use of external resources to maintain essential operations.

Additionally, not included in this table (due to a late change in the March QBR) is the associated extra contractors expenses of \$300,000 and additional income of \$300,000 (netting to zero financial impact) that Council has been able to secure in relation to additional Water and Sewer works required for the Bypass project.

Attachments

There are no attachments for this report.

**DI&P23/25. Minutes - Sports Council Committee Meeting -
10/04/2025**
Author: Executive Assistant - Directors

FILE: 25/00185

Executive Summary

The Singleton Sports Council Committee held its ordinary meeting on 10 April 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [!\[\]\(8bba887393ca45b761e5cb49e755e762_img.jpg\)](#) Minutes - Singleton Sports Council Committee - 10/04/2025

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



Present	Cr Danny Thompson – Singleton Council (Chair) (Cr DT) Cr Mel McLachlan – Singleton Council (Cr MM) Singleton Golf Club – Greg Bateman (GB) Singleton Junior Rugby League – Daniel Trees (DT) Singleton Junior Touch Football – Monique Buckley (MB) Singleton Netball – Kate Munzenberger (KM) Singleton Strikers Football Club (Premier) – Warren Gillespie (WG)
In Attendance	Damian Morris – Acting Director Infrastructure & Planning Services, Singleton Council (DM) Amanda McMahon – Coordinator Recreation & Facilities, Singleton Council (AM) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Singleton Library Meeting Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Mark Rix – Howe Park Tennis Club
 - David Andrews – Singleton PCYC
 - Alan Fletcher – Singleton Mountain Biking Club
 - Lea Scoular – Singleton Amateur Swimming Club
 - Sam Masoomi – Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Sports Council meeting held on Thursday 13 February 2025, were confirmed.

Moved WG Seconded MB

4 Matters arising from the Minutes

- Nil

5 Agenda Items

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



5.1 Singleton Sports Council Committee - Terms of Reference Update

FILE:25/00185

DM advised it has been determined that the Committee does not meet the requirements of a 355 Committee and as such, should be amended to an Advisory Committee.

Currently awaiting feedback from Governance and hope to provide updated Terms of Reference at the next meeting.

NOTED

5.2 Financial Report

FILE:25/00185

The Singleton Sports Council - Financial Report for February 2025 was reviewed by the Committee.

NOTED

5.3 Strategic Planning Update

FILE:25/00185

AM provided an update on Strategic Planning.

Gowrie Park and Heuston Lookout Masterplan

- Community consultation was undertaken throughout February
- Concept plans have been received for internal review with draft masterplans due in May
- A lot of requests were received for a pump track at Gowrie Park

NOTED

5.4 Capital Works Planning

FILE:25/00185

Nil.

NOTED

5.5 Capital Works Delivery

FILE:25/00185

DM provided an update on the progression of the Capital Works delivery.

Cook #4 Amenities Extension (\$2.2M)

- Under construction by RTC and current forecast completion date is 17 May
- Septic issues may cause delay

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



- An opening event is being arranged

Replacement of Cook #3 Cricket Wicket (\$60,000)

- The contractor that was engaged to complete the works lost a key staff member at the beginning of the year and withdrew from the project. The Project Officer is working to identify another suitable contractor to complete the works

WILF Allan Walk Erosion Works

- Erosion works have been completed and are entering the maintenance period
- The walking path is to be seeded and will be open to the public once grass coverage has been established

Pioneer Road Mountain Bike Trails

- Trails have been completed
- Carpark due for completion mid-April

Alroy Oval and Amenities Upgrade

- Construction is being undertaken by Glascott Landscape and Civil and is due for completion in July 2025
- Modifications have been made to the carpark design
- Lighting, turf and building envelope complete – ongoing works include drainage, car park, amenities fit out and landscaping

Gym and Swim Indoor 25m Pool Dome

- Construction Certificate has been received
- Tender process has commenced
- Construction due to commence in October

Gym and Swim Amenities

- 50% complete – male amenities complete

Gym and Swim Car Park Upgrades

- Tender due for release in April

Gym and Swim Splash Pad

- Tender currently open

Sports Field Improvements (\$200,000)

- Ongoing – refer to maintenance activities listed below

NOTED

5.6 Maintenance Activities

FILE:25/00185

There were 3 CRM's received from February – March.

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



Date	Customer	Request	Outcome
05/02/25	Singleton Junior Rugby League	We have been down to the clubhouse and the main building currently has no lights/fans internally	Electec undertook repairs to the wiring and Ausgrid were notified on the outage and bought back on-line
15/02/25	Singleton Junior Rugby League	Lights in SJRL clubhouse are not working main building	See above
18/02/25	Howe Park Tennis Club	The lock on the front door to the Clubhouse has become difficult to unlock. The key catches and will not turn. You have to push the key in very hard to the barrel and it will move. This happens with all keys so it is the barrel that is the issue	Issue repaired on 20/02/25

- 11/12 March – All fields were sprayed with acelepryn (pesticide for army grub etc) and barricade (pre-emergent herbicide)
- 31 March – Aeration of all fields (except Civic Park due to the irrigation system not working)
- Rye grass for Cook #2 and Cook #4 was completed 1 April – fields were sprayed 9 April and will be fertilised 11 April. It is expected that the fields will be available for use again from 2 May (pending inspection to confirm that the grass has established)
- Civic Park irrigation will be active again once the VSD (irrigation board) has been received and installed (expected to be in May)

AM also advised Council has received multiple CRM's this month for locks not working however WD-40 has resolved these issues.

NOTED

5.7 Seasonal Sportsground Applications

FILE:25/00185

Review of additional Winter Seasonal Sportsground applications (7 April 2025 – 28 September 2025) received for endorsement.

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



Sportsground	Club	Days & Times	Endorsed
Allan Bull Reserve	Singleton Junior Rugby	Mon-Fri 4pm-8pm Sat 8am-2pm	13/02/2025
Alroy Oval	CLOSED		
Civic Park	Singleton Strikers – Premier	Mon – Thurs 4.30pm – 9pm Fri – Sun 8am – 10.30pm	13/02/2025
Civic Park (Fields 1 – 3)	Singleton Junior Touch Football	Sun – Fri 3.30pm – 8.00pm	
Cook Park 1	Singleton Junior Rugby League	Mon-Fri – 4pm-8pm Sat -Sun – 6am-6pm	13/02/2025
Cook Park 2			
Cook Park 3			
Cook Park 4	Singleton Roosters AFL	Tues – Thurs 4pm – 8pm Sat – Sun 8am – 6pm	13/02/2025
Cook Park 5	Singleton Strikers - Community	Not received	13/02/2025
Howe Park Sportsground	Singleton Strikers - Premier	Mon-Sun – 4.30pm – 9pm	13/02/2025
Howe Park Tennis	Howe Park Tennis Club	Mon – Sun 7am – 10pm	13/02/2025
Rose Point Netball Courts	Singleton Netball	Mon – Fri 3pm-9pm Sat - Sun 9am-8pm	13/02/2025

Cr MM advised all clubs utilising Civic Park are working together and there is enough room for all clubs.

ENDORSED

5.8 Grant Programs

FILE:25/00185

AM provided an update on the open Sports Grant funding opportunities.

[Singleton Council Sports Grant Program Round 2 2024/2025](#)

- Round 2 of the Sports Grant Program closed on 23 March 2025 and applications are being assessed
- A total of 8 applications were received totalling \$97,865 which are still being assessed

[Play Our Way Program](#)

- Funding of up to \$191.8M over three years from 2024-25
- Aims to address the barriers women and girls face when participating in sport and physical activity by delivering quality facilities and sport participation experiences where the need is greatest, and in a manner that is safe, equitable, accessible, inclusive, sustainable and enduring.
- Facilities – applications between \$50,000 and \$1.5M
- Participation and equipment – applications between \$50,000 and \$1M
- Projects must be completed by 30 June 2027
- Round 1 closed 29 April 2024

	2024-2025	2025-2026	2026-2027	Total
Stream 1 : Facilities	\$60M	\$54M	\$22M	\$136M
Stream 2 : Participation and	\$30M	\$16M	\$9.8M	\$55.8M

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



Equipment				
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Current Grant Applications

- Nil

Successful Grant Applications

- Nil

NOTED

5.9 Sports Club Updates

FILE:25/00185

GB – Singleton Golf Club

- Construction Certificate received for civil works
- Commencement of drainage system, deepening the current dam, creating an additional dam, and drain widening

DT – Singleton Junior Rugby League

- Season commenced first weekend in April
- Field marking is underway along with installation of posts

KM – Singleton Netball

- New Committee
- Season commenced first weekend in April
- Unable to play on one court due to damage – CRM to be lodged

MB – Singleton Junior Touch Football

- Season has finished
- Community competition grand finals held last week of March
- Rep teams went to State Cup with 4 out of 5 teams making the finals
- AGM to be held 14 May

WG – Singleton Strikers Football Club (Premier)

- Thank you to Council for moving maintenance works at Howe Park to allow game to go ahead
- Currently 4 games into the season with a full day of football scheduled for this Saturday
- Community season to commence 26 April

Cr MM requested WG please pass on a message to Community regarding current use of Cook #2.

David Andrews – Singleton PCYC (via email)

- Amateur boxing competition fundraiser on 22 February was a success
- Singleton's Josh Hammond was awarded the encouragement trophy
- Sports Council \$ for \$ grant acquittal has been submitted

**MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 10 APRIL 2025**



- Term based activities finish this week and will resume 28 April

Alan Fletcher – Singleton Mountain Biking Club (via email)

- Pioneer track upgrades are now complete with positive feedback received, user numbers have significantly increased with both local riders and from out of town
- Carpark construction work is currently underway and due for completion in a few weeks
- Thank you to Council staff involved, in particular Amanda McMahon and Daniel Dugac
- An official opening day is being planned for May
- Held 1st of 6 races for 2025 on 6 April at Maison Dieu with 38 riders

NOTED

6 Other Business

- Nil

7 Action List

- Nil

8 Next Meeting

- Thursday 19 June 2025 at 7:00pm in the Library Meeting Room.

The meeting closed at 7:23pm.

Cr Danny Thompson
Chair

DI&P24/25. Minutes - Extraordinary Meeting - Local Traffic Committee - 17/04/2025
Author: Executive Assistant - Directors

FILE: 25/00195

Executive Summary

The Singleton Local Traffic Committee held its extraordinary meeting on 17 April 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

Section 226 of the *Local Government Act, 1993* states that one of the roles of the Mayor is "to exercise, in the cases of necessity, the policy-making function of the governing body of the council between meetings of the council".

As the next meeting of Council was not until after the date of the Firelight 2025 event, it was requested that the Mayor make a decision on behalf of Council with regards to this item.

The memo is shown at **Attachment 2** for Council's information.

FOR INFORMATION

Attachments

- AT-1** [↓](#) Minutes - Extraordinary meeting - Local Traffic Committee - 17/04/2025
AT-2 [↓](#) Signed Memo - Cr Sue Moore, Mayor - Firelight 2025

**MINUTES
EXTRAORDINARY LOCAL TRAFFIC COMMITTEE
THURSDAY 17 APRIL 2025**



Present	<p>Cr Sue George – Deputy Mayor, Singleton Council (Chair)</p> <p>Ruth Rogers - Members Representative</p> <p>Senior Constable Michael Sheehan - NSW Police</p> <p>Senior Constable Steve Murrell – NSW Police</p> <p>Patrick Reilly - TfNSW</p>
In Attendance	<p>Mayor Sue Moore – Singleton Council</p> <p>Damian Morris – Acting Director Infrastructure and Planning Services, Singleton Council</p> <p>Sam Masoomi – Acting Manager Infrastructure Services, Singleton Council</p> <p>Mark Brennan – Traffic Engineering Officer, Singleton Council</p> <p>Hayden Vella - Road Safety Officer, Singleton Council</p> <p>Paul Smith – Executive Liaison Officer, Singleton Council</p> <p>Kellie Doherty – Minute Taker, Singleton Council</p>
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 - Firelight 2025 - 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 Firelight 2025 for Saturday 3 May 2025 and approves the event in accordance with this plan and the following conditions:

**MINUTES
LOCAL TRAFFIC COMMITTEE
THURSDAY 17 APRIL 2025**



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.
3. 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).
4. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
5. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under Roads Regulation 2018
6. Traffic controllers must display their authorisation at all times when controlling traffic.
7. Traffic controllers shall be relieved after two 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.
8. The implementation of TGS's must be undertaken by a person that holds 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)

4 Next Meeting

- Thursday 22 May 2025 at 9:30am in the Committee Room.

Cr Sue George, Deputy Mayor
Chair



Memorandum

Singleton Council

To: Councillor Sue Moore Mayor
From: Mark Brennan
CC: Damian Morris

Date: 30/04/2025
Document:
Re: Approval of the TMP for the Firelight 2025 Event.

EXECUTIVE SUMMARY

The temporary traffic management arrangements for the Firelight 2025 event to be held on 03 May 2025 were considered at the 17 April 2025 extraordinary meeting of the Local Traffic Committee.

As the next meeting of Council is not until after the date of the above event, it is requested that the Mayor make a decision on behalf of Council with regards to this item.

Section 226 of the Local Government Act states that one of the roles of the Mayor is "to exercise, in the cases of necessity, the policy-making function of the governing body of the council between meetings of the council".

The decisions of the Mayor will be included as an information item in the next Local Traffic Committee meeting agenda.

Recommendation:

Extraordinary Local Traffic Committee recommends that Council endorses the Traffic Management Plan for Firelight 2025 for Saturday 3 May 2025 and approves the event in accordance with this plan and 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.

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2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented.
3. 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).
4. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
5. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under Roads Regulation 2018
6. Traffic controllers must display their authorisation at all times when controlling traffic.
7. Traffic controllers shall be relieved after two 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.
8. The implementation of TGS's must be undertaken by a person that holds 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)



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Mark Brennan
Traffic Engineering Officer

Submitted for Approval



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Damian Morris
Director Infrastructure and Planning Services

Recommended for Approval



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Councillor Sue Moore
Mayor

Approved/Not Approved