



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 17 June 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

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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.

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1. 20 May 2025

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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.

**MM4/25. Tribute to Former Mayor, long-serving Councillor and
Freeman of the Shire, John Martin OAM**
Author: Governance Lead

FILE: 25/00006

It is with deep sadness that we pause to reflect on the passing of John Martin OAM, who gave more than 60 years of service to the Singleton community through the NSW State Emergency Service (SES), local government and numerous local organisations.

Most notably, Mr Martin was Singleton's first popularly elected Mayor and Freeman of the Shire.

He passed away on Thursday 5 June aged 90.

Many of the current-serving Councillors were privileged to be elected alongside Mr Martin, and anyone in community service would have worked with or been aware of Mr Martin's unwavering commitment to acting with the best interests of the community at heart. There was a great respect for his leadership and the vast knowledge, expertise and experience that he brought to the Chamber.

His love for Singleton and his service to its people and the community is unparalleled, and unlikely ever to be repeated.

Mr Martin was first elected to Singleton Municipal Council in 1965 and served more than 50 years as a local government representative, including as Mayor of Singleton Council from 1999-2000 and the first popularly elected Mayor in 2012.

He concluded his local government career in 2021.

Mr Martin became just the fifth person to receive the highest civic honour Singleton can bestow when he was awarded Freeman of the Shire in 2020 in recognition of his outstanding and exemplary contribution to the Singleton local government area stretching more than 60 years, including life membership of the State Emergency Service (SES), 50 years as a Councillor and as the area's first popularly elected mayor.

He was made an Order of Australia in 1994.

In addition to his long-standing role with the SES, Mr Martin has also been recognised for his service to Our Care services, Meals on Wheels, Singleton Apex Club, Albion Park Tennis Club, Singleton Hospital community trust, and Singleton Tidy Towns.

Mr Martin was a humble man, and was a servant of the community alongside his wife Jan. Together, they were inducted to the Wambo Coal Singleton Hall of Fame and leave a huge legacy that will be felt for decades to come.

Mr Martin was steadfastly loyal to the people of Singleton right up until his passing and while our community, and indeed the wider Hunter Region is all the poorer for his loss, we have certainly been enriched by his contribution.

Vale, John Martin OAM.

There be will one minute's silence to mark the passing of former Mayor, long-serving Councillor and Freeman of the Shire, John Martin OAM

NM11/25. Notice of Motion - Cr Yeomans - Compliance and Enforcement Policy
Author: Governance Officer

FILE: 25/00033

Councillor S Yeomans will move:

That Council provide a Councillor briefing on the Enforcement and Compliance policy prior to the draft being presented at a Council meeting.

Attachments

There are no attachments for this report.

GM26/25. Adoption of Singleton Integrated Planning and Reporting Documents (Community Strategic Plan 2025-2035, Delivery Program, Operational Plan, Resourcing Strategy) and 2025/2026 Budget
Author: Integrated Planning & Reporting Specialist
 Coordinator Financial Planning and Reporting

FILE: 23/00559

Executive Summary

The purpose of this report is for Council to adopt the following documents in accordance with Sections 402 to 405 of the *Local Government Act, 1993*:

- Draft Community Strategic Plan – Create Singleton 2035
- Draft Resourcing Strategy which includes:
 - Long Term Financial Plan 2026-2035
 - Workforce Plan/Our People Strategy 2025-2029
 - Draft Asset Management Strategy 2025-2035 and Draft Asset Management Plans
- Draft Delivery Program 2025-2029 and Operational Plan 2025-2026.

RECOMMENDED that Council:

1. In accordance with section 402 of the *Local Government Act, 1993*, adopts the draft Community Strategic Plan– Create Singleton 2035.
2. In accordance with section 403 of the *Local Government Act, 1993*, adopts the draft Resourcing Strategy including the draft Long Term Financial Plan 2026-2035, draft Workforce Plan/Our People Strategy 2025-2029 and draft Asset Management Strategy 2025-2035 and Draft Asset Management Plans.
3. In accordance with section 404 of the *Local Government Act, 1993*, adopts the draft Delivery Program 2025-2029.
4. In accordance with section 404 and 405 of the *Local Government Act, 1993*, adopts the draft 2025/2026 Operational Plan and Budget.
5. Makes the following General Rates for the 2025/2026 year:

Rate Type	Category	Sub-Category	Ad Valorem	Base Amount		Rate Yield
			Cents in \$	\$	% of Total Rate	\$'000
Ordinary	Residential	Singleton	0.3843	266.00	19.70	7,735
Ordinary	Residential	Rural Residential	0.2671	266.00	14.17	2,104
Ordinary	Residential	Village	0.2037	266.00	30.00	289
Ordinary	Residential	Ordinary	0.1153	266.00	19.62	3,411
Ordinary	Business	Singleton	0.8864	266.00	7.39	1,922
Ordinary	Business	Mount	0.8687	266.00	5.50	401

General Manager's Report (Items Requiring Decision) - GM27/25

Rate Type	Category	Sub-Category	Ad Valorem	Base Amount		Rate Yield
			Cents in \$	\$	% of Total Rate	\$'000
		Thorley				
Ordinary	Business	Village	0.5038	266.00	17.53	42
Ordinary	Business	Ordinary	0.1463	266.00	15.52	511
Ordinary	Farmland	Ordinary	0.1288	266.00	9.43	1,884
Ordinary	Mining	Coal	0.3533			9,700
Total Yield						28,000

6. Makes the following Domestic Waste Management Services Charges for the 2025/2026 year:

Urban	2025/2026
Weekly food and garden organics waste (240L), fortnightly general waste (240L), fortnightly recycling (240L or 360L)	\$675.00
Weekly food and garden organics waste (240L), weekly general waste (240L), fortnightly recycling (240L or 360L)	\$860.00
Additional weekly general waste service (240L)	\$325.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Swap of 240L recycling bin for a 360L recycling bin	\$75.00
Minimum domestic waste service charge	\$40.00
Rural	2025/2026
Weekly food and garden organics waste (240L), fortnightly general waste (240L), fortnightly recycling (240L)	\$675.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Minimum domestic waste service charge	\$40.00

General Manager's Report (Items Requiring Decision) - GM27/25

Commercial Urban	2025/2026
Weekly general waste (240L), fortnightly recycling (240L or 360)	\$585.00
Additional weekly general waste service (240L)	\$325.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Commercial Rural	2025/2026
Fortnightly general waste (240L), fortnightly recycling (240L or 360L)	\$585
Additional fortnightly general waste service (240L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00

7. Makes the following Stormwater Management Service Charges for the 2025/2026 year:

For land categorised as residential:	\$25.00
For residential strata lots:	\$12.50
For land categorised as business:	\$25.00, plus an additional \$25.00 for each 350 square metres or part of 350 square metres by which the area of the parcel of land exceeds 350 square metres up to a maximum charge of \$100.00.

General Manager's Report (Items Requiring Decision) - GM27/25

8. Makes the following Singleton Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Singleton	Access Charge	223.80	2.74
	Obanvale	44.76	
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

9. Makes the following Mount Thorley Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Mount Thorley	Access Charge	223.80	2.74
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

10. Makes the following Jerrys Plains Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Jerrys Plains	Access Charge	111.90	2.74
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

General Manager's Report (Items Requiring Decision) - GM27/25

11. Makes the following Broke Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Broke	Access	223.80	2.74
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

12. Makes the following Singleton Sewerage Scheme Charges for the 2025/2026 year:

Type	Category	Amount
Residential Customers	Annual charge	\$943.98
Non-Residential Customers	Annual Service Availability Charge	\$903.09
	Sewer Usage Charge	\$2.71 per kL
Liquid Trade Waste	Annual Liquid Trade Waste Charge	\$129.72
	Liquid Trade Waste Usage Charge	\$2.13 per kL
Pressure Sewer Systems	Simplex Pump Maintenance Fee	\$315.00
	Duplex Pump Maintenance Fee	\$630.00
	Triplex Pump Maintenance Fee	\$945.00

13. Makes the following On Site Sewage Management Charge (OSSM) for the 2025/2026 year:

Type	Category	Amount
OSSM	Annual Charge	\$136.09

14. In accordance with Part 4 Clause 36 of the *Local Land Services Regulation 2014*, is authorised, empowered and required to levy the Catchment contribution rate in respect of the lands within the Singleton Local Government Area.
15. In accordance with section 566 of the *Local Government Act 1993*, that if rates and charges are unpaid at the due date, the amount shall be increased by a sum calculated at ten and a half per cent (10.5%) per annum, simple interest, calculated daily for the year commencing 1 July 2025.
16. Adopts the 2025/2026 Fees and Charges as attached to the report.
17. Consider the expenditure for the financial year commencing 1 July 2025 as detailed in the 2025/2026 Operational Plan and that funds voted to meet expenditure be approved in accordance with clause 211 of the *Local Government (General) Regulation 2021* as attached to the report.

General Manager's Report (Items Requiring Decision) - GM27/25

18. Advise the Office of Local Government of the adoption of the Community Strategic Plan– Create Singleton 2035 and Delivery Program 2025-2029 and Operational Plan 2025-2026 within 28 days of adoption by Council.
19. Council publish a copy of its Community Strategic Plan– Create Singleton 2035, Delivery Program 2025-2029 and Operational Plan 2025-2026 and Resourcing Strategy on its website within 28 days of adoption.

Report

On 18 March 2025, Council resolved at its Ordinary Meeting that, as recorded in resolution number 28/25, the draft Community Strategic Plan – Create Singleton 2035 be exhibited for public comment in accordance with the requirements of the *Local Government Act 1993 (the Act)*.

On 15 April 2025, Council resolved at its Ordinary Meeting that, as recorded in resolution number 40/25, draft Delivery Program 2025-2029, draft Resourcing Strategy, along with the draft Operational Plan 2025/2026 be exhibited for public comment in accordance with the requirement of *the Act*.

The documents were exhibited with modifications as identified by Councillors with further modifications to be made during the exhibition period. These modifications are now complete. Council further resolved that a report would be presented to Council in June 2025 for the adoption of the draft Community Strategic Plan 2025-2035, the draft Delivery Program 2025-2029 and Operational Plan 2025/2026 and budget, and draft Resourcing Strategy with consideration of submissions received during the required exhibition period.

Prior to public exhibition, Council undertook an extensive six (6) month engagement process with the Singleton community. This included face-to-face engagements, workshops, social media and online consultation and feedback. The engagement resulted in Council receiving over 3,500 interactions with the Singleton community.

The draft Singleton Community Strategic Plan – Create Singleton 2035 provides a solid framework for clear connectivity and alignment between the desires of our community and the prioritisation of Council activities, outputs, and programming.

The draft Resourcing Strategy (comprising of the Long-Term Financial Plan, Asset Management Strategy and Plans and Workforce Plan (Our People Strategy)) details Council's plan to ensure adequate resources are available to deliver the services and initiatives in line with the draft Delivery Program and draft Community Strategic Plan.

The draft combined Delivery Program 2025-2029 and Operational Plan 2025/2026 has been prepared to define the priority deliverables to achieve the community's needs and desires over the coming four years and for the term of this elected Council and the annual actions that will be delivered during the first year.

The Operational Plan must be adopted by 30 June each year, after being publicly exhibited for at least 28 days and following consideration of any submissions received.

The 2025/2026 Operational Plan identifies the specific actions to be completed in the new financial year under each of the five Delivery Program pillars outlined in the Community

General Manager's Report (Items Requiring Decision) - GM27/25

Strategic Plan. It also contains Council's budget, along with Statement of Revenue Policy which details the rates, fees and charges that will apply during the new financial year.

During the public exhibition period for all documents Council received five (5) submissions from three (3) individuals. Details of the submissions received are provided as an attachment to this report in **Attachment 13 – Under Separate Cover**.

The following documents are now provided for adoption by Council:

- Draft Community Strategic Plan – Create Singleton 2035 (**Attachment 1 – Under Separate Cover**)
- Draft Combined Delivery Program 2025-2029 and Operational Plan 2025/2026 (**Attachment 2– Under Separate Cover**)
- Draft Resourcing Strategy including:
 - Draft Long-Term Financial Plan 2026-2035 (**Attachment 3– Under Separate Cover**)
 - Draft Workforce Plan/Our People Strategy 2025-2029 (**Attachment 4 – Under Separate Cover**)
 - Draft Asset Management Strategy 2025-2035 (**Attachment 5 – Under Separate Cover**)
 - Draft Asset Management Plan – Buildings (**Attachment 6 – Under Separate Cover**)
 - Draft Asset Management Plan – Transportation (**Attachment 7 – Under Separate Cover**)
 - Draft Asset Management Plan – Open Spaces and Reserves (**Attachment 8 – Under Separate Cover**)
 - Draft Asset Management Plan – Stormwater Drainage (**Attachment 9 – Under Separate Cover**)
 - Draft Asset Management Plan – Roads Infrastructure (**Attachment 10 – Under Separate Cover**)
 - Draft Asset Management Plan – Sewer (**Attachment 11 – Under Separate Cover**)
 - Draft Asset Management Plan – Water (**Attachment 12 – Under Separate Cover**)

Community Strategic Plan

Our Leadership

Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.9	Meet governance compliance and reporting requirements
Action:	5.5.9.1	Complete governance items on the Office of Local Government Calendar of Compliance and Reporting requirements by due dates

Council Policy/Legislation

The process of preparing the Community Strategic Plan – Create Singleton 2035 was carried out in accordance with section 402 of the *Local Government Act, 1993*.

The process of preparing the Resourcing Strategy including the Long-Term Financial Plan 2026-2035, Workforce Plan/Our People Strategy 2025-2029, and Asset Management Strategy 2025-2035 has been carried out in accordance with section 403 of the *Local Government Act, 1993*.

The process of preparing the Delivery Program 2025-2029 was carried out in accordance with section 404 of the *Local Government Act, 1993*.

The process of preparing the 2025/2026 Operational Plan was carried out in accordance with section 405 of the *Local Government Act, 1993*.

Section 535 of the *Local Government Act, 1993* requires Council to 'make' (adopt) its rates and charges each year.

Clause 211 of the *Local Government (General) Regulation, 2005* requires Council to vote the funds necessary to meet the expenditure included in the Operational Plan for 2022 – 2032.

Council has complied with all requirements specified under the relevant legislation.

Financial Implications

The 2025-2026 Operational Plan provides details on what Council plans to achieve during the coming financial year to progress the community's strategic objectives. The Operational Plan details how Council's planned activities will be achieved through the allocation of available resources and funding. It is supported by information contained in the four-year Delivery Program and the Resourcing Strategy which incorporates Council's Long-Term Financial Plan, Asset Management and Workforce Plans.

The Operational Plan 2025/2026, Delivery Program 2025-2029 and Long-Term Financial Plan 2026-2035 have all been updated to reflect the changes identified the March 2025 Quarterly Budget Review and changes outlined below to 2025/2026.

Operating Income for 2025/2026 is anticipated to be \$87.315 with Operating Expenses anticipated to be \$87.201 million. The Net Operating Result before Grants and Contributions provided for Capital Purposes shows a projected operating surplus of \$0.114 million, which is lower than the \$0.022 million from the draft plan placed on public exhibition. Changes post exhibition include: an increase of \$1.2 million in Operating Income and an offsetting \$1.2 million increase in Operating Expenses for labour hire to backfill permanent roles required for isolations of water and sewer assets to facilitate connections to new water and sewer infrastructure provided by the Singleton Bypass Project. Operating Expenses have also increased by \$0.022 million for Mayoral and Councillor allowances and superannuation in accordance with the Local Government Remuneration Tribunal's recent decision.

General Manager's Report (Items Requiring Decision) - GM27/25

The 2025/2026 capital budget has increased by \$0.810 million since public exhibition to a total capital spend for 2025/2026 of \$49.678 million. This change is due to deferral of a project from 2024/2025 - Construction of sewer pump station at Bridgman Ridge.

Operating deficits from 2026/2027 onwards are being addressed by Council's Financial Improvement Project and are subject to change given project outcomes.

Fees and Charges

Council's Operational Plan provides a full list of Council's proposed Fees and Charges for the 2025-2026 Financial Year.

While the draft fees and charges were on public display, Council staff have also reviewed and advised of the following fee adjustments to be made to the 2025-2026 Fees and Charges Schedule.

- Statutory fees that notification of the rate of the gazetted fees that was received during the exhibition period have been amended to the gazetted rate for the 2025/2026 financial year
- All requested category changes have been made.
- The proposed Traffic Management fees have been removed.
- The fee for the disposal of Deceased animals at the Waste Management Facility has been amended to \$75.00

Consultation

The public exhibition of the draft Community Strategic Plan – Create Singleton 2035 concluded on 16 April 2025. The draft Delivery Program 2025-2029, draft Resourcing Strategy, along with the draft 2025-2026 Operational Plan concluded on 14 May 2025. The draft documents were placed on public exhibition for no less than 28 days and were available for viewing at the Council Administration Centre, Singleton Library, Visitor Information Centre, Youth Venue with copies also online at www.singleton.nsw.gov.au.

Notice of exhibition was placed in the Council news section of the Singleton Argus at the commencement of the exhibition period. The advertisement outlined the purposed of the strategy, how to provide feedback and how to seek additional information.

During the public exhibition period for all documents Council received five (5) submissions from three (3) individuals.

The submissions were:

- Two (2) submissions – Feedback on draft Community Strategic Plan
- One (1) submission – Feedback on draft Delivery Program, Operational Plan and Resourcing Strategy documents
- One (1) submission – Feedback on draft Operational Plan and Long Term Financial Plan

General Manager's Report (Items Requiring Decision) - GM27/25

Details of the submissions received are provided as (**Attachment 13 – Under Separate Cover**) to this report.

No issues were raised that would require the exhibited documents to be altered.

Sustainability

The draft Community Strategic Plan – Create Singleton 2035, draft Delivery Program 2025-2029 and draft Operational plan 2025/2026, and draft Resourcing Strategy 2025-2029 all address environmental matters and due consideration is given to the environment as part of Council's commitment to sustainability.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of non-compliance with the <i>Local Government Act, 1993</i> which may lead to reputational damage.	High	Adoption of the recommendation	Low	Yes
There is a risk that if Council does not adopt the rates and charges, it will expose itself to potential legal challenges on the validity of the rates and charges which may lead to financial loss.	High	Adoption of the recommendation	Low	Yes
There is a risk of community dissatisfaction due to a lack of understanding of Councils Plans for the proceeding 12 months which may lead to reputational damage.	Medium	Adoption of the Recommendation	Low	Yes
There is a risk of having unclear and inconsistent levels of service provided to the community due to the lack of appropriate plans which may lead to reputational damage.	Medium	Adoption of the Recommendation	Low	Yes

*General Manager's Report (Items Requiring Decision) - GM27/25***Options**

The following options are available to Council:

1. Adopt the draft Community Strategic Plan – Create Singleton 2035, draft combined Delivery Program 2025-2029, 2025/26 Operational Plan and Budget 2025/2026 and Resourcing Strategy as they are presented.
2. Resolve not to adopt the draft Community Strategic Plan – Create Singleton 2035, draft combined Delivery Program 2025-2029, draft Operational Plan and Budget 2025/2026 and Resourcing Strategy. This is not recommended as it would breach the statutory requirements of the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021*.

Option one is recommended.

Conclusions

The Community Strategic Plan 2025-2035, Delivery Program 2025-2029, Resourcing Strategy and Operational Plan 2025/2026 have been thoroughly consulted and contain a true reflection of the communities' desire for Singleton. The articulation of this vision provides Council with an excellent framework to deliver against its commitments effectively and efficiently to the community.

Attachments

AT-1	Draft Community Strategic Plan - Create Singleton 2035	Attachment Under Separate Cover
AT-2	Draft Delivery Program 2025 - 2029 and Operational Plan 2025 / 2026	Attachment Under Separate Cover
AT-3	Draft Long Term Financial Plan 2026 - 2035	Attachment Under Separate Cover
AT-4	Draft Our People Strategy 2026 - 2029	Attachment Under Separate Cover
AT-5	Draft Asset Management Strategy 2025 - 2035	Attachment Under Separate Cover
AT-6	Draft Asset Management Plan - Buildings	Attachment Under Separate Cover
AT-7	Draft Asset Management Plan - Transportation	Attachment Under Separate Cover
AT-8	Draft Asset Management Plan - Open Spaces and Reserves	Attachment Under Separate Cover
AT-9	Draft Asset Management Plan - Stormwater Drainage	Attachment Under Separate Cover
AT-10	Draft Asset Management Plan - Roads Infrastructure	Attachment Under Separate Cover
AT-11	Draft Asset Management Plan - Sewer	Attachment Under Separate Cover
AT-12	Draft Asset Management Plan - Water	Attachment Under Separate Cover
AT-13	Public exhibition feedback log - Integrated Planning and Reporting document suite 2025	Attachment Under Separate Cover

GM27/25. 2025 Determination - Local Government Remuneration Tribunal **FILE: 21/00162**
Author: Governance Lead

Executive Summary

The purpose of this report is to advise Council that the Local Government Remuneration Tribunal has concluded its review for the year 2025/2026. This now enables Council to set the annual fees payable to the Mayor and Councillors for the 2025/2026 financial year.

RECOMMENDED that the Mayoral fee be increased to \$50,680 and the Councillor fees be increased to \$23,220 in accordance with the maximum fee amount in the Local Government Remuneration Tribunal's decision for the financial year commencing 1 July 2025.

Report

The *Local Government Act, 1993* (the Act) provides for the Local Government Remuneration Tribunal (Tribunal) to determine categories for councils, together with the annual fees payable to Mayors and Councillors. The Tribunal, in accordance with section 241 of the Act, must determine no later than 1 May each year the minimum/maximum fees payable for Councillors and Mayors for each category.

Council is supportive of an increase to the minimum and maximum remuneration payable to Mayors and Councillors in order to adequately reflect the:

- criticality of the role
- public profile and exposure
- level of accountability and expectations that are placed upon Councillors
- ever increasing time commitment
- expected level of competence
- level of impact on organisation and the community in the near future and long term.

Council is required under the Act to determine the fee to be paid to the Mayor and Councillors. Section 248 of the Act stipulates that a council must pay each Councillor an annual fee in accordance with the Tribunal's determinations, the annual fee is to be the same for each Councillor and Council is able to pay that fee having regard to the category established by the Tribunal.

The Local Government Remuneration Tribunal has concluded its review for the year and determined that an increase in fees of 3% for Mayors and Councillors is appropriate.

Attachment 1 is a copy of the report and determination from the Local Government Remuneration Tribunal in which Singleton Council has remained classified as "Regional Rural".

The increases are effective from 1 July 2025 and the minimum and maximum fees per annum for Council are as follows:

General Manager's Report (Items Requiring Decision) - GM27/25

Year	Mayor	
	Minimum	Maximum
2024/2025	\$21,770	\$49,200
2025/2026	\$22,420	\$50,680

Year	Councillors	
	Minimum	Maximum
2024/2025	\$10,220	\$22,540
2025/2026	\$10,530	\$23,220

Note: The Councillor fee is paid to the Mayor in addition to the Mayoral allowance.

Council is required to fix the remuneration level for the period 1 July 2025 to 30 June 2026 for the Mayor and Councillors by way of resolution. Should Council not determine or fix an annual fee, then in accordance with section 248(4) and 249(4) of the *Local Government Act, 1993* the minimum remuneration levels as determined by the Tribunal will apply.

It is also noted that in addition to the Mayoral and Councillor fees, The Mayor and Councillors may elect to receive an optional superannuation contribution payment. The superannuation contribution paid, is the amount Council would be required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act, 1992* as superannuation if the Councillors were employees of the Council.

The superannuation contribution payment is paid at the same intervals as the annual fee is paid to Councillors.

Community Strategic Plan

Strategy:	5	Our Leadership
Deliverable:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
	5.5.7	The elected Council is informed, engaged and attuned to community needs

Council Policy/Legislation

Pursuant to Section 241 of the Act, the Local Government Remuneration Tribunal determines in each category of Council, the maximum and minimum amount of fees to be paid to Mayors and Councillors of Councils.

In determining the minimum and maximum fees payable to each of the categories, the Tribunal is required, pursuant to Section 242A of the Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under Section 146C of the *Industrial Relations Act 1996*, when making or varying awards or orders relating to the conditions of employment of public sector employees.

The current Policy on wages pursuant to Section 146(1)(a) of the *Industrial Relations Act 1996* is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014*. The effect of the Regulation is that public sector wages cannot increase by more than 3% per annum. As such, the Tribunal may only determine an increase of up to 3% per annum for the fees.

General Manager's Report (Items Requiring Decision) - GM27/25

Section 254B of the Act outlines the requirements for making optional superannuation contribution payments to Councillors.

Financial Implications

The 2025/2026 draft Budget makes provision for payment of a 3% increase to the maximum fees and also for payment of superannuation contributions to the Mayor and Councillors based on previous years determinations.

Mayor and Councillor fees are payable monthly in arrears for each month (or part of a month) for which the Councillor holds office. Councillors are not taken to be an employee of Council and payment of the fees does not constitute salary for the purposes of any Act.

Should Council resolve to approve the maximum fees, each Councillor will receive an additional \$1,490 per annum and the Mayor will receive an additional \$3,260 per annum. The total impact to Council's budget for the 2025/2026 year will be an increase of \$18,160 compared to 2024/2025, which is in line with the increase factored into the draft 2025/2026 budget.

Consultation

The Tribunal wrote to all Mayors or General Managers and LGNSW on 26 November 2024 advising of the commencement of the 2025 review and to invite submissions.

The Tribunal received 19 written submissions of which included two requests for re-categorisation.

It was resolved at the meeting of 26 November 2024 that Council make a submission to the Local Government Remuneration Tribunal – 2025 Annual Review supporting:

1. Singleton Council remaining in our current category of Regional Rural.
2. An increase to the minimum and maximum remuneration payable to Mayors and Councillors in order to adequately reflect the:
 - criticality of the role
 - public profile and exposure
 - level of accountability and expectations that are placed upon Councillors
 - ever increasing time commitment
 - expected level of competence
 - level of impact on organisation and the community in the near future and long term.

The submission was lodged and acknowledged on 21 December 2023.

Sustainability

Not applicable.

General Manager's Report (Items Requiring Decision) - GM27/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not meet the requirements of the <i>Local Government Act, 1993</i> in relation to Councillors remuneration which may lead to legal, financial and reputational implications.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will not determine or will fix an inappropriate annual fee which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will be seen to be paying inadequate fees to the Mayor and Councillors which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will be seen to be paying inadequate fees to the Mayor and Councillors which may result in the inability to attract quality and diverse candidates for Mayor and Councillor	High	Adopt the recommendation	Low	Yes
There is a risk that Council will be seen to be paying inadequate fees to the Mayor and Councillors which may impact the Mayor and Councillors ability to devote adequate time to their civic duties	High	Adopt the recommendation	Low	Yes

*General Manager's Report (Items Requiring Decision) - GM27/25***Options**

The following options are available to Council:

1. Approve that the Mayoral fee be increased to \$50,680 and the Councillor fees be increased to \$23,220 in accordance with the maximum fee amount in the Local Government Remuneration Tribunal's decision for the financial year commencing 1 July 2025.
2. Approve the payment of another fee amount to the Mayor and Councillors for the 2025/2026 year commencing 1 July 2025 in line with the determination from the Tribunal.
3. Maintain the Mayor and Councillors fees at the 2024/2025 maximum level.

Option one is recommended.

Conclusions

It is recommended that Council pay the maximum fees to the Mayor and Councillors which is in line with past practices. This will ensure appropriate remuneration for the Mayor and Councillors that reflects the importance of the roles, significant time commitment and level of accountability to the community.

Attachments

AT-1	Local Government Remuneration Tribunal - Determination - 2025	Attachment Under Separate Cover
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GM28/25. Internal Audit Plan 2025 - 2029

Author: Manager Integrated Risk

FILE: 24/00389

Executive Summary

The purpose of this report is to seek adoption of the draft Internal Audit Plan 2025 – 2029.

RECOMMENDED that Council adopt the draft Internal Audit Plan 2025 – 2029.

Report

Since 2019 Council has developed and implemented a three-year internal audit plan which is reviewed and updated by the Leadership Team annually. The internal audit plan is a key component of the contract for the provision of internal auditing services which runs for a three-year period.

With the introduction of the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 and the supporting *Risk Management and Internal Audit for local government in NSW guidelines* issued by the Office of Local Government, Council is required to develop a four-year internal audit plan.

The draft Internal Audit Plan 2025 – 2029 was developed by the Leadership Team with reference to the following documents:

- Assurance Map
- Strategic Risk Register
- Internal Audit Plan 2022 – 2025.

The Leadership Team also considered any new or emerging risks and any unallocated items from the Internal Audit Plan 2022 – 2025. The team were surveyed to further identify and prioritise audit focus areas and finalised the draft Plan through discussion at the Leadership Team meeting of 27 November 2024.

Community Strategic Plan

Action:	5	Our Leadership
	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
	5.5.5	Implement, refine and continuously improve the Integrated Risk Management System
Deliverable:	5	Our Leadership
	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5	Our Leadership
	5.5	To lead, govern and regulate in an ethical, equitable and transparent way

Council Policy/Legislation

The four-year internal audit plan is required by the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 and Council's Internal Audit Charter.

Financial Implications

There are no financial implications arising from the adoption of the four-year internal audit plan. There is an adopted budget for the provision of internal auditing services which is presently outsourced to O'Connor Marsden and Associates.

Consultation

The draft Internal Audit Plan 2025 – 2029 was developed by the Leadership Team in November 2024 and subsequently reviewed and approved by the Audit, Risk and Improvement Committee.

Sustainability

Adoption of a four-year internal audit plan ensures the operations of the internal audit function are planned, executed and risk-based.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not have an adopted four-year Internal Audit Plan which may lead to failure to comply with legislation and Office of Local Government guidelines and damage to Council's reputation.	Medium	Adopt the draft Internal Audit Plan 2025 - 2029	Low	Yes

Options

The following options are available to Council:

1. Adopt the draft Internal Audit Plan 2025 – 2029
2. Not adopt the draft Internal Audit Plan 2025 - 2029

Option one is recommended.

Conclusions

Council has developed a draft four-year Internal Audit Plan for 2025 to 2029 in accordance with the requirements of relevant legislation and guidelines from the Office of Local Government and with reference to relevant Council documents and is seeking adoption of the draft Plan.

Attachments

AT-1 Draft Internal Audit Plan 2025 - 2029

INTERNAL AUDIT PLAN 2025 – 2029

Year	Topic	Business Unit
1	Development compliance	Development & Environmental Services
1	Waste management	Waste & Circular Economy
1	LTFP and financial viability of non-core services	Financial Services
1	Payroll compliance	Financial Services
2	Privacy compliance (incl CCTV, GPS, media policy)	Various
2	Business continuity management	Integrated Risk Management
2	Environmental Sustainability	Development & Environment Services
2	Recruitment and selection	People & Culture
3	Climate change financial disclosures	Development & Environmental Services
3	Child safeguarding compliance	Community Services Delivery
3	Staff performance	People & Culture
4	Capital works	Infrastructure Services
4	Legislative compliance	Executive Management
4	Development engineering	Infrastructure Services

GM29/25. Draft Risk Appetite Statement
Author: Manager Integrated Risk**FILE:** 15/0640

Executive Summary

The purpose of this report is to seek Council's adoption of the draft risk appetite statement.

RECOMMENDED that Council adopt the draft risk appetite statement.

Report

Risk appetite and risk tolerance is a core consideration of a best practice enterprise risk management approach. Risk appetite sets the tone for risk taking in general while risk tolerance informs the boundaries and thresholds of acceptable risk taking. A risk appetite statement is an articulation of an organisation's willingness to take, retain or accept risk and, because it operates at strategic and operational levels, it is an integral part of any risk management capability. It facilitates better decision-making by providing a framework for evaluating risks and prioritising resources based on their alignment with the organisation's risk appetite. While organisations will have different risk appetites depending on their sector, culture and objectives, local government is generally conservative in its approach to managing risk.

Council has articulated its appetite for taking, retaining, or accepting risk through qualitative risk appetite statements based on seven (7) adopted risk categories. These categories are detailed in Council's Integrated Risk Management Framework and are:

- People
- Environmental
- Financial
- Service Delivery
- Legal
- Technology & Systems
- Reputation

Through a workshop exercise facilitated by a consultant involving the Council's Executive Leadership Team, managers and members of the Integrated Risk Management team, risk appetite levels have been determined for each of Council's risk categories. The risk appetite levels produced are based on an ordinal scale of four levels: Low; Medium; High; and Extreme. In this order, the levels provide an indication of an increasing willingness to take, retain or accept risk, where Low and Medium are considered more conservative, and High and Extreme are considered less conservative.

The draft risk appetite statement and risk tolerances were tabled with the Audit, Risk and Improvement Committee on two occasions, 15 May 2024 and 20 November 2024, and feedback incorporated into the draft.

General Manager's Report (Items Requiring Decision) - GM29/25

The risk appetite was applied to the Strategic Risk Register, its quarterly reviews, and the suite of annual operational risk management business unit reports produced in February 2025. Application of the risk appetite statement allowed the Leadership Team to robustly test and further refine the draft to arrive at the version attached to this report.

Community Strategic Plan

Action:	5	Our Leadership
	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
	5.5.5	Implement, refine and continuously improve the Integrated Risk Management System
Deliverable:	5	Our Leadership
	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5	Our Leadership
	5.5	To lead, govern and regulate in an ethical, equitable and transparent way

Council Policy/Legislation

Section 216S of the Local Government (General) Regulation 2021 and the *Risk Management and Internal Audit for local government in NSW guidelines* produced by the Office of Local Government require that Council has adopted a risk management framework that is consistent with the current Australian risk management standard and that is appropriate for Singleton Council's risks.

Financial Implications

There are no financial implications associated with this report and/or its recommendations. The initial workshop with a consultant from Marsh Pty Ltd was accessed through Council's insurers, Statewide Mutual, and their free of charge on demand Board initiatives program.

Consultation

The draft risk appetite statement and risk tolerances were developed and agreed through several workshops with the Leadership Team. It was endorsed by the Audit, Risk and Improvement Committee following inclusion of their feedback.

Sustainability

An appropriate risk appetite statement can help Council achieve its objectives and support sustainability. It clarifies the acceptable level of risk Council is willing to take and enhances transparency, improves decision-making, and strengthens enterprise risk management.

General Manager's Report (Items Requiring Decision) - GM29/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council's enterprise risk management framework will not comply with OLG requirements may lead to damage to Council's reputation.	Low	Adopt the recommendation	Low	Yes
There is a risk that failure to adopt a risk appetite statement may lead to poor, inconsistent and unsustainable decision making.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Adopt the draft risk appetite statement
2. Not adopt the draft risk appetite statement

Option one is recommended.

Conclusions

Section 216S of the Local Government (General) Regulation 2021 and the Risk Management and Internal Audit for local government in NSW guidelines produced by the Office of Local Government require that Council has adopted a risk management framework that is consistent with the current Australian risk management standard and that is appropriate for Singleton Council's risks. The draft risk appetite statement is consistent with AS/NZS ISO 31000:2018 and reflective of Council's risk environment.

Attachments

AT-1 Risk appetite statement and risk tolerances - 28/05/2025

Attachment Under
Separate Cover

GM32/25. Delegation of Authority to General Manager
Author: Governance Officer

FILE:
25/00171/004

Executive Summary

The purpose of this report is to consider and adopt delegations for the General Manager in accordance with Section 377 of the *Local Government Act 1993* (the Act). Section 380 of the Act requires that a review of delegations be carried out during the first 12 months of each new Council.

RECOMMENDED that Council:

1. All previous delegations of Functions to the General Manager be revoked.
2. The person who from time to time holds the position of General Manager of Council (General Manager) be delegated authority under section 377 of the *Local Government Act, 1993*, to exercise and/or perform on behalf of Council the Council's Functions under all Legislation in force and as amended from time to time as per the Delegation of Authority – General Manager (**Attachment 1**)

Report

Councils have certain functions and duties which they must perform, and certain powers which they may exercise, pursuant to the Act as well as a range of other Acts. In most cases the relevant Acts grant those obligations and powers directly on the Council as a body. It is not practical or efficient for the Council as a body of elected members to perform the many functions or undertake the many activities that are required in the day to day administration of the Council's roles and functions. Delegations are the way in which the Council enables other people/bodies to undertake these steps on its behalf.

Therefore, it is necessary for the Council to take formal steps to delegate to such people/bodies the authority to make decisions, perform functions or undertake activities on behalf of the Council.

Pursuant to section 377 of the Act, Council may delegate any of its functions (other than those specified in section 377(1)) to the General Manager or any other person or body. However, Council cannot delegate directly to another employee of the Council.

Section 380 of the *Local Government Act, 1993* requires Council to review its delegations during the first 12 months of each new Council term. Council may however review its delegations at any time (or a number of times) during its term as it deems warranted.

The General Manager, in accordance with Section 378 of the Act, can delegate any of their functions, other than the power of delegation, to any other person or body, including another employee of Council.

Council previously adopted delegations for the General Manager on 15 October 2024 at which time there were no changes to the previous delegations adopted on 21 November 2023.

General Manager's Report (Items Requiring Decision) - GM32/25

Following extensive review of delegations for all Council officers, the delegations to the General Manager has also now been reviewed and, in line with limitations or amendments to the delegations to Council officers, amendments are proposed for the General Manager. These amendments are shown in the marked-up version (**Attachment 1**).

The proposed changes are as follows:

- Rewording of 2. a. iii to provide consistency with the Policy and Procedure that determines the approval of tenders.
- Addition of 2. a. iv. To provide for additional limitations via "schedule 1"
- Addition of 5. Provision of delegation during a defined recess period. This clause will negate the requirement to provide a separate report to council ahead of the next ordinary election
- Addition of 8. Definitions including the definition of a "recess period"
- Addition of Schedule 1 limitations table to include limitations on s138 approvals as per MM4/24, acknowledgment that the Upper Hunter Weeds Authority is the local control authority for weeds under the Biosecurity Act
- Explicit limitation to the waiving or reducing of fees and charges where these must be determined by Council, except where permitted by adopted policy or legislation.

Community Strategic Plan

Strategy:	5	Our Leadership
Deliverable:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Action:	5.5.8 Policies are reviewed as required throughout the term of Council to ensure legislative compliance	

Council Policy/Legislation

- *Local Government Act, 1993*
- *Local Government (General) Regulation, 2021*
- POL/6001 Procurement Policy

Financial Implications

Nil.

Consultation

Consultation with the public is not required in this matter as the delegation by the Council to the General Manager is a matter for the elected Council.

Council's delegations are made publicly available under the *Government Information (Public Access) Act, 2009*.

Sustainability

Nil.

General Manager's Report (Items Requiring Decision) - GM32/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will breach the caretaker provisions of the <i>Local Government Act, 1993</i> which may lead to legal and reputational implications.	High	Adoption of the recommendation	Low	Yes
There is a risk that Council will not meet the requirements of the <i>Local Government Act, 1993</i> which may lead to legal and reputational implications.	Medium	Adoption of the recommendation	Low	Yes
There is a risk that Council will not meet our customers' expected levels of service which may lead to reputational damage.	Medium	Adoption of the recommendation	Low	Yes
There is a risk to our customers of delayed determinations which may lead to reputational and financial implications.	Medium	Adoption of the recommendation	Low	Yes

Options

The following options are available to Council:

1. Resolve to delegate to the General Manager the functions outlined in **Attachment 1** to this report; or
2. Resolve not to delegate to the General Manager the functions outlined in **Attachment 1** to this report and retain the current delegations to the General Manager. If this option were pursued, it would be prudent to request further information from staff regarding the impacts of specific amendments.

Option one is recommended.

*General Manager's Report (Items Requiring Decision) - GM32/25***Conclusions**

Detailed within the recommendation to this report are the proposed delegations to the General Manager of Singleton Council. Endorsing this recommendation will enable the efficient and effective delivery of services to the community on behalf of Council.

Attachments

AT-1 DRAFT - Delegation of Authority - General Manager - For
Council meeting 19 June 2025



SINGLETON COUNCIL

INSTRUMENT OF DELEGATION TO GENERAL MANAGER

On Day, DD Month, YYYY the Singleton Council ("Council") resolved that:

1. All previous delegations of Functions the subject of this Instrument be revoked.
2. The person who from time to time holds the position of General Manager of Council ("**General Manager**"), be delegated authority under section 377 of the *Local Government Act, 1993*, to exercise and/or perform on behalf of Council the Council's Functions under all Legislation in force and as amended from time to time:
 - a. **Subject to** the following conditions and limitations:
 - i. Determination of Development Applications that are required to be reported to the elected Council in accordance with the Determination of Development Applications by Council Policy
 - ii. The writing off of bad debts greater than \$5,000 in accordance with clause 131(i) of the Local Government (General) Regulation, 2021
 - iii. Authorise and accept tenders in accordance with ~~the limitations set out in the Tender Determination Criteria Council's Procurement Policy and Procedures. and to the limit of \$3 million ex- GST.~~
 - iv. Additional limitations and notations set out in schedule 1
 - b. **Excluding** those Functions:
 - i. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;
 - ii. which are expressly required by legislation to be exercised by a resolution of the Council.
3. The General Manager be delegated any Function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the LG Act.
4. In the absence of the General Manager that a person appointed by resolution to act as General Manager assume all Functions, delegations, and sub-delegations of the General Manager for the period only of the absence of the General Manager unless otherwise



resolved by the Council.

5. Notwithstanding any other provision of this Instrument, during a recess period, the General Manager may, with the Mayor, determine matters not otherwise restricted from delegation, that would normally be referred to Council, subject to the restrictions of section 377 of the Local Government Act, 1993 and section 393B of the Local Government (General) Regulation, 2021,

1.6. These delegations and authorities are subject to, and are to be exercised in accordance with:

- a. the requirements of the relevant Legislation;
- b. any conditions or limitations set out in **Schedule 1** and **Schedule 3**; and
- c. any resolution or policy, procedure or budget adopted from time to time by the Council.

7. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.

8. In this delegation:

- “Functions” means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance thereof.
- “Legislation” means legislation enacted by the parliament of New South Wales and the parliament of the Commonwealth of Australia, including an Act, regulation made under an Act, by-law, rule or ordinance.
- “LG Act” means the Local Government Act 1993 as amended.
- “Recess period” means a period of time where there is a break in Council’s ordinary meeting schedule, specifically:
 - Between the last meeting of the Council term and the day appointed for the next ordinary election; with the agreement of the Mayor, or in the absence of the Mayor, with the Deputy Mayor; and
 - Between the last day appointed for the ordinary election and the first meeting of the new Council term, with the agreement of the Mayor; and
 - Not the time between the Ordinary Council meeting schedule adopted for the calendar year by resolution of Council (when an extraordinary meeting can be called where decisions are required to be made as a matter of urgency); and
 - Not between the last meeting of Council for the calendar year and the first meeting of the following year



Schedule 1: Limitations

<u>Part A – Limitations applicable to specific statutory Function (if any)</u>	
<u>Legislation</u>	<u>Limitation (if any)</u>
<u>Roads Act 031 Determine an application for consent</u> <u>Authority to determine an application for consent to: (a) erect a structure, or carry out work in, on or over a public road; (b) dig up or disturb the surface of a public road; (c) remove or interfere with a structure, work or tree on a public road; (d) pump water into a public road from any land adjoining a public road; (e) connect a road (whether public or private) to a classified road, and impose conditions on a consent.</u> <u>Pursuant to:</u> <u>Sections 138, 139 & 139A</u>	<u>Pursuant to MM4/24 this delegation is limited to the condition that S138 consent applications that relate to the installation of private infrastructure for energy production and other large projects in the Singleton LGA road reserves will be determined by the elected council.</u>
<u>All functions under the Biosecurity Act 2015</u>	<u>The Upper Hunter Weeds Authority is the local control authority for functions under the Biosecurity Act 2015</u>
<u>Waiving of fees and charges, wholly or partially</u>	<u>The General Manager can authorise the waiving of fees and charges only in accordance with adopted policy or where expressly permitted in legislation</u>
<u>Part B – General Limitations</u>	
<u>N/A</u>	

Pursuant to a Resolution of the Council at its meeting of XXXXXXXXXXXX,

GMXX/XX - Minute No. XXX/XX



Sue Moore

Mayor of Singleton Council

Date:

General Manager's acknowledgement of Delegations of Authority

I Justin Fitzpatrick-Barr, currently employed by the Council in the position of General Manager, do hereby acknowledge that I have read and understood this Instrument of Delegation and that I will perform these delegations and authorities in accordance with this Instrument of Delegation and my position description.

General Manager of Singleton Council

Date:

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DCCS11/25. Dividend Payment from Water and Sewerage Businesses**FILE:** 19/00223**Author:** Manager Water & Sewer

Senior Business Partner - Asset Accountant • Finance

Executive Summary

The purpose of this report is for Council to consider payment of a dividend from its water and sewerage business to the general fund as per the provisions under Section 409(5) of the *Local Government Act, 1993*.

RECOMMENDED that Council confirm it has complied with the requirements of Section 4.2 and 4.3 of the Guidelines, which are set out in the *Regulatory and assurance framework for local water utilities* and that it intends to apply to the Department of Planning and Environment to pay a dividend from its water and sewerage businesses for the 2023/24 financial year. Specifically, that Council confirms it has:

1. Calculated the dividend payment in accordance with the methodology in the *Regulatory and assurance framework for local water utilities*;
2. Demonstrated there is a surplus;
3. Demonstrated full cost-recovery pricing and developer charges;
4. In place effective, evidence-based strategic planning in accordance with the *Regulatory and assurance framework for local water utilities*;
5. Demonstrated that its financial reports are a true and accurate reflection of the business; and
6. Demonstrated that the overhead reallocation charge is a fair and reasonable cost.

The value of the total dividend payable will be equal to the maximum amount payable under the Guidelines, being \$219,330 from its water business (comprising of a tax-equivalent dividend of \$21,933 and a dividend from surplus of \$197,397) and \$185,850 from its sewerage business (comprising of a tax-equivalent dividend of \$18,585 and a dividend from surplus of \$167,265).

Report

Under section 409(5) of the *Local Government Act, 1993*, (the Act) a Council may pay an annual dividend from its water supply and sewerage business surplus to its Council. A dividend is a return on investment paid to the 'shareholder', which in this case is the council responsible for managing and investing in the local water utility's water supply and sewerage functions. Such dividends may be paid for each business at the end of the financial year after meeting the Guidelines as set out in the Department of Climate Change, Energy, the Environment and Water (DCCEEW)'s *Regulatory and Assurance Framework for Local Water Utilities* (RAFLWU).

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

The RAFLWU provides Guidelines for council dividend payments for water supply and/or sewerage services. Councils making a dividend payment from a surplus of their water and/or sewerage business must meet the expectations set out in the RAFLWU.

NSW Local Government has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy, which is being applied throughout Australia at all levels of government. This sets the competitive expectations of council-owned water utilities depending on revenues. Specifically, a Category 1 utility, with water revenues greater than \$2 million, should separate its accounts, implement a complaints-handling mechanism, and set prices so annual cost recovery by a council's water supply and/or sewerage businesses includes taxes or tax-equivalents (excluding income tax).

The dividend comprises 2 parts: a dividend calculated for tax-equivalents, and a dividend calculated from the surplus, and is paid in arrears. This report relates to the payment of the dividend for the 2023/24 financial year.

Dividend for Tax Equivalents

All council-owned water supply or sewerage businesses must make a dividend payment for the amount calculated as the annual tax-equivalent payment. The tax-equivalents are reported in council's water supply and sewerage businesses' special-purpose financial statements (SPFS) in their annual financial reports. The upper limit for tax-equivalent dividend payments from each of a council's water supply or sewerage businesses is set at \$3/assessment.

Council may apply the dividend for tax-equivalents for any purpose under the Act or any other act, including local community and charitable purposes. To ensure ongoing commercial viability, prices should be set so annual cost recovery by a council's water supply or sewerage business includes taxes or tax-equivalents (excluding income tax).

Council does not need concurrence from DCCEEW to make a dividend payment for tax equivalents.

Dividend from Surplus

Before taking a dividend payment from a surplus of Council's water supply and/or sewerage business, Council must:

1. **Calculate any dividend payment in accordance with the methodology in the RAFLWU**
2. **Be able to demonstrate there is a surplus**
Council must demonstrate there is a surplus in Council's water supply and/or sewerage business.
3. **Demonstrate full cost-recovery pricing and developer charges**
Council must demonstrate full cost-recovery pricing and cost-reflective pricing, including developer charges, are in place for the water supply and/or sewerage business.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

4. **Have in place effective, evidence-based strategic planning in accordance with the RAFLWU**
Council must have in place effective, evidence-based strategic planning, as set out in the RAFLWU.
5. **Demonstrate financial reports are a true and accurate reflection of the business**
Council must demonstrate with an unqualified financial audit report of the special-purpose financial statements for the water supply and/or sewerage business, that the water supply and/or sewerage special-purpose financial reports are a true and accurate reflection of the business.
6. **Demonstrate that the overhead reallocation charge is a fair and reasonable cost**
Council must demonstrate with an independent audit report of cost allocation of the water and/or sewerage business, that the overhead reallocation charge to the water supply and/or sewerage businesses is a fair and reasonable cost.

Council has confirmed its eligibility to take the maximum dividend from surplus for both the water supply and sewerage businesses as it has:

1. Calculated the dividend payment in accordance with the methodology in the RAFLWU – see calculation of dividend payment in **(Attachment 1 – Under Separate Cover)**.
2. Demonstrated there is a surplus in the water supply and sewerage businesses – see Council's Special Purpose Financial Statements in **(Attachment 2 – Under Separate Cover)**.
3. Demonstrated full cost recovery pricing and developer charges.
4. In place effective, evidence-based strategic planning in accordance with the RAFLWU and confirmed by DCCEEW – see **Attachment 3** and <https://water.dpie.nsw.gov.au/our-work/local-water-utilities/water-utility-strategic-planning>.
5. Demonstrated that Council's financial reports are a true and accurate reflection of the business – see Council's unqualified independent financial audit report in **(Attachment 4 – Under Separate Cover)**.
6. Demonstrated that the overhead reallocation charge is a fair and reasonable cost – see independent audit report on Council's overhead reallocation to the water supply and sewerage businesses in **(Attachment 5 – Under Separate Cover)**.

Calculation of Surplus and Maximum Dividend

The calculation of surplus and payment of dividend from a surplus of Council's water supply and sewerage businesses is subject to the following conditions:

- The dividend must be calculated based on the income statement of the business activity in council's audited special-purpose financial reports;

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

- The dividend from surplus must not exceed 50% of this surplus in any one financial year;
- The dividend from surplus must not exceed the number of water supply or sewerage assessments as of 30 June of the relevant year multiplied by \$30 less the dividend for tax equivalents; and
- The total dividend from surplus paid in each rolling 3-year period must not exceed the total relevant surplus in the same period.

Councils facing major capital expenditure for new or replacement water supply and/or sewerage infrastructure should defer paying a significant dividend from their surplus. Such a payment would directly increase the customers' bills. Such capital expenditure in any financial year is defined as that which exceeds 3% of the current replacement cost of Council's water supply or sewerage assets.

Provision of Information to DCCEEW

Following Council indicating in an open meeting of council, as required by section 409(7) of the Act that sections 4.2 and 4.3 of the RAFLWU and any direction under s 409(6)b) of the Act have been complied with, Council will provide DCCEEW with the following information:

1. Council's minutes resolving achievement of required outcome (as per section 4.2) and its decision of payment of dividend, including the amount of dividend;
2. A statement of compliance and statement of dividend payment (**Attachment 6 – Under Separate Cover**) noting the form will be finalised following Council's resolution regarding the dividend payment);
3. A dividend payment form with its calculation of maximum dividend (**Attachment 1 – Under Separate Cover**);
4. Council's special-purpose financial statements for the dividend year (**Attachment 2 - Under Separate Cover**);
5. An unqualified independent financial audit report for water supply and/or sewerage business(es) (**Attachment 4 - Under Separate Cover**); and
6. An independent audit report verifying that overhead reallocation charges are fair and reasonable (**Attachment 5 - Under Separate Cover**).

DCCEEW will access the local water utility's current strategic planning assessment and pricing outcomes to confirm Council has in place effective, evidence-based local water utility strategic planning, in accordance with the RAFLWU.

DCCEEW will assess the information supplied and give advice to Council and/or the Minister of its eligibility to pay the dividend or any non-compliance with the Guidelines. Following receipt of advice from DCCEEW, Council, if eligible, will make the dividend payment.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

Community Strategic Plan

	2	Our Places
Action:	2.3	Provide safe and reliable water and sewer services
	2.3.7	Water and sewer services are priced so they are economically sustainable and equitable
	2.3.5	Develop and implement the long term service delivery strategies and plans for water and sewer services
Deliverable:	2.3.5	Develop and implement the long term service delivery strategies and plans for water and sewer services
Deliverable:	2	Our Places
	2.3	Provide safe and reliable 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

The payment of the dividend from Council's water and sewer businesses, is governed by section 409 of the Act. Under this section of the act:

- (1) *All money and property received by a council must be held in the council's consolidated fund unless it is required to be held in the council's trust fund.*
- (2) *Money and property held in the council's consolidated fund may be applied towards any purpose allowed by this or any other Act.*
- (3) *However—*
 - a. *money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied, and*
 - b. *money that is subject to the provisions of this or any other Act (being provisions that state that the money may be used only for a specific purpose) may be used only for that purpose, and*
 - c. *money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose...*
- (4) *Pending its expenditure for the purpose for which it is held, money of the kind referred to in subsection (3)(a), (b) or (c) may not be held otherwise than in an account with a bank, building society or credit union or in an investment in which such money is, by or under this or any other Act, authorised to be invested.*
- (5) *Despite subsections (3) and (4), a council may—*
 - a. *deduct, from the money required by subsection (3) to be used only for the specific purpose of water supply or sewerage services, an amount in the nature of a return on capital invested payment (dividend), and*
 - b. *apply that amount towards any purpose allowed for the expenditure of money by councils by this Act or any other Act.*
- (6) *The Minister for Water, Property and Housing, with the concurrence of the Minister administering this Act—*

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

- a. *is to cause guidelines to be prepared and published in the Gazette relating to the management of the provision of water supply and sewerage services by councils, and*
 - b. *may, if of the opinion that a council has not substantially complied with the guidelines, direct the council to comply with any particular aspect of the guidelines before making any further deduction under subsection (5).*
- (7) *Before making a deduction under subsection (5), a council must—*
- a. *comply with the guidelines published under subsection (6) and any direction given under that subsection, and*
 - b. *indicate in an open meeting of the council that the guidelines and any such direction have been complied with in relation to the making of the deduction.*

Principally, sections 409(5) and 409(7) of the Act allows Council to pay an annual dividend from its water and sewer business, providing it has, in the opinion of DCCEEW, complied with the Guidelines (being the RAFLWU) and has resolved to make payment in an open council meeting.

DCCEEW acknowledges that, apart from issuing a direction to a council before the council may take any further dividend payments under section 409 of the Act, it does not have the legislative or regulatory authority to impose enforcement or compliance measures for the outcomes of its assessment of strategic planning.

Financial Implications

The maximum dividend from the water fund for 2023/24 is \$219,330, comprising of a tax-equivalent dividend of \$21,933 and a dividend from surplus of \$197,397 and the maximum dividend from the sewer fund for 2023/24 is \$185,850, comprising of a tax-equivalent dividend of \$18,585 and a dividend from surplus of \$167,265. The total maximum income to the general fund would be \$405,180. Across the Water and Sewer businesses there is \$260 million in equity and \$405,180 in dividend represents a return on equity of 0.16%.

The 2024/25 budget makes provision for dividend payments of \$234,593 from the water fund and \$180,518 from the sewer fund. The sum of these two is the equivalent of 1.6% of rates revenue – ie the amount rates would need to be raised by if the dividend were not paid and rates raised to achieve that amount. Not paying the dividend will result in a cash shortfall, which would result in cash being taken from a Council reserve holding money that is set aside for other services. Continued non-payment of the dividend to the general fund over multiple years, could lead to the reduction in one or more of Council services to balance the budget.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

The Operating Statement of each fund within Council, including capital income, is shown below in **Table 1**.

Table 1: General, Water and Sewer Fund Operating results

	Income Statement result from continuing operations by Fund									
	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
General	2,546	- 1,149	- 1,677	- 1,753	- 1,403	- 1,297	- 2,219	- 2,166	- 2,074	- 1,671
Water	2,807	3,053	2,200	1,855	1,624	1,506	1,691	1,887	2,102	2,339
Sewer	2,139	4,942	1,999	1,761	1,735	1,897	3,586	2,236	2,393	2,630

These results indicate a weak cash position in the general fund and to not pay the dividend amount would further deteriorate the position.

It should be noted that, as per the definition in the RAFLWU, Council is currently facing significant capital expenditure, being capital expenditure greater than 3% of the current replacement cost, for both the water and sewer funds. As a result, the RAFLWU states that Council should consider deferring payment of a significant dividend from their surplus as such a payment may directly increase the customers' bills.

However, across the Water and Sewer funds, there are \$64 million in investments. Further Council's Long Term Financial Plan has already considered payment of the dividend and currently indicates that there has been limited increases to customer's water and sewer bills over and above the proposed increase to fund the replacement of Water and Sewer Depot necessitated by the compulsory land acquisition associated with the Singleton Bypass.

Therefore, while the capital spend exceeds the RAFLWU recommended threshold, the water and sewer funds are in a very healthy state and at this stage, paying of the dividend will not result in additional customer bill increases beyond what is already forecasted in the Long Term Financial Plan.

Consultation

Councillors received a briefing on the payment of the water and sewer dividend in the briefing note on 10 June 2025.

Officers from DCCEEW have been consulted in the preparation of this paper.

Sustainability

As the dividend payments from Council's water and sewerage businesses are considered a return on investment, they are able to be used for any purpose under the Act. As such, paying the dividend provides Council's general fund with an alternate income stream outside of rates revenue which supports projects and programs that may not have a funding source without this income.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that claiming the dividend without following the process outlined in the Act may lead to NSW Government intervention and reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council makes payment of dividend, whilst facing significant capital expenditure, that increases customer's bills which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that without the payment of the dividend Council's general fund will have insufficient income which may lead to service delivery implications.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council confirm it has complied with the requirements of Section 4.2 and 4.3 of the Guidelines, which are set out in the *Regulatory and assurance framework for local water utilities* and that it intends to apply to the Department of Planning and Environment to pay a dividend from its water and sewerage businesses for the 2023/24 financial year. Specifically, that Council confirms it has:
 1. calculated the dividend payment in accordance with the methodology in the *Regulatory and assurance framework for local water utilities*;
 2. demonstrated there is a surplus;
 3. demonstrated full cost-recovery pricing and developer charges;
 4. in place effective, evidence-based strategic planning in accordance with the *Regulatory and assurance framework for local water utilities*;
 5. demonstrated that its financial reports are a true and accurate reflection of the business; and

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25

6. demonstrated that the overhead reallocation charge is a fair and reasonable cost.

The value of the total dividend payable will be equal to the maximum amount payable under the Guidelines, being \$219,330 from its water business (comprising of a tax-equivalent dividend of \$21,933 and a dividend from surplus of \$197,397) and \$185,850 from its sewerage business (comprising of a tax-equivalent dividend of \$18,585 and a dividend from surplus of \$167,265).

2. That Council confirm it has complied with the requirements of Section 4.2 and 4.3 of the Guidelines, which are set out in the *Regulatory and assurance framework for local water utilities* and that it intends to apply to the Department of Planning and Environment to pay a dividend from its water and sewerage businesses for the 2023/24 financial year. Specifically, that Council confirms it has:
 1. calculated dividend payment in accordance with the methodology in the *Regulatory and assurance framework for local water utilities*;
 2. demonstrated there is a surplus;
 3. demonstrated full cost-recovery pricing and developer charges;
 4. in place effective, evidence-based strategic planning in accordance with the *Regulatory and assurance framework for local water utilities*;
 5. demonstrated financial reports are a true and accurate reflection of the business; and
 6. demonstrated that the overhead reallocation charge is a fair and reasonable cost.

The value of the dividend payable will be equal to an amount less than the maximum amount payable under the Guidelines as determined by Council.

3. Not pay dividend from the water and sewerage businesses to the general fund.

Option one is recommended.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS11/25***Conclusions**

Under section 409(5) of the Act and following compliance with Section 4.2 and 4.3 of the RAFLWU, Council may pay an annual dividend from its water supply and sewerage business surplus to the general fund. Council has confirmed that it is eligible to pay the maximum dividend of \$219,330 from its water business and \$185,850 from its sewerage business and it is recommended that Council apply to DCCEEW to allow payment of the dividend.

Attachments

AT-1	Dividend Payment Form - 2023/24 Water and Sewer Dividend Payment - Department of Climate Change, Energy, the Environment and Water (DCCEEW)	Attachment Under Separate Cover
AT-2	2023/24 Special Purpose Financial Statements	Attachment Under Separate Cover
AT-3	Confirmation by Department of Climate Change, Energy, the Environment and Water (DCCEEW) of Council's Effective and Evidence Based Strategic Planning	Attachment Under Separate Cover
AT-4	2023/24 Special Purpose Financial Statements Audit Report	Attachment Under Separate Cover
AT-5	Independent Audit Report - Water and Sewer Overhead Allocation - 2023/24	Attachment Under Separate Cover
AT-6	DRAFT - Statement of Compliance - 2023/24 Water and Sewer Dividend Payment - Department of Climate Change, Energy, the Environment and Water (DCCEEW)	Attachment Under Separate Cover

DCCS12/25. Exemption to Tender - Bridgman Ridge Development Sewer Works **FILE: 21/00439**
Author: Procurement Coordinator

Executive Summary

The purpose of this report is to advise Council that a report has been prepared for Council's consideration in Closed Council as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

RECOMMENDED that the report on Exemption to Tender – Bridgman Ridge Development Sewer Works be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(d)(i) of the *Local Government Act, 1993* of the *Local Government Act, 1993* on the grounds that it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it..

Attachments

There are no attachments for this report.

DCCS13/25. Minutes - Singleton Arts and Culture Advisory Group -
27/05/2025

FILE: 22/00156

Author: Executive Assistant - Directors

Executive Summary

The Singleton Arts and Culture Advisory Group held its ordinary meeting on 27 May 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council:

1. Note the minutes of the Singleton Arts and Culture Advisory Group meeting held on 27 May 2025.
2. Adopt the following recommendations made by the Singleton Arts and Culture Advisory Group.

Item 1 Recommendation:

That Council engage with Transport for NSW regarding any future consultations around Aboriginal cultural and heritage matters, requesting they liaise with Singleton Council, the Wanaruah/Wonnarua community and the Singleton Aboriginal Reconciliation Committee.

Item 2 Recommendation

1. That Council waive the after-hours component (approx. \$7,500) of the hire fee quoted to Singleton Theatrical Society for the use of the Singleton Civic Centre for their 2025/2026 production of *The Little Mermaid*.
2. That Council work with Singleton Theatrical Society on a Memorandum of Understanding that allows mutually agreed terms and conditions for hire and use of the Singleton Civic Centre.

Report

Item 1 – Council Engagement with Transport for NSW

At the ordinary meeting of the Singleton Arts and Culture Advisory Group (SACAG) on 25 February 2025 representatives from Acciona and Transport for NSW (TfNSW) presented on the Singleton Bypass. The presentation included a general overview of the construction phase, a visual update of the construction, landscaping, artwork, Aboriginal and heritage consultation and a video flyover.

An action from the meeting of 25 February 2025 was to follow up with TfNSW for understanding around the tender process and design endorsement of the artistic presentation of the Bypass. The outcomes of this follow up were presented at the SACAG meeting of 27 May 2025. TfNSW advised Council that the consultation group included representatives from

local Aboriginal Land Councils, identified local Aboriginal knowledge holders, Wonnarua Nation Aboriginal Corporation, Worimi Local Aboriginal Land Council and Culturally Aware.

The Singleton Arts and Culture Advisory Group expressed their extreme disappointment with the tender process and unanimously put forward a recommendation to Council regarding TfNSW's future interaction around Aboriginal and heritage matters.

Item 1 Recommendation:

That Council engage with Transport for NSW regarding any future consultations around Aboriginal cultural and heritage matters, requesting they liaise with Singleton Council, the Wanaruah/Wonnarua community and the Singleton Aboriginal Reconciliation Committee.

Item 2 – Singleton Theatrical Society / Singleton Civic Centre Hire Fees 2025/2026

A member of the SACAG raised the issue of increased hire fees for the Civic Centre received on behalf of the Singleton Theatrical Society (SATS). The SATS hire fee for the Civic Centre for 2024/2025 was \$13,244 and the quote received for 2025/2026 is \$21,015. The increase in fees relates to SATS' after-hours access to the Civic Centre.

The Singleton Arts and Culture Advisory Group put forward a recommendation to Council regarding waiving the after-hours component of the hire fee quoted to SATS for use of the Singleton Civic Centre and that a mutually agreed hire fee be negotiated for the 2025/2026 financial year.

Item 2 Recommendation

1. That Council waive the after-hours component (approx. \$7,500) of the hire fee quoted to Singleton Theatrical Society for the use of the Singleton Civic Centre for their 2025/2026 production of *The Little Mermaid*.
2. That Council work with Singleton Theatrical Society on a Memorandum of Understanding that allows mutually agreed terms and conditions for hire and use of the Singleton Civic Centre.

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

The estimated cost to Council to waive hire fees for after-hours access to the Singleton Civic Centre is approximately \$7,500.

Risk Implications

Item 1 – Council Engagement with Transport for NSW

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Transport for NSW will not engage with appropriate community members to understand cultural implications across a range of work that Council undertakes, which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will provide services and programs that do not consider cultural impact which may lead to reputational damage.	Low	Adopt the recommendations	Low	Yes

Item 2 – Singleton Theatrical Society / Singleton Civic Centre Hire Fees 2025/2026

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that the Singleton Theatrical Society will not be able to sustain its programs if an agreement of fees for hire of the Singleton Civic Centre is not reached.	Medium	Adopt the recommendation	Medium	Yes
There is a risk of reputational damage to Council if they do not work with the Singleton Theatrical Society regarding a Memorandum of Understanding for fees and charges around for hire and use of the Singleton Civic Centre.	Medium	Adopt the recommendations	Medium	Yes

Options

The following options are available to Council:

1. a) Note the minutes of the Singleton Arts and Culture Advisory Group held 27 May 2025.

b) Adopt the following recommendations made by the Singleton Arts and Culture Advisory Group.
 - That Council engage with Transport for NSW regarding any future consultations around Aboriginal cultural and heritage matters, requesting they liaise with Singleton Council, the Wanaruah/Wonnarua community and the Singleton Aboriginal Reconciliation Committee.
 - That Council waive the after-hours component (approx. \$7,500) of the hire fee quoted to Singleton Theatrical Society for the use of the Singleton Civic Centre for their 2025/2026 production of *The Little Mermaid*, and
 - That Council work with Singleton Theatrical Society on a Memorandum of Understanding that allows mutually agreed terms and conditions for hire and use of the Singleton Civic Centre.
2. Note the minutes of the Singleton Arts and Culture Advisory Group held 27 May 2025 and not adopt the recommendations of the Committee.

Option one is recommended.

Conclusion

The Singleton Arts and Culture Advisory Group offers valuable insight and advice to Council on arts, culture and heritage issues. Committed to fostering positive outcomes, the Committee seeks to work collaboratively with Council to support the community to create and participate in arts and culture.

Attachments

AT-1 Minutes - Arts & Culture Advisory Group 27052025

MINUTES
ARTS AND CULTURE ADVISORY GROUP
12:00PM - 1:30PM TUESDAY 27 MAY 2025



Present	Cr Danny Thompson (Chair) – Singleton Council Cr Patrick Thompson, Councillor – Singleton Council Dwight Graham, Director Corporate & Commercial Services – Singleton Council Nicole Rindal, Manager Organisational Excellence & Strategy + Engagement – Singleton Council Christine McKanna-Farr – Community Representative Debbie Becker – Community Member Erwin Zehentner – Community Member Hannah Dewar – Community Member Jan Fallding – Community Member Kerri-Anne Taggart – Community Member Wendy Mason Jones – Community Member John O'Brien – Observer
In Attendance	Kirsten Torrance, Executive Assistant – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Welcome to Country by Debbie Becker
- Apologies – Helen Sharrock, Kim Lundy

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Arts and Culture Advisory Group meeting held on Tuesday 25 February 2025, were confirmed.

Moved: Erwin Zehentner **Seconded:** Jan Fallding
CONFIRMED

4 Matters arising from the Minutes

Nil

5 Agenda Items

5.1 Revision of Singleton Arts + Cultural Strategy 2020 - 2030

**MINUTES
ARTS AND CULTURE ADVISORY GROUP
12:00PM - 1:30PM TUESDAY 27 MAY 2025**



Nicole Rindal, Manager Organisation Excellence and Strategy + Engagement, provided an update on the status of the Singleton Arts + Cultural Centre Strategy Project.

The review of the Strategy includes an assessment of operations, staffing levels and grant funding of the Singleton Arts & Cultural Centre. Council has commenced steps to recruit the new Coordinator Arts and Culture, planning to distribute the updated position description to this group by 2/7/2025.

The Arts & Culture Strategy 2020-2030 review will be undertaken once the Centre strategy has been delivered to the Advisory Committee and Council.

5.2 Singleton Arts & Cultural Centre Update

Nicole Rindal, Manager Organisation Excellence and Strategy + Engagement, provided an update on programs, exhibitions and activities at the Singleton Arts & Cultural Centre. Report attached.

The SACC has received excellent feedback regarding this year's exhibitions. The format of a SACC Chat (artist talk) prior to the opening event for the Avian Assembly Exhibition was very well received and may be considered for future events.

An interpretive plinth for "The Land Arounds Us" sculpture has been installed at Townhead Park, noting the sign includes a QR code which leads to a video explaining the sculpture's significance. Council's Communications Team is currently in discussions regarding sharing the interpretive signage on social media. It was noted that artist, David Cianci, does not wish the sculpture to be further illuminated.

The SACC forecourt is to include 3 new public art pieces and a new mural has been earmarked for the north-east facing wall of the SACC, due for completion by November 2025. The mural may potentially include a youth indigenous program with interchangeable digital artwork.

Three new shadow-gram bike racks are to be installed at the VIC / SACC carpark. The bike racks are shadow-grams of people, can be moved from one site to another, will not impede the current accessible parking and there may be others at the Library.

The Singleton Civic art collection display was changed out on 16/05/2025. The full collection is now digitised and available on the website. Council will share on social media leading up to the art prize.

Council is currently managing grants in the Arts & Cultural space totalling \$1.753M and will submit a variation for completion for the SACC fit-out grant.

The group discussed the timing and marketing of the NEXT//STUDIO After School Digital Art Workshops. The advertised starting time is 3:00pm, noting afternoon tea is served at 3:00pm as students arrive from school, and the workshops begin at 3:30pm. The workshops have been shared on social media and marketed directly

**MINUTES
ARTS AND CULTURE ADVISORY GROUP
12:00PM - 1:30PM TUESDAY 27 MAY 2025**



through local schools.

6 Other Business

- SACC Visitor Information Centre / Retail Design – Christine McKanna-Farr

Christine presented a number of innovative ways to introduce more traffic through the centre, with the aim of re-establishing the identity of the SACC and aligning ideation with your journey through the building. Council is currently waiting on the outcome of consultation around the SACC Strategy project. Christine and Nicole will meet offline to discuss the retail space.

- Sculpture feedback – Erwin Zehentner

Erwin discussed the negative feedback received around the sculpture at Townhead Park. It was noted that there is no such thing as ugly art, we all have a different opinion and reaction to art and comments are subjective.

- Transport for NSW / Acciona Consultation – Nicole Rindal

Nicole responded to the action from the last meeting regarding the tender process for the Singleton Bypass artists and illumination of artworks. Transport for NSW advised the consultation group included representatives from local Aboriginal Land Councils, identified local Aboriginal knowledge holders, Wonnarua Nation Aboriginal Corporation, Worimi Local Aboriginal Land Council and Culturally Aware.

Transport for NSW advised that illumination of the acrylic noise walls is not part of the scope of the Singleton Bypass. It was noted that vibrant illumination may potentially present a road safety issue and due to the elevation of the bridge, structures may cause unwanted light pollution to local residents.

The Advisory Group expressed their extreme disappointment with the tender process and put forward the following recommendation to Council.

RECOMMENDATION

That Council engage with Transport for NSW regarding any future consultations around Aboriginal cultural and heritage matters, requesting they liaise with Singleton Council, the Wanaruah/Wonnarua community and the Singleton Aboriginal Reconciliation Committee.

Moved: Debbie Becker **Seconded:** Kerri-Anne Taggart
All in favour

- The importance of art in the community – Kerri-Anne Taggart

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ARTS AND CULTURE ADVISORY GROUP
12:00PM - 1:30PM TUESDAY 27 MAY 2025



Kerri-Anne raised the importance of art in the community and an interactive event to promote art. There was discussion within the group around individual approach and appreciation of art, and how we engage art in a different way. It was noted that QR codes are helpful for this reason. Art in regional and rural communities can become quite personal and education around this may lead to more acceptance, discussion and appreciation. Communication is key to understanding.

- It was noted that the A-frame at the SACC is not always visible.
- SATS Update – Wendy Mason-Jones

The SATS production of *The Little Mermaid* will be on between 6 and 21 June 2025. Tickets for opening night 6 June 2025 are “buy one get one free” with SATS hosting a Mark Hughes Foundation fundraiser event.

Link to the event as follows:

[Sats | Singleton Theatrical Society](#)

Singleton Town Band has an event scheduled for November 2025.

Wendy (on behalf of SATS) raised the issue regarding increased hire fees for the Civic Centre. Last year’s fee was \$13,244 and this year’s quote is \$21,015. Council is currently looking into this with a Notice of Motion planned for the June Council meeting. There was a suggestion the difference in the quote be considered in the Donations Policy.

The Advisory Group discussed the possibility of Council waiving the after-hours fee of \$7,500 and not having a manager on site at certain times to assist with reducing the quote.

Advisory Group members put forward the following recommendation to Council.

RECOMMENDATION

1. That Council waive the after-hours component (approx. \$7,500) of the hire fee quoted to Singleton Theatrical Society for the use of the Singleton Civic Centre for their 2025/2026 production of *The Little Mermaid*.
2. That Council work with Singleton Theatrical Society on a Memorandum of Understanding that allows mutually agreed terms and conditions for hire and use of the Singleton Civic Centre.

Move: Wendy Mason-Jones **Seconded:** Debbie Becker
All in favour

**MINUTES
ARTS AND CULTURE ADVISORY GROUP
12:00PM - 1:30PM TUESDAY 27 MAY 2025**



- Arts Upper Hunter - John O'Brien

AUH funding has been rolled over for 3 years at the current rate.
Suzannah is currently working on tourism data.
There is a quilting workshop Thursday night.
TAFE are holding a Connecting with Community workshop this week.

- Timing of the Digital Art Workshops – Hannah Dewar

Hannah believes the timing of these workshops may need reviewing as it will be difficult for many high school students to finish school and make it to the SACC in time before the workshops starts.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
AC25-01	25/02/2025	Karen Varker to contact AUH regarding event listing and cultural tourism	N Rindal	26/08/2025
AC25-02	25/02/2025	Make NAIDOC Exhibition accessible to exhibitors in Corrective Services.	N Rindal	26/08/2025
AC25-04	27/05/2025	Nicole and Christine to meet regarding retail space at the SACC.	N Rindal	26/08/2025

8 Next Meeting

Tuesday 26 August 2025, 12:00pm – 1:30pm

The meeting closed at 1:37pm.

Cr Danny Thompson

Chair

DCCS14/25. Loan Borrowings - Community Building Renewal Program**FILE: 24/00380****Author:** Coordinator Finance Business Partnering

Executive Summary

The purpose of this report is to obtain Council approval to draw down loan funds for the Community Building Renewal Program.

RECOMMENDED that Council authorise the Mayor and General Manager to execute under Council Seal documentation associated with a \$5,659,000 loan borrowing for works undertaken under the Community Building renewal program, for a period of ten (10) years.

Report

The 2024/2025 adopted budget makes provision to borrow \$5,659,000 in new loan borrowings to fund Community Buildings Renewal.

As at the March 2025 Quarterly Budget Review, the following projects are funded by the new loan borrowings for the works undertaken this financial year:

- Swim and Gym – Perimeter fence replacement of, Swimming pool roof replacement (Dome structure), installation of Splash Pad, Carpark, Lighting, and amenities upgrade.
- Alroy Oval – Sports Complex upgrade.
- Youth Venue – replacement of Air conditioning.
- Heights Sports Centre – Roof replacement, floor replacement and amenities.
- James Cook Park – AFL Clubhouse extension and
- Wilf Allan Walk – Erosion remediation.

The purpose of this report is to seek Council's authorisation for the Mayor and General Manager to execute under Council Seal, documentation associated with a \$5,659,000 loan borrowing to fund works undertaken for Community Building renewals, for a period of 10 years.

Council staff will seek quotes from banks and TCorp and accept the lowest long-term cost for Council.

Community Strategic Plan

Strategy:	2	Our Places
Deliverable:	2.1	Provide safe and well-maintained facilities, land and infrastructure
Action:	2.1.3	Design, program and deliver Capital Works Program for each of the infrastructure asset classes

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/25***Council Policy/Legislation**

The authority to authorise loans is vested with Council by virtue of the *Local Government Act 1993*. No officer of Council is authorised to undertake the establishment of a new loan facility without the authorisation of Council.

In addition to the legislative requirements, Council staff will ensure compliance with Council's *Loan Borrowing and Overdraft Policy*.

Financial Implications

The 2024/2025 adopted budget provides for loan borrowings of \$5,659,000 with provision for loan repayments made in the long-term financial plan 2025/2026 for the period of the loan at an indicative interest rate of 5.5%. With the two recent cash rate reductions, it is expected a slightly lower interest rate will apply.

Consultation

Quotations will be sought from financial institutions to ensure that Council obtains the best rate for this loan borrowing. There are no social implications in relation to this matter.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that if Council elects not to draw down loan funds for the subject program this will have a negative impact on Council's existing cash reserves or lead to a halting or some projects.	Medium	Adopt the recommendation	Low	Yes

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS14/25***Options**

The following options are available to Council:

1. Authorise the Mayor and General Manager to execute under Council Seal documentation associated with the \$5,659,000 loan borrowing to fund works undertaken as part of the Community Building Renewal program, for a period of ten years.
2. That the loan not be raised.

Option one is recommended.

Conclusions

It is recommended that in accordance with Council's Long Term Financial Plan and Operational Plan arrangements be made to borrow \$5,659,000 for the Community Building Renewal Program

Attachments

There are no attachments for this report.

DI&P25/25. Draft Singleton Local Infrastructure Contributions Plan**FILE:**

24/00269/009

Author: Principal Development Contributions Officer
Development & Environment

Executive Summary

The purpose of this report is to advise Council of the outcomes of the consultation undertaken on the draft Singleton Local Infrastructure Contributions Plan (SLIC Plan), and to note the proposed response to submissions provided at **(Attachment 1 – Under Separate Cover)**. The report recommends that Council approve the Singleton Local Infrastructure Contributions Plan **(Attachment 2 – Under Separate Cover)** as amended.

The SLIC Plan will allow Council to impose conditions of consent requiring Section 7.11 contributions (including Section 7.11 Haulage) or Section 7.12 fixed rate levies on developments to which the Plan applies, for the provision of public services and amenities needed by the increased demand from new development.

As indicated in a report that went to the March 2025 Council Meeting, this report also seeks a resolution to repeal the Singleton Development Contributions Plan 2008 (and any previous plan) upon the adoption of the SLIC Plan. To ensure that the remaining funds collected under the existing and previous plans are allocated to their original purpose, it is proposed to allocate a portion of the funds towards the administration and management of the new Plan and to allocate (internally restrict) the remaining funds to Council's Infrastructure Management Fund to be spent in accordance with the Infrastructure Management Fund Plan of Management .

RECOMMENDED that Council:

1. Receive and note the submissions received during the public exhibition of the draft Singleton Local Infrastructure Contributions Plan **(Attachment 1 – Under Separate Cover)**.
2. Approve the Singleton Local Infrastructure Contributions Plan **(Attachment 2 – Under Separate Cover)** as amended, to commence on 1 July 2025, and repeal the Singleton Development Contributions Plan 2008, and any previous contributions plan.
3. Provide public notice that the Singleton Local Infrastructure Contributions Plan has been approved in accordance with the *Environmental Planning and Assessment Regulation, 2021*.
4. Note it's 18 March 2025 resolution to:
 - a. Allocate \$1 million toward Plan Management to be held in an externally restricted reserve and to be used for the purpose of maintaining and administering the Local Contributions Plan; and
 - b. Allocate the remaining funds collected as at 30 June 2025 to the Infrastructure Management Fund, under the terms set out in the adopted Legacy Fund Policy.

Report

Sections 7.11 and 7.12 of the *Environmental Planning and Assessment Act, 1979* (EP&A Act) authorises councils and other consent authorities to collect contributions via conditions of consent in the form of money, land, or both from developers to support the provision, extension, or augmentation of local infrastructure. Conditions of consent relating to local infrastructure contributions must be levied in accordance with a Council's adopted contributions plan and the funds that are collected must be allocated to the projects that are identified within the Works Schedule of the plan.

The SLIC Plan sets out the infrastructure needs of the community and how developers will contribute to its provision. The focus areas of the SLIC plan are shared paths, improving local roads and supporting a vibrant town centre. The SLIC Plan:

- Incorporates updated population data and dwelling projections for the local government area.
- Focuses on delivering infrastructure that meets anticipated growth and future demand.
- Aligns the Works Schedule with adopted strategies, including the capital works program and strategic plans.
- Excludes infrastructure projects that have been completed or are no longer deemed necessary.

Seniors housing as defined in the State Environmental Planning Policy (Housing) 2021(Housing SEPP) (excluding residential care Facilities) is exempt for paying local infrastructure contributions.

At its meeting on 18 March 2025, Council resolved to publicly exhibit the draft SLIC Plan for 28 days in accordance with the *Environmental Planning and Assessment Act, 1979 and Environmental Planning and Assessment Regulations, 2021*. The draft SLIC Plan was publicly exhibited from 9am Thursday 27 March 2025 to 5pm Thursday 1 May 2025. Six submissions were received during the exhibition period, including a submission from Cessnock City Council. Responses to the issues raised in these submissions are provided in (**Attachment 1 – Under Separate Cover**).

There are proposed amendments to the SLIC Plan following exhibition. A majority of the amendments relate to minor administrative matters and seek to clarify the operation of the draft SLIC Plan. These minor changes include:

- Updating changes to the Consumer Price Index (CPI) to reflect the latest data released in April 2025.
- Clarifying when indexation will occur.
- Clarifying the commencement date to 1 July 2025.

The SLIC Plan is intended to replace the existing contributions plan, and this report seeks a resolution to repeal the current plan (and any other plans). Once adopted, the funds collected under the current plans will become repealed funds and may be used for purposes other than the local infrastructure projects in a contributions plan.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P25/25

As indicated in a report that went to the March 2025 Council Meeting seeking to exhibit the draft SLIC Plan, to ensure that the funds are allocated to their original purpose it is proposed to allocate a portion of the funds (approximately \$1 million) towards the administration and management of the new plan (including the preparation of studies and any necessary legal advice or specialist reports) and the remaining funds (approximately \$4.2 million) to be allocated (internally restricted) to Council's Infrastructure Management Fund to be spent in accordance with the Infrastructure Management Fund Plan of Management.

The act of repealing the current and previous contributions plan will not affect development consents that include a condition to pay contributions under those plans. Subsequently, there are provisions in the SLIC Plan for the collection of contributions from repealed plans and the funds collected will be allocated towards the same catchment in which it was collected.

Community Strategic Plan

Deliverable:	2	Our Places
Action:	2.4	Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community

Council Policy/Legislation*Environmental Planning and Assessment Act, 1979 (EP&A Act)*

Division 7.1, Sections 7.11 and 7.12 of the EP&A Act authorise Council to require new development to contribute to the provision and upgrade of local infrastructure through conditions of development consent imposed in accordance with adopted local infrastructure contributions plans. The SLIC Plan has been prepared in accordance with Division 7.1 of the EP&A Act.

Environmental Planning and Assessment Regulation, 2021 (EP&A Regulations)

Part 9 of the EP&A Regulation 2021 relates to infrastructure contributions and finance and Division 3 of Part 9 sets out the particulars of what a local infrastructure contributions plan must contain and the exhibition requirements for draft local infrastructure contributions plans. The SLIC Plan has been prepared, and exhibited, in accordance with the EP&A Regulation.

Environmental Planning and Assessment (Local Infrastructure Contributions) Direction 2012 (the Direction)

The Environmental Planning and Assessment (Local Infrastructure Contributions) Direction 2012 (the Direction) sets maximum contribution rates for new development, unless a contributions plan is reviewed by the Independent Pricing and Regulations Tribunal (IPART) and the Direction is subsequently amended. In Singleton, the maximum rate per residential lot is \$20,000. As the proposed rates within the SLIC plan do not exceed \$20,000, the draft SLIC Plan satisfies the Direction.

Financial Implications

The SLIC Plan seeks to secure contributions from new developments to support local infrastructure. If adopted, the Plan will allow Council to deliver adequate public services and amenities that meet community expectations.

The SLIC plan includes contribution rates of \$20,000 for three out of four catchments, and a rate of \$19,983 for the Huntlee Catchment (the maximum allowed). Even at this rate, developers will only contribute a portion of the cost of the required infrastructure. Reducing the rate would put the delivery of infrastructure at risk and put pressure on Council's financial sustainability.

Consultation

Internal

The SLIC Plan has been prepared in consultation with the Financial Services, Infrastructure Services and Development and Environmental Services sections of Council. The projects in the SLIC Plan have been aligned with Council's capital works program, and with other strategic asset management documents including plans of management for parks and community facilities, and other adopted strategies.

Council's Development Contributions Advisory Group has overseen the development of the draft Plan and Councillor Briefings were held on 2 April 2024, 3 December 2024, 4 February 2025. A Briefing Note was also circulated in June 2025.

External

The draft SLIC Plan was publicly exhibited from 9am Thursday 27 March 2025 to 5pm Thursday 1 May 2025. Exhibition included a public notice published in a local newspaper and on Council's website. The draft SLIC Plan was made available for inspection on Council's website, and at the Administration Building, Singleton Library and the Singleton Visitor Information Centre.

Six written submissions were received during the exhibition period. Specific matters raised in submissions have been summarised and addressed in the response to submissions at **(Attachment 1 – Under Separate Cover)**.

Sustainability

New development is expected to require new and upgraded public facilities and amenities. The SLIC Plan provide a means of collecting, managing and administering local infrastructure contributions to ensure that the community has an adequate level of public services and amenities. Projects in the SLIC Plan will promote healthy living and support thriving communities and town centres. Therefore, it is expected that there will be overall positive social implications.

The SLIC Plan will enable Council to adequately fund and deliver the infrastructure upgrades and new facilities likely to be needed as a result of new development.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P25/25

The contribution rates have been benchmarked (where possible) against other regional councils to ensure that development charges are comparable. It should be noted that in 2012, the (then) Minister for Planning and Infrastructure issued a Ministerial Direction that limits Section 7.11 contributions for residential development within the Singleton Local Government Area (LGA) to \$20,000 per lot/dwelling. The Ministerial Direction allows for a contribution of up to \$30,000 for certain greenfield areas that are identified within the Ministerial Direction. The Direction does not currently identify any greenfield areas that are subject to the \$30,000 cap within the Singleton LGA.

A summary of the benchmarking is detailed in the table below:

Local Government Area	Average Contributions Rate (per dwelling or lot)
Maitland	\$19,900
Port Stephens	\$22,000
Cessnock	\$21,573
Lake Macquarie	\$19,100

A summary of the rates in the draft SLIC plan are provided in the table below:

Catchment	Rate (per dwelling or lot)
Singleton and the North	\$20,000
Rural West and Wine Region	\$20,000
Branxton and South East	\$20,000
Huntlee URA	\$19,984

At the Council Meeting on 18 March 2025, Council resolved to:

- a. Allocate \$1 million toward Plan Management to be held in an externally restricted reserve and to be used for the purpose of maintaining and administering the Local Contributions Plan; and
- b. Allocate the remaining funds collected as at 30 June 2025 to the Infrastructure Management Fund, under the terms set out in the adopted Legacy Fund Policy.

It is intended that these funds will be internally restricted to ensure expenditure will be undertaken in accordance with the Plan of Management for the Infrastructure Management Fund and the administration provisions set out in the Singleton Local Infrastructure Contributions Plan and the *Environmental Planning and Assessment Act, 1979*, *Environmental Planning and Assessment Regulation, 2021* and supporting practice notes. Governance arrangements are in place through the Legacy Fund and the Development Contributions Advisory Group.

The combination of repealed fund management and the new SLIC Plan ensures an adequate standard of services and facilities can be provided for existing and future communities and that the existing community will not be funding the infrastructure needs that result from growth. Therefore, the Plan will have positive economic implications for the community.

No environmental implications are expected.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P25/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that the projects identified in the draft SLIC Plan will not be adequately funded by contributions sourced from new development and will require other sources of revenue, which will lead to a financial impact on Council that may lead to reduced delivery of services to the community.	Medium	Adopt the recommendation	Low	Yes
There is a risk that local infrastructure contributions will impact development feasibility, which may lead to reputational damage to Council.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council:
 - a) Receive and note the submissions received during the public exhibition of the draft Singleton Local Infrastructure Contributions Plan.
 - b) Approve the Singleton Local Infrastructure Contributions Plan as amended, to commence on 1 July 2025, and repeal the Singleton Development Contributions Plan 2008, and any previous contributions plan.
 - c) Provide public notice that the Singleton Local Infrastructure Contributions Plan has been approved in accordance with the *Environmental Planning and Assessment Regulation, 2021*.
2. That Council does not endorse the recommendations.

Option one is recommended.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P25/25***Conclusions**

This report seeks Council endorsement to endorse the Singleton Local Infrastructure Contributions Plan (SLIC Plan). It also seeks a resolution to repeal the Singleton Development Contributions Plan 2008 (and any previous plan) and to reallocate remaining funds to support the administration and management of the new plan and to Council's Infrastructure Management Fund.

The SLIC Plan will enable Council to impose conditions of development consent under Section 7.11 and Section 7.12, ensuring the delivery of essential public services and amenities to meet the demands of future growth. Public exhibition will allow for community feedback and support a fair, transparent, and sustainable approach to infrastructure funding

Attachments

AT-1 Attachment 1 - Response to Submissions

Attachment Under
Separate Cover

AT-2 SLIC - Singleton Local Infrastructure Contributions Plan

Attachment Under
Separate Cover

Infrastructure & Planning Report (Items Requiring Decision) - DI&P20/25

DI&P20/25. Draft Voluntary Planning Agreement with Hunterview Developments PTY LTD **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 Draft Voluntary Planning Agreement – Hunterview Developments PTY LTD 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.

DI&P26/25. Sports Grant Program Funding Allocations Round 2 - 2024/2025**FILE:** 25/00185**Author:** Coordinator Recreation & Facilities**Executive Summary**

The purpose of this report is to present to Council a recommendation to fund ten (10) grant applications under Round 2 of the Singleton Council Sports Grant Program 2024/2025.

RECOMMENDED that:

1. Council approves the following applications totalling \$121,785 under Round 2 of Council's Sports Grant Program 2024/2025:

Applicant	Project	Project Cost	Grant Amount Recommended for approval
Howe Park Tennis Club	Clubhouse upgrade and expansion detail design	\$42,639	\$42,639
Howe Park Tennis Club	Grass Court Maintenance Equipment Replacement	\$9,257	\$4,628
Howe Park Tennis Club	Synthetic Grass Court Grooming Equipment	\$1,960	\$980
Singleton Clay Target Club	Wireless Electronic Control Systems	\$7,805	\$3,902
Singleton Junior Rugby League	First Aid Supplies	\$1,364	\$682
Singleton Strikers Football Club	Field Marking Maintenance	\$8,240	\$1,290
Singleton Track and Field	Cook 5 Security and Enhancement	\$31,225	\$31,225
Singleton United Rugby League Football Club	Sustainable Water	\$14,878	\$7,439
Singleton Golf Club	Renovation of Practice Putting Green	\$48,630	\$24,000
Wonnarua Wayila	Wonnarua NAIDOC Gala Day	\$15,000	\$5,000
Total		\$180,998	\$121,785

Infrastructure & Planning Report (Items Requiring Decision) - DI&P26/25

2. Council approves the carryover of \$33,720 of remaining funds in the 2024/2025 Singleton Sports Grant Program to the corresponding program in 2025/2026.

Report

The Singleton Sports Grant Program was established in recognition of the important contribution sporting organisations make in developing and maintaining programs and facilities in the Singleton community. The program primarily provides dollar-for-dollar grant opportunities to community-based not-for-profit organisations based in Singleton to help maintain and improve sporting facilities. The full cost (100%) of projects can be provided to community groups that demonstrate extenuating circumstances. Extenuating circumstances include repairs required due to natural disasters (e.g. bushfires, storms, floods), vandalism, or where clubs do not have a source of income through the levying of fees and charges.

In 2024/2025 grant funds totalling \$155,505 are available to local sporting groups through the Program for Round 2.

Round 2 of the Program was open from 24 February 2025 until 23 March 2025. It attracted ten (10) applications from eight (8) different clubs totalling \$131,978.

An initial eligibility assessment was undertaken to determine whether the applicant organisations were eligible to apply and that the applications were complete and met the program requirements. Sports Clubs that did not meet the eligibility criteria of the grant program, were contacted, and provided the opportunity to provide additional information. Once the information was provided all applications met the eligibility criteria.

The grant applications were then assessed by a panel comprising the two Councillor representatives of the Singleton Sports Council and the Acting Director Infrastructure and Planning.

The panel resolved to support eligible funding applications as detailed in Table 1 below. Whilst the grant program is a dollar-for-dollar program, the amount recommended for approval reflects the amount requested by each Club.

Table 1: Applications supported for funding under the Sports Grant Program Round 1

Applicant	Project	Project Cost	Grant Amount Recommended for approval
Howe Park Tennis Club	Clubhouse upgrade and expansion detail design	\$42,639	\$42,639
Howe Park Tennis Club	Grass Court Maintenance Equipment Replacement	\$9,257	\$4,628
Howe Park Tennis Club	Synthetic Grass Court Grooming Equipment	\$1,960	\$980
Singleton Clay Target Club	Wireless Electronic Control Systems	\$7,805	\$3,902

Infrastructure & Planning Report (Items Requiring Decision) - DI&P26/25

Singleton Junior Rugby League	First Aid Supplies	\$1364	\$682
Singleton Strikers Football Club	Field Marking Maintenance	\$8,240	\$1,290
Singleton Track and Field	Cook 5 Security and Enhancement	\$31,225	\$31,225
Singleton United Rugby League Football Club	Sustainable Water	\$14,878	\$7,439
Singleton Golf Club	Renovation of Practice Putting Green	\$48,630	\$24,000
Wonnarua Wayila	Wonnarua NAIDOC Gala Day	\$15,000	\$5,000
Total		\$180,998	\$121,785

Community Strategic Plan**Our Places**

Strategy:	2.1	Provide safe and well-maintained facilities, land and infrastructure
Deliverable:	2.1.5	Facilitate sports council committee to engage with sporting groups to improve sporting facilities
Action:	2.1.5.1	Facilitate the Sports Council Committee including sports grant program

Council Policy/Legislation

This matter has no specific policy implications for Council.

Section 356 (i) of the *Local Government Act, 1993* allows Council, in accordance with a resolution of the Council, to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Public notice of the Council's proposal to pass the necessary resolution is not required where the financial assistance is part of a specific program. The Singleton Sports Grant Program falls under this category.

Financial Implications

There is \$155,505 available to local sporting groups through Round 2 of the 2024/2025 Singleton Sports Grant Program

This report recommends allocating \$121,785 with the balance of funds, \$33,720 being carried over to the 2025/2026 Singleton Sports Grant Program.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P26/25***Consultation**

The Singleton Sports Grant Program has been designed in consultation with the Sports Council Committee. Ongoing conversations with the members of the Sports Council are being had to assess the overall success of the program.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Residual Risk Ranking	Within Existing Resources?
There is a risk of dissatisfaction from the sporting community if Council does not support the recommendation, which may lead to reputational damage to Council.	Medium	Adopt the recommendation.	Low	Yes
There is a risk that these worthwhile projects will not proceed at the detriment of the community if Council does not support the recommendation, which may lead to reputational damage to Council.	Medium	Adopt the recommendation.	Low	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P26/25***Options**

The following options are available to Council:

1. Approves the following applications totalling \$121,785 under Round 2 of Council's Sports Grant Program 2024/2025:

Applicant	Project	Project Cost	Grant Amount Recommended for approval
Howe Park Tennis Club	Clubhouse upgrade and expansion detail design	\$42,639	\$42,639
Howe Park Tennis Club	Grass Court Maintenance Equipment Replacement	\$9,257	\$4,628
Howe Park Tennis Club	Synthetic Grass Court Grooming Equipment	\$1,960	\$980
Singleton Clay Target Club	Wireless Electronic Control Systems	\$7,805	\$3,902
Singleton Junior Rugby League	First Aid Supplies	\$1,364	\$682
Singleton Strikers Football Club	Field Marking Maintenance	\$8,240	\$1,290
Singleton Track and Field	Cook 5 Security and Enhancement	\$31,225	\$31,225
Singleton United Rugby League Football Club	Sustainable Water	\$14,878	\$7,439
Singleton Golf Club	Renovation of Practice Putting Green	\$48,630	\$24,000
Wonnarua Wayila	Wonnarua NAIDOC Gala Day	\$15,000	\$5,000
Total		\$180,998	\$121,785

And Council approves the carryover of \$33,720 of remaining funds in the 2024/2025 Singleton Sports Grant Program to the corresponding program in 2025/2026.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P26/25

2. Not endorse the applications for funding under Round 2 of the Singleton Sports Grant Program 2024/2025 and not approve the carryover of \$33,720 of remaining funds in the 2024/2025 Singleton Sports Grant Program to the corresponding program in 2025/2026.

Option one is recommended.

Conclusions

The Singleton Sports Grant Program offers financial assistance to sport and recreation community organisations. Funding of \$155,505 is available under the Sports Grant Program for Round 2 of 2024/2025. Ten (10) applications from eight (8) different clubs totalling \$131,978 (ex. GST), were received, and assessed under Round 2. The assessment panel endorsed Ten (10) applications totalling \$121,785 (ex. GST).

It is recommended that Council resolve to grant financial assistance to all ten (10) eligible applications that have been endorsed by the assessment panel.

Attachments

There are no attachments for this report.

**DI&P27/25. Singleton Weeds Advisory Committee -
Recommendation to Dissolve the Committee**
Author: Manager Development and Environmental
Services

FILE:
19/00046/006

Executive Summary

Singleton Council resolved to create the Singleton Weeds Advisory Committee at its ordinary meeting on 19 June 2017. Following an Expression of Interest process, the Committee was established in 2018 to provide a conduit between the Upper Hunter Weeds Authority, Local Lands Services, Council and the community on the management of weeds in the LGA. In April 2025, the Chair of the Committee undertook a Review seeking feedback from members on the functioning of the Committee, the administration of the Committee and opportunities for improvement. Based on the survey results, the value of the Committee by its members is compromised by a lack of community engagement by all committee members in achieving the functions of the Committee. This is compounded by a desire from some Committee members to advise Council of its General Biosecurity Duty.

Given the resources required to administer the Committee, alongside the lack of action in relation to Committee functions, it is recommended that the Committee be dissolved and weed management be incorporated into the broader and more strategic work within the Singleton Sustainability Strategy.

RECOMMENDED that Council:

1. Dissolves the Weeds Advisory Committee, effective immediately and writes to each Committee member thanking them for their service.
2. Requests the Sustainability Advisory Committee at its next available meeting consider a report to expand membership, if required and noting there is existing membership duplication, to include community representation with an interest in weed management.
3. Note that staff continue to hold regular meetings with the Upper Hunter Weeds Authority on operational weed management activities in the Singleton LGA.
4. Note that staff continue to engage regularly with Local Land Services through the Regional Weeds Committee.
5. Review the Weed Management Strategy and include weed management under a broader biodiversity objective in the revised Singleton Sustainability Strategy (currently in development).

Report

Role of the Weeds Advisory Committee

The Singleton Weeds Advisory Committee was created by resolution of the Council on 19 June 2017 to form a Weeds Advisory Committee to:

- a) Oversee the development of a Weeds Management Strategy for the Singleton Local Government Area as described in this paper [being the report to Council dated 19 June 2017]*
- b) Oversee the implementation, monitoring and reporting of activities identified in the Strategy*
- c) Represent the interests of local land owners, industry and land management organisations*
- d) Serve as a conduit between Singleton Council, the Upper Hunter Weeds Authority and the Hunter Regional Weeds Committee.*

Council's 10-year Community Strategic Plan identifies the objectives of the community and sets strategies to achieve them. Council's Operational Plan identifies the actions to achieve the Strategic Plan and includes actions, where appropriate, to implement the Weed Management Strategy.

The Weed Management Strategy

The Singleton Weed Management Strategy was developed in consultation with the Weed Advisory Committee in 2020 and it was adopted by Council at the April 2021 Council Meeting. The Weed Management Strategy was prepared in collaboration with Local Land Services and the Upper Hunter Weeds Authority. The Weed Management Strategy includes the objectives that Council will:

- improve its ability to effectively manage and monitor priority weeds within the LGA;
- support landholder commitments to increasing priority weed management;
- aim to effectively manage new and existing priority weed species in the Singleton LGA;
- approach priority weed management in a strategic, coordinated and cost effective manner;
- improve biodiversity within key environmental areas, such as the Hunter River Corridor;
- actively participate in and promote an effective governance framework to ensure effective management of priority weed species is achieved within the Singleton LGA.

Under the Weed Management Strategy, Council's role is to seek funding, development partnerships and meet its obligations as a land owner and manager. Council provides regular reports to the committee on activities undertaken to meet the objectives of the Strategy. Since 2023, these have included:

- Reporting on council's weed mapping
- Developing and communicating a Weed Field Guide for use by both the community and Council staff

Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25

- Reporting on community requests in relation to weed management
- Providing information and access to funding for the Weed Action Plan, including the Good Neighbour Program facilitated through the Local Land Services Regional Weed Coordinator and Upper Hunter Weeds Authority
- Information regarding a showing of Rachel's Farm, with a focus on regenerative agriculture and the impact on weed management
- Information and feedback on content included on the Singleton Sustainability Hub
- An Annual Report detailing actions against the Weed Management Strategy objectives, including:
 - participation in training and investigating training opportunities,
 - development of weed hygiene procedure,
 - entering an MOU with the Regional Landcare Network,
 - engaging in social media campaigns,
 - promotion of priority weed management on council's website,
 - collaborating with Local Land Services on management of Col Fisher Park,
 - undertaking weed management activities along both sides of the Hunter River,
 - adopting a Biodiversity Conservation Policy,
 - mapping high value biodiversity across the LGA, and
 - financially supporting the weed management activities of the Upper Hunter Weed Authority.

Council has limited capacity to provide funding to the community for weed management actions. Instead, council seeks funding support through the development of partnerships with other agencies (such as Landcare, Local Land Services and the Environment Trust) to deliver biodiversity outcomes across the LGA. These biodiversity outcomes are underpinned by weed management practices and actions, aligning to deliver a strategic, coordinated and cost-effective approach to environmental outcomes. Projects include the Wollombi Brook, Col Fisher Park and Hunter River. Council has also collaborated with Landcare on undertaking and promoting urban weed walks.

Council is responsible for the management of weeds on public lands, and a report is provided at each Weed Committee meeting on the activities undertaken by Council during the reporting period, including council's response to community concerns regarding weeds within the LGA. Whilst a key function of the Weeds Advisory Committee is to represent the interests of local landowners, industry and land management organisations, no other landholder provides a report to the Weeds Advisory Committee on weed management activities undertaken as a landholder.

Council seeks written reports from Local Land Services, Upper Hunter Weeds Authority, Singleton Council and, recently, Landcare. These reports are requested to be provided to Council for inclusion in the Agenda at least two (2) weeks prior to the date of the next meeting. Reports are often not provided or are provided at late notice. This makes it difficult for the Committee to perform its functions as a conduit between Singleton Council, the Upper Hunter Weeds Authority and the Hunter Regional Weeds Committee.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25

Council's website includes information on the *Biosecurity Act, 2015*, a fact sheet prepared by NSW DPI on priority weeds and access to the NSW WeedWise app for field identification of weeds. A Weed Field Guide on Priority Weeds within the Singleton LGA has also been prepared. This guide has been provided to internal staff and is available on Council's website. The Weed Field Guide was prepared in consultation with Local Land Services and the Upper Hunter Weeds Authority.

Despite council undertaking actions to implement the Weed Management Strategy, very little feedback has been provided by committee members on activities that could be undertaken to further the implementation of the Weed Management Strategy, including actions that could be taken by the Upper Hunter Weeds Authority, Local Land Services, industry, landholders and community organisations.

Review of Committee Performance

In April 2025, the Chair of the Committee initiated a Review of the Committee. A summary of this Review is included at **Attachment 1**. The Review highlighted:

- There was general satisfaction with the frequency and timing of meetings, noting that one comment focused on the council's practices, not the broader functions of the committee.
- That the committee is well represented, noting that there is a lack of community engagement.
- Reports, agendas and minutes are generally provided in a timely manner, noting that there are late reports and minutes accuracy is often challenged.
- Committee members generally feel everyone has a chance to speak, noting, however, that 50% of respondents feel the meetings are ineffective and only 30% of respondents feel that members are respectful. General comments again focus on the role of Council, rather than the functions of the Committee.
- 50% of committee members feel that actions and minutes are sometimes followed up and accurate. Some comments suggest that the reporting on minute accuracy is not necessary and detracts from the intended focus of the meeting.
- 45% of respondents were not sure whether the current Terms of Reference reflect the Council's intent for the Committee. It is noted that some committee members feel the focus on council's general biosecurity duty overwhelms any other function of the committee. One response suggested that there should be a greater focus on monitoring the implementation, review and updating of the Weed Management Strategy.
- When seeking feedback on the current Terms of Reference, five (5) responses were received. These included removing biosecurity references, clarification of roles and functions, retaining oversight of council's biosecurity duty, and retaining consistency with the resolution of Council.
- 45% of respondents felt the Committee was ineffective in overseeing the implementation, monitoring and reporting of the Weeds Management Strategy.
- 55% of respondents felt the Committee did not effectively represent the interests of landowners, businesses and land management organisations. Responses highlight the disconnect between community engagement and council not meeting its biosecurity duty. The responses to this question highlighted earlier concerns regarding respect.
- 88% of respondents felt that the Committee is not an effective conduit between Singleton Council, the Upper Hunter Weeds Authority and Local Land Services, or

Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25

were unsure. Comments include that this could be made more effectively outside the Committee and that there is a lack of consistency in communication from the three organisations.

- Final comments included:
 - o Community members should be able to provide feedback to both Local Land Services and Upper Hunter Weeds Authority without it becoming a council responsibility to resolve
 - o Integrate weed management into the Sustainability Advisory Committee, as it already includes actions for the management of weeds and pests in the LGA
 - o Amending the Terms of Reference to monitor the Weeds Management Strategy, advise on council's General Biosecurity Duty, support provision of local resources and advise Council on community engagement opportunities.

Having regard to the feedback provided by Committee members, there is a fundamental disconnect between the functions of the Committee as established by Council in 2017 and the continuing desire of some committee members to focus the Committee on council meeting its general biosecurity duty. Importantly, the Review identifies the lack of engagement with and by community members, lack of strategic consideration of the LGA as a whole and the lack of ownership of weed management in the LGA across all stakeholders.

The role of compliance for any landowner in the Singleton LGA regarding general biosecurity duty lies with the Upper Hunter Weeds Authority, and not the Weeds Advisory Committee. As such, council staff will not support a Terms of Reference that includes oversight or advice on council's general biosecurity duty as the Committee holds neither the qualifications nor the delegation to provide such advice.

Additionally, the Committee, as a community committee, requires alignment with broader strategic outcomes identified in Council's adopted Community Strategic Plan and Sustainability Strategy, where weed management actions can be integrated into broader biodiversity outcomes.

This disconnect has created an inability for committee members to speak, impacted the level of community engagement and affected the conveyance of information from agencies to the community and from the community to agencies best placed to support landholder led initiatives. It is unlikely that the Committee will agree on an amended Terms of Reference that doesn't include focusing only on the role of council in meeting its biosecurity duty.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25***Resourcing the Weeds Advisory Committee**

Under the current Terms of Reference, Committee meetings are held every three (3) months. For each meeting, council staff prepare reports and seek reports from committee members, draft agendas and finalise minutes of meetings. Following the meeting, council staff prepare minutes, prepare a report to Council on the meeting and complete any actions identified in the minutes of the previous meeting.

On average, it is estimated that administrative support is between 2 and 3 days per quarter, which is exacerbated if reports are not provided in a timely manner. In preparing reports and completing actions, the estimated time per quarter is around 4 to 5 days. On average, council staff dedicate one week per quarter to the management of the Weeds Advisory Committee. Any actions that require longer to implement are not included in this estimate.

The administration of the Weeds Advisory Committee, as a subset of the adopted Sustainability Strategy, is duplicated with the functions of the Sustainability Advisory Committee.

Recommendation to Council

With the above in mind, council staff are recommending that Council:

1. Dissolves the Weeds Advisory Committee, effective immediately and writes to each Committee member thanking them for their service.
2. Requests the Sustainability Advisory Committee at its next available meeting consider a report to expand membership, if required and noting there is existing membership duplication, to include community representation with an interest in weed management.
3. Note that staff continue to hold regular meetings with the Upper Hunter Weeds Authority on operational weed management activities in the Singleton LGA.
4. Note that staff continue to engage regularly with Local Land Services through the Regional Weeds Committee.
5. Review the Weed Management Strategy and include weed management under a broader biodiversity objective in the revised Singleton Sustainability Strategy (currently in development).

Community Strategic Plan**Our Environment**

Strategy:	3.1	Collaborate to enhance, protect and improve our natural environment
Deliverable:	3.1.1	Plan, monitor, educate and deliver weed management for the Singleton LGA
	3.1.1.1	Implement weed management actions identified through consultation with the Singleton Weed Advisory Committee
Deliverable:	3	Our Environment
	3.1	Collaborate to enhance, protect and improve our natural environment

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25***Council Policy/Legislation**

There is no legislative requirement for the establishment of the Weeds Advisory Committee and the Weeds Advisory Committee was formed following a resolution of Council.

Financial Implications

There is a small net positive impact financially with the dissolution of the Weeds Advisory Committee in the form of productivity gains through reduced administration support. There are no other financial implications.

The following table identifies payments made by Singleton Council to the Upper Hunter Weeds Authority from 2020 to 2025. These payments will continue, as Singleton Council remains a member of the Upper Hunter County Council.

Year	Payment
2020	\$100,203
2021	\$102,399
2022	\$104,132
2023	\$104,749
2024	\$108,045
2025	\$112,199

Consultation

A report outlining the recommendation to Council to dissolve the Weeds Advisory Committee was provided to the Weeds Advisory Committee at its meeting of 3 June 2025.

Sustainability

Weeds are identified in Council's adopted Sustainability Strategy and weed management actions are included in the Operational Plan 2025/2026. These matters will continue to be considered within the adopted Sustainable Development Goal 15 Life of Land as realised through the Singleton Sustainability Strategy.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25***Risk Implications**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that the dissolution of the Weeds Advisory Committee will result in Committee members feeling that the Committee is not valued by Council, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the community will not be supported in the management of weeds across the LGA, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council:
 - a. Dissolves the Weeds Advisory Committee, effective immediately and writes to each Committee member thanking them for their service.
 - b. Requests the Sustainability Advisory Committee at its next available meeting consider a report to expand membership, if required and noting there is existing membership duplication, to include community representation with an interest in weed management.
 - c. Note that staff continue to hold regular meetings with the Upper Hunter Weeds Authority on operational weed management activities in the Singleton LGA.
 - d. Note that staff continue to engage regularly with Local Land Services through the Regional Weeds Committee.
 - e. Review the Weed Management Strategy and include weed management under a broader biodiversity objective in the revised Singleton Sustainability Strategy (currently in development).
2. That Council does not resolve to dissolve the Weeds Advisory Committee.

Option one is recommended.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P27/25***Conclusions**

Singleton Council resolved to create the Singleton Weeds Advisory Committee at its ordinary meeting on 19 June 2017. Following an Expression of Interest process, the Committee was established in 2018 to provide a conduit between the Upper Hunter Weeds Authority, Local Lands Services, Council and the community on the management of weeds in the LGA. The Committee has been reviewed and based on the survey results, the value of the Committee in its current form is outweighed by the desire of some Committee members to advise Council of its General Biosecurity Duty. Given the resources required to administer the Committee, alongside the lack of action in relation to Committee functions, it is recommended that the Committee be dissolved and weed management be incorporated into the broader and more strategic work within the Singleton Sustainability Strategy.

Attachments

There are no attachments for this report.

DI&P30/25. Draft Singleton Rural Lands Strategy**FILE:** 23/00186**Author:** Principal Development Contributions Officer
Development & Environment

Executive Summary

The purpose of this report is to seek Council endorsement to place the Draft Singleton Rural Lands Strategy (draft Strategy) (**Attachment 1 – Under Separate Cover**) on public exhibition in accordance with the *Environmental Planning and Assessment Act, 1979*.

The draft Strategy provides a framework to guide the future planning, development, and management of rural lands within the Singleton Local Government Area (LGA). It supports informed and strategic decision-making by recommending land use planning controls that reflect the unique characteristics and needs of Singleton's rural areas.

The draft Strategy addresses emerging challenges and opportunities and outlines key directions for the sustainable future of Singleton's rural lands. These include managing growth, protecting rural character, preserving biodiversity, supporting economic development, and ensuring appropriate land use planning.

RECOMMENDED that Council:

1. Endorse the Draft Rural Lands Strategy (**Attachment 1 – Under Separate Cover**) to be placed on Public Exhibition for a minimum of 28 days as per Council's adopted Community Engagement Strategy and in accordance with the *Environmental Planning and Assessment Act, 1979*.
2. Adopt the draft Rural Lands Strategy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft Strategy as a result of the objections or feedback.
3. Receive a further report should objections or feedback be received during the public exhibition period, that result in amendments to the draft Rural Lands Strategy prior to adopting the Strategy.

Report

The Singleton LGA includes a diverse range of rural landscapes that contribute significantly to the region's character, environment, and economy. As rural areas continue to experience a range of pressures including population growth and housing needs, land use conflicts, changing agricultural practices, and environmental challenges, there is a need for a clear and coordinated approach to planning and managing rural lands.

In response to these pressures and opportunities, Council's Operational Plan includes an action to develop a rural lands strategy. The draft Strategy has been developed to provide a long-term vision and strategic framework to guide land use planning, development, and land management decisions in rural parts of the LGA.

The draft Strategy aims to:

- Preserve rural land by maintaining viable agricultural, environmental, and rural lifestyle areas while minimising land fragmentation.
- Manage land use compatibility by reducing conflicts between agricultural, residential, mining, renewable energy and conservation uses through clear planning principles.
- Align rural land use with strategic planning priorities, ensuring development is well-managed and appropriately located.
- Enhance planning frameworks with evidence-based recommendations for future studies on zoning, dwelling entitlements, and land management policies.
- Integrate community and stakeholder input to ensure local knowledge and priorities inform future rural land planning.

The draft strategy identifies seven Planning Principles. Each Planning Principle includes:

- The Intent of the Principle - outlining its purpose and desired outcomes.
- The Objectives of the Principle - setting the key goals to guide decision-making.
- A series of Actions - to be implemented by Council and other stakeholders to deliver on the objectives.

One of the key issues addressed within the draft Strategy relates to dwelling entitlements. Dwelling entitlements significantly influence rural land use, affecting agricultural viability, land values and fragmentation, environmental management and infrastructure provision. While dwelling entitlements can facilitate rural housing opportunities, they also present challenges in maintaining viable farm sizes, preventing land use conflicts, and ensuring sustainable rural development. Planning Principle 2 'Build rural housing only in suitable places' contains the following specific actions relating to dwelling entitlements:

- Undertake and exhibit a Dwelling Entitlement Study in the nominated locality to identify appropriate rural land for future dwelling entitlements, ensuring identified land meets the suitability criteria.
- Progress a planning proposal to amend Clause 4.2A of the Singleton Local Environmental Plan (LEP) 2013 to provide dwelling entitlements for sites identified through the Dwelling Entitlement Study.

A copy of the draft Strategy is attached to this report. Endorsement to place the draft Strategy on public exhibition is now sought.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P30/25***Community Strategic Plan**

Deliverable:	2	Our Places
	2.4	Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community

Council Policy/Legislation*Singleton Local Environmental Plan (LEP) 2013*

The strategy supports the delivery of land use planning outcomes in accordance with the LEP. An action within the draft Strategy is to progress a planning proposal to amend Clause 4.2A of the SLEP 2013 to provide dwelling entitlements for sites identified through the Dwelling Entitlement Study.

Singleton Local Housing Strategy (LHS)

The draft strategy helps achieve Action 1 (Principle 1) from the LHS to 'Liaise with Government agencies to investigate how sensitive increases in housing densities on rural lands can be achieved including a Dwelling Entitlement Map'.

Financial Implications

There are no financial implications arising from the adoption of the Strategy. Implementation of the Strategy and its associated actions will be incorporated into future Operational Plans utilising existing resources

ConsultationInternal

The draft Plans have been prepared in consultation with the Environmental Services and Economic Development sections of Council and Consultants Urbis.

A briefing of Councillors was held on 6 May 2025.

External

If endorsed by Council, the draft Strategy will be publicly exhibited in accordance with legislative requirements and Council's Community Engagement Strategy a minimum period of 28 days.

Exhibition will include a public notice published in a local newspaper and on Council's website. The draft Plan will be available for inspection on Council's website, and at the Administration Building, Singleton Library and the Singleton Visitor Information Centre. Submissions can be made to Council during the public exhibition period. Following exhibition, should there be submissions that require an amendment to the draft Strategy, a report will be prepared to summarise any submissions received and to seek Council approval to finalise the draft amended Plan.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P30/25***Sustainability**

The draft Strategy aims to preserve rural land by maintaining viable agricultural, environmental, and rural lifestyle areas while minimising land fragmentation. It seeks to manage land use compatibility by reducing conflicts between agricultural, residential, mining, renewable energy, and conservation uses through the application of clear planning principles.

The Strategy aligns rural land use with broader strategic planning priorities to ensure development is well-managed and appropriately located. It also enhances the planning framework with evidence-based recommendations to inform future studies on zoning, dwelling entitlements, and land management policies. Importantly, the Strategy integrates community and stakeholder input to ensure that local knowledge and priorities are reflected in future rural land planning.

This approach contributes positively to social outcomes by supporting cohesive rural communities and protecting rural character and lifestyle values. Environmentally, it helps safeguard natural assets and biodiversity by limiting incompatible land uses and encouraging sustainable land management. Economically, the draft Strategy supports the long-term viability of agriculture and other rural industries by maintaining access to productive land and reducing land use conflicts, fostering a more resilient and diversified rural economy.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that without a strategy to support an amendment to the LEP in relation to dwelling entitlements, the proposal would have no strategic merit, which is a requirement of an LEP amendment. This may lead to the State Government not supporting the LEP amendment.	Medium	Adopt the recommendation	Low	Yes
There is a risk that without a strategy that guides rural land use compatibility, further land use conflict will occur. This may lead to fragmentation of productive agricultural land, reduced investment certainty, and increased community opposition to new development.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council
 - a) Endorse the Draft Rural Lands Strategy (**Attachment 1 – Under Separate Cover**) to be placed on Public Exhibition for a minimum of 28 days as per Council's adopted Community Engagement Strategy and in accordance with the *Environmental Planning and Assessment Act, 1979*
 - b) Adopt the draft Rural Lands Strategy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft Strategy as a result of objections or feedback.
 - c) Receive a further report should objections or feedback be received during the public exhibition period, that result in amendments to the draft Rural Lands Strategy prior to adopting the draft Rural Lands Strategy.
2. That Council does not endorse the recommendations.

Option one is recommended.

Conclusions

This report seeks Council endorsement to publicly exhibit the the Draft Singleton Rural Lands Strategy for a minimum of 28 days in accordance with legislative requirements and the Singleton Community Engagement Plan.

The draft Strategy provides a framework to guide the future planning, development, and management of rural lands within the Singleton LGA. The draft Strategy addresses emerging challenges and opportunities and outlines key directions for the sustainable future of Singleton's rural lands including managing growth, protecting rural character, preserving biodiversity, supporting economic development, and ensuring appropriate land use planning.

Attachments

AT-1 Draft - Singelton Rural Lands Strategy

Attachment Under
Separate Cover

DI&P32/25. Minutes - Roads Advisory Committee - 08/05/2025**FILE: 25/00200****Author:** Executive Assistant - Directors

Executive Summary

The Roads Advisory Committee held its ordinary meeting on 8 May 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration. The draft Roads Capital Works Program 2025/2026 is provided at **Attachment 2** for information.

RECOMMENDED that Council

1. Notes the minutes of the Roads Advisory Committee meeting held on 8 May 2025.
2. Adopts the following recommendations of the Roads Advisory Committee:

6.1 Ausgrid Kiosk - Bourke's Arcade - 126 John Street, Lot 200 DP 617633

That Council write to the Minister of Local Government, Minister for Climate Change, Minister for Energy, Minister for the Environment and Minister for Heritage and the Member for Upper Hunter expressing Council's disappointment with Ausgrid disregarding Council's objection to improve community outcomes.

6.4 Draft Capital Works 2025/2026 – Update

Support the proposed draft Roads Capital Works Program 2025/2026 as shown as **Attachment 2**.

Community Strategic Plan

Our People

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

Financial Implications

Nil.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P32/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
6.1 Ausgrid Kiosk - Bourke's Arcade - 126 John Street, Lot 200 DP 617633				
There is a risk that Ausgrid will disregard any future objections made by Council regardless of any Council Resolution, which may lead to financial impact and/or reputational damage.	High	Adoption of preferred recommendation	Medium	Yes
There is a risk that Ausgrid will locate their infrastructure in any reserve if Council does not escalate this matter, which may lead to reputational damage to Council.	High	Adoption of preferred recommendation	Medium	Yes
There is a risk that Council could set a precedent and level of expectation to the community which may lead to infrastructure being placed within Council's reserves that should be contained within private property, which may lead to reputational damage to Council.	Medium	Adoption of preferred recommendation	Low	Yes
6.4 Draft Capital Works 2025/2026 – Update				
There is a risk that assets deteriorate to the point where major capital funding is required to bring them to an acceptable service level.	High	Adoption of preferred recommendation	Low	Yes
Some projects are linked to grant funding, deviation from the program may jeopardise the grant funding allocation.	Medium	Adoption of preferred recommendation	Low	Yes

Attachments

AT-1 Minutes - Roads Advisory Committee - 8 May 2025

AT-2 Final Draft Capital Works Program 2025/2026

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 8 MAY 2025**



Present	Cr Sue Moore, Mayor – Singleton Council (Chair) (Cr SM) Cr Godfrey Adamthwaite – Singleton Council (Cr GA)
In Attendance	Damian Morris – Acting Director Infrastructure and Planning Services, Singleton Council (DM) Amanda McMahon – Acting Manager Infrastructure Services, Singleton Council (AM) Warren Vandermeer – Coordinator Assets, Singleton Council (WV) Sam Masoomi – Coordinator Assets (SMA) Natasha Hain – Asset Management Officer, Singleton Council (NH) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Leigh Hall – Singleton Council
 - David Maunder – Singleton Council
 - Mary-Anne Crawford – Singleton Council
 - Cr Hollee Jenkins – Singleton Council

2 Disclosure of Interests

- Nil

3 Withdrawal of Items and Late Business

- Item 6.2 Withdrawn – 67 Gearys Crossing Road – Proposed Development

4 Confirmation of Minutes

- The minutes of the Roads Advisory Committee meeting held on Thursday 5 December 2024, were confirmed.

Moved Cr SM Seconded Cr GA

5 Matters arising from the Minutes

- Item 5.4 point 3 should read WV instead of VM

6 Agenda Items

- 6.1 Ausgrid Kiosk - Bourke's Arcade - 126 John Street, Lot 200 DP 617633** **FILE:25/00200**
- DM advised the Committee previously considered a report on the matter in

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 8 MAY 2025**



June 2024

- DM advised Council had agreed on a location of behind the post office, however works commenced regardless and Council sought legal advice
- Cr SM queried if any members of the public have commented to Council, DM and AM confirmed no
- Cr SM also queried if shrubs could be planted around the kiosk, NH advised no due to venting, however can muralise the kiosk
- Cr GA questioned if Council is responsible if the kiosk causes damage to vehicles, DM confirmed Ausgrid is responsible as it is their infrastructure

Recommendation:

That the Roads Advisory Committee recommends that Council write to the Minister of Local Government, Minister for Climate Change, Minister for Energy, Minister for the Environment and Minister for Heritage and the Member for Upper Hunter expressing Council's disappointment with Ausgrid disregarding Council's objection to improve community outcomes.

Moved Cr GA Seconded Cr SM

6.2 67 Gearys Crossing Road - Proposed Development FILE:25/00200
This item was withdrawn.

6.3 NSW Government - Approach to Road Recategorisation FILE:25/00200

- DM advised the NSW Government previously committed to transferring 15,000km of road from Regional to State managed roads
- DM added that recategorisation of roads can be done at any time via an online portal and takes into consideration access and mobility, TfNSW can also access this portal
- Cr SM queried if ownership is forced upon Council in particularly related to the Bypass, DM advised there should be some consultation involved and that Council may take ownership from Newington Lane to the bridge

Noted

6.4 Draft Capital Works 2025/2026 - Update FILE:25/00200

- DM advised a draft report was tabled at the December 2024 meeting, there have been no changes except for funding sources
- Cr SM queried the stages of the Kelso St upgrade, DM and SMA advised

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 8 MAY 2025**



Stage 1 is constructing a caisson in Ada St, and Stage 2 is to connect this caisson to the caisson in Edward St/Apex Park and is estimated approx. \$6-7 million

- Cr SM also queried if Huntlee Section 7.11 funds could be used towards drainage, DM advised no it must be used towards community infrastructure
- DM advised if grant funding runs out, the Capital Works program would be down to only \$4million

Recommendation:

That the Roads Advisory Committee recommends to:

1. Support the proposed draft Roads Capital Works Program – 2025/2026

Moved Cr SM Seconded Cr GA

7 Other Business

- WV provided the following updates:
 - Lemington Rd on the New England Highway end was long walled in September 2024, with water no longer draining to Bowmans Creek. Cr SM queried if Council is required to correct this, WV confirmed no and will be monitoring to see how it settles
 - The *Roads Act 1993* is currently undergoing a review
 - As previously reported to the Roads Advisory Committee in relation to Starvation and Sunnyside Lanes, ongoing issues of 4 wheel drive activity continues to occur and Council intend on installing temporary video surveillance to monitor the area
 - The 7 floodgates from Ryan Ave to Putty Rd will be upgraded by Public Works, Council will look at putting monitors on the gates to see if they are open/closed
- Cr SM thanked the Manager Infrastructure Services for all of his work and contribution to the Council over the past 22 years.

8 Action List

- Nil

9 Next Meeting

- Thursday 19 June 2025 at 9:30am in the Committee Room.

The meeting closed at 10:07am.

Cr Sue Moore, Mayor
Chair

Class	Budget Program	Location-General	Location-Specifics	Estimate	2025	General Fund	Loan Funded	TINSW BLOCK - Roads	TINSW BLOCK - Supplementary	FAG	WSR interest	Roads to Recovery (R2R)	Other Grant	Unfunded
ROADS		Design		\$ 400,000	\$ 400,000	\$ 400,000								
Local Rd														
	Rural	Ferrhill 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 - iColas 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 Conoly 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	
		Killoyleys 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		Myralie 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 potential 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									
						\$ 3,062,936	\$ -	\$ 534,000	\$ 78,000	\$ 687,064	\$ -	\$ 1,550,000	\$ 8,731,000	\$ 21,900,000
			Total Roads Program	\$ 37,553,000	\$ 14,943,000									

DI&P33/25. Minutes - Local Traffic Committee - 22/05/2025**FILE:** 25/00195**Author:** Executive Assistant - Directors

Executive Summary

The Local Traffic Committee held its ordinary meeting on 22 May 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

1. Note the minutes of the Local Traffic Committee Meeting held on 22 May 2025.
2. Adopt the following recommendations made by the Local Traffic Committee:

Item 1 - Event - Lake St Clair Bike Ride - Temporary Traffic Management

That Council endorses the Traffic Management Plan for the Lake St Clair Bike Ride, as submitted by the Rotary Club of Singleton, and approve the event in accordance with this plan subject to the following conditions:

1. As per the Work Health and Safety Act 2011, 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.

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).

Item 2 - Event - Society of Saint Pius X Procession - Temporary Traffic Management

That Council endorses TGS number WTTC-TCP-11007 and approves the implementation of the temporary traffic control measures required to run this event in accordance with this plan subject to the following conditions:

1. As per the *Work Health and Safety Act, 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
 2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event begins.
 3. Traffic Controllers must hold current traffic controller certification – 'Traffic
-

Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25

- Controller' (previously blue card).
4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the Roads Regulations 2018.
 5. Traffic controllers must display their authorisation when controlling traffic
 6. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
 7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
 8. The implementation of TGS's must be undertaken by a person that hold current certification – 'Implement Traffic Control Plans' (previously yellow card).
 9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).

Item 3 - Event - Milbrodale Mountain Classic 2025 - Temporary Traffic Management

That Council endorses the Traffic Management Plan for the '2025 Hedweld Milbrodale Mountain Classic' and approves the implementation of the temporary traffic management measures required to run this event in accordance with this plan subject to the following conditions:

1. Compliance with Traffic Guidance Schemes (TGS) must take precedence over any operational or competitive expedience encountered in the conduct of the race.
2. 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.
3. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before a race commences.
4. 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).
5. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card)

Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25

6. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under *Roads Regulation, 2018*.
7. Traffic controllers must display their authorisation when controlling traffic.
8. 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.
9. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card)
10. Any changes or modifications to the TGS can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).
11. The event organiser must undertake letterbox drops to all affected businesses and residents in the areas at least 7 days prior to the events taking place to advise of the upcoming event.

Item 4 - Event - Pokolbin Farmers Sunday Market

That Council endorses the Traffic Management Plan for the Pokolbin Farmers Sunday Market at 691 Hermitage Road, Pokolbin and approves the implementation of the temporary traffic management measures required to run this event in accordance with this plan subject to the following conditions:

1. As per the *Work Health and Safety Act, 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in any TGS's are properly and fully implemented at an appropriate time before the event begins.
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 the Roads Regulations 2018
6. Traffic controllers must display their authorisation when controlling traffic

Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25

7. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
8. The implementation of TGS's must be undertaken by a person that hold current certification – 'Implement Traffic Control Plans' (previously yellow card).
9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).

Item 5 - Intersection of Dangar Road and Boonal Street

That Council:

1. Agrees that the existing GIVE WAY signs remain in place at the intersection of Boonal Street and Dangar Road, as the sight distance exceeds 30 metres and does not meet the warrant for STOP sign installation under Clause 2.5.1(d) of the Australian Standards;
2. Approves the installation of "GIVE WAY SIGN AHEAD (SYMBOLIC)" signs on both approaches of Boonal Street to enhance driver awareness of the intersection; and
3. Continues to monitor the intersection, with a view to securing grant funding for an alternate intersection treatment should future conditions warrant further intervention.

Item 6 - Singleton Council Local Parking Enforcement Policy

That Council supports the investigation of a Parking Enforcement Policy, with a report back to the Local Traffic Committee on the draft Policy and outcomes of consultation.

Item 7 - Brunners Bridge Replacement - Speed limit review

That Council:

- Notes that works are currently underway to replace Brunners Bridge on Gresford Road, approximately 600 metres west of Elderslie Road.
- Acknowledges that the replacement bridge will be designed to support unrestricted access for all vehicle types, including heavy vehicles, thereby eliminating the need for speed or load restrictions.
- Approves the removal of the 60 km/h speed limit for trucks and buses and the restriction of one heavy vehicle at a time on Brunners Bridge, upon completion of the bridge replacement works.
- Approves the removal of all associated signage shown on Drawing 'PS17-047 – Gresford Road – Heavy Vehicle Signage', following the completion and commissioning of the new bridge.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 8 - Line Marking - 133 Pioneer Road Development**

That Council approves the installation of the regulatory signage and line marking associated with subdivision 51.2022.300.7 – 133 Pioneer Road Hunterview – Signage and Line Marking as per drawing ‘133 Pioneer Road – Hunterview – Signage and Line Marking Plan’.

Community Strategic Plan**Our Places**

Strategy:	2.1	Provide safe and well-maintained facilities, land and infrastructure
Deliverable:	2.1.1	Plan and deliver maintenance programs for infrastructure assets
Action:	2.1.1.2	Implement levels of service for Local & Regional Roads and associated infrastructure

Financial Implications**Item 1 - Event - Lake St Clair Bike Ride - Temporary Traffic Management**

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

Item 2 - Event - Society of Saint Pius X Procession - Temporary Traffic Management

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

Item 3 - Event - Milbrodale Mountain Classic 2025 - Temporary Traffic Management

There is no cost to Council. All temporary traffic management costs associated with the event will be borne by the event organiser.

Item 4 - Event - Pokolbin Farmers Sunday Market

There is no cost to Council. All temporary traffic management costs associated with the event will be borne by the event organiser.

Item 5 - Intersection of Dangar Road and Boonal Street

The estimated cost to Council is \$1,000. The works will be funded from the Traffic Facilities Budget.

Item 6 - Singleton Council Local Parking Enforcement Policy

The Parking Enforcement Policy will be developed by internal staff and any costs borne by operational budgets.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 7 - Brunners Bridge Replacement - Speed limit review**

The estimated cost to Council is \$2,000. The works will be funded from the Traffic Facilities Budget.

Item 8 - Line Marking - 133 Pioneer Road Development

There is no cost to Council. All cost associated with the installation of the regulatory signage and line marking will be borne by the developer.

Risk Implications**Item 1 - Event - Lake St Clair Bike Ride - Temporary Traffic Management**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of disruption to traffic and transport systems and disruption to the non-event community by not adequately managing traffic associated with the event, which may lead to reputational damage.	Medium	Endorsement and implementation of the TMP.	Low	Yes
There is a risk to the safety of road users by not adequately managing traffic associated with the event, which may lead to reputational damage.	High	Endorsement and implementation of the TMP.	Medium	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 2 - Event - Society of Saint Pius X Procession - Temporary Traffic Management**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of disruption to traffic and transport systems and disruption to the non-event community by not adequately managing traffic associated with the event, which may lead to reputational damage.	Medium	Endorsement and implementation of the TGS.	Low	Yes
There is a risk to the safety of road users by not adequately managing traffic associated with the event, which may lead to reputational damage.	High	Endorsement and implementation of the TGS.	Medium	Yes
There is a reputational risk to Council by not ensuring that traffic is adequately managed during the event.	Medium	Endorsement and implementation of the TGS.	Low	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 3 - Event - Milbrodale Mountain Classic 2025 - Temporary Traffic Management**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of disruption to traffic and transport systems and disruption to the non-event community by not adequately managing traffic associated with the event, which may lead to reputational damage.	Medium	Endorsement of the Traffic Management Plan (TMP) and implementation of the TGS.	Low	Yes
There is a risk to the safety of road users by not adequately managing traffic associated with the event, which may lead to reputational damage.	Medium	Endorsement of the TMP and implementation of the TGS.	Low	Yes
There is a reputational risk to Council by not ensuring that traffic associated with the event is managed adequately.	Medium	Endorsement of the TMP.	Low	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 4 - Event - Pokolbin Farmers Sunday Market**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of disruption to traffic and transport systems and disruption to the non-event community by not adequately managing traffic associated with the event, which may lead to reputational damage.	Medium	Endorsement of the TMP.	Low	Yes
There is a risk to the safety of road users by not adequately managing traffic associated with the event, which may lead to reputational damage.	Medium	Endorsement of the TMP	Low	Yes
There is a reputational risk to Council by not ensuring that traffic associated with the event is managed adequately.	Medium	Endorsement of the TMP	Low	Yes

Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25

Item 5 - Intersection of Dangar Road and Boonal Street

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a reputational risk to Council by not complying with Australian Standards.	Medium	Do not install STOP signs.	Low	Yes
There is a reputational risk to Council by not acting on highlighted issue.	Medium	Install advanced warning signage and continue to monitor the intersection.	Low	Yes

Item 6 - Singleton Council Local Parking Enforcement Policy

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a reputational risk to Council by not acting on an issue raised by the community.	Medium	Approve the development of a Parking Enforcement Policy	Medium	Yes
There is a safety risk to road users if parking signage is not enforced, which may lead to legal, financial and/or reputational impact to Council.	High	Approve the development of a Parking Enforcement Policy	Medium	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 7 - Brunners Bridge Replacement - Speed limit review**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of driver confusion by leaving restrictions in place when they are no longer required, which may lead to reputational damage.	Medium	Remove signs	Low	Yes
There is a risk of traffic flow disruption by leaving speed and load limits in place when not needed, which may lead to reputational damage.	Medium	Remove signs	Low	Yes
There is a reputational risk to Council by leaving the restrictions in place when no longer needed.	Medium	Remove signs	Low	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P33/25***Item 8 - Line Marking - 133 Pioneer Road Development**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a reputational risk to Council by not approving required regulatory signage and line marking.	Medium	Approve the installation of the regulatory signage and line marking associated with the development.	Low	Yes
There is a risk that drivers will not give way at intersections within the subdivision without the appropriate signage and line marking being in place which may lead to accidents and/or reputational damage to Council.	Medium	Approve the GIVE WAY signage and associated line marking.	Low	Yes

Attachments**AT-1** Minutes - Local Traffic Committee - 22/05/2025**AT-2** Item 8 - 133 Pioneer Road - Hunterview - Signage and Line Marking Plan

**MINUTES
LOCAL TRAFFIC COMMITTEE
9:30AM THURSDAY 22 MAY 2025**



Present	Cr Sue George – Deputy Mayor, Singleton Council (Chair) (Cr SG) Patrick Reilly – TfNSW (PR)
In Attendance	Damian Morris – Acting Director Infrastructure and Planning Services, Singleton Council (DM) Amanda McMahon – Acting Manager Infrastructure Services, Singleton Council (AM) Sam Masoomi – Coordinator Engineering Services, Singleton Council (SMA) Paul Smith – Executive Liaison Officer, Singleton Council (PS) Hayden Vella – Road Safety Officer, Singleton Council (HV) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Mayor Sue Moore
 - Senior Constable Michael Sheehan
 - Ruth Rogers

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Local Traffic Committee meeting held on Thursday 27 February 2025, were confirmed.

Moved Cr SG Seconded PR

4 Matters arising from the Minutes

- Nil

5 Agenda Items

- Cr SG noted that Senior Constable Michael Sheehan provided feedback via email on all agenda items

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5.1 Item 1 - Event - Lake St Clair Bike Ride - Temporary Traffic Management

FILE:25/00195

- No additional comments

Recommendation:

That the Local Traffic Committee recommends that Council endorses the Traffic Management Plan for the Lake St Clair Bike Ride, as submitted by the Rotary Club of Singleton, and approve the event in accordance with this plan subject to the following conditions:

1. As per the Work Health and Safety Act 2011, 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.

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).

Unanimous Support

5.2 Item 2 - Event - Society of Saint Pius X Procession - Temporary Traffic Management

FILE:25/00195

- No additional comments

Recommendation:

That the Local Traffic Committee recommends that Council endorses TGS number WTTC-TCP-11007 and approves the implementation of the temporary traffic control measures required to run this event in accordance with this plan subject to the following conditions:

1. As per the *Work Health and Safety Act, 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.

2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event begins.

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3. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card).
4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the Roads Regulations 2018
5. Traffic controllers must display their authorisation when controlling traffic
6. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
7. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
8. The implementation of TGS's must be undertaken by a person that hold current certification – 'Implement Traffic Control Plans' (previously yellow card).
9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).

Unanimous Support

**5.3 Item 3 - Event - Milbrodale Mountain Classic 2025 -
Temporary Traffic Management**

FILE:25/00195

- Cr SG had provided questions prior which PS confirmed will be followed up with the organiser

Recommendation:

That the Local Traffic Committee recommends that Council endorses the Traffic Management Plan for the '2025 Hedweld Milbrodale Mountain Classic' and approves the implementation of the temporary traffic management measures required to run this event in accordance with this plan subject to the following conditions:

1. Compliance with Traffic Guidance Schemes (TGS) must take precedence over any operational or competitive expedience encountered in the conduct of the race.
2. 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

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- c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
3. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before a race commences.
 4. 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).
 5. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
 6. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under *Roads Regulation, 2018*.
 7. Traffic controllers must display their authorisation when controlling traffic.
 8. 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.
 9. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card)
 10. Any changes or modifications to the TGS can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).
 11. The event organiser must undertake letterbox drops to all affected businesses and residents in the areas at least 7 days prior to the events taking place to advise of the upcoming event.

Unanimous Support

5.4 Item 4 - Event - Pokolbin Farmers Sunday Market FILE:25/00195

- Cr SG confirmed these markets will occur every Sunday

Recommendation:

That the Local Traffic Committee recommends that Council endorses the Traffic

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Management Plan for the Pokolbin Farmers Sunday Market at 691 Hermitage Road, Pokolbin and approves the implementation of the temporary traffic management measures required to run this event in accordance with this plan subject to the following conditions:

1. As per the *Work Health and Safety Act, 2011*, traffic controllers and marshals must:
 - a. be properly inducted by the Event Organiser
 - b. receive training for their specific work site
 - c. be aware of their responsibilities in emergencies
 - d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in any TGS's are properly and fully implemented at an appropriate time before the event begins.
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 the Roads Regulations 2018
6. Traffic controllers must display their authorisation when controlling traffic
7. Traffic controllers shall be relieved after 2 hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
8. The implementation of TGS's must be undertaken by a person that hold current certification – 'Implement Traffic Control Plans' (previously yellow card).
9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).

Unanimous Support

5.5 Item 5 - Intersection of Dangar Road and Boonal Street

FILE:25/00195

- No additional comments

Recommendation:

That the Local Traffic Committee recommends Council:

1. Agrees that the existing GIVE WAY signs remain in place at the intersection of

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Boonal Street and Dangar Road, as the sight distance exceeds 30 metres and does not meet the warrant for STOP sign installation under Clause 2.5.1(d) of the Australian Standards:

2. Approves the installation of "GIVE WAY SIGN AHEAD (SYMBOLIC)" signs on both approaches of Boonal Street to enhance driver awareness of the intersection; and
3. Continues to monitor the intersection, with a view to securing grant funding for an alternate intersection treatment should future conditions warrant further intervention.

Unanimous Support

5.6 Item 6 - Singleton Council Local Parking Enforcement Policy

FILE:25/00195

- No additional comments

Recommendation:

That the Local Traffic Committee recommends that Council supports the investigation of a Parking Enforcement Policy, with a report back to the Local Traffic Committee on the draft Policy and outcomes of consultation.

Unanimous Support

5.7 Item 7 - Brunners Bridge Replacement - Speed limit review

FILE:25/00195

- Cr SG advised the speed limit will revert back to the previous 100km/h

Recommendation:

That the Local Traffic Committee recommends that Council:

- Notes that works are currently underway to replace Brunners Bridge on Gresford Road, approximately 600 metres west of Elderslie Road.
- Acknowledges that the replacement bridge will be designed to support unrestricted access for all vehicle types, including heavy vehicles, thereby eliminating the need for speed or load restrictions.

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- Approves the removal of the 60 km/h speed limit for trucks and buses and the restriction of one heavy vehicle at a time on Brunners Bridge, upon completion of the bridge replacement works.
- Approves the removal of all associated signage shown on Drawing 'PS17-047 – Gresford Road – Heavy Vehicle Signage', following the completion and commissioning of the new bridge.

Unanimous Support

5.8 Item 8 - Line Marking - 133 Pioneer Road Development

FILE:25/00195

- No additional comments

Recommendation:

That the Local Traffic Committee recommends that Council approves the installation of the regulatory signage and line marking associated with subdivision 51.2022.300.7 – 133 Pioneer Road Huntview – Signage and Line Marking as per drawing '133 Pioneer Road – Huntview – Signage and Line Marking Plan'.

Unanimous Support

5.9 Informal Agenda Item 1 - Speed Zone Referrals to TfNSW

FILE:25/00195

Outstanding speed zone reviews requested by Council:

Location	Request
Retreat Road	Request for reduction from 70km/h to 50km/h. [REDACTED] Approved pending implementation.
Glendonbrook Road	80km/h sign on the western side of Beckers Bridge be moved further west to be adjacent to Blind Creek Road, and the speed limit at the existing 80km/h speed zone be 60km/h and that the 60km/h speed zone should extend to approximately 675 Glendonbrook Road. 80km/h speed zone though the Glendon Brook settlement between 830 and 914 Glendonbrook Road be reduced to 60km/h, followed by an 80km/h speed zone through to Boyce's Bridge. Requested by Glendon Brook Community Action Group Sent to TfNSW on 17/6/2022.
Long Gully Road	Reduce Long Gully Road from 100km/h to

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	70km/h. Requested by developer – [REDACTED] Approved pending implementation within the next 6 weeks.
Welshs Road	Reduce 100km/h rural default limit to 80km/h Requested by Members Representative Ruth Rogers on behalf of Milbrodale Mountain Classic organisers. Sent to TfNSW on 30/01/2025 – PS confirmed this request was for a permanent reduction not just for the event.
Pioneer Road	Extend 50km/h zone from boundary of 157 Pioneer Road, to beyond the entrance of the Mountain Bike Park. Requested by Mayor Sue Moore on behalf of Singleton Mountain Bike Club. Approved.

Noted

5.10 Informal Agenda Item 2 - Police Enforcement Requests

FILE:25/00195

Police enforcement requested by Council since the last meeting of the Local Traffic Committee:

Complaint	Location
Speeding and anti-social behaviour	Gardner Circuit, Singleton Heights

- PS advised a request has also been submitted for King Street regarding school parking, and drivers also not stopping at the pedestrian crossing on York Street

Noted

5.11 Informal Agenda Item 3 - Issues for investigation

FILE:25/00195

- PS advised points 1 and 3 have been added as agenda items for the next Local Traffic Committee meeting, and point 2 has been passed on to TfNSW
- Cr SG requested a speed review on Dyrring Rd around the Waste Management Facility, PS advised multiple requests have been submitted and refused

Cr George has requested that the following traffic-related matters be investigated:

1. **John Street – Relocation of NO STOPPING Sign Near Aldi Car Park**
That consideration be given to relocating the existing NO STOPPING sign at the

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end of John Street, adjacent to the Aldi car park exit. It is proposed that the sign be moved approximately one car length further away from the exit to improve sight distance. Smaller vehicles reportedly have difficulty seeing oncoming traffic when exiting the car park, and there have been multiple near misses reported at this location.

2. Roughit Lane – Review of Speed Limit

That the speed limit on Roughit Lane be reviewed. The road is currently unsigned and therefore defaults to the rural speed limit of 100 km/h. Since the temporary closure of Gresford Road, traffic volumes on Roughit Lane have increased substantially, and it is being used as a detour route and “rat run.” A reassessment of the appropriate speed limit is requested to reflect current usage and safety concerns.

3. Roughit Lane – Investigation into Line Marking

That the provision of centreline and no-overtaking line marking on Roughit Lane be investigated. The road currently lacks any centreline or overtaking restrictions. With increased traffic volumes due to the Gresford Road closure, improved delineation is requested to enhance safety and reduce the risk of head-on collisions or unsafe overtaking manoeuvres.

Noted

6 Other Business

- RR emailed a request for road marking on Bridgman road from the NEH to Gardner Circuit at the Pinnacle
- PR advised his tenure in this role is concluding before the next Local Traffic Committee meeting and another TfNSW representative will attend
- SMA advised Mark Brennan has returned to his substantive role and Council has a new Traffic Engineering Officer commencing on 9 June
- DM advised another Council officer will attend in his place and Cr SG thanked DM for his contribution to the Local Traffic Committee and wished him good luck in Dungog

7 Action List

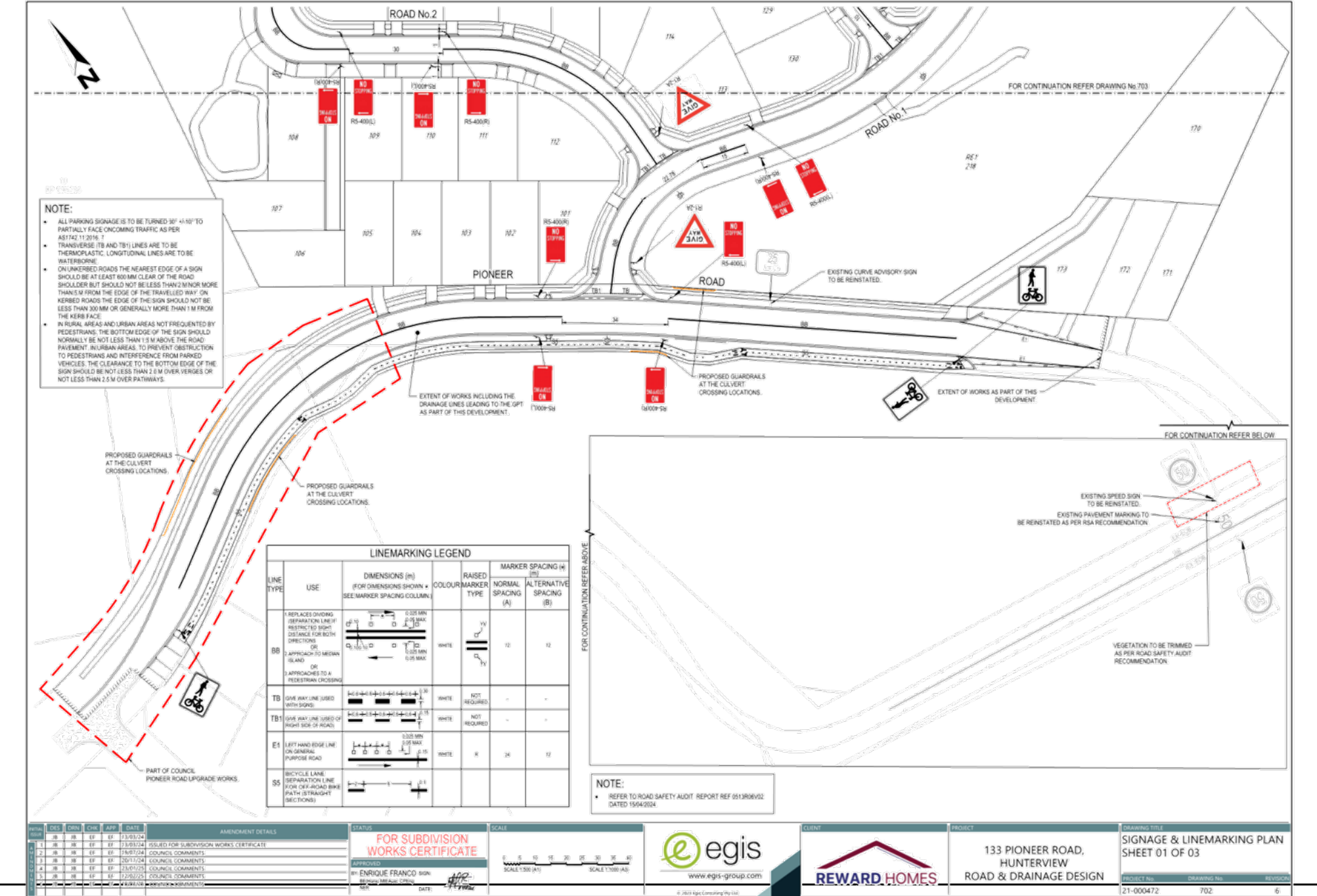
- Nil

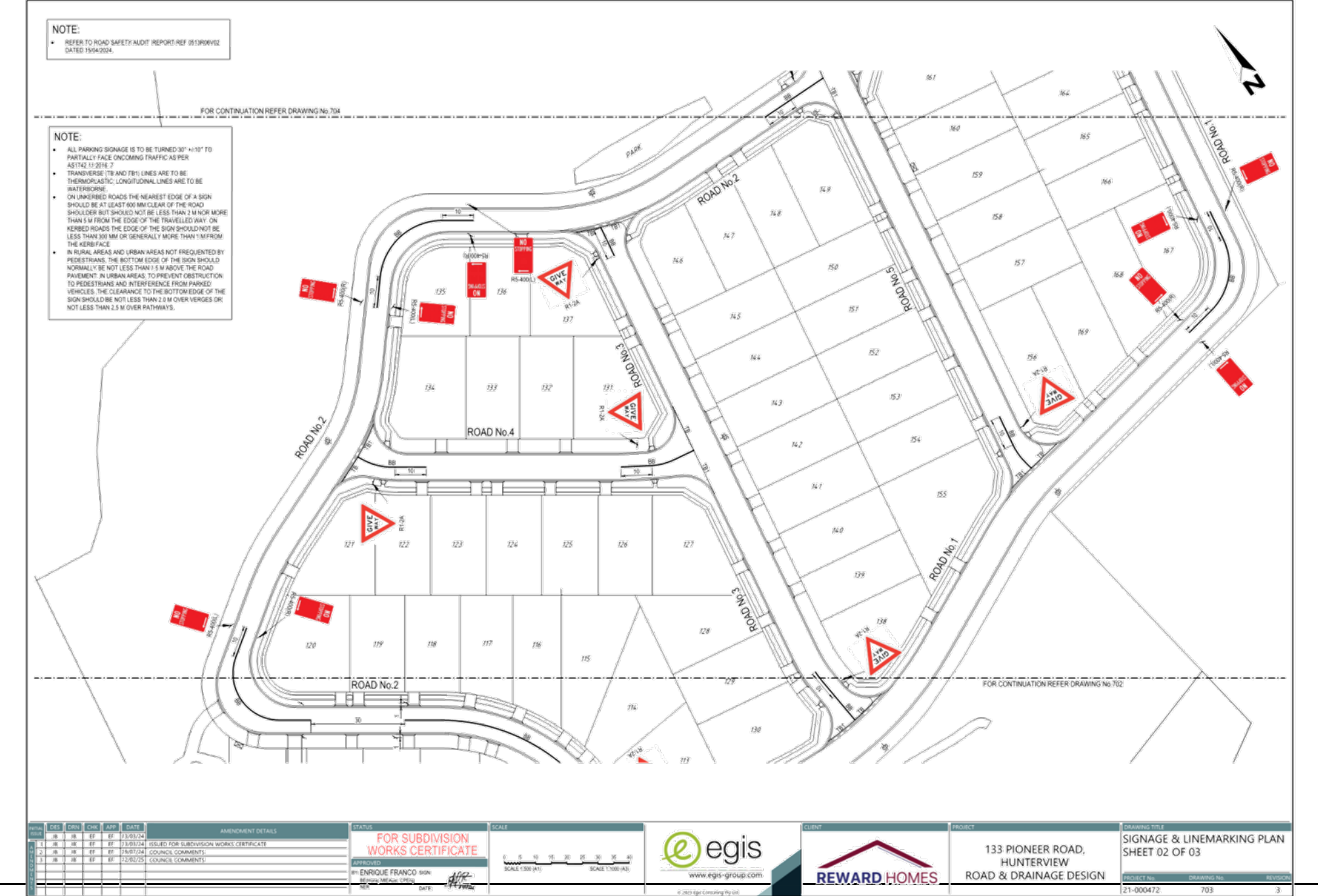
8 Next Meeting

- Thursday 28 August at 9:30am in the Committee Room.

The meeting closed at 9.44am

Cr Sue George, Deputy Mayor
Chair









GM30/25. Arts Upper Hunter
Author: Executive Assistant

FILE: 17/00618

Executive Summary

Attached for Councillors information is the following:

1. Minutes – Arts Upper Hunter Board Meeting held on 20 November 2024 (shown as **Attachment 1**)
2. Letter to the General Manager providing an update on Arts Upper Hunter (shown as **Attachment 2**)
3. Arts Upper Hunter Strategic Plan 2025-28 (shown as **Attachment 3**)

FOR INFORMATION

Attachments

AT-1	Minutes – Arts Upper Hunter Board Meeting 20 November 2024	Attachment Under Separate Cover
AT-2	Letter to the General Manager providing an update on Arts Upper Hunter - 7 May 2025	Attachment Under Separate Cover
AT-3	Arts Upper Hunter Strategic Plan 2025-28	Attachment Under Separate Cover

General Manager's Report (Items for Information) - GM33/25

GM33/25. Minutes - Audit Risk and Improvement Committee - 21 May 2025
Author: Governance Officer

FILE:
25/00177/002

Executive Summary

The Audit Risk and Improvement Committee held its ordinary meeting on 21 May 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 Minutes of Audit Risk and Improvement Committee - 21 May 2025

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4:00PM WEDNESDAY 21 MAY 2025



Present	Paul Quealey (Chair) (<i>virtual</i>) (PQ) Meredith Caelli Independent (<i>virtual</i>) (MerC) Tony Harb Independent (<i>virtual</i>) (TH) Cr Godfrey Adamthwaite (<i>virtual</i>) (GA)
In Attendance	Justin Fitzpatrick-Barr General Manager (<i>virtual</i>) (JFB) Melinda Curtis Executive Manager (MelC) Dwight Graham Director Corporate & Commercial Services (<i>virtual</i>) (DG) Kelly McGowan Chief Financial Officer (<i>virtual</i>) (KMc) Luke Malone External Auditor (<i>virtual</i>) – will join late (LM) Erika Wagstaff (minutes) Rebecca Bailey, Governance Lead
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Deborah McDonald, Stephen Prowse, Mark Wiblen, Cassie Malone
- Committee agrees for the meeting to be recorded

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED Ms Caelli **SECONDED** Mr Harb that the minutes of the Audit Risk and Improvement Committee meeting held on Wednesday 19 March 2025, were confirmed with the following amendment:

- Page 9, Meredith Caelli's name is spelt incorrectly

4 Matters arising from the Minutes

- KMc – update regarding revaluation, due for completion today. Seeking extension to 30 June. Road report is the biggest portion of the revaluation report and actively chasing the valuer for all of the auxiliary items that are associated with this.
- TH – Duplication of reporting the ARIC committee actions. Listed at 4.1 and then again in 5.12. Should this be listed once? Outcome - Moving forward this will be listed only as part of Pulse report which includes all actions,

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ARIC and other. Bring the pulse report forward to matters arising so it is all dealt with at the start of the meeting.

- TH – Recommendations from IT Disaster recovery planning have been incorporated recently in the pulse report but appears that Cemeteries action items not included. Potentially a gap in reporting timeframes. MeIC – will take that on notice and make enquiries. Will email the committee to advise the outcome at the next meeting.

5 Agenda Items

5.1 Internal Audit Report - ICT Disaster Recovery FILE:25/00177/002

The final Internal Audit report for the ICT Disaster Recovery function was tabled for the information of the Committee.

The Committee discussed the report.

The Committee clarified the following:

DG – Biggest matters are 1. documenting items already being done and 2. Aligning ICT with the rest of the business eg Payroll requested IT to be up and running within 2 hours, IT say 24-48 hours. 2 phases of disaster recovery are complete. 3rd phase is to make all servers remote, upload all servers into the cloud meaning as soon as there is a laptop and internet we will have systems running. This will help us to align with the business needs.

PQ – Understand eg that payroll desire the service to be restored but there needs to be contingency plans and consideration for the point in payroll processing the issue occurs. eg if it is payroll processing day when the outage occurs, pay last week's payroll and make adjustments when system connection resumes.

DG – Correct, as long as there is internet we can still pay last week's pay from bank file and correct it when systems are online.

TH – good report and alignment of business impact analysis (BIA) with ICT recovery time objectives is a good pick up and benefit of having a comprehensive BIA.

PQ – Council tests scenarios, eg Cyber. Next one to think about might be to take it back to bare basics, a scenario where you lose internet for a day or 2, test that scenario, what will we do there if it is payroll day., supplier payment day. What are the priorities in that event, what do we need to ensure we can still do what we need.

TH – check 3rd party support also. A key thing will be 3rd party systems.

DG – in LT this morning we had 1 hour in business interruption assessment. Payroll and the internet were identified as key issues

MerC –Disaster Recovery (DR) plan is one thing, Business Continuity (BC) is different. Ensure there is clarity around those terms. Sometimes it felt like they were being used interchangeably in the report. Ensure it is aligned with the business needs for DR and where this is different to BC.

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MOVED Ms Caelli **SECONDED** Mr Harb that the Audit Risk and Improvement Committee receive and note Internal Audit Report – ICT Disaster Recovery.

5.2 Internal Audit Report - Cemeteries Management FILE:25/00177/002

The final internal audit report for the Cemeteries Management function was provided for the information of the Committee.

The Committee discussed the report.

The Committee clarified the following:

JFB: New position, Cemetery Management Officer, has been established and the person commences on Monday. All of the actions through the recommendations in the report will be the responsibility of this position. Cemeteries are becoming a commercial industry and councils are not currently treating it as this. Potentially we need to in order to comply, may need to review Fees and Charges.

TH - Database for the cemeteries – where is this contained in Council's system?

JFB – Traditionally paper map records. Not uncommon that the map is incorrect when you go to bury someone, someone else is already there. We are looking at (funding permitting) ground penetrating radar to assess sites to confirm status. CMO will handle this after making a list of priorities.

TH – Example large Sydney council, computer containing the Cemeteries database was a significant vulnerability as the database required specific operating system that did not support current IT security. Think about that, make sure the system is secure.

PQ – I see a lot of work has been done, templates available to help new starter if desired

JFB – yes please

ACTION: Obtain templates from Chairperson Paul Quealey

MOVED Ms Caelli **SECONDED** Mr Harb that the Audit Risk and Improvement Committee receive and note Internal Audit Report – Cemeteries Management.

5.3 March 2025 Quarterly Budget Review Statement FILE:24/00319

The March 2025 Quarterly Budget Review Statement (QBRs) was presented to the Audit Risk & Improvement Committee.

The Committee discussed the report.

The Committee clarified the following:

KMcG – we have a risk item, the depreciation at waste facility is complex.

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PQ – is that factored in at the moment?

KMG – no, it has a potential to deteriorate the position. We considered noting it now but that might result in significant change at end of year. Preference was to be transparent now and note it as a risk.

MOVED Ms Caelli **SECONDED** Mr Harb:

That the Audit Risk & Improvement Committee:

1. Note the budgetary changes and the projected year end result presented in the March 2025 Quarterly Budget Review Statement.
2. Note the March 2025 Quarterly Budget Review Statement was presented to Council at the May Council Meeting.

5.4 Draft Complaint Handling Policy

FILE:25/00177/002

The report was provided for the Committee to review and provide input into the draft Complaint Handling Policy prior the draft being presented for Council to consider adopting the draft Complaint Handling Policy following a period of public exhibition.

The Committee discussed the report.

The Committee clarified the following:

MeIC – the draft is currently with staff for input as well as Compliments, Complaints and Customer Experience (CC&CX) Committee. Following feedback from ARIC and other committees, it will go to Council to adopt as a draft to go on public exhibition.

TH –the Compliments section of the old policy was good, but if the new standard or requirement is to remove this then so be it.

MeIC – to confirm, this is not being removed, they will be standalone policies sitting side-by-side.

MeIC – 7.3.2 pg 101 under Continuous Improvement it states We are committed to improving the effectiveness..... Where does the complaints data get reviewed to look for risks or opportunities, globally? Does it go to the Executive team? Is there is governance committee other than ARIC?

MeIC – yes reported in 2 ways. 1st the CC&CX committee review all complaints. With governance they look at the themes. 2nd we have a new PowerBI dashboard which all of LT has access to view complaints themes etc. It will be a regular item on ELT for discussion. This is in the policy.

TH – I see the learnings in section 9. It is not clear in responsibilities table who is doing the learning? Take the learnings section, assign responsibility for this function.

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MerC – who is responsible, as well as who is accountable.

MeIC – we will make this clear in the responsibility table, responsibility for Governance Lead and accountability to Executive Manager.

PQ – Do you intend to develop a customer service standard? 1 page outline, other councils have this.

MeIC – We do have an existing one.

TH – appendix B – Dated July 2022, is it still appropriate, perhaps update the review date. Is it still relevant, inline with new policy particularly references.

MOVED Ms Caelli **SECONDED** Mr Harb that the Audit Risk and Improvement Committee receive and note the draft Complaint Handling Policy.

5.5 Annual Risk Management Report - Executive Management

FILE:25/00177/002

The annual Risk Management Report for 2024 for the Executive Management unit was provided and discussed at the meeting.

The Committee discussed the report.

Luke Malone entered the meeting, the time being 02:35 PM

The Committee clarified the following:

MeIC – 2 main things to highlight from the report are the two high risk items.

MerC – model guidelines are just that – a baseline. If you have practices over and above, and appetite to continue, guidelines don't stop you from continuing this you can enhance this.

MeIC – we have been advised that there are somethings in the model codes that we won't be allowed to do, I hope we can continue some of this, but our advice from LGNSW is that it will stop us from being able to do particular things we currently do that is above and beyond.

MerC – my advice is the principle that guidelines are just that, guidelines, not legislation.

MeIC – The advice we have received is that once the model code is implemented they will be seeking to amend the legislation

TH – the words Model in Local Government are almost a legal requirement. It is standard in Local Government that the Model is the requirement. If you don't follow the guideline, and something happens, you are in a situation of if not, why not. In Local Gov, if it is model something, you have to do it.

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MeIC –Highlighting this as a risk because it will take a lot of our time to complete when the models are released over the next 6-9 months.

MOVED Ms Caelli **SECONDED** Mr Harb that the Audit Risk and Improvement Committee receive and note the Annual Risk Management Report – Executive Management.

Informal agenda item brought forward from General Business, Luke updated the committee on the status of the 2025 Audit.

Luke Malone left the meeting, the time being 02:47 PM

5.6 Enterprise Risk Management Maturity Self-Assessment

FILE:25/00177/002

The results of the 2024 enterprise risk management maturity self-assessment were provided for the information of the Audit, Risk and Improvement Committee.

The Committee discussed the report.

The Committee clarified the following:

MeIC – Overall score 93%, very impressed.

TH – Would say there is a few areas that you are doing things but not reflected in report eg page 201 item #33 25% is probably low. There is coordination, conversations, identify if someone is being too opportunistic or conservative, risk management training, regular conversations etc If these were to be included, that result would be higher. I see good reporting, good engagement, risk implications in conversations.

PQ – absolutely, we see this in the reports and documents that we receive. Great outcome, great achievement from Council. Well done.

MOVED Mr Harb **SECONDED** Ms Caelli that the Audit Risk and Improvement Committee receive and note the Enterprise Risk Management Maturity Self-Assessment

5.7 Financial Improvement Plan Update - Plan on a Page FILE:24/00424

A report was provided to update the ARIC on the implementation of the Financial Improvement Plan and provide the associated plan on a page.

The Committee discussed the report.

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The Committee clarified the following:

KMcG – Came about because the Financial Improvement Plan has had to pivot to remain dynamic whilst forefront of mind. Last night at Council meeting we got council resolution to give us the go ahead to undertake commercial service reviews. Report to ARIC shows what the plan is moving forward. Bring council on a journey through those reports. Confidential in nature, can be controversial.

TH – well done, something to consider in my experience, financial recovery plans usually have metrics behind them, would be good to include this to identify the target. Is it possible to include something like this to help communicate this to council.

KMG – yes, we have done some of this with Councillors – where we are now, existing LTFP if we do nothing, talked about if we do some things where will we be. Councillors are very aware of where we are and where we want to be. Councillors are onboard with working through this. Council is not in a terrible financial situation right now, but have great opportunity to make change, if we do nothing we will have a problem 10-20 years. Next level of maturity is to understand that we are operating a small deficit this financial year, next FY will be a small surplus or balanced. Now working on maturity of determining is the deficit because we are paying principle? and is this OK or not OK.

New plan is a living document, but a big change for maturity around financial reporting.

TH – One of the items in Councils risk management framework is risk tolerance, as a guide its absolutely OK for council to run at a deficit provided it is within Councils risk appetite. Risk appetite statement and tolerances guiding council in decision making.

Runs on the board means Council officers and Council are on same page.

MerC – Supports reference to risk appetite. Make sure it all aligns.

PQ – Regarding Commercial Services Review – Childcare currently being completed or finalised. Will this report come to this committee, will we have opportunity to have oversight?

KMcG – yes, Childcare has been tabled with ELT

JFB – we have different possibilities to look at commercial opportunities we undertake – why were they set up, how they operate in current environment, opportunities to look at alternative arrangements. Like the cemeteries we need to move from cemeteries being a place of burial to a commercial activity because of the way it operates. Politically some of these things won't be palatable so we are doing it as a suite of options available to fix the financial situation. Some of these activities have come about as a result of decades ago decisions to fill a void, unpack it, consider current climate, is this still something Council needs to do? Maybe the gap was filled by private industry years ago. For childcare there was a gap in long day care. Now there is an oversupply in LDC but shortage of pre-school. Maybe we need to shift focus to fill the needs gap of the community. That's the purpose of the review.

PQ – Once complete, under the new standards there is a requirement for a framework for service reviews to come via this committee, ensure they are flagged to come to this committee once the structure of the service review is finalised, structure identified even without dates would provide oversight for this committee.

JFB – LGNSW running Service Reviews workshops, first one is Open Space and recreational services. Complete the service review with other councils together,

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understand different approaches, benchmarking.

ACTION: Documents to come back to committee

MOVED Ms Caelli **SECONDED** Mr Harb:

That the Audit Risk & Improvement Committee receive and note the Financial Improvement Plan, as outlined in this report, to support the council's ongoing efforts to achieve improved financial sustainability.

5.8 Review of Terms of Reference

FILE:25/00177/002

The report was provided for the Audit, Risk and Improvement Committee to complete the annual review of the Committee's terms of reference.

The Committee discussed the report.

The Committee clarified the following:

MerC – relating to contact details, is there a generic email address for OCC that can be used so the contact details are not constantly changed?

MelC – we can use the generic council email and Attn to appropriate person IE Mel Curtis. Propose we update contact details from Vicki to Mel C using the generic email.

MerC – or just have ToR reference Director OCC and generic email, no names need to be updated. It makes it easier when people are moving around. Its easier to have a consistent contact person.

MelC – will use my title, generic email, generic phone.

PQ – Rotation of members. All 3 independent members will not be permitted to serve again at the same time. Think it is beneficial to have some continuity so members change over at different times. 2 started at the same time, will finish at the same time. In the next meeting we might need to consider someone dropping off early to allow a new member so the change over

MelC – can I take that on notice to look at how to do this?

ACTION: MelC to come back to next ARIC to how we tweak ToR to include continuity of independent members

ACTION: Update contact details to include title only, not individual name, and generic phone and email.

MOVED Ms Caelli **SECONDED** Mr Harb that the Audit Risk & Improvement Committee receive and note the Committee's terms of reference with the proposed updates.

5.9 Review of Audit, Risk & Improvement Committee Work Plan

FILE:25/00177/002

The purpose of this report was to request review by the Committee of the strategic four year work plan and annual work plan as required by the *Guidelines for Risk*

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Management and Internal Audit for local government in NSW (the Guidelines).

The Committee discussed the report.

The Committee clarified the following:

TH – Can you ensure that policies are not given to ARIC to simply tick the box that they were given to ARIC, but to also include an update to ARIC in accordance with the actions in the plan. EG The Fraud and Corruption plan, we would not want to see the policy but if there are actions listed each year, then give a report to ARIC to say what has been completed in past 12 months.

RB – This is included in the existing pulse report, code for Fraud and Corruption Prevention Plan is FCPP.

MOVED Ms Caelli **SECONDED** Mr Harb:

That the Audit Risk & Improvement Committee receive and note the strategic four year work plan and annual work plan for the period 1 July 2025 to 30 June 2026.

5.10 Draft Community Strategic Plan 2035

FILE:25/00177/002

A copy of the Draft Community Strategic Plan 2035 was provided to the Committee as per meeting action ARIC25-03.

The Committee discussed the report.

The Committee clarified the following:

Meredith Caelli left meeting, the time being 3:13 PM

PQ – this is fantastic, a lot of work and Council should be commended.

TH – love the Dotmocracy board. Engagement numbers are quite good, testimony to level of engagement with the community. This is good opportunity to do this now with the reset of financial performance and financial improvement and the new council

PQ – We will give Meredith opportunity to speak upon return to the meeting.

MerC – really pleased with the communities opportunity to have their say.

MOVED Mr Harb **SECONDED** Mr Quealey that the Audit Risk and Improvement Committee receive and note Draft Community Strategic Plan 2035.

5.11 Legislative Compliance Register

FILE:25/00177/002

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A copy of the Legislative Compliance Register was provided.

The Committee discussed the report.

The Committee clarified the following:

MeIC – Identified several abnormalities and inconsistencies which triggered a more detailed review of delegations. We went through these line by line, ensure adequate connections and understanding of legislative compliance, identify and address inconsistencies, reissue all delegations to reflect internal responsibilities. Compliance Register provider has changed the database, it is in different format. Database is easier to use but takes a bit to get used to new format. We made adjustments to maintain some consistency, didn't want to do too many adjustments, huge manual workload. One inconsistency is irrelevant legislation some have risk rating, others do not. We will work on this before the next report. Also reviewing Certificate of Authorisations and Instrument of Appointments. This is a lot of detail not normally provided, but because we have identified issues we are correcting, we wanted to highlight this. We have had such a deep dive and significant improvement.

Meredith Caelli returned to the meeting, the time being 03:16 PM

MeIC – The items that are labelled as high risk, are we pulling these out to address these items?

TH – Look at the For example Building and Development Certifiers Act 2018 – we rate this as high risk, and only say delegations register as the control measure and it is assigned to Manager Development and Environmental Services. Why is it high? And what does High mean? Is there a high level of complexity meaning this needs more focus? More policies and procedures? Understand why we rated it this, should there be 2 ratings?

MeIC – is this risk ranking the residual or inherent risk? Injury Management and Recover at Work procedure, high must be inherent risk but residual risk is likely actually lower.

MeIC – this is the same information we have presented before but because the format changes it changes the way you digest the data. If committee is happy we will look at for the next report we will either look at LG Legal provide another format or other way to have additional descriptors.

TH – Forget ARIC, when you have this information what do you want to do with it?

MeIC – I want this to be something staff can use and work with not just sit on a shelf. People should constantly use the document. We will look at ways to make it more useful for everyone.

MeIC – that does occur, when change is made the responsible officer is informed to ensure the change is implemented. Complexity comes in larger acts where multiple people are responsible but only 1 can be named as responsible. We will be constantly improving in this space.

TH – instrument that is complex that impacts a few more departments. Makes sense to rate this high so it triggers you take a closer look. Look at including why it is high, the inherent risk rating and the residual risk rating.

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MOVED Ms Caelli **SECONDED** Mr Quealey

That the Audit Risk and Improvement Committee receive and note the Legislative Compliance Register.

5.12 ARIC Pulse Action Status Report - January 2025 to April 2025 FILE:25/00177/002

An ARIC Pulse action status report – January 2025 to April 2025 was provided.

The Committee discussed the report.

The Committee clarified the following:

TH – can we separate the completed items? As they are listed by number order. Just makes it difficult to see what should be focused on. Anything that has been completed and presented already can be dropped off the report.

MeIC – agreed. We will look at how this is presented, try to drop off some of the completed old items.

MerC – in Pulse you can probably do a table by audit report completed/not yet/progress. Like a dashboard then have the separate completed and progressing.

TH – Pulse every time we do a change or create a dashboard it costs?

MeIC – yes and we find it adds additional manual steps also eg removing the completed items it also removed the current quarter completed items. We will look at ways to present this.

MOVED Ms Caelli **SECONDED** Mr Harb

That the Audit Risk and Improvement Committee note the status of Pulse actions for January 2025 to April 2025.

6 Other Business

- Luke updated the committee on the status of the 2025 Audit. Key points being:
 - Planning and interim work has been completed in the past few weeks.
 - Valuations are well underway and we should have those soon, understanding these are on track with the timetable

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- Next step to review the valuations and issue the interim management letter following initial discussions with KMcG, this should be available for the next ARIC meeting.
- Nothing of initial high-risk concern to being to the committee

PQ – is there anything you want to bring to the attention of ARIC in terms of timeframes or potential impacts on results?

LM – No, the code was released a little late by OLG so we do not have the proforma financial statements yet, management is working through obtaining the template from LG Solutions, our timetable was probably a little aggressive but to be fair to Kelly's team its outside their control, we should get it in the next few weeks.

KMcG – Audit went well, communication with Audit group went well, no major concerns. Code was released 2 weeks before the proforma was due. LG Solutions have put this in on 14th May. We are working through getting the proformas through and back on track.

- Meredith – Where is the sponsorship policy up to? Happy to take offline Mel. It is one of the actions in the Pulse report we haven't seen this or talked about it in a long time.

MelC – do we mean Donations Policy?

MerC – it says Sponsorship policy in Pulse. Ill screenshot and put in the chat.

TH – The policy might be to consider potential conflicts of interest. eg Mines wanting to sponsor something, what is the criteria that will be used to evaluate this?

MerC - ARIC 23-06

PQ – The update in ARIC says drafted and reviewed by CFO before going to Leadership.

MelC – I think it is Donations Policy which is completed however we have an action from Council meeting to review this due to growing number of requests.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ARIC25-10	22/5/25	Correction to the March 19 meeting minutes	E Wagstaff	19/08/2025
ARIC25-11	22/5/25	Recommendations and actions of Cemeteries audit not in Pulse report.	D McDonald	05/06/2025

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		Clarify and report back to next meeting.		
ARIC25-12	22/5/25	Obtain Cemetery related templates from Paul Quealey (item 5.2)	E Wagstaff	19/08/2025
ARIC25-13	22/5/25	Define RACI in Complaints Policy (item 5.4)	R Bailey	19/08/2025
ARIC25-14	22/5/25	Review Complaints Policy appendix B and update the date. (item 5.4)	R Bailey	19/08/2025
ARIC25-15	22/5/25	Ensure Service Reviews are reported to ARIC as they progress (item 5.7)	R Bailey	19/08/2025
ARIC25-16	22/5/25	Come back to next ARIC to advise how we tweak ToR to include continuity of independent members (Item 5.8)	M Curtis	19/08/2025
ARIC25-17	22/5/25	Update contact details on ToR to include title only, not individual name, and generic phone and email. (Item 5.8)	M Curtis	19/08/2025
ARIC25-18	22/5/25	Confirm Sponsorship policy / Donations Policy status ARIC 23-06	R Bailey	19/08/2025
ARIC25-19	22/5/25	Report Pulse actions without the historic completed items	K Jordan	19/08/2025

8 Next Meeting

- 20 August 2025 at 2:00pm

The meeting closed at 3:34pm.

[insert signature]
Paul Quealey (Chair)
 Chair

15. Investment Report - May 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 31 May 2025.

FOR COUNCIL'S INFORMATION

Report

Over the past 12 months, the investment portfolio returned 6.05% versus the bank bill index benchmark's 4.42%.

Council's total portfolio of investments was \$119.692 million with an additional \$4.679 million held in Council's operational account as of 30 May 2025 (31st May 2025 fell on a weekend).

Without marked-to-market influences, Council's investment portfolio yielded 4.80% 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 May, Council had \$1.0m in deposits mature. Council made one (1) investment for the month, with \$1.5m placed in an attractive floating rate note for a period of 1097 days.

The NSW TCorpIM Long Term Growth Fund recorded a strong result of 3.01% for the month of May and a positive 11.29% 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.

TCorp has released its 2024 Investment Stewardship Report (**Attachment 1.**). The key highlights of this report are:

- **Integration:** TCorp has deepened the way it integrates material ESG risks in its investment process. This includes collaborating on portfolio construction, working

Corporate and Commercial Services Report (Items for Information) - DCCS15/25

with strategic clients to integrate climate change into risk appetite statements, completing stewardship assessments on every direct real asset investment in our portfolios, and establishing an ESG Champions' programme.

- *Active ownership:* In 2024, TCorp expanded its active proxy voting and engagement programme to include real assets and international equities. During the 12-month period to 31 December 2024, we voted at 2,759 shareholder meetings and cast votes on more than 30,000 proposals. We cast votes against management's recommendations on 9.5% of the proposals, which largely related to the election of directors and the remuneration report.
- *Climate change:* In alignment with the NSW Government, TCorp approved a statement of ambition to achieve net zero portfolio emissions by 2050. This is an 'ambition' rather than a 'commitment' or 'goal' because TCorp can only achieve this ambition if global policy makers and the business community deliver the requisite policies and technologies that enable emissions reductions.

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 May, given the overall total portfolio value fell from \$123.2m for March 2025 to \$115.3m for April 2025. 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 is TCorp's Investment Stewardship Report for 2024.

Attachment 2 to this report provides Council's Investment Summary Report for May 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

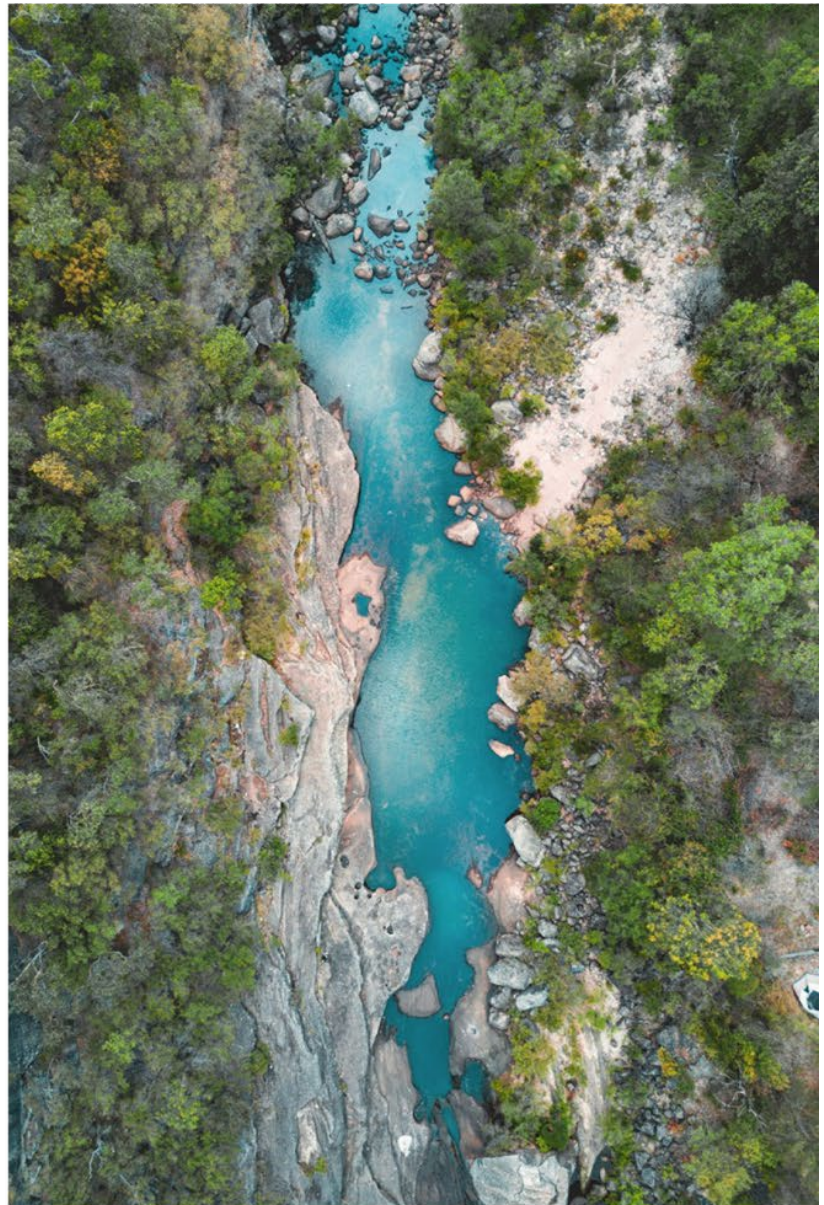
AT-1 Tcorp's Investment Stewardship Report

AT-2 Singleton Investment Report - May 2025



Investment
Stewardship
Report
2024

Investment
Management



New South Wales Treasury Corporation

About this report

This Investment Stewardship Report only reports on the Investment Management services provided by TCorp to NSW Government agencies and other eligible clients. It does not capture or contain information on services provided to TCorp's Financial Markets business. For information related to TCorp's NSW Sustainability Bond Programme, visit the TCorp website.

This report is dated as at 31 December 2024 for reference purposes and provides an overview of our stewardship approach and activities relating to assets under management for the calendar year 2024.

All amounts are quoted in Australian dollars, unless otherwise stated.

An electronic copy of this report is available at www.tcorp.nsw.gov.au

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Feedback

We welcome your feedback on our report to help improve future editions – please contact the TCorp Media & Marketing team at mediaenquiries@tcorp.nsw.gov.au

Stay up to date

www.tcorp.nsw.gov.au

Acknowledgement of Country

TCorp acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples and Traditional Custodians of Australia, and recognises their continued custodianship of Country – land, seas and skies.

We pay respect to Elders past and present.

Regeneration

By Josie Rose 2020



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Message from the Chief Executive

David Deverall
Chief Executive

Since the inception of funds amalgamation in 2015, the focus of TCorp's Investment Management business has been to create a stronger NSW by delivering resilient long-term investment returns.



I am pleased to present TCorp's inaugural 2024 Investment Stewardship Report¹. With the publication of this report, we have substantially implemented all of the recommendations contained in Pru Bennett's 2022 independent Environmental, Social and Governance (ESG) Review into the state's investment funds managed by TCorp.

Since the inception of funds amalgamation in 2015, the focus of TCorp's Investment Management business has been to create a stronger NSW by delivering resilient long-term investment returns for our clients and the people of the state.

This mission has been guided by our steadfast commitment to investment stewardship, which is founded in our fiduciary duty, risk-based total portfolio investment model and the integration of material ESG risks into investment decision-making. To support this, we have implemented an Investment Stewardship approach centered around five pillars: integration, active ownership, collaboration, exclusions and disclosure.

As guardians of \$116.3bn in assets under management (as at 31 December 2024), we believe this foundation will help us safeguard our clients' interests and continue to generate long-term value across our clients' portfolios, as we navigate the challenging and complex external environment.

I would like to thank the Investment Stewardship team for their hard work and commitment to helping us achieve the best possible outcomes for our clients and the state of NSW.

David Deverall
Chief Executive

¹ TCorp has a long history of reporting on environmental, social and governance (ESG) activities, including through our TCorp Annual Report and NSW Sustainability Bond Programme Annual Report.

Message from the Head of Investment Stewardship

Alexis Cheang
Head of Investment
Stewardship



Stewarding NSW's financial assets in support of long-term resilient returns.

At TCorp, our mission is delivering resilient long-term investment returns for the NSW Government family and the people of NSW. The work we do in Investment Stewardship supports that mission by focusing on material environmental, social or governance risks that we believe could either destroy or create financial value.

Our approach to investment stewardship is founded in the principles of ESG integration into the investment process and being an active owner of the assets we manage on behalf of clients and the state. Key stewardship achievements in 2024 include:

- **Integration:** We have continued to assess and manage material ESG risks through deeper integration into portfolio construction, in both technical and cultural ways. This includes:
 - Collaborating on portfolio construction. We have worked with our strategic clients to integrate climate change into their risk appetite statements, which form the basis for each portfolio.
 - Enhancing our approach to ESG in investment research and implementation, when appointing external investment managers or investing in real assets. One highlight was the completion of a Stewardship Assessment on every direct real asset investment in our portfolios.
 - Establishing an ESG Champions' programme. Under this model, our five-person Investment Stewardship team partnered with 20 'ESG Champions' across all our investment teams to upskill our colleagues to take the lead in identifying and managing material ESG risks in our portfolios.

- **Active ownership:** TCorp maintains an active proxy voting and engagement programme. Over the last year, this expanded to include real assets and international equities, in partnership with our ESG Champions and external investment managers. By leveraging our position as one of Australia's largest asset owners, we advocate for sound corporate governance and proactive management of material environmental and social risks by companies in our investment portfolios.
- **Climate change:** In alignment with the NSW Government's plan for net zero emissions by 2050, TCorp approved a statement of ambition to achieve net zero portfolio emissions by 2050. We call this an 'ambition' rather than a 'commitment' or 'goal' because TCorp can only achieve this ambition if global policy makers and the business community deliver the requisite policies and technologies that enable emissions reductions.

TCorp remains committed to continuous improvement². In 2025, we plan to focus on enriching our ESG data, systems and technologies, and to take a deeper research dive into our human capital-related risks and how these might be better considered in our investment programme.

Alexis Cheang
Head of Investment Stewardship

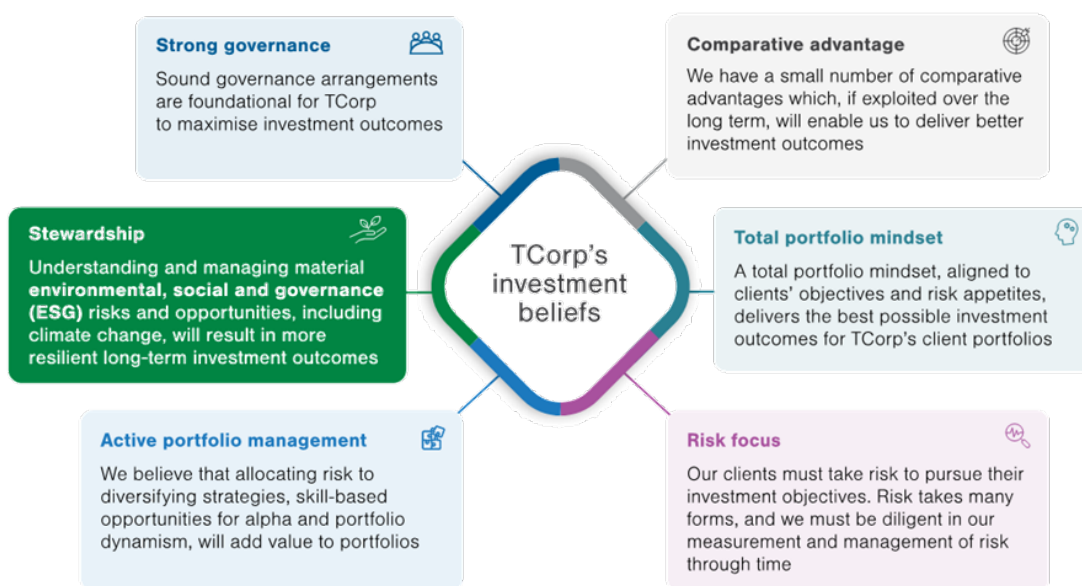
² In 2022, Pru Bennett undertook an independent ESG Review into the state's investment funds managed by TCorp. It concluded that "there were no critical deficiencies observed across TCorp's investment stewardship function" and that "leading investment stewardship practice is an intentional culture of continual improvement."

Stewarding the financial assets of NSW

TCorp's Board-owned investment beliefs form the foundation of our investment process, client portfolio management and investment culture.

Our investment beliefs underpin and empower our Investment Stewardship mission. This mission is to contribute to the delivery of long-term investment outcomes for our clients and the state of NSW, through best-in-class identification, evaluation, management and monitoring of material ESG risks.

Chart 1: TCorp's investment beliefs



By focusing on delivering resilient, long-term risk adjusted returns, TCorp's investment stewardship activities support the state to deliver on its public policy objectives and government obligations which include:

- Paying pensions to former state government employees and parliamentarians through the approximately \$30bn in pension assets we manage
- Paying compensation claims, keeping insurance premiums affordable and self-insuring NSW landmarks, including the Sydney Opera House, through the approximately \$51bn of insurance reserves we manage
- Delivering key social services and environmental benefits, including social and affordable housing, public infrastructure, quality healthcare, conservation of biodiversity and renewable energy through the funds we manage on behalf of NSW Government entities
- Supporting current and future generations through the NSW Generations (Debt Retirement) Fund, the state's sovereign wealth fund, which aims to provide an appropriate return for taxpayers while supporting a sustainable debt position and intergenerational equity over the medium term.

Governance of Investment Stewardship

The TCorp Board has overall oversight of our ESG and Investment Stewardship strategy. Governance of Investment Stewardship has been delegated to the Board Investment Committee (BIC) which advise on and monitor the effectiveness of TCorp's Investment Stewardship strategy, activities and outcomes. The BIC provides guidance on key strategic ESG decisions such as the development of the Country Governance Risk Framework and the net zero portfolio emissions ambition and dependencies. The Board has delegated to the Chief Executive, who has further delegated to the Chief Investment Officer, the authority to develop and execute the Investment Stewardship strategy.

All of TCorp's Board directors participate in a continuing development programme which includes relevant ESG issues, supporting them to stay informed of the evolving ESG landscape.

The BIC includes directors with the experience and skills to oversee the Investment Stewardship strategy, as outlined in their biographies below.

Board Investment Committee members as at 31 December 2024:

Michael Dwyer AM



AdvDip (FinSvcs), Dip (SuperMgt), Dip Tech, FASFA, FAICD

Director from June 2019. Chairperson from 1 September 2020.

Chair of the People and Remuneration Committee and Member of the Board Investment and Audit and Risk Committees.

Michael brings deep understanding of the principles of sustainable investment following his 14 years of experience as CEO of First State Super (now Aware Super). First State Super was the first major Australian superannuation fund to divest from tobacco stocks. Michael offers significant insight to TCorp's work on human capital management and modern slavery as former Chair of Australia for the United Nations High Commissioner for Refugees (UNHCR).

Ian Saines



BCom (Hons), FAICD

Director from August 2020.

Chair of the Board Investment Committee since December 2024 (Member since October 2020) and Member of Audit and Risk Committee.

Ian's executive career spans 40 years in investment and commercial banking and asset management. In his role as Chief Executive Funds Management at Challenger Limited, Ian honed his experience in the principles of sustainable investment and ESG integration. This built on his prior experience with ESG principles during his tenure as Group Executive of Institutional Banking and Markets division at Commonwealth Bank of Australia, in addition to previous senior executive roles at Zurich Capital Markets Asia and Bankers Trust Australia Limited.

Ian is a Non-Executive Director of Macquarie Bank Limited, Catholic Schools Broken Bay Limited, Air Lease Corporation and Deputy Chair at the United States Study Centre. These positions underscore his proficiency in governance for sustainability and risk management.

Board Investment Committee members as at 31 December 2024:**Greg Cooper****BEC, FIAA, FIA**

Director from December 2018.

Member of the Board Investment Committee (Chair of the Board Investment Committee until December 2024).

With his 12 years of experience as CEO of Schroder Investment Management Australia, Greg possesses extensive knowledge of the benefits and challenges of ESG integration and reporting within an investment context, as well as the changing needs and expectations of clients and stakeholders.

Greg has significant social experience in the education sector including as a current Non-Executive Director of the Australian Indigenous Education Foundation, a charity with the aim of providing private school education to indigenous Australians. Additionally, Greg is Chair of Avanteos Investments Limited, the Trustee of the Colonial First State Superannuation Funds which has established a formal net zero commitment by 2050 and specific policies around ESG.

Glenn Stevens AC**BEC (Hons), MA (Econ), Hon LLD, Hon DSc, Hon D.Litt**

Director from October 2020.

Member of the Board Investment, and People and Remuneration Committees.

As Chair of Macquarie Group and a former Governor of the Reserve Bank of Australia, Glenn brings expertise in addressing the challenges and uncertainties climate risk can bring to capital markets, and how scenario stress testing can provide insights and preparedness.

Additionally, Glenn's experience as a member of the Lowy Institute for International Policy and as an Advisory Member of the Global Foundation further support his proficiency in governing TCorp's strategy for managing country governance risk across our diversified portfolios.

Anne Templeman-Jones**BComm, EMBA (AGSM), MRM, CA, FAICD**

Director from October 2020.

Chair of the Audit and Risk Committee and Member of the Board Investment Committee.

As a former Non-Executive Director, Chair of the Audit Committee and member of the Risk Committee at Commonwealth Bank of Australia, Anne brings experience to the integrity of the financial statements, the adequacy of the reporting processes for financial statements, internal and external audit, and contributes valuable insights on financial and non-financial risks, capital management and stress testing for both assets, liabilities and revenue.

Anne, a former Non-Executive Director of the Cyber Security Cooperative Research Centre Ltd and Worley Limited, brings significant expertise in cyber security, artificial intelligence and ESG risks as well as experience in transitioning a business to a low carbon future. All of which support the oversight of TCorp's Investment Stewardship strategy.

Investment Stewardship approach

We assess and manage ESG risks and opportunities through our five pillar Investment Stewardship approach.



Integration

Our investments are exposed to a range of systemic ESG risks across the total portfolio which are difficult to measure, price and predict using traditional investment tools, but are expected to have wide-reaching impacts on investment outcomes. Through our risk-based investment model, we aim to systematically integrate material ESG risks into our total portfolio.

ESG Investment Risk Framework

TCorp has assessed its total portfolio to determine the most material ESG risks it faces over the long term and how these can be managed or mitigated. Following a macro review of ESG trends and a detailed review of our investments against the Sustainability Accounting Standards Board's materiality matrix, we identified the following five ESG risks that we believe are most material to long-term risk adjusted returns:

- Country governance
- Corporate governance
- Climate change
- Human capital management
- Cyber security and data privacy.

TCorp's primary method to mitigate these risks is through integration into portfolio and investment strategy design, active ownership and collaboration.

Country Governance

Following Russia's invasion of Ukraine in February 2022, our focus on geopolitical risk increased. The Investment Stewardship team developed a 10-point framework for evaluating governance risks which enabled the investments business to better assess and value the risks of allocating capital in a given country.

We then set a minimum hurdle above which we believe those risks will be rewarded. Countries scoring below the threshold will not be eligible for investment.

The framework was implemented across all portfolios in 2024 and led to TCorp divesting from several emerging and frontier markets.

Investment Stewardship approach

Active ownership

We are 'active owners' of our investments through proxy voting, engagement and collaboration to protect and enhance long-term investment outcomes. An example of this work in action is TCorp's engagement with Qantas, see page 10 for more details.

Proxy voting

In 2024, TCorp voted at 2,759 shareholder meetings (190 in Australia and 2,569 overseas) and cast votes on over 30,000 proposals. Of these, we cast votes against management's recommendations on 9.5% of the proposals, which largely related to the election of directors and the remuneration report.

Engagement

In 2024, TCorp held 47 direct engagement meetings with investee companies, assets or partners.

We have also engaged EOS at Federated Hermes Limited as our engagement partner to hold constructive engagements with corporate boards and executives on ESG issues. EOS at Federated Hermes Limited had 593 engagement meetings with companies in international equities and credit. Board effectiveness, climate change and executive remuneration were the dominant themes across the portfolio.

TCorp progressed 37 objectives through our direct engagement with companies. EOS at Federated Hermes Limited progressed 563 engagement objectives with international companies.

Collaboration

Resilient long-term investment outcomes can only be delivered in the context of a sustainable financial system. We collaborate with like-minded investors to encourage the development of industry standards around sustainable finance, such as the Australian Sustainable Finance Taxonomy.

Exclusions

Our preferred approach is to integrate ESG into our investment model and be active owners. We do not generally believe exclusions are the most effective means of managing long-term investment outcomes. We will exclude investments where instructed to do so by the NSW Treasurer. Consistent with NSW Government policy, TCorp endeavours to exclude tobacco manufacturers and Russian investments across directly held assets and requires its investment managers to comply with these exclusions.

Disclosure

We are committed to monitoring our portfolios for material ESG risks and disclosing to clients our progress in implementing the Investment Stewardship Framework, and the impact of these activities on investment outcomes. We produce a semi-annual investment stewardship report for clients. This report marks our first public Investment Stewardship Report.

Active ownership in 2024

2,759
shareholder meetings

Over
30,000
proposals voted

47
direct engagement meetings
(with 37 engagements objectives progressed)

593
indirect engagement
meetings through EOS at
Federated Hermes Limited
(with 563 engagement objectives progressed)

Case study

Active ownership with Australia's largest airline

Engaging with Qantas on board accountability and social licence to operate

As Australia's largest airline group, Qantas and its subsidiary, Jetstar, operate regional, domestic and international services and provide a range of operational functions, including aircraft engineering and maintenance, and freight processing.

As a shareholder in Qantas, TCorp has maintained a long-standing relationship, engaging constructively with the board and senior management for more than five years. Discussions have focused on the oversight and management of material ESG risks, including its social licence to operate, employee engagement, succession planning, and climate change.

Prior to the 2023 Annual General Meeting (AGM), Qantas was facing shareholder scrutiny over regulatory accusations of misleading conduct, legal challenges regarding the outsourcing of baggage handling staff, and poor customer experience. Concerns heightened when, in September 2023, the Australian Competition and Consumer Commission launched court proceedings against Qantas for misleading customers in relation to flight cancellation processes.

In the lead up to the 2023 AGM, TCorp engaged directly with the Qantas Chair and CEO and with our underlying investment managers to assess how these concerns might impact the company's valuation and reputation. We met with the Qantas Chair and its Remuneration Committee Chair to test how the board considered customer and employee issues when approving the CEO's short-term and long-term remuneration outcomes. We communicated our view that the 20% reduction in the short-term incentive outcome was insufficient in light of the customer and employee outcomes. We also questioned how the board was taking accountability for reputational damage and impacts on financial performance.

As a result of these concerns, TCorp voted against the Remuneration Report at the AGM. Since then, the Qantas leadership team and board have undergone significant change and renewal. Improvements have also been made to the remuneration plan, including increased focus on customer satisfaction, the introduction of a reputation measure, and more discretion to clawback performance-based pay following unanticipated longer-term performance concerns. Based on actions taken, TCorp supported all management proposals, including the election of all directors and the Remuneration Report at the 2024 AGM.

Climate change

We believe understanding and managing climate-related risks and opportunities will result in more resilient long-term investment outcomes.

Our strong governance foundations for managing climate risk are reflected in our stewardship investment belief as outlined on page 5. This is supported by five climate principles detailed on page 12, that guide investment decision-making, which includes a clear commitment to prioritise delivery of risk-adjusted returns for clients.

TCorp's net zero ambition and key dependencies

In 2024, TCorp set an ambition to achieve net zero portfolio emissions by 2050 across its aggregate portfolio, consistent with NSW Government policy. This ambition is supported by a long-term Net Zero Roadmap and three-year Climate Action Plan.

We call this an 'ambition' rather than a 'commitment' as we recognise the path to net zero is uncertain and we cannot achieve this ambition alone. While TCorp has five climate principles that guide investment decision making, we have identified three key dependencies that will be necessary to achieve our ambition:

1. More ambitious global climate policies
2. Corporate decarbonisation
3. Improved measurement of carbon emissions.

Given the changing global policy landscape, these dependencies are more relevant than ever.

Climate-related financial disclosures

In 2024, the NSW Government committed to having all government entities report on their climate-related financial disclosures. The information provided below for TCorp's Investment Management business aligns to NSW Government climate-related reporting requirements. Our FY25 Annual Report will include climate-related financial disclosures for the wider business and will address reporting indicators not covered here.

Investment governance

Governance and oversight

TCorp's Board and Board Investment Committee (BIC) have governance oversight for climate risk management. For more information on our governance of Investment Stewardship see page 6.

The Chief Investment Officer (CIO) is responsible for managing, monitoring and overseeing climate risk management. TCorp's Total Portfolio Strategy Forum, an internal governance forum, and the Investment Leadership team support the CIO's decision-making. Climate risk and net zero consideration is integrated into recommendations to the CIO for investments where relevant.

Our clients play a key role in managing climate risk. Each client sets their own investment objectives and risk appetite statement, with most including an ambition for net zero portfolio emissions. Some clients, such as SAS Trustee Corporation (State Super), have their own net zero goals which apply to their fund directly.

Monitoring, management and oversight of climate-related risks and opportunities

The Investment Management team integrates climate risks and opportunities into the investment model to protect and enhance long-term investment outcomes for clients, as outlined in TCorp's climate principles.

TCorp's climate principles

1. Climate change creates risks and opportunities, which will be integrated into investment analysis.
2. Climate outcomes will not be prioritised at the expense of risk-adjusted returns.
3. We will only be able to achieve our portfolio emissions reduction ambition if government policy and company strategy meet the required decarbonisation commitments.
4. Climate data is currently inconsistent, incomplete and of variable quality. We will restate our climate metrics periodically as data quality across asset classes and our conviction in methodology improve.
5. We will communicate clearly and humbly, demonstrating genuine intent based on a substantive process and reasonable grounds supported by robust analysis.

The whole Investment Management team is responsible for the implementation of climate risk management and the net zero ambition. This responsibility is mirrored in the goals of the Investment Leadership team.

Additionally, each team within Investment Management has appointed ESG Champions, who are responsible for ensuring climate risks are considered in each relevant investment decision. The Investment Stewardship team sits within the Investment Management team and is responsible for developing and actioning the climate and net zero strategy and providing subject matter expertise. A cross-team Climate Working Group has been established to oversee progress against the Climate Action Plan.

Investment strategy

Risks and opportunities

We invest in a global and highly diversified portfolio of companies, assets and other types of investments. Through our investments, our portfolio is exposed to transition and physical climate change risks that may impact investment returns. We also seek to benefit from investing in climate opportunities which enhance investment outcomes for clients.

We consider three key time horizons when assessing climate risks and opportunities: five years (short term), 20 years (medium term) and 40 years (long term). We are primarily focused on the medium term, as this timeframe best aligns with our investment horizon.

Table 1: Timeframes for evaluating climate risks and opportunities

Climate risk or opportunity	Transition risks	Physical risks	Climate opportunities
Description	Risks resulting from the policy, legal, technology and market changes required to transition to a lower carbon economy e.g. decreased demand for carbon-intensive electricity generation.	Risks resulting from the physical impacts of climate change, including from extreme weather events (e.g. flood, bushfire and long-term shifts in climate patterns such as higher temperatures).	Opportunities to deliver investment returns for clients through investment in companies and assets that help mitigate or adapt to climate change, such as renewable energy and energy efficiency.
Timeframe	Short – medium	Short – long	Short – medium

Climate change

Impact of risks and opportunities on the investment portfolio

We have undertaken climate change scenario analysis for our portfolios. The analysis shows that a global transition to net zero reduces the long-term impacts of climate change on investment returns, and that the worst losses arise from a failed transition. However, the path to net zero is uncertain and may lead to a range of outcomes and return impacts over the short to medium term.

An orderly transition, with co-ordinated action to reduce emissions, has the lowest impact across time periods, but is also a low probability given existing geopolitical tensions and the global climate policy environment.

Within the portfolio, the equities, infrastructure and property asset classes experience the greatest impacts under these climate scenario models.

Investment strategy and decision-making

We integrate climate risks and opportunities into our investment process and decision-making. This includes identifying, evaluating, managing, monitoring and communicating climate-related investment risks and opportunities, consistent with our ESG Investment Risk Framework.

Our ambition to achieve net zero portfolio emissions by 2050 across our aggregate portfolio is supported by:

- A high level, long-term Net Zero Roadmap with three pillars to pursue the net zero ambition
- A three-year Climate Action plan with specific actions we will take, subject to the evolving needs of our portfolios and clients.

Table 2: TCorp's Net Zero Roadmap and Climate Action Plan

Net Zero Roadmap	Climate Action Plan
1. Integrate climate risk and emissions reductions into portfolio design and implementation	Where we expect the following to enhance investment outcomes for clients, we will: <ul style="list-style-type: none">• Reduce portfolio emissions• Invest in climate opportunities• Integrate climate risk into our investment process
2. Active ownership with high emitters and collaboration with industry associations and investment partners	<ul style="list-style-type: none">• Engage with high emitters in the portfolio• Collaborate with peers to improve data and measurement of emissions
3. Client advice and annual reporting to clients and the public	<ul style="list-style-type: none">• Support clients to meet their climate-related disclosure obligations with respect to emissions reporting• Report on net zero ambition and progress to date

We are researching additional investment opportunities linked to a low carbon transition. Our Infrastructure and Property teams have identified themes and sectors associated with the low carbon transition that may present attractive investment opportunities. TCorp has invested in a number of climate opportunities within infrastructure and these investments are performing broadly in line with expectations. An example is TCorp's investment in Cyan Renewables, see page 16 for more details.

Climate resilience

It is uncertain how climate change will impact companies, assets and markets, as well as influence the subsequent effects to investment returns. We use scenario analysis and physical climate risk assessments of real assets to understand possible impacts to our direct property and infrastructure investments.

Our portfolios benefit from diversification that helps to reduce climate-related investment risks, although given the systemic nature of climate change, these risks cannot be fully mitigated through diversification.

Climate change

Investment risk management

ESG Investment Risk Framework

Climate risks and opportunities are identified, assessed, prioritised and monitored through our ESG Investment Risk Framework, supported by climate scenario and portfolio emissions analysis. We monitor global decarbonisation progress and the changing policy landscape, using resources such as the Network for Greening the Financial System and Climate Action Tracker.

Within the portfolio, we integrate climate risks and opportunities into investment decision-making as follows:

- Recommendations for new investments are assessed for their exposure to, and management of, material ESG risks, including climate change
- Investment manager selection, due diligence, legal agreements and reporting requirements
- The active ownership program, within which TCorp and its partners engage with companies on climate risk management and decarbonisation. This is supported by a set of active ownership climate expectations for portfolio companies.

The ESG Investment Risk Framework is a crucial component in managing strategic risk within TCorp's enterprise-wide Risk Management Framework.

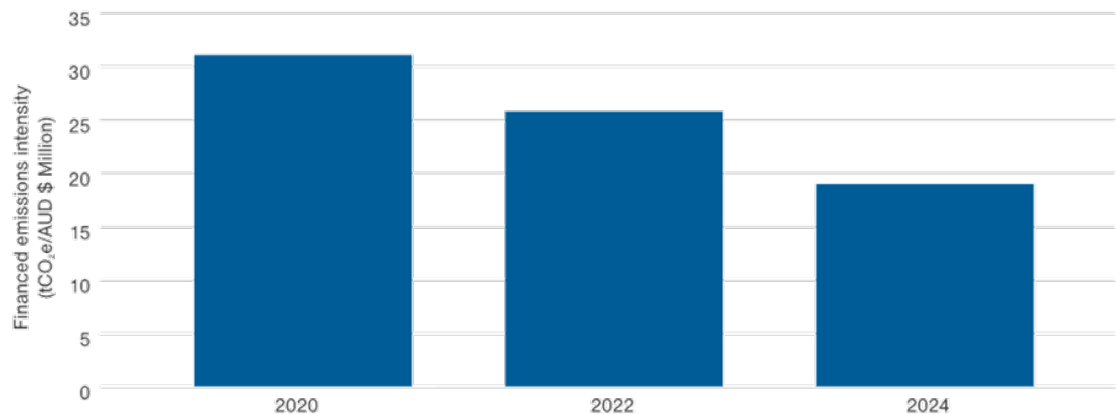
Metrics and targets

Climate-related metrics

TCorp uses portfolio financed emissions intensity as its primary climate-related metric. This metric is applied to monitor progress towards our net zero ambition. TCorp's financed emissions intensity measure draws on the Partnership for Carbon Accounting Financials (PCAF) methodology, but differs in key areas which are outlined in Appendix A on page 18. It measures the emissions (scope 1 and 2) financed by the portfolio, divided by the total portfolio value (AUD \$mn). We cover investments where we can reasonably measure emissions.

We have moderate conviction in emissions data and measurement quality, but anticipate improvements in data coverage, quality and methodologies over time. This recognises the need to review, restate and evolve these metrics continually. Further information on TCorp's measurement methodology, rationale and data limitations can be found in Appendix A on page 18.

Chart 2: TCorp's aggregate portfolio financed emissions intensity



Source: MSCI, Mercer, TCorp, TCorp's investment managers

Climate change

Chart 2 shows TCorp's financed emissions intensity at 2020, 2022 and 2024 for its aggregate portfolio. Portfolio emissions were reduced by 39% as of 31 December 2024 relative to a 31 December 2020 baseline, largely reflecting investment decisions and market and currency movements rather than as a result of real-world emissions reductions. Key investment decisions accounting for these reductions include:

- Adoption of a low carbon benchmark for the international developed market equities strategy
- Reduction of allocation from Australian equities towards international developed market equities, which are less carbon intensive
- Reduced exposure to emissions-intensive companies within emerging market debt.

Despite substantial portfolio emissions reductions over the last four years, portfolio emissions may rise in the future as the portfolio evolves over time and as public policy and corporate commitments evolve.

Climate-related targets

As outlined earlier, TCorp has set an ambition to achieve net zero portfolio emissions by 2050. Progress towards this ambition is measured against a 31 December 2020 start date (the baseline).

The ambition is supported by a 'milestone' to reduce emissions by 25-43% by 2030. This milestone serves as a checkpoint of progress along the way and was set with consideration of:

- A net zero pathway sourced from the Intergovernmental Panel on Climate Change
- Indicative forward projections of portfolio financed emissions
- Decarbonisation commitments and action of the countries in which TCorp invests
- Action we may take to decarbonise our portfolio, where it is expected to support long-term investment outcomes
- Allowing flexibility for influences unrelated to carbon emissions, including market and currency movements.

TCorp does not have a target to invest in climate opportunities, as this is not aligned with our competition for capital model, which requires every investment opportunity to be assessed against each other for capital. However, investing in climate or transition opportunities is incorporated into our investment themes, where this is expected to contribute to the delivery of client investment outcomes.

The path to net zero is uncertain and we cannot achieve this ambition alone. As outlined earlier, we have identified the following key dependencies that are necessary for us to achieve this ambition.

Global policy action	Corporate decarbonisation	Improved measurement
Global policy action needs to be more ambitious to reach net zero by 2050. Current policy settings are insufficient.	The corporate sector needs to do more to decarbonise. Corporate emissions reduction commitments to date are insufficient.	Methods to measure emissions are evolving and climate data is of variable quality. TCorp won't wait for perfection, but will review the net zero ambition, 2020 baseline and net zero pathway triennially and revise as necessary.

We expect the net zero ambition and 2030 milestone to evolve over time as the climate science is updated, the global policy landscape changes and measurement methodologies improve. Our net zero ambition, pathway, and 2030 milestone will be reviewed at least triennially.

We are not currently using carbon credits at the total portfolio level, however they may be used by underlying investment strategies or assets. We will consider the role of offsets for our net zero ambition at a later stage, as we are currently focused on reducing portfolio emissions.

Climate change

Case study

Transitioning to a greener future

TCorp is supporting the transition to renewable energy through its investment in Cyan Renewables, a leading international maritime operator which is facilitating the growth of the global offshore wind industry.

In November 2024, TCorp announced an investment in Cyan Renewables which supports the delivery of investment outcomes for our clients and aligns with our ambition to achieve net zero portfolio emissions by 2050. We made an initial investment of more than US\$100mn.

Cyan Renewables hopes to benefit from the acceleration of the growth of the global offshore wind sector through its specialised fleet of wind farm support vessels. These are critical vessels that facilitate the full lifecycle of offshore wind projects from installation to operations and maintenance. Cyan currently provides offshore wind vessel services in Asia and Europe.

The Singapore-headquartered business has a history in environmental protection and humanitarian functions, with its vessels in Europe serving as fisheries protection vessels to monitor maritime life and prevent over-fishing. They also act as high-seas ambulances for emergency response and rescue tasks.

Cyan Renewables completed the acquisition of MMA Offshore, an Australian offshore marine services provider in July 2024. While MMA has historically and continues to serve clients in oil and gas, including decommissioning operations, its vision is to transition towards wind power and maritime environmental protection.

Our investment will broaden and diversify our global asset portfolio and position it to achieve positive, sustainable long-term returns as the economy transitions to low carbon energy sources.



Modern slavery

Modern slavery risk in an investment context

TCorp's ESG Framework, established in 2024, incorporates our commitment to managing the risk of procuring products and services which have modern slavery as part of the supply chain. Our enterprise-wide procurement process incorporates appropriate controls and due diligence measures in accordance with the requirements of the *Modern Slavery Act 2018* (NSW) and NSW Anti-slavery Commissioner's *Guidance on Reasonable Steps*.

Within the Investment Management business, we work with external investment managers and other service providers to implement our investment strategies. We invest in a broad range of asset classes, sectors and countries, through which we have varying levels of ownership and influence. Most of our investments are in developed markets where labour standards are generally well regulated and enforced, and the risk of modern slavery is lower.

Actions taken to identify, evaluate and manage modern slavery risks

Consistent with guidance from the NSW Anti-slavery Commissioner and our ESG Investment Risk Framework, we have taken action to identify, evaluate and manage modern slavery risks.

Identify: Human capital, including consideration of modern slavery, is one of five material ESG issues identified across the total portfolio

Modern slavery impacts the economic and social wellbeing of individuals, companies and communities, creating financial risks. As countries have introduced modern slavery-related legislation, companies may also face penalties and supply chain disruptions where products with known modern slavery risks are banned, detained and/or destroyed.

Evaluate: Modern slavery risks are primarily assessed through a country and sector lens

Modern slavery risks are evaluated at a total portfolio level, as part of our Country Governance Risk Framework. In this Framework, modern slavery is one of 10 inputs that informs our Country Governance Risk Score, leading to country assessments and exclusions that do not meet the minimum score threshold. The modern slavery indicator incorporates consideration of country level modern slavery policies and processes, as well as outcomes and violations.

Manage: Combination of integration and active ownership to address modern slavery risks

When making investment decisions, we integrate modern slavery within our due diligence processes. This involves assessing the proposed investment's risk exposure to modern slavery and testing the effectiveness of management approaches in place. Wherever possible, we include obligations in our Investment Management Agreements to ensure our investment partners understand our expectations and include reporting provisions to enable ongoing monitoring. In addition, through our direct engagement programme and partnership with EOS at Federated Hermes Limited, we engage with companies on specific modern slavery issues. Engagement outcomes may include addressing modern slavery risks identified within the supply chain or improving disclosure of risks companies face.

Appendices

Appendix A: Financed Emissions Intensity methodology and data limitations

We use Financed Emissions Intensity (FEI) to measure emissions across our aggregate portfolio and our progress towards the net zero ambition and 2030 emissions reduction milestone. Progress is measured against a 31 December 2020 start date or 'baseline'.

The FEI metric calculates the emissions (scope 1 and 2) financed by the portfolio, divided by the total portfolio value (AUD \$mn). Portfolio financed emissions represent the sum of financed emissions for each individual asset in TCorp's aggregate investment portfolio (where data is available). The financed emissions for each asset is the proportion of the asset's total scope 1 and 2 emissions financed by TCorp's portfolio, based on the ratio of TCorp's investment to the total value of the asset (using enterprise value including cash).

This differs to industry standard methodology (e.g. the Partnership for Carbon Accounting Financials), as we use the total portfolio value to calculate FEI (rather than the portfolio value for which there is data coverage) to better align with our total portfolio approach to investing. We believe this provides a more stable measure and better captures currency hedging that is implemented at the total portfolio level.

The portfolio value used to calculate FEI is impacted by influences unrelated to carbon emissions, including market and currency movements. Investigations of these impacts have shown that market and currency movements have reduced FEI since the 2020 baseline. Should these factors reverse in the future, this could lead to higher portfolio emissions, even if real world emissions do not rise.

Carbon emissions data is of variable quality. The different data sources and levels of coverage are summarised in Table 3.

- For listed equities and credit, company reported or third-party estimated data has been used where available. This data is sourced from MSCI Inc. and has not been audited. While carbon emissions and financial data from MSCI Inc. are sourced directly from annual corporate disclosures where this is available, this data may be 12 months or more out of date.
- For unlisted real assets, credit and equity, data has been sourced from our investment managers where available and it has not been audited. Data for unlisted assets in 2024 uses the latest available as at June 2024. To improve coverage, financed emissions have been calculated with listed market proxies for investments where there are data gaps. These proxies are calculated using MSCI ACWI Investible Markets (IMI) index GICS data, at the sub-industry level where possible.
- For these asset classes, financed emissions have generally been scaled to 100% where there are data gaps not able to be addressed by proxies.
- Data was also sourced from Mercer LLC³ for the 2020 and 2022 FEI metrics.
- Overall, we have a medium conviction in data quality, with lower conviction in the unlisted credit asset classes. TCorp is reliant on its service providers and investment managers for emissions data and reporting. While we undertake checks to improve data quality and coverage, and probe the robustness of the data, TCorp is not able to ensure the accuracy of its emissions data.
- Cash, government bonds, hedge funds, derivatives, currency and overlay strategies are not covered due to a lack of data. As there is not full coverage of emissions data across the portfolio, the emissions metrics should not be interpreted as representative of the total portfolio.

³ The proxy emissions data contained herein is calculated by Mercer Consulting (Australia) Pty Ltd (Mercer) and has not been independently audited. Mercer sources its emissions data from MSCI, a third party data provider. While the information supplied is believed to be reliable, Mercer has not sought to verify it independently. As such, Mercer makes no representations or warranties as to the accuracy of the information presented and takes no responsibility or liability (including for indirect, consequential or incidental damages), for any error, omission or inaccuracy in the data supplied.

Table 3: Portfolio emissions data sources and coverage for December 2024

Asset class	Reported and estimated data source and coverage	Proxied data source and coverage
Listed equities	MSCI Inc., 98%	Not used
Listed corporate credit	MSCI Inc., 93%	Not used
Unlisted real assets	Investment managers, 90%	MSCI Inc., 9%
Unlisted credit and equity	Investment managers, 47%	MSCI Inc., 52%
Cash		No coverage
Government bonds		No coverage
Hedge funds, derivatives*, currency and overlay strategies		No coverage

*Derivatives are covered only where a derivative position is held to replicate a long-term position, and where emissions data is available.

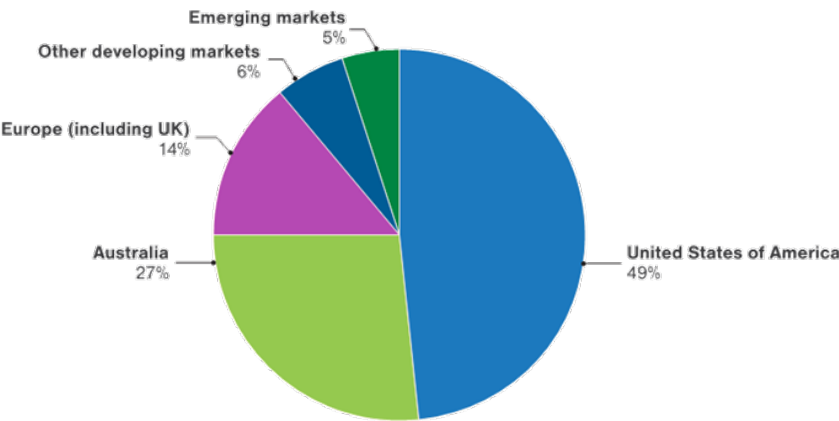
Source: MSCI Inc., TCorp, TCorp's investment managers



Appendix B: TCorp's investment portfolio by region and sector

TCorp is the state's central provider of funds management services and aims to deliver client investment objectives through a Total Portfolio Approach. Our funds under management totalled \$116.3bn as at 31 December 2024. As a major institutional investor in Australia, this gives TCorp access to unique investment opportunities, both locally and overseas.

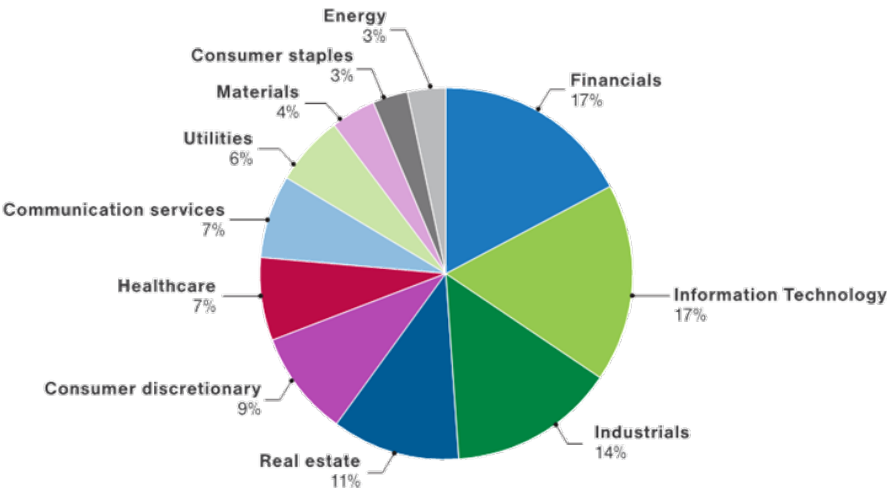
Chart 3: TCorp's investment portfolio by regional exposure



Regional data coverage represents 100% of the total portfolio, including cash positions, but excludes foreign exchange and currency hedges.

Source: TCorp

Chart 4: TCorp's investment portfolio by Global Industry Classification Standard sector allocation



Global Industry Classification Standard (GICS) sector data coverage represents 78% of the total portfolio, and excludes cash, foreign exchange, derivatives, sovereign bonds, and positions where GICS sector data was not available.

Source: TCorp

Appendix C: NSW Treasury reporting requirements for climate-related financial disclosures

Table 4: TPG24-33 Reporting Framework for first year climate-related financial disclosures

Requirement	Page
G1. The Governance body or individual responsible for oversight of climate-related risks and opportunities	11
G2. Management's role in the governance processes, controls and procedures used to monitor, management and oversee climate related risks and opportunities	12
S1. Describe climate-related risks and opportunities that could reasonably be expected to affect the entity's prospects	12
S2. Explain, for each climate-related risk and opportunity identified, whether the entity considers the risk to be a climate-related physical risk or climate-related transition risk	12
S3. Specify the time horizons – short, medium or long term – over which the effects of each of those climate-related risks and opportunities could reasonably be expected to occur	12
S4. Explain how the entity defines short term, medium term and long term, and how these definitions are linked to the planning horizons used by the entity for strategic decision-making	12
S5. Describe the current and anticipated effects of climate-related risks and opportunities on the entity's business model	13
S6. Describe where climate-related risks and opportunities are concentrated	13
S7. Information about how the entity has responded to, plans to respond to, or both, climate-related risks and opportunities in its strategy and decision-making	13
S8. Information about how the entity is resourcing, and plans to resource the activities disclosed in accordance with disclosure requirement S7	12
S13. An entity shall disclose a qualitative assessment of the resilience of its strategy and business model in relation to its climate-related changes, developments and uncertainties	12, 13
R1. The processes and related policies the entity uses to identify, assess, prioritise and monitor climate-related risks	14
R2. The processes the entity uses to identify, assess, prioritise and monitor climate-related opportunities	14
R3. The extent to which, and how, the processes for identifying, assessing, prioritising and monitoring climate-related risks and opportunities are integrated into and inform the entity's overall risk management process	14
MT5. If another metric has been developed by an entity, the entity shall disclose information	14, 15
MT6 - MT9. Climate-related targets	11, 14, 15

About TCorp

Our mission is to provide best-in-class financial management, solutions and advice to the NSW Government family.

TCorp is the financial services partner to the NSW Government family, providing best-in-class financial management solutions and advice. TCorp is NSW's sovereign investment manager, responsible for \$116.3bn of assets under management and is the central borrowing authority of the state of NSW, with a balance sheet of \$192.9bn as at 31 December 2024.

Created by the *Treasury Corporation Act 1983*, TCorp is a wholly owned entity of the state of NSW and is part of the NSW Treasury portfolio. We have the similar legal capacity, powers and authority as a company under the *Corporations Act 2001* (Cth), which allows us to raise and manage money to help the NSW Government and ultimately, the people of NSW.

TCorp is a public financial corporation (PFC) and not a budget dependent agency. It is a net contributor to the state through the payment of tax equivalents and dividends and, in FY24, we generated a dividend of \$130.0mn.

Our borrowing, investment and financial management activities are regulated by the *Government Sector Finance Act 2018*.

Our objectives

Financial management

Best-in-class for financial management, solutions and advice.

People and culture

Sought after for the capability and conduct of our people.

Whole-of-state outcomes

A long-term focused organisation delivering for all of NSW.

For the benefit of NSW

TCorp has a unique remit, being the only Australian public sector organisation that acts as both a fund manager and a government central borrowing authority. We combine both functions to our clients' advantage and provide long-term benefits to the people and communities of NSW. Our scale, market presence and strong credit rating provide access to a broader range of opportunities at lower costs, compared with the private sector.

TCorp's product and service lines are detailed below.

Investment Management

TCorp is the state's central provider of funds management services and aims to deliver client investment objectives through a Total Portfolio Approach, ultimately for the benefit of the state of NSW. Investment strategies are agreed with and managed within the risk appetites of TCorp's clients.

The funds management activities include:

- Investment management and advisory services to NSW Treasury and other government entities including SAS Trustee Corporation (State Super) and Insurance and Care NSW (icare)
- In-house asset management of domestic cash and fixed income portfolios
- In-house asset management of some infrastructure and property assets and portfolios.

Financial Markets

As the central borrowing authority for the NSW Government, TCorp's key activities include:

- Raising funds in local and international debt markets
- Managing financial risks on the TCorp balance sheet
- Managing liquidity assets
- Providing lending and tailored financial solutions to the NSW Government family.

Disclaimer

The information in this report is based on the facts and data available to New South Wales Treasury Corporation (ABN 99 095 235 825) ('**TCorp**'), a statutory corporation of New South Wales, at the time of issue. The information on investment stewardship in this report only covers TCorp's investment management business.

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This report has been prepared for the purpose of providing general information only, without taking account of any particular investor's objectives, financial situation or needs. This presentation does not constitute investment advice and is not and should not be treated as an information memorandum or a securities offering document.



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**Investment Summary Report
May 2025**

Singleton Council

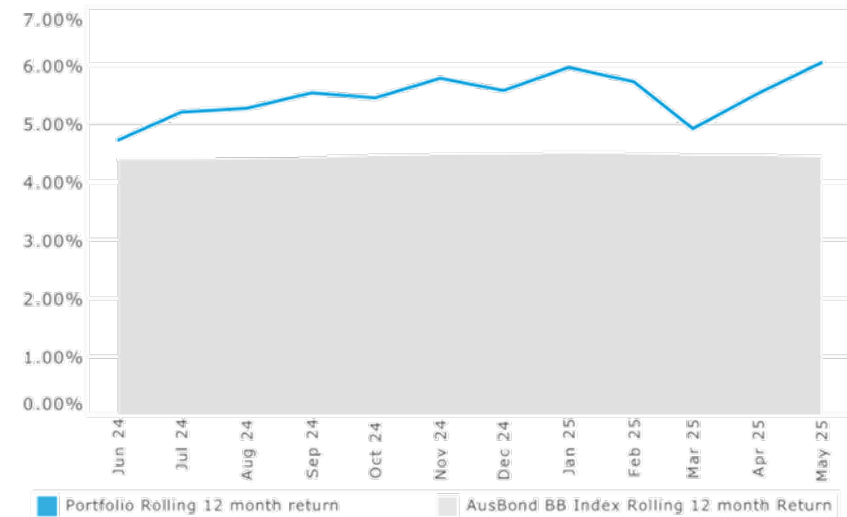
Executive Summary - May 2025



Investment Holdings

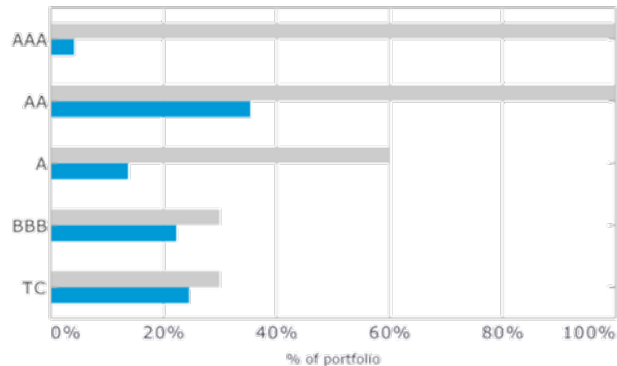
	Face Value (\$)	Current Value (\$)
Bonds	9,900,000	9,864,601
Cash	7,559,765	7,559,765
Floating Rate Note	31,900,000	32,010,200
Managed Funds	29,332,690	29,332,690
Term Deposit	41,000,000	41,000,000
	119,692,455	119,767,256

Investment Performance

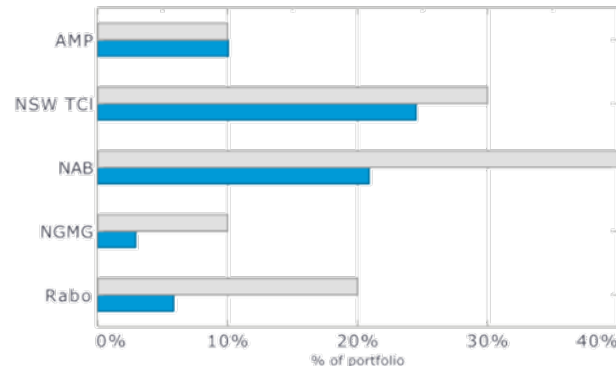


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

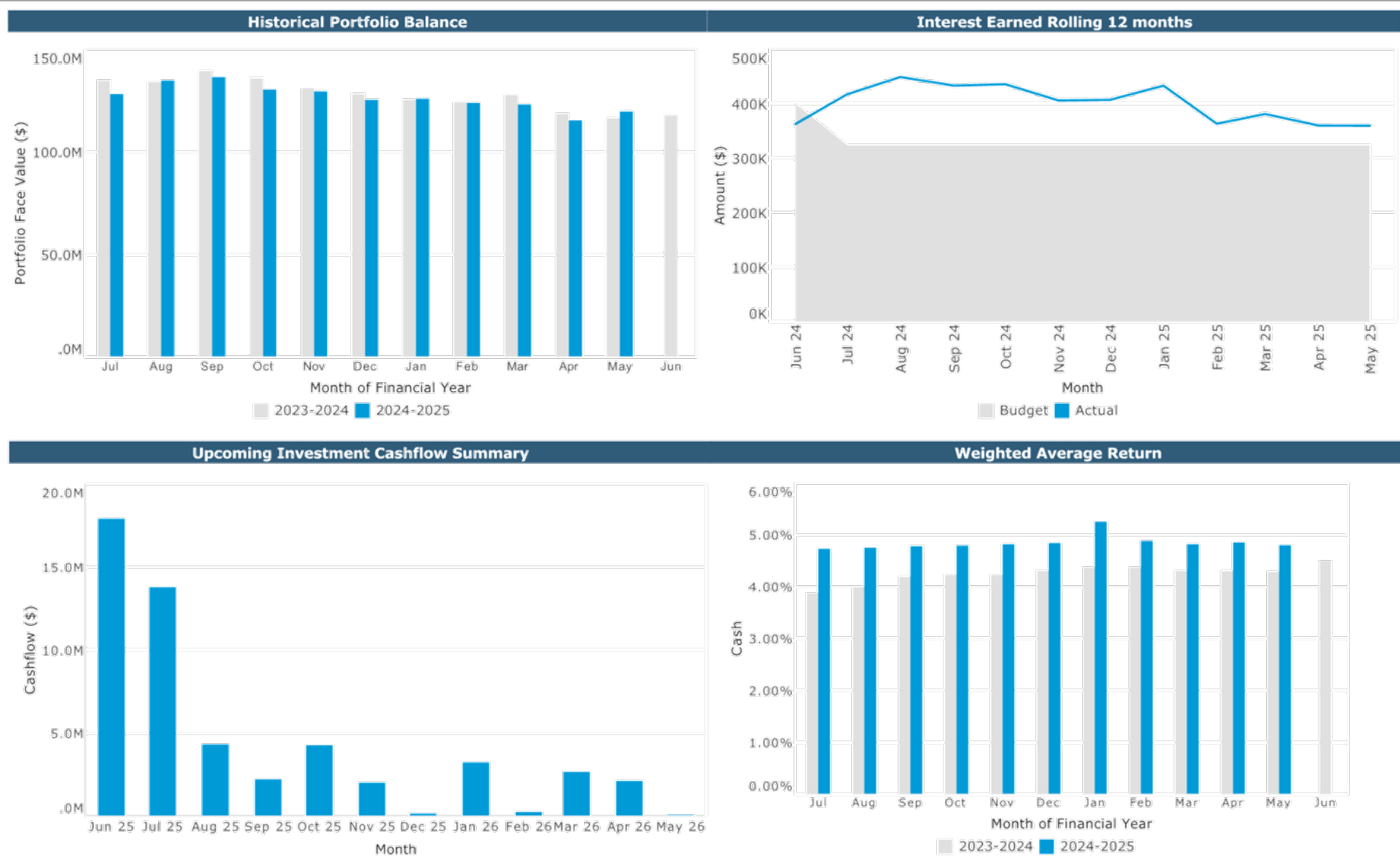
	Face Value (\$)	Policy Max
Between 0 and 1 years	86,292,455	72% 100% ✓
Between 1 and 10 years	33,400,000	28% 80% ✓
	119,692,455	

Specific Sub Limits

Between 3 and 10 years	4,400,000	4% 50% ✓
Between 5 and 10 years	0	0% 25% ✓

■ Portfolio Exposure ■ Investment Policy Limit

Singleton Council
Executive Summary - May 2025



Singleton Council

Investment Holdings Report - May 2025



Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
733,866.53	4.5000%	AMP Bank	BBB+	733,866.53	540079	31d Notice
6,825,898.03	3.8700%	Macquarie Bank	A+	6,825,898.03	540145	Accelerator
7,559,764.56	3.9312%			7,559,764.56		

Managed Funds

Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
29,332,690.30	3.0096%	NSW T-Corp (LT)	TCI	Long Term Growth Fund	29,332,690.30	544559	
29,332,690.30	3.0096%				29,332,690.30		

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
4-Jun-25	1,000,000.00	5.1200%	Suncorp Bank	AA-	1,000,000.00	6-Nov-24	1,029,036.71	545610	29,036.71	At Maturity	
4-Jun-25	1,000,000.00	5.2300%	National Australia Bank	AA-	1,000,000.00	5-Jun-24	1,051,726.85	545131	51,726.85	At Maturity	
4-Jun-25	2,000,000.00	5.3700%	Rabobank Australia	A	2,000,000.00	7-Jun-24	2,105,634.52	545156	105,634.52	Annually	
4-Jun-25	3,000,000.00	5.2500%	National Australia Bank	AA-	3,000,000.00	4-Jun-24	3,156,205.48	545127	156,205.48	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	AMP Bank	BBB+	2,000,000.00	12-Aug-24	2,083,484.93	545348	83,484.93	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	National Australia Bank	AA-	2,000,000.00	13-Jun-24	2,100,580.82	545179	100,580.82	At Maturity	
16-Jun-25	1,000,000.00	5.2000%	AMP Bank	BBB+	1,000,000.00	16-Aug-24	1,041,172.60	545360	41,172.60	At Maturity	
24-Jun-25	2,000,000.00	5.2500%	Suncorp Bank	AA-	2,000,000.00	18-Jun-24	2,100,109.59	545195	100,109.59	At Maturity	
2-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,200,583.01	545228	200,583.01	At Maturity	
9-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,200,583.01	545227	200,583.01	At Maturity	
22-Jul-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	23-Jan-25	1,017,847.95	545750	17,847.95	At Maturity	
23-Jul-25	2,000,000.00	5.3800%	Rabobank Australia	A	2,000,000.00	26-Jul-24	2,091,386.30	545275	91,386.30	At Maturity	
30-Jul-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	31-Jul-24	2,088,575.34	545310	88,575.34	At Maturity	
12-Aug-25	3,000,000.00	5.0500%	AMP Bank	BBB+	3,000,000.00	8-Aug-24	3,123,275.34	545334	123,275.34	Annually	
4-Sep-25	1,000,000.00	4.8700%	Rabobank Australia	A	1,000,000.00	14-Feb-25	1,014,276.44	545792	14,276.44	At Maturity	

Singleton Council

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Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
18-Sep-25	1,000,000.00	4.7000%	National Australia Bank	AA-	1,000,000.00	13-Mar-25	1,010,301.37	545919	10,301.37	Annually	
8-Oct-25	2,000,000.00	5.1000%	Rabobank Australia	A	2,000,000.00	5-Dec-24	2,049,742.47	545676	49,742.47	At Maturity	
20-Oct-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	22-Jan-25	1,017,986.30	545746	17,986.30	At Maturity	
23-Oct-25	1,000,000.00	4.8000%	Suncorp Bank	AA-	1,000,000.00	18-Mar-25	1,009,863.01	545935	9,863.01	At Maturity	
8-Jan-26	1,000,000.00	4.7500%	Bank of Queensland	A-	1,000,000.00	20-Mar-25	1,009,500.00	545941	9,500.00	At Maturity	
29-Jan-26	2,000,000.00	4.9500%	AMP Bank	BBB+	2,000,000.00	29-Jan-25	2,033,361.64	545757	33,361.64	At Maturity	
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,029,671.23	545780	29,671.23	Annually	
41,000,000.00		5.1832%			41,000,000.00		42,564,904.91		1,564,904.91		

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	3,029,756.81	541505	29,756.81	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	2,527,458.53	540982	28,933.53	4-Jun-25	
24-Aug-26	1,600,000.00	4.1195%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	24-Aug-21	1,601,227.48	541750	1,083.48	25-Aug-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	1,514,482.45	541879	14,347.45	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	1,220,384.31	544801	7,099.11	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	1,007,404.54	542004	4,374.54	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	2,023,307.78	545154	9,423.78	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	1,008,207.51	541918	8,557.51	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	2,020,667.36	542237	12,487.36	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	1,008,161.39	542257	4,281.39	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	1,814,824.64	542262	7,840.64	25-Jul-25	
8-Feb-27	1,400,000.00	5.4198%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	1,400,000.00	8-Feb-24	1,421,257.19	544823	4,989.19	8-Aug-25	
10-Feb-27	1,000,000.00	4.8003%	NPBS Snr FRN (Feb27) BBSW+1.00%	BBB+	996,250.00	28-May-24	1,004,720.30	545104	2,630.30	11-Aug-25	
14-May-27	600,000.00	4.7938%	BEN Snr FRN (May27) BBSW+1.00%	A-	600,000.00	14-May-24	604,892.44	545078	1,418.44	14-Aug-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	1,018,841.78	545188	10,671.78	23-Jun-25	
13-Sep-27	1,000,000.00	5.4487%	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	1,000,000.00	13-Sep-24	1,011,942.36	545463	11,942.36	13-Jun-25	

Singleton Council

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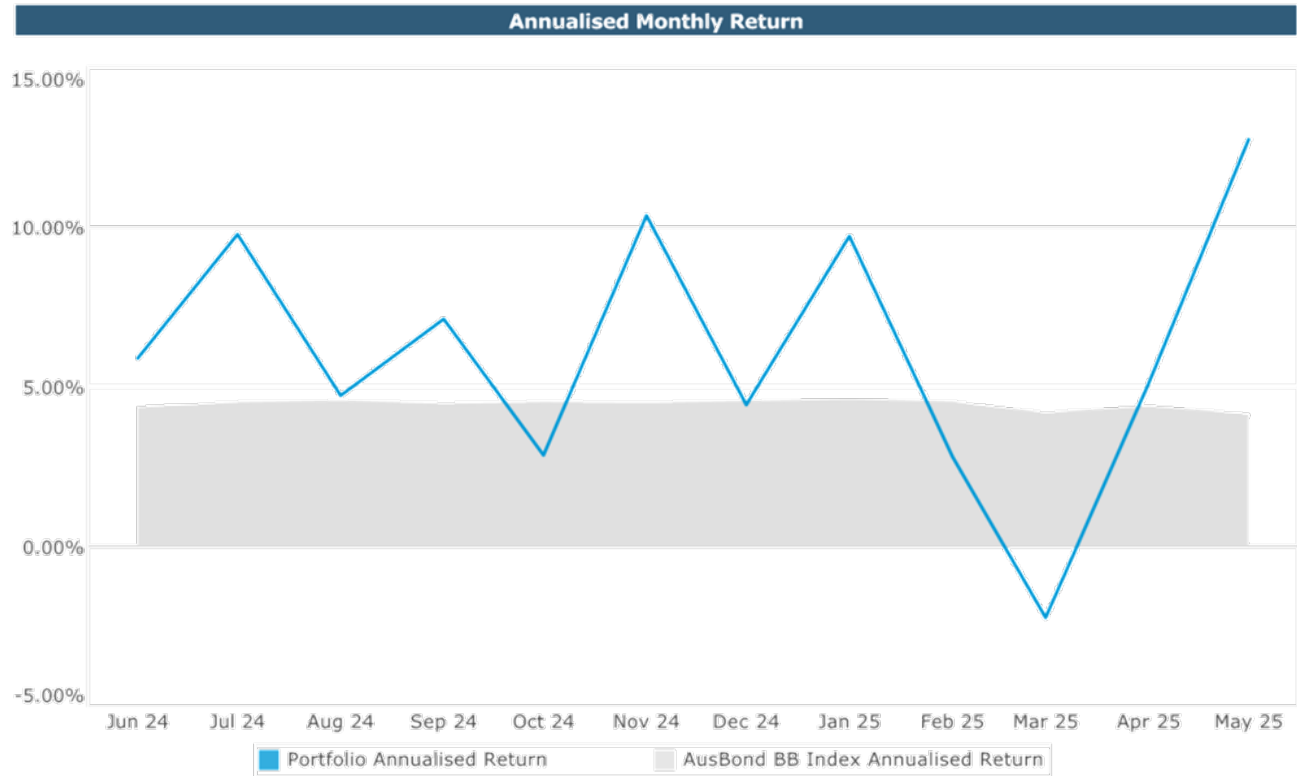


Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
13-Sep-27	1,300,000.00	5.3887%	AMP Snr FRN (Sep27) BBSW+1.27%	BBB+	1,300,000.00	13-Sep-24	1,320,333.10	545482	15,354.10	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	1,127,920.11	543634	12,773.11	16-Jun-25	
15-May-28	1,500,000.00	5.2938%	MMB Snr FRN (May28) BBSW+1.50%	BBB	1,500,000.00	14-May-25	1,503,915.96	546024	3,915.96	14-Aug-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	2,029,873.63	544957	18,967.63	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	2,425,842.77	545902	24,373.97	18-Jun-25	
31,900,000.00		4.9414%			31,916,790.00		32,245,422.44		235,222.44		

Fixed Rate Bonds

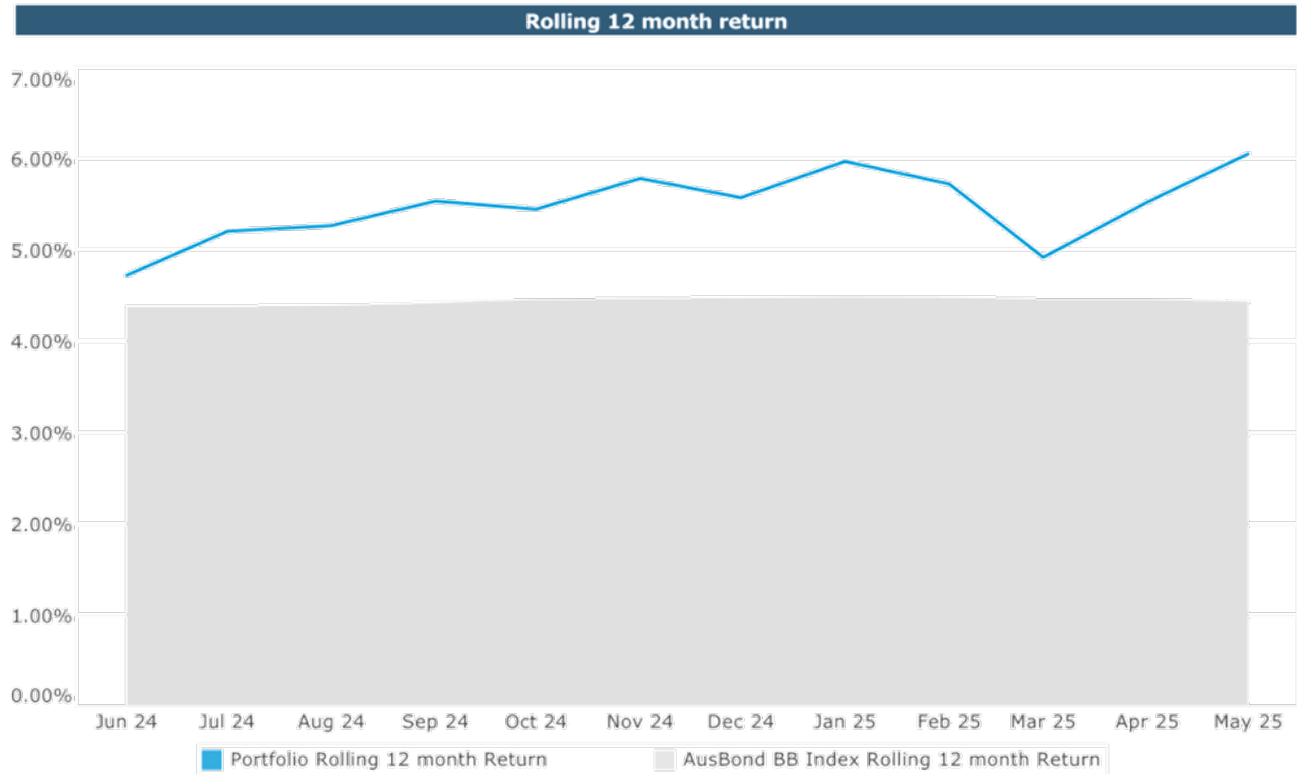
Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
11-Aug-25	1,000,000.00	3.9000%	WBC Snr Bond (Aug25) 3.90%	AA-	996,250.00	11-Aug-22	1,011,432.15	543161	11,850.83	4.03400%	
11-Nov-25	1,900,000.00	4.9000%	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,912,206.79	543536	5,087.43	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	2,019,175.82	541004	19,175.82	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	5,001,203.57	541284	43,303.57	1.30500%	
9,900,000.00		3.1778%			10,418,538.00		9,944,018.33		79,417.65	2.2263%	

Singleton Council
Investment Performance Report - May 2025



Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
May 2025	12.74%	4.12%	8.62%
Last 3 months	5.03%	4.22%	0.81%
Last 6 months	5.36%	4.38%	0.98%
Financial Year to Date	6.06%	4.43%	1.63%
Last 12 months	6.05%	4.42%	1.63%

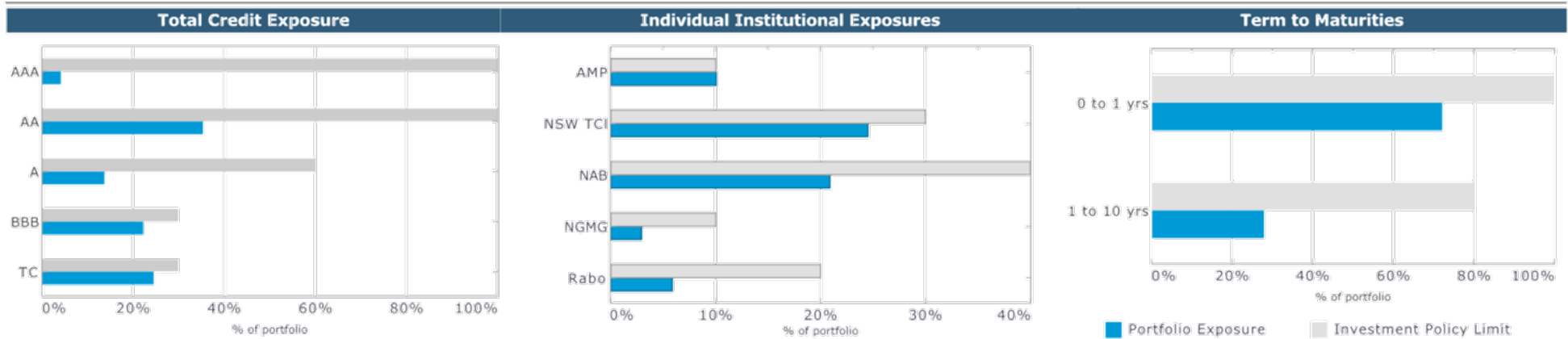
Singleton Council
Investment Performance Report - May 2025



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
May 2025	1.02%	0.34%	0.68%
Last 3 months	1.24%	1.05%	0.19%
Last 6 months	2.64%	2.16%	0.48%
Financial Year to Date	5.55%	4.06%	1.49%
Last 12 months	6.05%	4.42%	1.63%

Singleton Council

Investment Policy Compliance Report - May 2025



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4% 100% ✓
AA	42,300,000	35% 100% ✓
A	16,425,898	14% 60% ✓
BBB	26,633,867	22% 30% ✓
TC	29,332,690	25% 30% ✓
119,692,455		

Institution	% of portfolio	Investment Policy Limit
AMP Bank (BBB+)	10%	10% ✗
NSW T-Corp (TCI)	25%	30% ✓
National Australia Bank (AA-)	21%	40% ✓
Newcastle Greater Mutual Group (BBB+)	3%	10% ✓
Rabobank Australia (A)	6%	20% ✓
Macquarie Bank (A+)	6%	20% ✓
MyState Bank (Baa2)	3%	10% ✓
Suncorp Bank (AA-)	7%	40% ✓
Bank Australia (BBB+)	2%	10% ✓
Maitland Mutual Limited (BBB)	1%	10% ✓
Heritage and People's Choice (BBB+)	1%	10% ✓
Suncorp Bank Covered (AAA)	4%	40% ✓
Great Southern Bank (BBB+)	1%	10% ✓

	Face Value (\$)	Policy Max
Between 0 and 1 years	86,292,455	72% 100% ✓
Between 1 and 10 years	33,400,000	28% 80% ✓
119,692,455		

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

✓ = compliant
✗ = non-compliant

Singleton Council

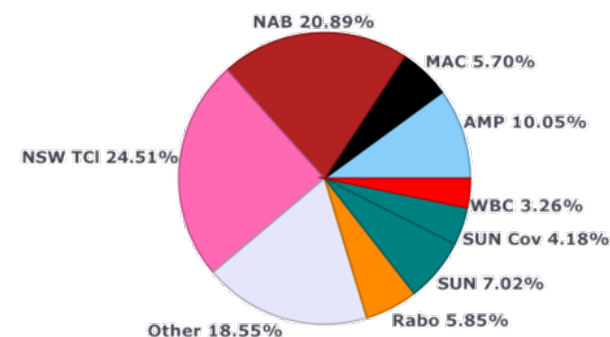
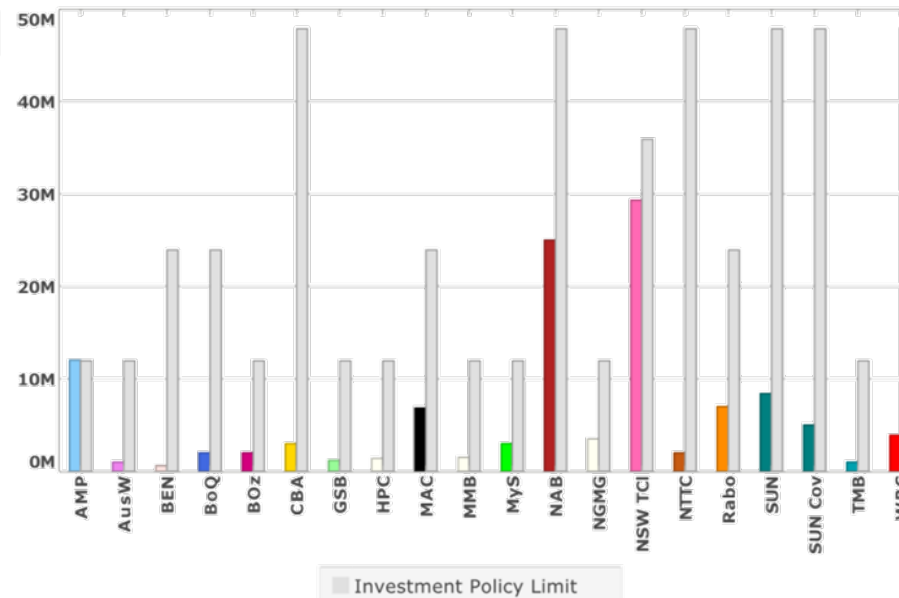
Individual Institutional Exposures Report - May 2025



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	12,033,867	10%	11,969,245	10%	-64,622
Auswide Bank (Baa2)	1,000,000	1%	11,969,245	10%	10,969,245
Bank Australia (BBB+)	2,000,000	2%	11,969,245	10%	9,969,245
Bank of Queensland (A-)	2,000,000	2%	23,938,491	20%	21,938,491
Bendigo and Adelaide Bank (A-)	600,000	1%	23,938,491	20%	23,338,491
Commonwealth Bank of Australia (AA-)	3,000,000	3%	47,876,982	40%	44,876,982
Great Southern Bank (BBB+)	1,200,000	1%	11,969,245	10%	10,769,245
Heritage and People's Choice (BBB+)	1,400,000	1%	11,969,245	10%	10,569,245
Macquarie Bank (A+)	6,825,898	6%	23,938,491	20%	17,112,593
Maitland Mutual Limited (BBB)	1,500,000	1%	11,969,245	10%	10,469,245
MyState Bank (Baa2)	3,000,000	3%	11,969,245	10%	8,969,245
National Australia Bank (AA-)	25,000,000	21%	47,876,982	40%	22,876,982
Newcastle Greater Mutual Group (BBB+)	3,500,000	3%	11,969,245	10%	8,469,245
NSW T-Corp (TCI)	29,332,690	25%	35,907,736	30%	6,575,046
NT T-Corp (Aa3)	2,000,000	2%	47,876,982	40%	45,876,982
Rabobank Australia (A)	7,000,000	6%	23,938,491	20%	16,938,491
Suncorp Bank (AA-)	8,400,000	7%	47,876,982	40%	39,476,982
Suncorp Bank Covered (AAA)	5,000,000	4%	47,876,982	40%	42,876,982
Teachers Mutual Bank (BBB+)	1,000,000	1%	11,969,245	10%	10,969,245
Westpac Group (AA-)	3,900,000	3%	47,876,982	40%	43,976,982
	119,692,455				



Corporate and Commercial Services Report (Items for Information) - DCCS16/25

**DCCS16/25. Minutes - Singleton Aboriginal Reconciliation
Committee - 06/05/2025**
Author: Executive Assistant - Directors

FILE: 24/00361

Executive Summary

The Singleton Aboriginal Reconciliation Committee held its ordinary meeting on 6 May 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments**

AT-1 Minutes - Aboriginal Reconciliation Committee Meeting
06052025

MINUTES
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE
3:30PM - 5:00PM TUESDAY 6 MAY 2025



Present	Cr Danny Thompsen, Councillor – Singleton Council (Chair) Cr Peree Watson, Councillor – Singleton Council <i>Virtual</i> Malcolm Franks, Community Representative Renee MacDonald, Community & AECG School Representative Uncle Warren Taggart, Community Representative De-anne Douglas, Wanaruah Local Aboriginal Land Council <i>Virtual</i> Warrant Officer Michael Morton, School of Infantry Dwight Graham, Director Corporate & Commercial Services – Singleton Council Kristy Murphy, Senior Community Development Specialist – Singleton Council
In Attendance	Kirsten Torrance, Executive Assistant – Singleton Council Mark Wiblen, Manager Corporate Services – Singleton Council Julia Weir, Grants Management Specialist – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Welcome to Country by Malcolm Franks
- Apologies – Nicole Rindal
- Absent – Aunty Jean Hands, Mary-Anne Holland

2 Disclosure of Interests

- Renee declared that her daughter Miley submitted an EOI for the Youth Delegate position

3 Confirmation of Minutes

- The minutes of the Singleton Aboriginal Reconciliation Committee meeting held on Tuesday 4 February 2025, were confirmed.

Moved: Malcolm Franks **Seconded:** Renee MacDonald

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Grant Guru Presentation

MINUTES
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE
3:30PM - 5:00PM TUESDAY 6 MAY 2025



Julia Weir, Council's Grants Management Specialist, presented on GrantGuru, a comprehensive grants database and resource platform.

Julia provided an overview of the platform, explaining how to access and effectively use GrantGuru to identify and pursue funding opportunities.

Julia is available for assistance and to run workshops and can be contacted at jweir@singleton.nsw.gov.au.

An information sheet was provided to the committee, a copy of which is included for your information.

Julia left the meeting at 3:40pm

5.2 Endorsement of Proposed Aboriginal Road Names

Mark Wiblen, Manager Corporate Services, presented on the project undertaken by Council to compile a Road Naming List of Aboriginal names. Council has sought feedback from the Committee and is now seeking endorsement from the Committee to present the list to the Wanaruah Local Aboriginal Land Council.

Committee members were given time to peruse the list of proposed Aboriginal Road Names as provided at the February committee meeting.

Mark confirmed that signage will include limited space for small subscript of explanation or a second language.

The Committee has requested Council seek advice and feedback from Auntie Sharon on the list of names and then present the revised list at the August 2025 meeting.

Mark left the meeting at 3:50pm

5.3 NAIDOC 2025 Presentation

Kristy Murphy, Senior Community Development Specialist, presented on Singleton NAIDOC 2025 events, in Jade Perry's absence.

Key events for NAIDOC 2025 are scheduled as follows:

- Friday 4 July 2025 – Opening Event Art Exhibition at the Singleton Arts & Cultural Centre
- Wednesday 9 July – Community Day at Singleton Showground
- Sunday 13 July – Football Gala Day at Singleton Pirtek Park

It was noted that Muswellbrook NAIDOC Family Day is scheduled the same day as Singleton's Football Gala Day. Singleton NAIDOC Committee noted limited booking availability around booking Pirtek Park.

Please see 2025 NAIDOC Committee Event plan including contact details as attached.

**MINUTES
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE
3:30PM - 5:00PM TUESDAY 6 MAY 2025**



5.4 Liveability Census

Kristy Murphy, Senior Community Development Specialist, presented on the 2025 Australian Liveability Census.

Singleton Council has partnered with Place Score to participate in the nationwide 2025 Australian Liveability Census. This initiative seeks to capture community insights into what makes an ideal neighbourhood and assess how current local conditions align with those expectations. The data collected will inform decision-making by Council, as well as other government and non-government organisations, guiding future investment and planning priorities. The data is collected Australia-wide and is used at federal, state and local level.

The survey is available to any age group and is open until 30 June 2025.

Members of the Singleton Aboriginal Reconciliation Committee were encouraged to complete the survey, which takes approximately 5–10 minutes. Committee members were encouraged to promote the survey within the community to motivate broader participation.

Please find link to the survey as follow:

[2025 Australian Liveability Census](#)

5.5 National Reconciliation Week - Flag Raising Ceremony

Kristy Murphy, Senior Community Development Specialist, presented on Council's Flag Raising Ceremony, scheduled for Thursday 29 May 2025.

National Reconciliation Week, observed annually from 27 May to 3 June, is a time for Singleton Council to acknowledge and reflect on the importance of reconciliation. Council will mark this occasion with a flag-raising ceremony on Thursday 29 May 2025 at 10.30am at the Singleton Civic Centre Forecourt.

Committee members agreed on the following:

- Uncle Warren will deliver the Welcome to Country and conduct a Smoking Ceremony
- Aunty Jean will be invited to raise the flag

This event will be promoted at the next scheduled Local ACG meeting.

MINUTES
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE
3:30PM - 5:00PM TUESDAY 6 MAY 2025



5.6 Acknowledgement of Country Precinct Plaques

Kristy Murphy, Senior Community Development Specialist, presented on the recent audit conducted on Acknowledgement of Country Council Precinct Plaques.

The Committee discussed the outcome of the audit and it was agreed that Council will investigate the options for a plaque or art installation on the exterior of the Civic Centre.

5.7 Youth Delegate Update

Cr Thompson presented on this item, confirming Council has received two EOIs for the Youth Delegate positions.

Committee members noted the quality of the applications received. All committee members are in favour of both nominations received and the applicants being invited to become members of the Committee.

Dwight confirmed that the Youth Delegates will be full committee members with voting rights.

All in favour
CARRIED

5.8 Singleton Draft Advocacy Agenda 2025 - 2029

Council is currently reviewing the Singleton Draft Advocacy Agenda 2025 – 2029. The Advocacy Agenda is an internal document referred to by the Mayor, Deputy Mayor, Councillors, the General Manager and Senior Management to advocate to various levels of Government on behalf of the Singleton Community.

The Advocacy Agenda is a confidential internal document and members of the Singleton Aboriginal Reconciliation Committee have been given the opportunity to provide meaningful feedback and input during the draft stage of the document.

Please submit feedback by **27 May 2025** to ktorrance@singleton.nsw.gov.au

6 Other Business

- De-anne confirmed the DA for the Wanaruah Land Council shed has now been finalised.
- 24 May 2025 – Council is hosting an Access and Inclusion evening with Alex McKinnon.

MINUTES
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE
3:30PM - 5:00PM TUESDAY 6 MAY 2025



- 24 May 2025 – Singleton Emergency Expo, postponed due to cyclone / weather event in March 2025.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ABR25-02	06/05/2025	Liaise with Aunty Sharon on Road Naming List & present back to Committee at August meeting.	Mark Wiblen / Deb Fleming	05/08/2025
ABR25-03	06/05/2025	Investigate plaque or art installation on the exterior of the Civic Centre.	Kristy Murphy	05/08/2025
ABR25-04	06/05/2025	Write to Youth Delegates confirming committee membership.	Dwight Graham / Kirsten Torrance	05/08/2025
ABR25-05	06/05/2025	Include Youth Delegates in future meeting invitations and agendas.	Kirsten Torrance	05/08/2025

8 Next Meeting

- Tuesday 5 August 2025, 3:30pm – 5:00pm

The meeting closed at 4:35pm.

Cr Danny Thompson
 Chair

Corporate and Commercial Services Report (Items for Information) - DCCS17/25

**DCCS17/25. Minutes - Compliments, Complaints & Customer
Experience Review Committee - 29/04/2025**
Author: Executive Assistant - Directors

FILE: 23/00151

Executive Summary

The Compliments, Complaints & Customer Experience Review Committee held its ordinary meeting on 29 April 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments**

AT-1 Minutes - Compliments, Complaints and Customer
Experience Review Committee 29042025



MINUTES
COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE
12 PM - 1 PM TUESDAY 29 APRIL 2025

Present	Cr Sue Moore, Mayor (Chair) Cr Anne McGowan, Councillor Cr Mel McLachlan, Councillor Justin Fitzpatrick-Barr, General Manager Dwight Graham, Director Corporate & Commercial Services Melinda Curtis, Executive Manager Nicole Rindal, Manager Organisation Excellence
In Attendance	Amanda McMahon, Coordinator Recreation & Facilities Kirsten Torrance, Executive Assistant
Meeting Location	Committee Room and Virtual via Microsoft Teams

1 Welcome and Apologies

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

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Compliments Complaints & Customer Experience Review Committee meeting held on Tuesday 3 December 2024 were confirmed.

Moved: Cr Mel McLachlan **Seconded:** Justin Fitzpatrick-Barr
All in favour **CARRIED**

4 Matters arising from the Minutes

- Committee Terms of Reference were presented at the December 2024 meeting with feedback to be provided by committee members by 31 January 2025. As no further feedback was received the Terms of Reference are taken as endorsed.

All in favour **CARRIED**

- Nil further items arising from the minutes.

5 Agenda Items

**5.1 Compliments, Complaints and Customer Experience
Committee - Lake St Clair Feedback Analysis 2024**

The purpose of this report is to provide an analysis of customer feedback collected

**MINUTES****COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE****12 PM - 1 PM TUESDAY 29 APRIL 2025**

from the Lake St Clair Customer Experience Feedback dataset for 2024.

Amanda McMahon, Coordinator Recreation and Facilities, presented on the Lake St Clair Feedback Analysis for 2024.

An action item from the Voice of the Customer (VoC) Program provided feedback around events being booked through Council events booking system.

It was noted that the wasp nests have been removed and upgrades to the amenities blocks are due to be finalised by November 2025.

Complaints and concerns received often relate to Wi-Fi issues and camping facilities, noting Lake St Clair is a primitive camping ground.

Moved: Cr Mel McLachlan **Seconded:** Justin Fitzpatrick-Barr
All in favour **CARRIED**

5.2 Draft Complaint Handling Policy

Mel Curtis, Executive Manager, presented on the draft Complaint Handling Policy. The NSW Ombudsman has developed an updated guide relating to Effective Complaint Management Guidelines, resulting in a review of the current Compliment and Complaint Handling Policy.

The Committee is requested to review and provide input into the draft Complaint Handling Policy prior to presentation to Council for adoption following a period of public exhibition. The draft policy will also be presented to the Audit Risk and Improvement Committee for review and feedback.

It was noted that the Complaint Handling Policy is a separate document to the Compliments and Concerns Policy and the search criteria will allow for customers to locate the different policies.

Moved: Cr Mel McLachlan **Seconded:** Cr Anne McGowan
All in favour **CARRIED**

5.3 Complaint Report - 1 January 2025 to 1 April 2025

Melinda Curtis, Executive Manager, presented an overview of complaints received for the period of 1 January 2025 to 1 April 2025 to the Committee.

Moved: Cr Mel McLachlan **Seconded:** Justin Fitzpatrick-Barr
All in favour **CARRIED**

**MINUTES****COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE**
12 PM - 1 PM TUESDAY 29 APRIL 2025

**5.4 Compliments, Complains and Customer Experience
Committee Reporting Dashboard - Compliments - 1
January 2025 - 31 March 2025.**

Nicole Rindal, Manager Organisation Excellence and Strategy + Engagement, presented an overview of compliments received for the period 1 January 2025 to 31 March 2025 to the Committee .

Moved: Cr Mel McLachlan **Seconded:** Justin Fitzpatrick-Barr
All in favour **CARRIED**

**5.5 Compliments, Complaints and Customer Experience
Committee Reporting Dashboard - Concerns - 1
January 2025 - 31 March 2025.**

Nicole Rindal, Manager Organisation Excellence and Strategy + Engagement, presented an overview of concerns received for the period 1 January 2025 to 31 March 2025 to the Committee .

Concerns are received through varying methods, including Voice of the Customer (VoC) surveys, phone calls and in-person feedback. 23% of Concerns lodged by customers were operational requests resulting in a CRM. E.g. reporting a pothole. Council staff always contact the customer (when contact details are provided) at department level, closing the loop on the Concern.

A Concern lodged around timing for speakers at the Public Forum has been reviewed and an improvement identified.

Discussion around signage at Elderslie Bridge causing confusion, presenting potential traffic hazard.

Concerns have been raised regarding the lack of social activities and entertainment offerings in the Singleton LGA. This feedback is picked up by the commercial sector and these activities are driven by the Community Strategic Plan (CSP).

The difference between a Concern and a Level 1 Complaint was discussed. A complaint is a clear breach or lack of response, repeated behavioural issue or legislative matter. A concern is more of a grey issue which may or may not be anonymous. Council has a Standard Operating Procedure outlining clear definitions of concerns and complaints, and a matrix to assist with determining concerns and complaints and the level of same.

**MINUTES****COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE
12 PM - 1 PM TUESDAY 29 APRIL 2025**

Moved: Cr Mel McLachlan **Seconded:** Cr Sue Moore (Mayor)
All in favour **CARRIED**

**5.6 Compliments, Complaints and Customer Experience
Committee - CX Update - 1 January 2025 - 31 March
2025.**

Nicole Rindal, Manager Organisation Excellence and Strategy + Engagement, presented an update on Customer Experience (CX) for the period 1 January 2025 to 31 March 2025 to the Committee .

Customers appear to be generally satisfied, and dissatisfaction received is around park equipment, water and sewer issues and bulk waste concerns.

Low customer feedback and survey rates indicate customers are survey fatigued. The CX team will commence a review of the VoC system and will work to improve our processes without losing quality data. The VoC currently collects data at 96 services.

A Micromex survey may be engaged in the future, as in previous years, to support the CSP alignment.

A Customer Experience Review (CER) is currently under way with community involvement and testing our Event application process. The project is on track with launch of new webpage, application, Events Toolkit documentation and fee structure for 1 July 2025.

Management noted that the Office of Local Government NSW are finding the broader community agitated and generally unhappy. All local Councils are seeing this across the board and are finding it challenging to meeting expectations cross NSW.

Moved: Cr Mel McLachlan **Seconded:** Cr Anne McGowan
All in favour **CARRIED**

6 Other Business

- A concern has been raised with Cr McGowan regarding the Singleton Rodeo. Long trucks were not able to exit the carpark due to volunteers' cars parked at Gate 5. There were not the same traffic measures in place as for the Singleton Show. This is a matter for the Rodeo organisers to coordinate.
- A concern has been raised with Cr McGowan regarding closure of the large outdoor swimming pool during winter. Council confirmed that it is not cost-effective to keep the pool opened due to low patronage during the colder months.



MINUTES

**COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE
12 PM - 1 PM TUESDAY 29 APRIL 2025**

- If you have feedback from the Committee, you can lodge a CRM for this to be addressed accordingly by the appropriate Council Officer.

7 Action List

Meeting Date	Action	Responsible Officer	Due Date	Status
25/06/2024	Conduct an analysis on Lake St Clair survey data to determine cause of both positive and negative feedback.	Nicole Rindal	29/04/2025	Completed
25/06/2024	Analyse the Compliments, Concern & Complaints report data to confirm that it contains adequate information for review, ensuring that any identifiable information is removed.	Nicole Rindal Rebecca Bailey	29/04/2025	Completed
25/06/2024	Follow up CRM3278/2024 to ascertain why the complaint wasn't referred to the Traffic Committee.	Rebecca Bailey	29/04/2025	Completed
03/12/2024	All committee members to review the revised Terms of Reference and submit feedback.	Vicki Brereton	29/04/2025	Completed

8 Next Meeting

- Tuesday 29 July 2025, 3:00pm – 4:00pm

The meeting closed at 3:58pm.

Cr Sue Moore, Mayor
Chair

Corporate and Commercial Services Report (Items for Information) - DCCS18/25

**DCCS18/25. Minutes - Singleton Property Advisory Panel -
14/05/2025**
Author: Executive Assistant - Directors

FILE:
20/00126/002

Executive Summary

The Singleton Property Advisory Panel held its ordinary meeting on 14 May 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments**

AT-1 Minutes - Property Advisory Panel 14052025

**MINUTES
PROPERTY ADVISORY PANEL
2:00PM - 4:00PM WEDNESDAY 14 MAY 2025**



Present	Cr Sue Moore, Mayor (Chair) – Singleton Council Cr Sue George, Deputy Mayor – Singleton Council Cr Mel McLachlan, Councillor – Singleton Council <i>Virtual</i> Justin Fitzpatrick-Barr, General Manager – Singleton Council Phu Nguyen – Independent Member <i>Virtual</i> Nick Lane – Independent Member
In Attendance	Dwight Graham, Director Corporate & Commercial Services – Singleton Council <i>Virtual</i> Mark Wiblen, Manager Corporate Services – Singleton Council Suzanne Bailey, Property Services Officer – Singleton Council Kirsten Torrance, Executive Assistant – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

1 Welcome and Apologies

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

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Property Advisory Panel meeting held on Wednesday 12 February 2025 were confirmed.

Moved: Cr Sue George **Seconded:** Cr Mel McLachlan
CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

**5.1 Memorandum of Understanding with Homes NSW re
Bridgman Ridge Stages 9-14**

Dwight Graham, Director Corporate and Commercial Services, provided the Property Advisory Panel with progress on the Homes NSW Memorandum of Understanding for Bridgman Ridge Stages 9-14.

**MINUTES
PROPERTY ADVISORY PANEL
2:00PM - 4:00PM WEDNESDAY 14 MAY 2025**



The revised MOU has been provided to Homes NSW and they are assessing the proposed changes.

NOTED

5.2 Other Property Update

Mark Wiblen, Manager Corporate Services, provided the Property Advisory Panel with an update of properties whose significance do not warrant individual reports.

Corner of Bridgman Road and Gardner Circuit

Council has received an offer of \$430k, well below expected value, and continues to market the block. There has been no further interest & the block remains on the market as EOI.

16 Phillip Street

Caracourt Caravan Park have indicated an interested in this parcel of land and have entered into negotiations with Council.

39 Partridge Place

Council has engaged surveying, bushfire reports, etc. in preparation to lodge a subdivision application.

25 Nowland Crescent

This land is currently sitting vacant with a "no building" restriction placed on the title. Council is currently exploring the option of the land being used by a local community group (Slow Food Singleton) for a community garden.

Mt Thorley Industrial Estate

There are five remaining parcels of land currently sitting in limbo, as there is no road constructed. Council has explored the option of selling the blocks to adjoining land owners that would alleviate the need to construct the road however there is no interest. Council will continue to hold the blocks and review the demand for additional industrial land in the future.

NOTED

5.3 Property Advisory Strategy

Dwight Graham, Director Corporate and Commercial Services, provided the Property Advisory Panel with an update on the Property Reserve. The balance has not changed very much and property sales have been quite slow. Bridgman Ridge Stage 6 has sold eight lots, yet to be settled. Council is looking forward to an improvement in the

**MINUTES
PROPERTY ADVISORY PANEL
2:00PM - 4:00PM WEDNESDAY 14 MAY 2025**



Property Reserve portfolio as the bypass nears completion.

NOTED

5.4 Independent Members Items

Independent members of the Property Advisory Panel provided matters of interest to the panel.

There were no items from the independent members.

5.5 Bridgman Ridge Land Development Update

Dwight Graham, Director Corporate and Commercial Services, provided the Property Advisory Panel with an update on the Bridgman Land Development Project.

This quarterly update focused on responses to Planning requests for information, Aboriginal cultural heritage matters and sewer infrastructure. All three items remain ongoing.

Approval of the DA is not expected until the latter half of 2025 due to the pace and requirements of the assessment process. The Project will therefore be assessed under the new Local Infrastructure Contributions Plan, which will cost approximately \$700k more in contributions.

A site visit to the development site from an Aboriginal Cultural Heritage Advisor has resulted in the discovery of some Aboriginal heritage items which will be registered.

Council staff and the Project Manager presented to the Regional Planning Panel in April 2025. The Regional Planning Panel was generally positive in their comments and sought feedback on matters the Project Manager felt was outside the scope of a developer, including the provision of community and social infrastructure (e.g. community centres, doctors, police, etc.)

The Project Team is currently in discussions regarding the leftover land and is hoping to convert this into a lifestyle block.

The Project Team is to consider an Asset Protection Zone (APZ) regarding the four bush blocks within the development.

The perception of conflict of interest for a Council Officer to act as a Developer Manager was discussed. Dwight Graham, as Project Manager, is a member of Council's Development Contributions Group. Dwight declares any conflicts of interest and liaises with Council's Governance Team, notifying any issues or concerns.

NOTED

**MINUTES
PROPERTY ADVISORY PANEL
2:00PM - 4:00PM WEDNESDAY 14 MAY 2025**



6 Other Business

- Nick Lane – Newcastle Council has acquired the Bunnings building in Taree. For the information of this panel, it would be interesting to gain insight into Newcastle Council's thoughts and experience with the process.
- Nick Lane – Mai-Wel Training Group are currently negotiating a lease for a property in Campbell Street, to run a Parents and Pathways Program to serve the Upper Hunter.

7 Action List

Nil

8 Next Meeting

- Wednesday 13 August 2025, 2:00pm – 4:00pm

The meeting closed at 2:35pm.

Cr Sue Moore, Mayor
Chair

DCCS19/25. Councillor Question on Feasibility of Hosting a Housing Forum in Singleton LGA
Author: Manager Organisation Excellence

FILE: 25/00134

Executive Summary

This report responds to a Councillor question raised on the feasibility of hosting a housing forum in Singleton LGA

Council staff have investigated the feasibility of hosting a housing forum within the next 6 months. While feasible, a revised timeframe of 9–12 months would be recommended to ensure clearly defined objectives, resourcing, budget, and strategic stakeholder engagement. Based on a recent Lake Macquarie City Council hosted housing forum, it is estimated the cost of such an event would be around \$30,000 to \$50,000 and up to 350 staff hours.

FOR INFORMATION

The question below was raised by Cr Jenkins at the 18 March 2025 Council meeting:

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

Draft Advocacy Agenda

Singleton Council's Draft Advocacy Agenda outlines its intent to:

- Provide diverse and affordable housing and crisis accommodation;
- Expand funding programs to unlock residential development;
- Build partnerships for varied housing needs across the community.

Related Council actions already taken or underway on housing:

- Adoption of the Singleton Local Housing Strategy (Oct 2022);
- Regional Planning approval of a group home/community facility for crisis accommodation;
- Approval of 32 Development Applications between 2022 and 2024 for a range of housing types including secondary dwellings, detached dual occupancies, multi-unit housing, and duplexes, reflecting increased diversity in the local housing mix;

Corporate and Commercial Services Report (Items for Information) - DCCS19/25

- Provision of a Council-owned house to Upper Hunter Homeless Service for a 12-month trial period;
- The submission of a development application for an 88-lot residential subdivision on the Council-owned land in the Bridgman Ridge Estate;
- Advocating to the NSW Govt to get funding for the upgrade of the Bridgman Road / New England Highway intersection. The upgrade will unlock approx. 2000 residential lots and the estimated cost is \$14m;
- Discussions held with social and affordable housing providers, including NSW Govt agencies, with a particular focus on providing such housing on Council-owned properties, being the Bridgman Ridge Estate residential subdivision, and the commercial property at 189 John St.

Feedback from Lake Macquarie City Council (LMCC)

Lake Macquarie's forum, driven by a Mayoral Minute, involved a formal event with significant planning time (>350 hours), external facilitation, keynote speakers and workshops. Feedback from LMCC highlighted the need for an early objective-setting workshop and having a realistic lead time.

Potential costs

Based on LMCC's feedback, the estimated cost of hosting a similar forum would be:

- Venue Hire (if Civic Centre unavailable): \$500
- Speaker Fees (including demographer): \$15,500
- Catering (120 guests): \$9,000
- Marketing/Promotion of event: \$3,000–\$5,000
- External facilitation (optional): \$20,000

Total estimated cost of \$30,000 to \$50,000, plus around 350 staff hours.

These costs and staff time have not been provisioned for in the draft 2025/2026 budget and would require reallocation or additional funding.

LMCC suggested that organising the event, particularly with external speakers, an external facilitator and representatives from other levels of government, would take longer than 6 months. Therefore, should such an event be planned, a 9-12 month lead time would be recommended.

Attachments

There are no attachments for this report.

*Infrastructure & Planning Report (Items for Information) - DI&P34/25***DI&P34/25. Minutes - Weeds Advisory Committee - 04/06/2025****Author:** Executive Assistant - Directors**FILE:**19/00046/006

Executive Summary

The Weeds Advisory Committee held its ordinary meeting on 4 June 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION**Attachments****AT-1** Minutes - Weeds Advisory Committee - 4 June 2025

**MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 JUNE 2025**



Present	Cr Sue George, Singleton Council – Deputy Mayor (Chair) (SG) Doug Campbell – Upper Hunter Weeds Authority (DC) Martin Fallding – Community Member (MF) Wendy Lawson – Broke Bulga Landcare (WL) Brian Attfield – Community Member (BA) Stuart Fredericks – Bulga Coal (SF) Mary-Anne Crawford, Singleton Council – Manager Development & Environment (MAC) Chiala Hernandez Silva, Singleton Council - Coordinator Environmental Services (CHS)
In Attendance	Justin Fitzpatrick-Barr, Singleton Council – General Manager (JFB) Anna Burnheim, Singleton Council - Acting Manager Infrastructure Services (AB) Vivian Waugh, Singleton Council – Coordinator Development and Environmental Support Services
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies –
 - Cr Sue Moore, Mayor
 - Matt Kennedy, Local Land Services
 - Meg Drinan, Local Landcare

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED Stuart Fredrick **SECONDED** Brian Atfield

The minutes of the Weeds Advisory Committee meeting held on Wednesday 19 March 2025, were confirmed.

4 Matters arising from the Minutes

- Correction to Minutes Dated 04/12/2025 – Martin Fallding didn't move the minutes. Minutes were subsequently amended as moved by Cr George.

5 Agenda Items

**MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 JUNE 2025**



**5.1 Weeds Advisory Committee - Report to Council to
Dissolve Committee FILE:19/00046/006
Executive Summary**

This report has been prepared for the Weeds Advisory Committee to advise that a report will be provided to the June 2025 Council Meeting recommending that Council:

1. Dissolves the Weeds Advisory Committee, effective immediately and writes to each Committee member thanking them for their service.
2. Requests the Sustainability Advisory Committee at its next available meeting consider a report to expand membership, if required and noting there is existing membership duplication, to include community representation with an interest in weed management.
3. Note that staff continue to hold regular meetings with the Upper Hunter Weeds Authority on operational weed management activities in the Singleton LGA.
4. Note that staff continue to engage regularly with Local Land Services through the Regional Weeds Committee.
5. Review the Weed Management Strategy and include weed management under a broader biodiversity objective in the revised Singleton Sustainability Strategy (currently in development).

The item was for the information of the Committee and to seek feedback ahead of the June Council Meeting.

Discussion

WL – Good idea to combine committee with Sustainability committee

MF – Will committee be asked for view on report?

SG – Requested feedback from committee

MF – TOR – does chair have view on report that differs from staff?

SG – sought the report drafting as is from staff, following review responses. In support of dissolving committee, would be better at looking at biodiversity and avoid duplication that could be done by Sustainability Committee.

WL – Weeds a big issue will Sustainability committee have time to address weed issues

SG – Council has a biosecurity duty, Council needs to manage weeds on Council property. Council pays Upper Hunter Weeds to undertake broader weed control

MF – Weeds an important issue for social and economic reasons. Ultimate end to manage weeds better. Council not in as good a position to manage weeds as it could be, needs to be better resourced. Frustration with outcomes. Report to Council does not offer options. Needs to be discussed. Lack of clarification about what is needed from Community members. Focus needs to be on how to more effectively deal with weeds

SG – Council needs to look after weeds on its property. Upper Hunter Weeds manages the broader community and land owners responsible for their own property. Weeds Strategy will be taken over by Sustainability Committee

JFB – Mayor contact ARTC and Transport to manage weeds driven through Upper

**MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 JUNE 2025**



Hunter Weeds. Needs to be community and industry approach, alongside advocacy

DC – Committees need to inform Council not drive Council. Weed control is a function of biodiversity. Need for budget towards high priority weeds. Need for a more strategic view.

JFB – Reliance on funding how does it work

DC – rely on funding to do extra works.

JFB – Funding a limiting factor. Council has a responsibility to own land and road reserve.

DC – Main function to stop new occurrence.

JFB – Funding is state funding

DC – Need to prioritise what is good for broader community

MF – Should be a component in road management programs for weeds management. There are opportunities to look at administrative measures to manage resources more efficiently.

SG – These matters are operational, and it is not the role of committee to be involved in operational services

JFB – Talked about funding, working within resource availability. Portion of Council's funding goes to Upper Hunter Weeds Authority

MF – Amount of money spent now could be saved into future. Needs to be looked at in 10 year time frame

DC – Regional weed plan does risk assessment. No link between plan and legislation and falls back onto the general biosecurity duty for all landholders. It is a Council decision on how it manages weeds committee

JFB – How hard is it control weeds in flood events

DC – Sometimes funding is available. Drought move weeds.

SF – How would the Sustainability committee be more effective?

SG – Would be focussed on biodiversity. Focus on broader subjects and broader contact with community.

MAC – Significant amount of overlap between the Weed and Sustainability committees. Weeds Committee has focused on operational matters rather than its set functions. Sustainability committee has adopted a more strategic approach. Chiala working with Local Land Services, Landcare and Yancoal on a biodiversity project at Col Fisher Park. This has been a concern of the Sustainability Committee for a number of years and by taking a strategic partnership approach we are able to secure biodiversity funding which will be able to tackle weeds as well. Biodiversity funding is more readily available. Strategic approach works effectively with the Sustainability Committee.

CHS – We are collaborating with Landcare to hold a weed workshop at Col Fisher Park as part of the project. Working with LLS able to address weeds through access to funding. We are looking at a broader Hunter River project with LLS and Landcare.

MAC – Focus on Col Fisher Parker is to work with LLS and Landcare and develop relationships. Trying to find a strategic way to get the most out of limited resources and

**MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 JUNE 2025**



source funding that can deliver outcomes identified in our Community Strategic Plan. Council has already made contact with ARTC to collaborate and is working on collaborative partnerships with industry and other landholders in the LGA

WL – In the past Landcare group at Broke without Council support. Will rural areas benefit without committee to manage parks? How will rural areas manage weeds?

SG – Strategic approach towards developing relationships will get a better results

MAC – Membership of Sustainability Committee where there are 6 community members, 3 live in rural areas. Recommendation to Council is to expand membership of the Sustainability Committee and we encourage existing members of the weeds committee to seek membership

SG – Disbanding committee will not impact rural areas

MF – Council needs to look after weeds on own land. Opportunity for more community engagement. Opportunity to have annual or biannual weeds forum. Comments in report unfair, relating to reports from landholders and the lack of feedback from committee members on activities to further implement the Weed Management Strategy, including actions that could be taken by the Upper Hunter Weeds Authority, Local Land Services, industry, landholders and community organisations. This was difficult to do when the functions are not clear and the agenda has been run by Council. Comments could have been framed in a more effective way.

SG – Agenda item for Community Engagement was a standing agenda item which received little input and feedback.

MF – Can we seek a vote by the committee to form a view to make advice to Council about report.

JFB – opportunity to speak at Council meeting

SG – Could be done in writing or at Council meeting, or should the committee members feel the need to write to Council, they may do so

BA – Council want to dissolve committee.

WL – 6 or 12 month review on what has happened as part of the Sustainability Committee

SG – If Council doesn't resolve to dissolve the committee there will be another meeting and members will be notified.

NOTED

6 Other Business

- Nil

7 Action List

- The action list was circulated with the Agenda. All remaining action items for the committee have been completed.

**MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 JUNE 2025**



8 Next Meeting

- TBA following the 17 June 2025 Council Meeting.

The meeting closed at 2.23pm.

Cr Sue George, Deputy Mayor
Chair

QG4/25. Questions of Which Notice Has Been Given - 20 May 2025**FILE: 25/00033****Author:** Governance Lead

1. Mayor Moore – ANZAC Day Memorandum of Understanding**FOR COUNCIL'S INFORMATION****1. Mayor Moore – ANZAC Day Memorandum of Understanding**

Regarding funds from CEDF to support ANZAC Day. As Council now a major contributor to the service/event. As Council will be entering into an MOU with the subbranch I wish these matter to be put on the table. Using the funds for free lunch for 70 people is not consistent with CEDF. Lunch tickets appeared to be quite expensive and not necessary. Lunch if they wish to do should be by purchase or from subbranch funds. Council requires to know how the funds will be spent for the next 3 years so that it is consistent with CEDF criteria. ie hire of the media equipment. Council works with the subbranch with the purpose of having them better prepared with their finances in future years. Subbranch also take onboard community feedback March should start later as people were standing in the sun waiting for service to start at 11. war windows were sitting in full sun. Primary School children were seated behind the marquee and wouldn't have been able to see anytime high school were given preference. Would it not be better to have young children encouraged to come to services in future years. And people asked why we didn't get the jet fly over like other towns did.

Answer

The feedback in the question regarding the ANZAC Day service and associated use of CEDF funds is noted. They will inform Council staff's discussions with the Singleton RSL Sub-Branch and inform the development of a Memorandum of Understanding (MoU) between Council and the Sub-Branch.

Staff will update Council as this work progresses.

Attachments

There are no attachments for this report