



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 19 August 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. 15 July 2025

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CC4/25 Doubtful Debt Write-off - Sundry Debtors

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.

**MM6/25. Request for Joint Media Statement - Council's
Involvement in the Singleton Bypass Project**
Author: Manager Water & Sewer

FILE: 24/00171

Acciona, on behalf of Transport for NSW (TfNSW), is replacing Council's critical water and sewer assets in Orchard Lane, Water Works Lane and Maison Dieu to facilitate the construction of the Singleton Bypass Project (SBP).

Council has, for over 18 months, been supporting TfNSW and Acciona in the design and construction of the water and sewer assets being replaced because of the SBP. This has necessitated significant involvement and resourcing from Council Staff to ensure that the assets meet Council's requirements and will adequately service the community when handed over to Council. It has also required substantial involvement from Council in ensuring that these assets, when cutover into Council's live water and sewer network, do not adversely impact customers and the water and sewer network.

Acciona has been constructing the replacement water and sewer assets offline, with cutovers to Council's live water and sewer network occurring in stages once all quality checks have been completed. Council's live water and sewer assets need to be isolated for the duration of the cutover to ensure the safety of workers and assets and there are an estimated 37 isolations required to complete the works. It is anticipated that isolations will be completed over a period of at least 18 weeks.

Council is aware that many isolations and cutovers sit on Acciona's critical path and the ability for Council and Acciona to schedule and deliver isolations is critical to the timely delivery of the SBP. To assist Council in delivering on this large volume of work, TfNSW has agreed to fund additional water and sewer resources to support the water and sewer isolations at no cost of the community. This is in addition to the payment of Council's standard costs in completing the isolations, consistent with Council's Fees and Charges.

Council's priority is ensuring continued water and sewer supply and minimising disruption to customers and, to date, has dedicated considerable resources to isolation and contingency planning. Despite the careful planning, due to the size of the isolations and necessary change in operations, there is still a potential for damages to Council's water and/or sewer system. If they arise, these impacts will be managed in accordance with contingency plans and normal emergency response procedures.

In recognition of the potential impacts on Council's water and sewer network and its customers, Council has successfully negotiated a Works and Access Deed with TfNSW. This Deed indemnifies Council against any actual or consequential loss both to Council's infrastructure as well as TfNSW's works, arising from conducting the isolation work and during commissioning of assets. This will ensure that, if Council's water and sewer network is impacted by the isolation works, the community will not bear the cost of the repairs.

RECOMMENDED that Council:

1. Notes the direct support of the Singleton Bypass Project by Council Staff for over 18 months particularly in the design and construction of replacement water and sewer assets, to ensure the best outcomes for the community.
2. Notes the potentially substantial impact to the community and Council's water and sewer network, as a result of the water and sewer cutovers and isolations required to facilitate the construction of the Singleton Bypass Project.
3. Notes the negotiation of a Works and Access Deed between Council and Transport for NSW to provide Council and its customers indemnity against potential consequential loss associated with the water and sewer isolations and cutovers.
4. Notes the significant financial contribution Transport for NSW has made to Council by funding additional resources to support Council's delivery of water and sewer isolations associated with the Singleton Bypass Project.
5. Resolves to write to the NSW Minister for Roads, Minister for Regional Transport, The Hon. Jenny Aitchison MP, inviting her to partake in a joint media statement with the Mayor, acknowledging:
 - a. Council's direct support of the Singleton Bypass Project's design and construction of replacement water and sewer assets;
 - b. The potentially substantial impact to the community and Council's water and sewer network as a result of the water and sewer cutovers and isolations required to facilitate the construction of the Singleton Bypass Project;
 - c. The negotiation of a Works and Access Deed between Council and Transport for NSW to provide Council and its customers indemnity against potential consequential loss associated with the water and sewer isolations and cutovers; and
 - d. The significant financial contribution by Transport for NSW to Council in funding additional resources to support Council's delivery of water and sewer isolations associated with the Singleton Bypass Project.

Attachments

There are no attachments for this report.

NM13/25. Notice of Motion - Cr P Thompson - Review of road standards in the Engineering Design Guidelines
Author: Governance Officer

FILE: 25/00033

Councillor P Thompson will move:

That Council staff provide a briefing on the current Engineering Design Guidelines, specifically:

- The process and analysis carried out to develop the current engineering design guidelines and was livability considered in the metrics used.
- To provide an overview of how the road types and definitions are fit for purpose and consistent with current living in Singleton.
- The resourcing and cost implications should the review of the current standards be reallocated from 2028 to 2025/2026.

Attachments

There are no attachments for this report.

GM42/25. Leave of Absence - Cr Adamthwaite - 20 August to 13 October 2025 **FILE: 25/00109**
Author: Governance Lead

Executive Summary

The purpose of this report is seeking Council's consideration of a request for leave of absence from Councillor Adamthwaite for the period from 20 August 2025 to 13 October 2025 inclusive due to medical reasons. Cr Adamthwaite has indicated that, subject to health, he may be able to return earlier in an online capacity.

RECOMMENDED that Council approve leave of absence for Councillor Adamthwaite for the period from 20 August 2025 to 13 October 2025.

Attachments

There are no attachments for this report

GM43/25. 2025 - Local Government NSW (LGNSW) Annual Conference Attendance
Author: Governance Lead

FILE: 21/00158

Executive Summary

The purpose of this report is to advise Council that the 2025 Local Government NSW (LGNSW) Annual Conference is being held at Panthers Penrith and Western Sydney Convention Centre from Sunday, 23 November to Tuesday, 25 November 2025 and to consider Councillor attendance at this conference.

RECOMMENDED that Council

1. Conduct voting by show of hands, to appoint 2 Councillors from the following nominations to attend the 2025 Local Government NSW (LGNSW) Annual Conference - Cr Sue George, Deputy Mayor, Cr Patrick Thompson, Cr Peree Watson.
2. Endorse Cr Sue Moore, Mayor and 2 Councillors as Council's voting delegates for the Conference.
3. Reimburse expenses in accordance with the Councillors Expenses and Facilities Policy.

Report

The LGNSW Annual Conference is the main policy making event for the local government sector where issues are debated, and motions put forward for the consideration of delegates.

In addition to registering for the Conference, Council is required to advise LGNSW of the names of their nominated voting delegates by 5pm on Friday, 7 November 2025 to enable them to vote on motions during the formal business sessions. Singleton Council is allocated three (3) [voting delegates](#).

It is noted that should Council need to change voting delegate(s), substitutions can be made in accordance with rule 34(b) of the [LGNSW rules](#).

As more than the required number of nominations have been received, those councillors will be afforded three (3) minutes prior to the commencement of voting, to discuss their reasons for wishing to be on that conference.

Motions

A report will be provided to Council in September to consider proposed motions.

Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. When submitting motions, members are encouraged to review the action reports from previous conferences and positions of LGNSW, as set out in the [LGNSW Policy Platform](#), before submitting motions for the 2025 Conference.

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

Community Strategic Plan

	5	Our Leadership
	5.2.1	To lead, govern and regulate in an ethical, equitable and transparent way
Strategy:	5	Our Leadership
Deliverable:	5.2	Our Council is trusted, responsible and transparent

Council Policy/Legislation

- *Local Government Act, 1993*
- POL/1008 – Councillors Expenses and Facilities Policy
- POL/1023 – Councillor Induction and Professional Development Policy

Financial Implications

Financial commitments are accommodated in the Councillors Expenses and Facilities Policy and can be met within the 2025/2026 operational budget.

Consultation

In accordance with the Councillors Expenses & Facilities Policy, Councillors were provided with relevant information and a nomination form via the Briefing Note on Friday, 4 July 2025.

Nominations have been received from the following Councillors:

- Cr Sue George, Deputy Mayor
- Cr Patrick Thompson
- Cr Peree Watson

Sustainability

Nil.

Risk Implications

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

Options

The following options are available to Council:

1. Appoint Councillor delegates to attend the 2025 Local Government NSW (LGNSW) Annual Conference

Endorse Cr Sue Moore, Mayor, and 2 other Councillors as Council's voting delegates for the Conference.
2. Resolve that only Cr Sue Moore, Mayor attend the 2025 LGNSW Annual Conference.

Option one is recommended.

Conclusions

It is recommended that Council consider the delegates to attend and vote at the 2025 Local Government NSW (LGNSW) Annual Conference.

Attachments

There are no attachments for this report.

GM44/25. Draft Councillors Expenses and Facilities Policy
Author: Governance Lead**FILE:** 19/00530

Executive Summary

The purpose of this report is to present the revised Councillor Expenses and Facilities Policy 2025 for Council's consideration, and to confirm that the draft policy addresses the guiding principles resolved in the Notice of Motion adopted at the Ordinary Meeting of Council on 15 April 2025. The guiding principles include alignment with cost-saving measures, reviewing conference value, compliance with legislation and standards, and promoting fairness, accountability, and transparency.

RECOMMENDED that Council

1. Endorse the draft POL/1008.16 - Councillor Expenses and Facilities Policy as aligning with the guiding principles adopted in the Notice of Motion.
2. Council place the draft POL/1008.16 - Councillor Expenses and Facilities Policy on public exhibition for a period of at least 28 days.
3. The draft POL/1008.16 - Councillor Expenses and Facilities Policy be adopted following the public exhibition period subject to no submissions received and POL/1008.15 Councillor Expenses and Facilities Policy be rescinded.
4. Should any submissions be received and/or any amendments be required to the draft document, a further report be presented to Council prior to adopting draft POL/1008.16 - Councillor Expenses and Facilities Policy.

Report

At the Ordinary Meeting of Council held on 15 April 2025, Council resolved:

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

1. *Alignment with organisational cost-saving measures, including limiting travel-related reimbursements to mandatory matters.*
2. *Full review of conferences and their value to the community.*
3. *Ensuring compliance with relevant regulations, industry standards, and best practices.*
4. *Promoting competence, fairness, diversity, and inclusion within the policy framework.*
5. *Clearly defining responsibilities, reporting mechanisms, and consequences for non-compliance to enhance accountability.*

General Manager's Report (Items Requiring Decision) - GM44/25

A detailed review of the draft Councillor Expenses and Facilities Policy has been completed and confirms it addresses each of the five principles adopted by Council in April 2025.

1. *Alignment with organisational cost-saving measures, including limiting travel-related reimbursements to mandatory matters.*

In reviewing the draft Councillor Expenses and Facilities Policy, Council staff have taken into account the principle of aligning with organisational cost-saving measures, particularly with respect to travel related reimbursements.

To ensure the draft policy reflects best practice, staff undertook a review of six comparable councils. This benchmarking exercise focused specifically on the scope of travel reimbursements. Based on this review, the draft policy has been amended to restrict travel related claims to those directly associated with mandatory training, official Council business and events where Councillor attendance is formally endorsed by a resolution of Council.

This change supports Council's broader objective of responsible financial management and ensures consistency with cost-saving measures applied across the organisation.

2. *Full review of conferences and their value to the community.*

A full assessment of conference attendance entitlements was undertaken, with a focus on ensuring value to the community.

To inform this review, staff benchmarked the conference attendance provisions of six comparable councils. The benchmarking exercise detailed in Table 1 – Benchmarking, reviewed the Councillor and Expenses Policy of each Council listed and assessed the conferences listed and associated budget allocation. This identified that our Council currently has the highest number of conferences attended per Councillor among the council's reviewed. The analysis also confirmed that our annual allocation for conference attendance exceeds that of the other benchmarked council's.

In response to these findings, and to ensure alignment with sector relevance and cost efficiency, the draft policy now limits conference attendance to those provided by Local Government NSW. These conferences are sector specific, provide support in areas relevant to Mayor and Councillor responsibilities, and offer clear links to governance and leadership within the local government context.

General Manager's Report (Items Requiring Decision) - GM44/25

This approach ensures consistency, supports better alignment with Council's strategic responsibilities and reinforces the principle of ensuring value for the community for any expenditure incurred

Council	Conferences included in policy	Allocation as specified in the policy
Singleton	<ul style="list-style-type: none"> Local Government Annual Conference Australian Local Government Association (ALGA) National General Assembly Australian Local Government Women's Association (ALGWA) NSW Local Government NSW (LGNSW) Destination and Visitor Economy Conference Local Government NSW (LGNSW) Water Management Conference Local Government Aboriginal Network Conference ALGA National Local Roads and Transport Congress Waste Conference 	\$35,000.00 per year
Central Coast	<ul style="list-style-type: none"> Local Government Annual Conference 	\$30,000.00 per year
Cessnock	Approval to attend a conference or seminar is subject to a written request to the General Manager and resolution of Council.	\$20,000.00 per year
Maitland	<ul style="list-style-type: none"> Local Government Annual Conference Australian Local Government Association (ALGA) National General Assembly 	\$20,000.00 per year
Newcastle	<ul style="list-style-type: none"> Local Government Annual Conference Australian Local Government Association (ALGA) National General Assembly 	\$27,000.00 per year
Lake Macquarie	<ul style="list-style-type: none"> Local Government Annual Conference Australian Local Government Association (ALGA) National General Assembly 	\$12,500 per Councillor per Council term
Upper Hunter	Approval to attend a conference or seminar is subject to a written request to the General Manager and resolution of Council	\$7000.00 per year

Table 1 – Benchmarking

3. *Ensuring compliance with relevant regulations, industry standards, and best practices.*

The policy has been developed to ensure compliance with the relevant legislative and regulatory requirements, including the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the *Model Code of Conduct for Local Councils in NSW*.

In addition to legislative compliance, the policy has been informed by current industry standards and best practices as identified through a benchmarking review of six comparable councils. This approach ensures that the policy reflects governance expectations, promotes accountability and transparency, and aligns with community standards regarding the responsible use of public resources.

The policy will be subject to regular review to ensure ongoing compliance and relevance in the context of any future legislative or sector-wide changes.

4. *Promoting competence, fairness, diversity, and inclusion within the policy framework.*

The draft Policy has been developed to ensure equitable access to resources and support for all Councillors, enabling them to carry out their civic responsibilities effectively and responsibly.

The policy framework promotes fairness by applying consistent entitlements across all Councillors and recognises the importance of removing barriers to participation.

Consideration has been given to provisions that support diversity and inclusion, such as allowances for care responsibilities and flexible communication options.

By incorporating these principles, the policy helps ensure a capable and representative Council that reflects the diversity and needs of the community it serves.

5. *Clearly defining responsibilities, reporting mechanisms, and consequences for non-compliance to enhance accountability.*

The draft Councillor Expenses and Facilities Policy 2025 incorporates clear definitions of roles, responsibilities, and reporting obligations to ensure transparency and accountability in the use of public resources.

Councillors are responsible for ensuring that all claims made under the policy are accurate, reasonable, and in accordance with the approved entitlements. The policy outlines the process for submitting expense claims, including required documentation and timeframes, as well as the role of Council staff in reviewing and processing claims.

General Manager's Report (Items Requiring Decision) - GM44/25

Regular reporting mechanisms are embedded in the policy, including the public reporting of expenses in accordance with the requirements of the *Local Government (General) Regulation 2021*. To reinforce accountability, the policy also specifies consequences for non-compliance, including referral for investigation under the Code of Conduct where appropriate.

This structured approach ensures the integrity of the expenses framework and upholds community expectations around transparency and responsible governance.

Community Strategic Plan

Deliverable:	5	Our Leadership
	5.2	Our Council is trusted, responsible and transparent
	5.2	Our Council is trusted, responsible and transparent
Action:	5	Our Leadership
	5.2.1	To lead, govern and regulate in an ethical, equitable and transparent way

Council Policy/Legislation

- *Local Government Act 1993 (NSW)* – Sections 252 and 253
- *Local Government (General) Regulation 2021 (NSW)* – Clauses 217 and 403
- Office of Local Government Guidelines for Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW

Financial Implications

The policy establishes maximum allowable expenses for Councillors in line with approved budget allocations. Defined annual caps for conferences and professional development, together with fixed limits for travel, ICT, carer expenses, and wardrobe, provide a framework for prudent financial management and effective cost control.

Consultation

The draft policy has been reviewed internally and incorporates feedback from the Notice of Motion. Subject to Council endorsement, it will be placed on public exhibition for 28 days in accordance with statutory requirements.

Sustainability

Nil.

General Manager's Report (Items Requiring Decision) - GM44/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council may not meet community expectations for transparency and cost control, which may lead to reputational damage	Medium	Adopt the recommendation	Low	Yes
There is a risk that insufficient guidance in policy application could lead to inconsistent approvals.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1.
 - a) Endorse the draft Councillor Expenses and Facilities Policy as aligning with the guiding principles adopted in the Notice of Motion.
 - b) Place the draft policy on public exhibition for a period of 28 days.
 - c) Receive a further report should objections or negative feedback be received during the public exhibition period, prior to adopting the draft Councillor Expenses and Facilities Policy.
2. That Council does not endorse the recommendations.

Option one is recommended.

Conclusions

The draft Councillor Expenses and Facilities Policy has been reviewed and revised with a strong emphasis on the five guiding principles. The updated policy adopts a more strategic and accountable approach to the use of Council resources, drawing on benchmarking with comparable councils and aligning with legislative requirements and sector best practice.

The revised policy positions Council to support its elected representatives effectively while upholding public confidence in the integrity of Council's decision-making. Endorsing the draft policy for public exhibition is the recommended next step to advance this review in line with legislative obligations and community expectations.

Attachments

AT-1 [DRAFT - Councillors Expenses and Facilities Policy - 2025 Review](#)



COUNCILLORS EXPENSES AND FACILITIES

Policy | Governance

To ensure that there is accountability and transparency to the public in the reimbursement of expenses incurred or to be incurred by the Mayor and Councillors

Policy No:	POL/1008	Version:	15
Service Unit:	Governance		
Responsible Officer:	Governance Lead		
Responsible Director:	General Manager Executive Director		
Authorisation Date:	16 July 2024	Review Date:	19 August 2028
Minute No:	112/24		

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Policy

Councillors Expenses and Facilities

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Policy

Councillors Expenses and Facilities

1 Background

1.1 Title of the Policy and Commencement Date

The Councillors Expenses and Facilities Policy takes effect upon adoption by Council.

1.2 Purpose of the Policy

The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Singleton Council.

The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.

The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.

Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy, providing it does not breach any other law, regulation or policy that would otherwise permit the departure from this policy.

Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the *Local Government Act, 1993* (the Act) and reviewed annually. Council must adopt its annual fees within this set range.

2 Objective

2.1 Objectives and Coverage of the Policy

The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
- ensure facilities and expenses provided to Councillors meet community expectations
- support a diversity of representation
- fulfil Councils statutory responsibilities.

3 Application

3.1 Application of this Policy

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

Policy

Councillors Expenses and Facilities

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the Act and *Local Government (General) Regulation, 2021* (the Regulation), and complies with the Office of Local Governments Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or Facility	Maximum Amount	Frequency
General travel expenses	\$3,100.00 per Councillor Additional allocation for the Mayor or Deputy Mayor to undertake approved advocacy and regional commitments	Per year
Interstate, overseas and long-distance intrastate travel expenses	Included above	Per year
Accommodation	Accommodation is in accordance with Councils preferred suppliers. Should the preferred supplier not be available, the General Manager or Executive Manager Director can approve an alternate location.	Per night
Meals	The daily limits for meal expenses are: Capital Cities: Breakfast - \$29.90 Lunch - \$33.65 Dinner - \$57.30 Country Centres: Breakfast - \$26.80 Lunch - \$30.60 Dinner - \$52.75	Per meal / Per day
Corporate wardrobe	Councillors will be allocated one jacket / blazer.	Per term
Professional development ❖ Excludes Councillor Induction Conferences and Seminars	\$3,500 per Councillor \$1,500.00 per Councillor	Per year

Policy

Councillors Expenses and Facilities

Seminars and conferences: Local Government NSW Annual Conference, Australian Local Government Association (ALGA), National General Assembly of Local Government and Australian Local Government Womens Association (ALGWA) NSW Conference registration costs and accommodation and other related out of pocket expenses	\$10,000.00 for all Councillors	Per year
Information Communication Technology (ICT) expenses	\$3,500.00 per Councillor This includes: Mobile phone Laptop expenses IT support	Per term
Carer expenses	\$6,000.00 per Councillor	Per year
Access to meeting room facilities	Provided to all Councillors	Not relevant Ongoing
Council vehicle allowance	A vehicle allowance will be provided to the Mayor in accordance with Councils Light Motor Vehicle Fleet Policy and Procedure	Per year
Reserved parking space at Council offices	Provided to the Mayor	Not relevant Ongoing
Furnished office	Provided to the Mayor	Not relevant Ongoing
Staff supporting Mayor and Councillors	Provided to the Mayor and Councillors	Not relevant Ongoing

Table 31 Expense or Facility Amounts

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Councils website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

4 Definitions

For the purposes of this policy:

Term	Meaning
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act, 1993</i> (NSW)
Annual Conference	Local Government NSW Annual Conference
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in clause 3.1
NSW	New South Wales
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the Local Government Area, and includes: <ul style="list-style-type: none"> meetings of Council and Committees of the Whole meetings of Committees facilitated by Council civic receptions hosted or sponsored by Council meetings, functions, workshops and other events to which attendance by a Councillor has been requested

	or approved by Council
Professional development	Means a seminar, conference , training course or other development opportunity relevant to the role of a Councillor or the Mayor. <ul style="list-style-type: none"> Conferences are not professional development and outside of industry conferences require a resolution of Council
Regulation	Means the <i>Local Government (General) Regulation, 2021 (NSW)</i>
Term	<p>The period from which a Councillor is in office usually commencing from the Councillors inauguration and concluding on the day prior to the local government election the term includes caretaker period</p> <p>The period from which a popularly elected Mayor is in office usually commencing from the declaration of mayoral election and concluding on the day of the next terms declaration of Mayoral election.</p>
Year	Means the financial year, that is the 12-month period commencing on 1 July each year

5 Introduction

5.1 Principles

Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- **Equity:** there must be equitable access to expenses and facilities for all Councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

5.2 Private or Political Benefit

- Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- Incidental private use of Council equipment and facilities by Councillors may occur from time to time **and does not breach this Policy or the Code of Conduct.**

For example, telephoning home to advise that a Council meeting will run later than expected.

- c) Such incidental private use does not require a compensatory payment back to Council.
- d) Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council if an actual cost of the private use can be substantiated in accordance with s.252(2) of the Act.
- e) Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of Council resources and equipment for campaigning
 - use of official Council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

6 Expenses

6.1 General Expenses

All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Reimbursement of any expenses will only be made where a formal claim for reimbursement is lodged via Councillor Hub or on the approved Claim Form (**Appendix A**).

Council will only pay up to the maximum limit for expenses incurred where detailed and provided for within this policy

6.2 Specific Expenses

6.2.1 General Travel Arrangements and Expenses

- a) All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- b) Each councillor may be reimbursed up to a total of \$3,100.00 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car

- for parking costs for Council and other meetings
 - for tolls
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- c) Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the **Local Government (State) Award**.
- d) Councillors seeking to be reimbursed for use of a private vehicle must keep a log of vehicle use for the purpose of Councillor responsibilities. Including recording the date, time, kilometres at start of trip and kilometres at the completion of the trip, distance and purpose of travel being claimed. Copies of the relevant log must be provided with the **Claim for Reimbursement of Expenses by Mayor and Councillors Form (Appendix A)**.

6.2.2 Interstate, Overseas and Long Distance Intrastate Travel Expenses

- a) **In accordance with Section 5.2**, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- b) Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be included in the general travel arrangements and expenses.
- c) Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.
- d) Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel. **Overseas travel expenses for all Councillors will be paid in accordance with a resolution of the Council.**
- e) The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillors civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- f) For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- g) For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- h) For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

Policy

Councillors Expenses and Facilities

- i) Bookings for approved air travel are to be made through the General Managers office.
- j) For air travel that is reimbursed as Council business, Councillors will not accrue points from the airlines frequent flyer program. This is considered a private benefit.
- k) Subject to the approving resolution of Council, it is expected that within a reasonable period of returning from official business overseas, the Mayor and/or Councillor will submit a report to, or briefing to, the Council outlining the relevance of the trip to Council and the local community. The General Manager will determine the appropriate method for communicating the report to the Council and local community.

6.2.3 Travel Expenses Not Paid by Council

- a) Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

6.2.4 Accommodation and Meals

- a) In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- b) Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Hunter.
- c) The daily limits for accommodation and meal expenses within Australia are set out in Table 31 Expense or Facility Amounts.
- d) The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.2.4(c) and any relevant ATO rates with maximum limits.
- e) Councillors will not be reimbursed for alcoholic beverages.

6.2.5 Refreshments for Council Related Meetings

- a) Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- b) As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B [Monetary Rates of the NSW Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#).

6.2.6 Professional Development, Conferences and Seminars

- a) Council will set aside a total of \$10,000 \$1,500.00 per Councillor annually in its budget to facilitate professional development of Councillors through programs,

training, education courses, membership of professional bodies. ~~and attendance at conferences and seminars.~~ This budget allocation is for all Councillors and the General Manager will ensure equity in distribution.

- b) If required throughout the year, Council may increase the total annual budget allocation for professional development, conferences and seminars by way of a formal motion.

Professional Development

- c) In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- d) Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillors civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- e) Approval for professional development activities is subject to a prior written request to Council outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillors civic duties.
- f) In assessing a Councillor request for a professional development activity, Council must consider the factors set out in Clause 6.2.7(c), as well as the cost of the professional development in relation to the remaining budget.

6.2.7 Conferences and Seminars

- a) Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- b) Councillor attendance at conferences and seminars is subject to approval by Council.

Council will resolve annually (where possible at the first ordinary meeting of the year) to nominate:

- i. Three Councillors to attend the Local Government NSW (LGNSW) Annual Conference
- ii. Two Councillors to attend the Australian Local Government Association (ALGA) National General Assembly of Local Government
- iii. One Councillor to attend the Australian Local Government Womens Association (ALGWA) NSW Conference.
 - ~~Local Government NSW (LGNSW) Destination and Visitor Economy Conference~~
 - ~~Local Government NSW (LGNSW) Water Management Conference~~
 - ~~Local Government Aboriginal Network Conference~~

- ALGA National Local Roads and Transport Congress and
- Waste Conference.

Councillor attendance at a conference or seminar not listed in clause 6.2.3c)ii will be considered by Council as required throughout the year.

Relevant information and a nomination form (**Appendix B**) will be provided to Councillors via Councillor Briefing to assist with the nomination process prior to approval by Council.

- c) Council will pay the expenses, for the Mayor and nominated Councillors to attend the Local Government NSW Annual Conference, Australian Local Government Association (ALGA), National General Assembly of Local Government and Australian Local Government Womens Association (ALGWA) NSW Conference:
 - a) travel and accommodation costs in accordance with this Policy;
 - b) registration for the delegate; and
 - c) tickets to the official dinner for the delegate and the delegates accompanying person.
- d) In assessing a Councillor request for conference or seminar or similar attendance, Council must consider factors including the:
 - relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillors civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- e) Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by Council. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.2.4(b)-(e).
- f) Council will provide up to the maximum limit to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- g) Councillor delegates attending conference and seminars are to provide a written report for the information of Council within three months of conference attendance.
- h) If the allocated amount is exceeded, prior approval must be obtained from the General Manager. Where such approval has not been granted, any expenditure beyond the approved allocation will be the personal responsibility of the Councillor, who will be required to reimburse Council for the difference.
- i) A request to attend any additional conference, seminar or similar will require a resolution of the Council.

6.2.8 Information Communication Technology (ICT) expenses

6.2.9 Telephone

- a) Councillors have the following options relating to mobile telephones:
 - i. Councillors may elect to be provided with a Council issued mobile telephone. No further reimbursement will be made under this policy for the use of the Councillors own mobile phone, private or business phone where these phones are used for Council purposes. Council will meet the cost of all calls to a value of \$40.00 per month. Where all call costs exceed this amount the account will be referred to the Councillor for identification and reimbursement of any personal calls. The General Manager will be required to approve the payment of calls in excess of this limit.
 - ii. Councillors may elect to supply their own mobile telephone. Council will make a monthly payment of \$40.00 to the Councillor as a contribution towards the costs of operating the device.
 - iii. Councillors who elect to have a Council issued mobile phone are required to return the device, case and another related equipment at the end of term.

6.2.10 Computer Equipment and Internet

- a) The Mayor and Councillors will be provided with a laptop with specification and configuration necessary to access and utilise appropriate Council systems. No unauthorised or unlicensed software is to be installed on the laptop and Councillors are required to comply with Councils Information Communication Technology (ICT) Security Procedure at all times.
- b) The Council issued laptop with internet access is for use in relation to official functions and duties and Council will meet the cost of maintenance, rental and Council related expenses. No further reimbursement will be made under this policy for internet access.
- c) Council will provide each Councillor with an individual Council e-mail address (firstinitialsurname@singleton.nsw.gov.au) and appropriate secure access to Councils Information Technology System to manage such email. This access will include the ability to utilise the calendar functionality associated with Councils email system. This email address is to be advertised to the public and utilised by Councillors for receiving and sending all electronic mail related to their civic office responsibilities. Email usage is to be in accordance with Councils Information Communication Technology (ICT) Security Procedure.
- d) Councillors are required to return all Councils Information Communication Technology (ICT) consistent with communication from the Executive **Manager Director**.

6.2.11 Carer Expenses

- a) Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carers expenses up to a maximum of \$6,000.00 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- b) Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- c) In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable.

This may take the form of advice from a medical practitioner.

6.2.12 Special Requirements

- a) Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- b) Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- c) In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses to allow a Councillor with a disability, from a non-English speaking background or who may be at a special disadvantage to perform their civic duties.

6.3 Insurances

- a) In accordance with Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- b) Insurance protection is only provided if a claim arises out of or in connection with the Councillors performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance. It should be noted that Councils insurances will not cover a Councillor if he/she commits a wilful and/or deliberate act that gives rise to a claim.
- c) Council shall pay the insurance policy excess in respect of any claim accepted by Councils insurers, whether defended or not.
- d) Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.
- e) A Councillor must notify the General Manager or Executive Director or Director-Organisation & Community Capacity of any potential insurance matters at the time that they become aware of any potential claim to enable prompt reporting to Councils insurance broker.

6.4 Legal Assistance

- a) Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the Act, provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any

initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

- b) In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- c) Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- d) Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- e) Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

7 Facilities

7.1 General Facilities for all Councillors

7.1.1 Facilities

- a) Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
 - access to the meeting rooms appropriately furnished, including Councillor pigeon holes and appropriate refreshments
 - access to shared car parking spaces while attending Council offices on official business
 - personal protective equipment for use during site visits
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- b) Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through the Executive Assistant.
- c) The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

7.1.2 Corporate Wardrobe



Policy

Councillors Expenses and Facilities

- a) Council will set aside a total amount of \$5,000.00 annually in its budget to facilitate the provision of corporate wardrobe for Councillors. This allocation is for all Councillors.

Councillors will be provided with one jacket/blazer with Councils logo per term.

7.1.3 Stationery

- a) Council will provide the following stationery to Councillors each year:
- writing/note pads
 - business cards
 - writing pens

7.1.4 Administrative Support

- a) Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by the Executive Assistant as arranged by the General Manager or their delegate.
- b) As per Section 5.2, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

7.2 Additional Facilities for the Mayor

Council will provide to the Mayor:

- a) A Vehicle Allowance in accordance with Councils Light Motor Vehicle Fleet Policy and Procedure in lieu of a Council supplied vehicle for the purpose of the Mayor acquiring, maintaining and running a vehicle equivalent to the amount payable to Other Senior Staff.
- b) A parking space at Councils offices will be reserved for the Mayors vehicle for use on official business, professional development and attendance at the Mayors office.
- c) Council will provide the Mayor with a furnished office configured to Councils standard operating environment, telephone and meeting space.
- d) In performing his or her civic duties, the Mayor will be assisted by the Executive Assistant providing administrative and secretarial support, as determined by the General Manager.
- e) As per Section 5.2, staff in the General Managers office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- f) A corporate credit card is issued to the Mayor as the Councillor most regularly called upon to represent Council. The issue of the card is not an authority to incur expenses and full substantiation of expenses by means of tax invoices/receipts is required. The credit card will have a credit limit of \$5,000 and will not have an option for obtaining a cash advance.

8 Processes

8.1 Approval, Payment and Reimbursement Arrangements

8.1.1 General

- a) Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- b) Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- c) Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business
 - carer costs
- d) Final approval for payments made under this policy will be granted by the General Manager or their delegate.

8.1.2 Direct Payment

- a) Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Governance Lead for assessment against this policy using the Councillor Hub or the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

8.1.3 Reimbursement

- a) All claims for reimbursement of expenses incurred must be made via Councillor Hub or on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Governance Lead.
- b) If it is not possible to attach tax invoices and/or receipts, Councillors must provide a statutory declaration explaining the calculation of the claim and why it should be paid.
- c) All claims for reimbursement will be assessed in accordance with this policy. If a claim is lodged after the time period, it may be refused.

8.1.4 Notification

- a) If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- b) If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

8.1.5 Reimbursement to Council

- a) If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
 - Council will invoice the Councillor for the expense
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.

Policy

Councillors Expenses and Facilities

- b) If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillors allowance.

8.1.6 Timeframe for Reimbursement

- a) Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

8.2 Disputes

- a) If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- b) If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

8.3 Return or Retention of Facilities

- a) All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- b) Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- c) The prices for all equipment purchased by Councillors will be recorded in Councils annual report.
- d) Where the Mayor or a Councillor does not return Council equipment and facilities to Council upon ceasing to hold office as Mayor or a Councillor, Council will invoice them for the costs of those items, based on fair market value as determined by the General Manager.

8.4 Publication

- a) This policy will be published on Councils website.

8.5 Reporting

- a) Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- b) Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Councils website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

8.6 Auditing

- a) The operation of this policy, including claims made under the policy, will be included in Councils audit program and an audit undertaken at least every four years.



9 Relevant Legislation

- *Local Government Act, 1993*, Sections 252 and 253
- *Local Government (General) Regulation 2021*, Clauses 217 and 403
- [Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009](#)

10 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

10.7 Related Documents

Related documents, listed in **Table 101** below, are internal documents directly related to or referenced from this document.

Number	Title
POL/1011	Code of Conduct
POL/1021	Recordkeeping and Information Access for Councillors Policy
19/87488	Information Communication Technology (ICT) Security Procedure
PRO/10	Fleet and Plant Management Protocol
17/18766	Light Motor Vehicle Fleet Procedure
POL/1016	Interactions Between Councillors & Staff Policy

Table 101 Related documents

11 Responsible Officer / Policy Owner

Ownership of this policy rests with the ~~Coordinator~~ Governance **Lead**.

12 Responsibilities

Parties or Persons	Responsibilities
Mayor and Councillors	<ul style="list-style-type: none"> • Comply with this policy at all times
General Manager	<ul style="list-style-type: none"> • Provide approvals as specified in this policy
Manager Integrated Risk Executive Director	<ul style="list-style-type: none"> • Monitor the implementation of this policy and ensure compliance
Coordinator Governance Lead	<ul style="list-style-type: none"> • Implementation and review of this policy • Provision of advice on this policy as required

Policy

Councillors Expenses and Facilities

Executive Assistant

- Provide support to Councillors and the Mayor as approved by the General Manager in accordance with the provisions of this policy

13 Approval

As per cover sheet.

14 Monitoring

This policy will be monitored by the Governance Lead to ensure compliance.

15 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every four (4) years to ensure that it meets legislative requirements.

16 Last Review Date

This policy was last reviewed on 21 June 2022.

17 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) 2009, NSW*.

18 Breaches and Sanctions

Any breaches of this policy will be referred to the General Manager for appropriate action.

19 Document History

The below table provides a summary of changes and amendments to this document.

Version.	Date Amended	Author	Comments (e.g. reasons for review)
15	May 2022	L Britton	<ul style="list-style-type: none"> • Four yearly review. • Updated relevant dates • Inserted web links • Updated related document references • Updated Regulations • Added provision of budget allocation for corporate wardrobe and additional wardrobe items

21

Policy

Councillors Expenses and Facilities

			<ul style="list-style-type: none"> • Carers leave and special requirements separated into separate sections for clarity • Carer expenses increased from \$3,000 to \$6,000. • Clauses on professional development and conference and seminar attendance combined. Budget combined to a total of \$35,000. • Updated special requirements clause to include reference to people from a non-English speaking background or who may be at a special disadvantage. • Added additional detail on process for conference and seminar attendance including annual report to Council. • Added Appendix B Nomination for Councillor Conference Attendance Form
16	08/07/2024	R Bailey	<ul style="list-style-type: none"> • Updated Expense or Facility Table • Updated General Expenses • Update Conferences and Seminars • Updated Information Communication Technology (ICT) expenses • Updated Compute Equipment and Internet • Updated Corporate Wardrobe • Updated Stationery • Updated Additional Facilities for the Mayor • Updated Direct Payment • Updated Reimbursement

Appendix A - Claim for Reimbursement of Expenses by Mayor and Councillors



I hereby submit my claim for reimbursement of expenses in accordance with the provisions of the *Local Government Act, 1993* and Councils Policy with respect to Councillor Expenses and Facilities.

Name of claimant: _____

Claim for reimbursement of expenses:

Date	Nature of business	Nature of claim	Amount claimed

Claim for reimbursement of travel expenses:

Date	Nature of business (include where the travel was to/from and purpose of the travel)	Method of Travel	Distance in Kms	Rate/Km	Amount claimed

Travelling rates per km as per Local Government (State) Award:	Under 2.5 litres	\$0.68/km
	2.5 litres and over	\$0.78/km

Total amount claimed and/or tax invoices: \$

(Please note: Receipts/tax invoices must be attached to this claim form in order for reimbursement to be processed).

Signature: _____

Appendix B - Nomination for Councillor Attendance at
Conferences & Seminars Form



NOMINATION FOR COUNCILLOR
CONFERENCE ATTENDANCE

I, Councillor _____ express an interest in
attending the following conference on behalf of Council:

I provide the below information in support of my nomination (eg. particular interest, to
support professional development needs etc.):

Councillor

Date



GM45/25. Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 02/07/2025
Author: VPA Projects Officer

FILE:
25/00027/006-03

Executive Summary

The Mount Thorley Warkworth Voluntary Planning Agreement (MTW VPA) Community Committee held its ordinary meeting on 2 July 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

Council is also requested to endorse the funding of three projects and the refusal of one project.

RECOMMENDED that Council:

1. Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 2 July 2025.
2. Approve \$20,000 (over 4 years) for the Bulga and Milbrodale Community Event Fund.
3. Approve \$28,000 for Equipping Bulga Evacuation Centre for Emergencies.
4. Approve \$56,047.90 for the Bulga War Memorial Gates Refurbishment.
5. Approve the refusal of the Resurfacing of Cricket Pitch project.

Report

During round one of the MTW VPA Funding Program for 2025, seven projects were submitted to the MTW VPA Community Committee for assessment. At the Committee Meeting on the 2 July 2025, three projects were recommended for funding, one project was refused and three projects were deferred to the next Committee Meeting for assessment once more information was obtained.

The projects supported by the MTW VPA Community Committee for recommendation to Council as noted below:

Bulga and Milbrodale Community Event Fund

That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that the Bulga and Milbrodale Community Event Fund be approved as a new project at a value of \$20,000.

The Bulga Community Centre Committee is seeking funding of \$20,000 over 4 years (\$5,000 per year) to establish a dedicated community events fund. The fund will enable local individuals and groups to apply for financial support to run inclusive, community focused events in Bulga and Milbrodale.

General Manager's Report (Items Requiring Decision) - GM45/25

The funds will be distributed to the applicant yearly. A process will be developed where the Bulga Community Centre Committee will implement an application process to ensure specifications and eligibility, and once events are approved for funding, the Bulga Community Centre Committee will provide Council staff with a report of the annual planned events.

Equipping Bulga Evacuation Centre for Emergencies

That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that Equipping Bulga Evacuation Centre for Emergencies Project be approved as a new project at a value of \$28,000.

This project proposes essential upgrades to the Bulga Community Centre to ensure it can effectively function as an emergency evacuation centre during natural disasters such as floods, fires and heatwaves.

The Bulga Community Centre is not currently an approved evacuation centre, these upgrades would allow the centre to support this function.

Bulga War Memorial Gates Refurbishment.

That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that the Bulga War Memorial Gates Refurbishment Project be approved as a new project at a value of \$56,047.90 subject to:

- Arborist report to determine tree health.
- Consider powder coating the gates.
- Deferred on the cobblestone (or alternate) component of the project pending the outcome of the arborist report.

The original request for this project included an additional \$67,552.10, however at this stage the MTW VPA Committee has only recommended the refurbishment of the gates. Pending the outcome of the arborist report, a decision will then be made by the MTW VPA Committee for the cobblestone component of the project. The applicant will not need to resubmit an application for the cobblestone component of the project.

This project is for the refurbishment of the Bulga War Memorial Gates back to its original state.

The assessment of the following projects has been deferred to the September 2025 Committee Meeting once more information is obtained:

- Bulga Tennis Court Refurbishment – additional funding.
- Tennis and Soccer Practice Wall.
- Enhanced Community Yoga & Connection Program.

General Manager's Report (Items Requiring Decision) - GM45/25

The following project was refused by the Committee:

- Resurfacing of Cricket Pitch

The Committee refused the above project due to the following concerns:

- Not sustainable to spend the proposed amount of money (\$31,200) on a facility likely to be used for a once-a-year cricket match.
- Campers utilising the Bulga Recreation Ground may set up camp on cricket pitch.
- No local interest in the cricket ground.
- Caravan damage and insurance issues.
- Believe the current cricket pitch is sufficient enough.

More detailed comments on the Committee's reasons for refusing this project can also be found in the attached MTW VPA Community Committee Meeting Minutes.

Community Strategic Plan

Strategy:	5	Our Leadership
Deliverable:	5.1	Our Council is customer focused and collaborative
Action:	5.1.1	Council's service delivery is aligned with our Community's needs and delivered the best way possible

Council Policy/Legislation

- *Environmental Planning and Assessment Act, 1979*
- *Local Government Act 1993*
- *Local Government (General) Regulation, 2021*
- Council Committees Policy
- Mount Thorley Warkworth Voluntary Planning Agreement

Financial Implications

There is no financial impact to Council as this expenditure will be covered by the existing budget allocation in the original budget.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not be seen to be taking action to progress and complete Voluntary Planning Agreement projects which may lead to a negative reputation impact.	High	Adopt the recommendation	Low	Yes
There is a risk that Council is spending funds on the wrong priorities which may lead to funds not being allocated in accordance with the MTW VPA that may lead to legal action.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 2 July 2025.

Adopt the recommendations of the MTW VPA Community Committee and endorse the allocation of funding from the Mount Thorley Warkworth VPA Reserve to the following projects:

- \$20,000 (over 4 years) for the Bulga and Milbrodale Community Event Fund.
- \$28,000 for Equipping Bulga Evacuation Centre for Emergencies.
- \$56,047.90 for the Bulga War Memorial Gates Refurbishment.

Approve the recommendation of the MTW VPA Community Committee and the refusal of funding for the Cricket Pitch Resurfacing project.

2. Not adopt the recommendations of the Committee and not allocate funding to the three projects.

Option one is recommended.

Conclusions

It is recommended that Council notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting of 2 July 2025 and adopt the recommendations of the Committee to allocate funding to the three projects listed and adopt the refusal of one project.

Attachments

AT-1 [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\)](#) Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 2 July 2025

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING
AGREEMENT COMMUNITY COMMITTEE
1PM - 4PM WEDNESDAY 2 JULY 2025



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

1 Welcome and Apologies

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

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- **MOVED** SK **SECONDED** PR that the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on Thursday 20 February 2025, were confirmed.

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Action Update

FILE:25/00027/006-03

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

VPA Staff presented to the Committee a proposed community update flyer that will be distributed via letterbox drop to the Bulga and Milbrodale Community. The community update flyer will provide details to the community about the MTW VPA, promoting Round 2 of the funding program and projects that have been funded through the MTW

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VPA including the outcome of Round 1 applications.

An update was provided to the Committee on the Bulga Stock Reserve Restoration and Weed Management Project.

ACTION – VPA Staff to look at providing a report to the Committee on the Bulga Stock Reserve Restoration and Weed Management Project, including works completed and a cost summary of the Project.

NOTED

5.2 Financial Report**FILE:25/00027/006-03**

The Financial Report as of 6 May 2025 was circulated with the agenda for the Committee's information.

NOTED

5.3 Project Update**FILE:25/00027/006-03**

The project update was circulated with the agenda, with updates on all VPA funded projects as at 8 May 2025.

Ian Hedley provided an additional update on the Bulga Community Centre Improvements as provided by the Project Manager, Jan Hedley.

NOTED

5.4 Overview of MTW VPA Funding Round 2**FILE:25/00027/006-03**

The Committee were provided with proposed dates for Round 2 of the MTW VPA Funding Program. VPA Staff have taken on board feedback from Round 1 of this year's funding program and have adjusted dates accordingly. The introduction of an Applicant Information Session will also be included for Round 2 and will allow applicants the opportunity to gain information about the application process.

The Committee were in agreement with the proposed dates for Round 2.

NOTED

5.5 Submission Workshop - Round 1 2025**FILE:25/00027/006-03**

The MTW VPA Community Committee assessed and voted on the project applications submitted during Round 1 of the MTW VPA Funding Program.

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The following projects were assessed by the Committee. A full breakdown of voting and feedback provided by the Committee is included with recommendations for each project.

1. Resurfacing of Cricket Pitch

Total of 7 refusal votes

Recommendation: Refusal of application

Committee Votes and Feedback:

- **Mayor – No**

Concerned with spending that much money for a once a year cricket event and sounds like the surface is adequate to play on at this stage.

- **Neale – No**

Not needed – what is currently there is fine and for a one off cricket event it is not sustainable.

- **Ian – No**

Believes the scope of work was not what was requested. Ian believes the community member who applied for funding for this project only wanted a basic resurfacing of the cricket pitch. Ian is not opposed to the project but doesn't think the application reflects what the applicant requested. Concern as campers often set up camp on the cricket pitch.

- **Sarah – No**

- **Stirling – No**

The Bulga Recreation Ground is a mixed use ground and there's no local interest in the cricket ground.

- **Pauline – No**

Concerned with caravan damage and insurance issues. The proposed local cricket match is once a year, only if there's enough people interested to participate at the time.

- **Gary – No (at this stage)**

Happy that the current cricket pitch is sufficient at this point.

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2. Bulga Tennis Court Refurbishment – Additional Funding

Total of:

- 3 deferred votes
- 2 refusal votes
- 2 recommended with changes votes

Recommendation: Deferred for clarification

- Council to advise as to the power pole replacement timeframe – if not funded by the MTW VPA.
- Further scoping of this project to combine with the tennis and soccer practice wall together – bring back one application for the two combined projects.

Committee Votes and Feedback:

- **Mayor – Deferred**

Would like clarification around power pole replacement and proposed lighting.

- **Neale – Deferred**

Would like clarification around power pole replacement. Can the project happen without the lighting/pole?

- **Ian – No**

Definitely no. Doesn't see the need to change the lights as believes they haven't been used in years and that the power pole is Council's responsibility.

- **Sarah – Yes with changes**

Would like the lights and power pole removed from this project.

- **Stirling – No**

Would like the application for the Tennis Court Refurbishment to be modified to incorporate the tennis and soccer practice wall.

- **Pauline – Deferred with changes**

Would like more detail on costings related to this project and to incorporate the tennis and soccer practice wall into this project.

- **Gary – Yes with changes**

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Would like clarification on lighting infrastructure.

3. Tennis and Soccer Practice Wall

Voting: Deferred

Committee Votes and Feedback:

Committee all agreed it's a good project and are in support but would like this to be incorporated into the Tennis Court Refurbishment Project

4. Bulga and Mibrodale Community Event Fund

Total of 7 recommended yes votes

Recommendation: Recommended approval

Committee Votes and Feedback:

- Mayor – Yes
- Neale – Yes
- Ian – Yes
- Sarah – Yes
- Stirling – Yes
- Pauline – Yes
- Gary – Yes

5. Bulga War Memorial Gates Refurbishment

Total of 7 recommended with changes votes

Recommendation: Recommended approval with the following changes

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- Arborist report to determine tree health.
- Consider powder coating the gates.
- **Deferred on the cobblestone or alternate component of the project pending the outcome of the arborist report.**

Committee Votes and Feedback:

- **Mayor – Yes with changes**

The Mayor has concerns with the tree health, however doesn't agree with the tree removal and requested that an arborist report be undertaken to determine the correct outcome for the tree. The Mayor also had concern with the proposed cobblestone – would like to pause placement of the cobblestone until we know what's happening with the tree.

- **Neale – Yes with changes**

Supports the refurbishment of the gates but not the tree removal.

- **Ian – Yes with changes**

Questioned the cobblestones and the cement layer (under the cobblestones) as it could buckle later and suggested powder coating the gates as a better option for longevity.

- **Sarah – Yes with changes**

- **Stirling – Yes with changes**

Would like to see the tree treated rather than removed.

- **Gary – Yes with changes**

All above Committee Members voted yes with the following changes:

- Arborist report to determine tree health.
- Consider powder coating the gates.
- **Deferred on the cobblestone or alternate component of the project pending the outcome of the arborist report.**

- **Pauline – Yes with changes**

Would like to keep the cobblestones as currently with heavy rain there is potholes which can become trip hazards. Would like the tree to remain.

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6. Enhanced Community Yoga & Connection Program

Total of:

- 4 deferred for clarification votes
- 2 refusal votes
- 1 recommended vote

Recommendation: Deferred for clarification

The Committee would like clarification as to how the Bulga Coal funding will be used. The Committee were concerned that Bulga Coal funds awarded to the applicant are being transferred to Broke.

Committee Votes and Feedback:

- **Mayor – Yes**
- **Neale – Deferred**

Would like clarity around whether there is already a class held at Broke

- **Ian – Deferred**

Ian brought to the Committee's attention an article in the Bulga Coal Newsletter about funding provided by Bulga Coal to the applicant for yoga classes currently run in Bulga.

- **Sarah – Deferred**

Sarah brought to the Committee's attention that the application sets out the intention to transfer the Bulga Coal funding to Broke and will use the MTW VPA funds for the Bulga classes. Concern that Bulga Coal funds meant for Bulga will be used at Broke.

- **Stirling – No**

Stirling does not want to fund and support private business for their own expansion.

- **Pauline – No**

The previous application was turned down in February 2024 with 5 refusals because it's a private company.

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- **Gary – Deferred**

Would like clarification around transfer of Bulga Coal funding.

7. Equipping Bulga Evacuation Centre for Emergencies

Total of:

- 5 recommended yes votes
- 2 deferred with clarification votes

Recommendation: Recommended approval

Committee Votes and Feedback:

- **Mayor – Deferred**

Would like clarification around the following:

- How the generator will be stored and protected from theft.
- How the bedding will be stored so it isn't musty/mouldy between uses.
- Concern that its not an officially recognised evacuation centre.

- **Neale – Yes**

- **Ian – Yes**

- **Sarah – Yes**

- **Stirling – Yes**

This is the sort of project that the MTW VPA should be funding.

- **Pauline – Deferred**

Would like clarification around generator quotes.

- **Gary – Yes**

Overall feedback received from Sarah Purser about the need for more detailed expenditure tables and budgets to be requested as part of MTW VPA funding

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applications.

RECOMMENDATION:

That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that:

1. The following applications be **recommended for funding**:
 - Bulga and Mibrodale Community Event Fund
 - Equipping Bulga Evacuation Centre for Emergencies
2. The following application be **recommended for funding with the following changes**:
 - Bulga War Memorial Gates Refurbishment.
 - Arborist report to determine tree health.
 - Consider powder coating the gates.
 - Deferred on the cobblestone or alternate component of the project pending the outcome of the arborist report.
3. The following application be **refused**:
 - Resurfacing of Cricket Pitch
4. Assessment of the following applications be **deferred to the next meeting when further information is presented**:
 - Bulga Tennis Court Refurbishment - additional funding
 - Tennis and Soccer Practice Wall
 - Enhanced Community Yoga & Connection Program

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Summary of Project Outcomes:

Project Assessed	Amount	Committee Recommendation
Bulga and Mibrodale Community Event Fund	\$20,000 (over 4 years)	Recommended for funding
Equipping Bulga Evacuation Centre for Emergencies	\$28,000	Recommended for funding
Bulga War Memorial Gates Refurbishment	\$56,047.90	Recommended with changes for funding
Resurfacing of Cricket Pitch	\$31,200	Refused
Bulga Tennis Court Refurbishment - additional funding	\$87,500	Deferred to next meeting
Tennis and Soccer Practice Wall	\$60,000	Deferred to next meeting
Enhanced Community Yoga & Connection Program	\$32,300	Deferred to next meeting

NOTED

6 Other Business

- Gary Mulhearn – The Bulga Tavern is currently out for tender for new licensee.

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- Mayor – Disappointing that we didn't see a funding application submitted in Round 1 for the use of Council Water and Sewer Depot owned land at the base of the Bulga Bridge. Encouraged the Committee to discuss ideas with the Community.

ACTION – Provide the Committee with a map identifying the Council Water and Sewer Depot owned land at the base of the Bulga Bridge as well as the size of that land.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	2 July 2025	VPA Staff to look at providing a report to the Committee on the Bulga Stock Reserve Restoration and Weed Management Project, including works completed and a cost summary of the Project.	VPA Projects Officer	September Meeting
	2 July 2025	Provide the Committee with a map identifying the Council Water and Sewer Depot owned land at the base of the Bulga Bridge as well as the size of that land.	VPA Projects Officer	September Meeting

8 Next Meeting

- Thursday 11 September 2025, 1pm – 3pm, Singleton Council Committee Room

The meeting closed at 3.52pm.

Sue Moore, Mayor
Chair

DCCS24/25. Minutes - Singleton Community and Economic Development Fund Joint Management Board - 30/07/2025**FILE:**
25/00151/002**Author:** Executive Assistant - Directors

Executive Summary

The Singleton Community and Economic Development Fund Joint Management Board held its ordinary meeting on 30 July 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 Community and Economic Development Fund Joint Management Board meeting held on 30 July 2025.
2. Adopt the amendments, as endorsed by the Singleton Community and Economic Development Fund Joint Management Board, to the following documents:
 - a) Singleton Community and Economic Development Fund Policy – POL/6017 Draft version 4, at **Attachment 2**
 - b) Singleton Legacy Fund – Community Economic Development Fund – Plan of Management Draft version 2, at **Attachment 3**.
3. Approve Singleton Community and Economic Development Fund Round Five funding of \$275,000.

Report

Since the establishment of the Singleton Community and Economic Development Fund (CEDF), \$1.9 million dollars has been distributed to the Singleton community for economic development related projects. The CEDF was established to provide funds to the Singleton community to assist with economic development. The broad principles of The Fund are to support the socio-economic future of Singleton by:

- Creating an environment that fosters and supports business, promotes job creation, supports entrepreneurship and diversifies our industry base.
- Providing education and training to create the foundations of a prosperous economy and community.
- Supporting and promoting activities that provide personnel fulfilment for residents through arts and culture, encouraging personnel development and by creating beautiful outdoor spaces.
- Supporting and promoting sporting activities and events that provide physical development and pathways to excellence.
- Minimising the impacts of social issues such as homelessness and mental health issues.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS24/25

- Improving infrastructure to a standard equal to or better than what is available in our cities.
- Promoting and supporting initiatives that preserves regional biodiversity, minimises waste, supports long-term community sustainability and minimises environmental impacts for future generations.

The CEDF Joint Management Board (Board) has an annual round of funding and calls for submissions to receive funding. There is a set of criteria (aligned with the principles above) used by the CEDF-JMB and the CEDF Joint Management Team (JMT) to assess every submission. These criteria are referred to by both the Singleton Community and Economic Development Fund Policy – POL/6017.3 (**ATT 2**) and Community Economic Development Fund – Plan of Management (**ATT 3**).

Currently, funding decisions are able to be made without first being considered by the Board. These decisions have been used to distribute monies contributed to the CEDF by the Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA). This process of direct approval by Council is able to occur as a result of the timing of VPA/CEDF documentation and signatories to the following documentation:

- MTW VPA agreement - June 2017. An agreement with Warkworth Mining Ltd and Mount Thorley Mining Operations Pty Ltd
- CEDF Funding Deed – original agreement 2020, amended in 2024 - only includes The Bloomfield Group and Glencore Coal
- CEDF Policy – Dec 2019 – is silent of what funds are included or excluded and is silent as to whether all decisions require Board consideration
- CEDF Plan of Management – April 2022 – which explicitly allows decisions outside of the Board for VPA monies not included (MTW) in the CEDF Funding Deed.

Based on the above, it is considered that the MTW VPA monies in the Fund are not bound by the CEDF Funding Deed and Council can directly make decisions about distribution of monies from that portion of the MTW VPA.

The Board believes that the criteria, along with the rigorous review process and milestone reporting, provide a strong governance framework for ensuring CEDF funds are spent wisely and in accordance with the intention of the underlying voluntary planning agreements, which provide funds to the CEDF. Therefore, the Board recommends that all decisions to distribute funds from the CEDF should be assessed by the Board and a subsequent recommendation made to Council.

H

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS24/25

The proposed amendments to both the Singleton Community and Economic Development Fund Policy – POL/6017.3 (**ATT 2**) and Community Economic Development Fund – Plan of Management (**ATT 3**), are designed to achieve the Board's recommendation:

CEDF Policy – POL/6017 (Draft version 4 is at **ATT. 2**)

Adding a description of “The Fund” and including all monies from all VPAs allocated to the fund. Then listing the following monies:

- Mount Thorley Warkworth – CEDF Component
- United Collieries – CEDF Component
- Bloomfield Collieries – CEDF Component
- Mount Owen Collieries – CEDF Component
- Bulga Coal – CEDF Component
- plus any monies allocated subsequently (to the date of adoption of this policy) and as noted in CEDF Management Board minutes

Singleton Legacy Fund – CEDF Plan of Management (Draft version 2 is **ATT. 3**)

- Removing the paragraph stating Council has the right to allocate funds contributed by companies who are not signatories to the CEDF Funding Deed.
- Adding:
 - a sentence stating funds include all monies contributed to the CEDF from all VPAs, regardless of whether they are a signatory to the CEDF Funding Deed.
 - words which allow the Board to consider funding requests, where the Board considers the urgency of the application to be such that it justifies consideration outside of the funding round. This would be the case where the Council refers an item to the Board for consideration.

Community Strategic Plan

Strategy:	1	Our Community
	4	Our Economy
Deliverable:	1.3	Our Community is connected, sustainable and prosperous
	4.1	Our Economy will demonstrate diversity, resilience and innovation
Action:	1.3.1	Provide services, support and facilities that meet the needs of our community at different stages of life
	4.1.1	Foster and increase the diversity and resilience of the Singleton economy

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS24/25

Council Policy/Legislation

- *Environment Planning and Assessment Act, 1979;*
- *Local Government Act, 1993;*
- *Local Government (General) Regulation, 2021; and*
- *Mining Act, 1992*

Financial Implications

There are no financial implications, however the proposed amendments strengthen the governance framework around the distribution of the CEDF funds.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is risk of poor decisions regarding management and distribution of funds, including loss of funds, and possible reputational risk to Council, if the Policy and Plan of Management are not amended.	Medium	Adopt the recommendation	Medium	Yes

Options

The following options are available to Council:

1. a) Note the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting held on 30 July 2025.
- b) Adopt the amendments, as endorsed by the Singleton Community and Economic Development Fund Joint Management Board, to the following documents:
 - i) Singleton Community and Economic Development Fund Policy – POL/6017.3 at **Attachment 2**
 - ii) Singleton Legacy Fund – Community Economic Development Fund – Plan of Management at **Attachment 3**.
- c) Approve Singleton Community and Economic Development Fund Round Five funding of \$275,000

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS24/25

2. Note the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting held on 30 July 2025 and not adopt the recommendations of the Board.

Option one is recommended.

Conclusions

The current CEDF Policy and CEDF Plan of Management allow for the current practice of not all funding distribution decisions being considered by the Board. To strengthen the framework around this distribution, amends to the framework documents are recommended.

It is proposed that the Round Five budget be set at \$275,000.

Attachments

- AT-1** [↓](#) Minutes - Singleton Community and Economic Development Fund Joint Management Board 30072025
- AT-2** [↓](#) POL 6017.4 (Draft) Singleton Community Economic Development Fund Policy July 2025
- AT-3** [↓](#) Community Economic Development Fund - Plan of Management Draft Version July 2025



MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
2:00PM - 4:00PM WEDNESDAY 30 JULY 2025

Present	Cr Sue George, Deputy Mayor (Chair) – Singleton Council Cr Sue Moore, Mayor – Singleton Council Cr Godfrey Adamthwaite, Councillor – Singleton Council Ashley McLeod – Glencore Thomas Holz – Bloomfield Group Justin Fitzpatrick-Barr, General Manager – Singleton Council (Ex-Officio)
In Attendance	Dwight Graham, Director Corporate & Community Services – 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 Community Economic Development Fund Joint Management Board meeting held on Tuesday 25 February 2025, were confirmed.

Moved: Cr Godfrey Adamthwaite **Seconded:** Thomas Holz
CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 MTW VPA Funding Decisions

The Singleton Community and Economic Development Fund (CEDF) Joint Management Board (Board) was provided a discussion paper to consider policy changes to ensure all future decisions relating to distributions of CEDF monies are considered by the Board prior to any Council consideration.

Dwight Graham, Director Corporate and Community Services, provided an overview of the discussion paper. A recent Council decision to allocate funds from the CEDF outside of this Board initiated a review of the process and policy-related documents



MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
2:00PM - 4:00PM WEDNESDAY 30 JULY 2025

around submissions from Council which occur outside of the funding round.

Council noted it is working with recipients of funds outside of funding rounds to ensure there is an appropriate level of governance and rigour around spending of funds.

Recommendation:

That the Community Economic Development Fund Joint Management Board

1. Note the contents of this report
2. Note the funding decisions made without prior approval of the CEDF Management Board
3. Consider the proposed amendments:
 - a. To POL/6017.3
 - b. To the Singleton Legacy Fund Plan of Management – CEDF

Noting the following amendments to Point 6 under the heading of Funding Submissions as follows:

“Submissions from Council and/or the General Manager which occur outside of the funding round (outlined in this Plan of Management) may be considered by the Board, where the Board considers the urgency of the application to be such that it justifies consideration outside of the funding round.”

and Point 6 under the heading of Assessment of Submissions as follows:

“The Joint Management Board may consider submissions from Council and/or the General Manager outside of the funding round at any time, as outlined above in Funding Submissions”.

4. Recommend to Council the amendments (in recommendation 3).

Moved: Cr Godfrey Adamthwaite **Seconded:** Thomas Holz
All in favour **CARRIED**

5.2 Singleton Community and Economic Development Fund Reconciliation 30 June 2025.

Dwight Graham, Director Corporate and Community Services, presented the financial balance of the CEDF as at 30 June 2025 and an overview of the status of CEDF Grants to the Board.



MINUTES

**COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
2:00PM - 4:00PM WEDNESDAY 30 JULY 2025**

There was general discussion regarding the fund balance and clarification sought and provided around the status of several funding recipients' milestones and acquittal documents.

Resolution

The Board requested Council staff engage with Top Blokes Foundation and seek clarification, along with a written report, around the progress of their program.

Moved: Cr Sue Moore **Seconded:** Cr Godfrey Adamthwaite
CARRIED

**5.3 Singleton Community and Economic Development
Fund - Round Five Program**

The CEDF Board was provided a discussion paper to consider and determine the following for the CEDF Round Five Program:

- Approve Round Five of the Singleton Community and Economic Development Fund, which opens for applications on 1 September 2025;
- Endorse the allocation of funds available for Rounds Five, Six and Seven;
- Endorse the scoring criteria for Round Five; and
- Endorse the appointment of the Director of Corporate and Community Services as Chair of the CEDF-JMT.

Dwight Graham, Director Corporate and Community Services, presented the discussion paper. Dwight outlined the funding model and projections in the report, included to assist the Board in their decision around allocation of funding for Rounds, Five, Six and Seven.

The Board agreed to allocate \$275,000 per annum for annual rounds for 2025/26, 2026/27 and 2027/28. Council will provide an updated budget each year for the Board to review, prior to funding allocation.

The Board discussed the timeline for Round Five, the scoring and assessment criteria of applications and endorsement of the Director Corporate and Community Services as Chair of the CEDF-JMT.

Recommendation:

That the Singleton Community and Economic Development Fund Joint Management Board (CEDF-JMB) endorse:

1. Funding of \$275,000 per annum for the annual rounds of 2025/26, 2026/27 and 2027/28, noting Council will provide an updated budget each year for the Board's consideration.



**MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
2:00PM - 4:00PM WEDNESDAY 30 JULY 2025**

2. In relation to the planned Singleton Community and Economic Development Fund – Round Five Grants Program:
 - a. The planned timeline.
 - b. The allocation of funds available for the program over 2025/2026.
 - c. The scoring criteria and assessment process for Round Five.
3. The Director Corporate & Community Services as Chair of the Singleton Community and Economic Development Fund Joint Management Team (CEDF-JMT).

Moved: Ashley McLeod **Seconded:** Cr Sue Moore
All in favour **CARRIED**

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
CEDF25-02	30/07/2025	Update CEDF Plan of Management as per feedback at meeting & include in Council meeting for approval	D Graham	19/08/2025
CEDF25-03	30/07/2025	Provide updated budget to CEDF Board prior to allocation of funds prior to Rounds 6 & 7	D Graham	15/07/2026
CEDF25-04	30/07/2025	Confirm MOU between Council / CEDF & Singleton RSL sub-Branch	D Graham	31/08/2025

8 Next Meeting

Wednesday 3 December 2025, 2:00pm – 4:00pm

The meeting closed at 2:53pm.

Cr Sue George, Deputy Mayor
Chair



SINGLETON COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy | ~~Organisation and Community Capacity~~ Corporate and Community Services

To govern the expenditure of ~~funds~~monies allocated to help secure a prosperous and enjoyable future for the residents of the Singleton Local Government Area

Policy No:	POL/6017	Version:	3 <u>4</u>
Service Unit:	Strategy & Engagement <u>Organisation Excellence</u>		
Responsible Officer:	Manager Strategy & Engagement <u>Manager Community Experience & Events</u>		
Responsible Director:	Director Organisation <u>Corporate</u> & Community Capacity <u>Services</u>		
Authorisation Date:	21 March 2023 <u>19 August 2025</u>	Review Date:	21 March 2027 <u>19 August 2029</u>
Minute No:	33/23 <u>TBA</u>		

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1

Background

1.1

Title of the Policy and Commencement Date

The Singleton Community & Economic Development Fund (~~CEDF~~the Fund) Policy takes effect from ~~19 April 2024~~20 August 2025.

1.2

Purpose of the Policy

The purpose of the policy is to govern the expenditure of funds allocated to help secure a prosperous and enjoyable future for residents of the Singleton Local Government Area (LGA).

2

Objectives

2.1

Objectives and Coverage of the Policy

The objectives of the Fund are to assist in proactively managing the impacts of mining by using policy funds to increase economic growth and productivity, foster innovation, support and grow jobs, increase business profitability, improve living standards, reduce social issues and promote health and wellbeing for the communities of the Singleton LGA.

3

Application

3.1

Application of this Policy

This policy applies to the management of ~~funds~~monies allocated to the Fund from all Voluntary Planning Agreements as entered into for the operation of mining activities in the Singleton LGA.

4

Definitions

For the purposes of this policy:

Term	Meaning
Singleton Community & Economic Development Fund (The Fund)	A restricted account under the Fund into which identified monies from mining related Voluntary Planning Agreements funds <u>monies</u> are deposited.
Capital Fund	Initial lump sum deposits to the account from Voluntary Planning Agreements.
Interest	The financial interest generated on the capital component of any account under The Fund.
<u>The Fund</u>	<u>Includes all monies allocated from the VPAs listed below:</u> <ul style="list-style-type: none"><u>Mount Thorley Warkworth – CEDF Component</u><u>United Collieries – CEDF Component</u>



Policy

Singleton Community and Economic Development Fund

	<ul style="list-style-type: none">• <u>Bloomfield Collieries – CEDF Component</u>• <u>Mount Owen Collieries – CEDF Component</u>• <u>Bulga Coal – CEDF Component</u>• <u>plus any monies allocated subsequently (to the date of adoption to this policy) and as noted in CEDF Management Board minutes.</u>
--	--



5 Principles/Body

5.1 Procedural Statement

The broad principles of The Fund are to support the socio-economic future of Singleton by:

- Creating an environment that fosters and supports business, promotes job creation, supports entrepreneurship and diversifies our industry base.
- Providing education and training to create the foundations of a prosperous economy and community.
- Supporting and promoting activities that provide personnel fulfilment for residents through arts and culture, encouraging personnel development and by creating beautiful outdoor spaces.
- Supporting and promoting sporting activities and events that provide physical development and pathways to excellence.
- Minimising the impacts of social issues such as homelessness and mental health issues.
- Improving infrastructure to a standard equal to or better than what is available in our cities.
- Promoting and supporting initiatives that preserves regional biodiversity, minimises waste, supports long-term community sustainability and minimises environmental impacts for future generations.

The Fund provides funding to conduct projects, activities and events that result in a demonstrated economic or social benefit for the Singleton Local Government Area community.

Particular principles that apply to the Fund are as follows:

- Where a Voluntary Planning Agreement (VPA) is proposed for an extractive enterprise Council will negotiate the proportion of the VPA contributions to be preserved in the Fund with the proponent of the enterprise.
- Once agreement is reached funds monies will be deposited in the Fund Account. A record will be maintained of the contributions of each party to the Account.
- Interest on funds monies accrued in the Fund Account will remain within the account.
- Decisions on projects and initiatives to which the funds monies are allocated will be agreed and approved in accordance with the "Singleton Community and Economic Development Fund Deed."
- In general, the capital contribution to the Fund is to be preserved to provide longevity of the fund. Any proposal to draw down on capital contributions must be supported by a detailed business case that demonstrates the benefits for such a proposal to validate the drawdown of the capital.
- Revenue raised by Council whether through sale of assets or by other means may be deposited in the Account from time to time.



General provisions for the management of the Funds are as follows:

- **Investment:** Amounts invested in the Fund will be managed in accordance with Singleton Council's Investment Policy.
- **Reinvestment:** All interest accrued on the Fund account is to be reinvested in the same account.
- **Reporting:** Reporting on ~~funds~~ monies invested in the Fund will be undertaken in accordance with the requirements for a Restricted Account as defined by the Local Government Act 1993
- **Expenditure:** Any expenditure of ~~funds~~ monies invested in the Fund will be undertaken in accordance with the principles of this Policy and the requirements of Council's Procurement Policy (POL6001)
- **Auditing:** Accounts will be audited in accordance with Council's general audit procedures, the requirements of the Local Government Act 1993, Local Government (General) Regulation 2021 and the Local Government Code of Accounting Practice and Financial Reporting.
- **Account Closure:** The Fund described in this policy is designed to operate in perpetuity. However should an account no longer be required or all ~~funds~~ monies are expended the closure of the account will be undertaken by a resolution of Council.

6 Relevant Legislation

Legislation relevant to this Policy includes:

- *Environmental Planning and Assessment Act 1979;*
- *Local Government Act 1993;*
- *Local Government (General) Regulation 2021; and*
- *Local Government Code of Accounting Practice and Financial Reporting.*

7 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

7.1 Related Documents

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
POL/6004	Investment Policy
POL/6001	Procurement Policy
LD/2380	Singleton Community Economic Development Fund Deed
22/21880	Singleton Legacy Fund Governance Panel Terms of Reference
23/9524	Singleton Community + Economic Development Fund Plan of Management



DRAFT



8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Manager Strategy & Engagement.

9 Responsibilities

Parties or Persons	Responsibilities
Councillors	Approval by resolution of Council to expend funds.
General Manager Singleton Council or nominated delegate	Negotiation of Voluntary Planning Agreement contributions to The Fund.
Financial Controller	Management, auditing and reporting on accounts.

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the Manager Strategy & Engagement to ensure compliance.

12 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every four (4) years to ensure that it meets legislative requirements.

13 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) Act, 2009*.

14 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.



15 Document History

The below table provides a summary of changes and amendments to this document.

Version	Date Amended	Author	Comments (e.g. reason for review)
2	19/03/2021	V.Brereton	Update following comments from Independent audit of Voluntary Planning Agreement process. <ul style="list-style-type: none"> Updated policy number and dates Updated Directorate and responsible persons Updated approval date Updated responsibilities table for the General Manager.
3	15/02/2023	V. Brereton	<ul style="list-style-type: none"> Grammar to improve readability Update to legislation year Update to policy versions Inclusion of new related documents Period of next review.
<u>4</u>	<u>11 July 2025</u>	<u>D Graham</u>	<ul style="list-style-type: none"> <u>Replaced funds with monies, to reduce confusion with "the Fund"</u> <u>Added list of funds included in CEDF</u> <u>Replaced Director Organisation and Community Capacity with Director Corporate and Community Services.</u>





SINGLETON LEGACY FUND

COMMUNITY ECONOMIC DEVELOPMENT FUND| Plan of Management

Document No:	22/21859	Version No:	1 <u>2</u>
Service Unit:	Organisation Community Capacity Corporate and Community Services		
Author:	Director, Organisation Community Capacity Corporate and Community Services		
Date Created:	1 April 2022		
Last Updated:	<u>14 July 2022</u>		
Last Updated by:	Director, Organisation Community Capacity Corporate and Community Services		

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Singleton Legacy Fund

Community Economic Development Fund – Plan of
Management

Title

Singleton Community Economic Development Fund – Plan of
Management

Overview

Council has established the Singleton Legacy Fund (SLF) to create an overarching financial reserve to assist future generations manage challenges that originate from mining activities. The SLF consists of four (4) components:

- Community Economic Development Fund (CEDF)
- Roads Fund
- Commercial Property Fund
- Infrastructure Management Fund

The purpose of this document is to outline the Plan of Management for the CEDF.

Effective Date

The CEDF Plan of Management becomes effective 21 June 2022~~XXX~~

1. Purpose

The Community Economic Development Fund (CEDF) was established to proactively secure a positive future for the communities of the Singleton Local Government Area (LGA). The CEDF is funded through the allocation of a portion of Voluntary Planning Agreements (VPAs), the amount contributed to the CEDF is detailed in each VPA.

The CEDF has been established under a formal Deed, with parties to the Deed being Singleton Council and one or more Mining companies. The management and allocation of funding from the CEDF is managed in accordance with the requirements of the Deed.



Singleton Legacy Fund

Community Economic Development Fund – Plan of
Management

~~Council retains the right to allocate funding from VPA contributions⁴ by mining companies that are not affected by the DEED.~~

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

1.1 CEDF Objectives

The objectives of the CEDF are to assist proactively manage the impacts of mining by using funds to increase economic growth and productivity, foster innovation, support and grow jobs, increase business profitability, improve living standards, reduce social issues and promote health and wellbeing for the communities of the Singleton LGA.

The CEDF was established to address the future needs of the community and a conservative approach in regard to any expenditure will be applied to preserve the longevity of VPA contributions to the fund.

2. Legislation and Policy

- *NSW Local Government Act, 1993*
- *Environmental Planning and Assessment Act, 1979*
- NSW Office of Local Government – Integrated Planning & Reporting (IP&R) Framework
- Singleton Council Asset Management Policy
- POL/607.2 Singleton Community Economic Development Fund Policy
- Singleton Community Economic Development Fund Deed (21/31700)
- Long Term Financial Plan

3. Community Strategic Plan

This Plan of Management related to the following strategies contained within the Singleton Community Strategic Plan:

Our Leadership

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

⁴~~Mount Thorley Warkworth.~~



Singleton Legacy Fund

Community Economic Development Fund – Plan of
Management**DRAFT****4. Assigned Accountability**

The following structure has been established to manage the CEDF in accordance with the Deed.

	Joint Management Team	Joint Management Board	Council	Director QCCCS	SLF Governance Panel
Support the CEDF Joint Management Board.	R	C	C	A	I
Makes recommendations to the CEDF Joint Management Board on suitable applications following a rigorous assessment process.	R	A	I	A	I
Assess funding applications.	R	A	I	A	I
Manage the administration of the fund and performance reporting.	R	A	I	A	I
Make recommendations to Council on funding allocations from the CEDF.	A	R	I	A	I
Reviews and assess performance of the fund in accordance with the Deed.	A	R	I	A	I
Approve the allocation of funding from the CEDF.	I	A	R	A	I
Consider recommendations on the performance of the CPF	I	I	I	I	A
Report to Council CPF performance	I	I	A	R	C

R - Responsible for completing the task or step in the process

A - Accountable for ensuring that the task or step in the process is completed

C - Consulted prior to the completion of the task or step in the process

I - Informed of the results once the task or step in the process is completed



Singleton Legacy Fund

Community Economic Development Fund – Plan of
Management**DRAFT**

5. Source of Income

The CEDF is funded through the allocation of a portion of VPA's, with the amount contributed to the CEDF detailed in each approved VPA. All such VPAs are included in the CEDF regardless of whether they are signatories to the CEDF Funding Deed.

The allocation of money from the CEDF will be managed equitably across all sources of funds. Each VPA will account for all approved expenditure and income i.e. interest earnings on an annual basis which will be reported to the CEDF Joint Management Board (JMB) and Council.

6. Funding Allocation

The Joint Management Board will make an allocation of funding each year for submissions from community groups and not for profit organisations.

The allocation of funding determined by the Joint Management Board will be cognisant of:

- available funding
- need to ensure longevity of the fund to provide benefit to the community over an extended period
- performance of, and benefit provided to the community through the allocation of funds provided in previous years.

The following schedule will apply to the management of the fund:

Funding Submissions

Open from August to October each year.

Submissions from Council and/or the General Manager which occur outside of the funding round (outlined in this Plan of Management) may be considered by the Board, where the Board considers the urgency of the application to be such that it justifies consideration outside of the funding round.

Assessment of Submissions

- Joint Management Project Team - November each year
- Joint Management Board - late November/December each year.
- The Joint Management Board may consider submissions from Council and/or the General Manager outside of the funding round at any time, as outlined above Funding Submissions.

Approval of Submissions



Singleton Legacy Fund

Community Economic Development Fund – Plan of
Management

Council approval will be sought at the first meeting of Council each calendar year (February). Ad hoc recommendations from the Board me be considered at any Council meeting.

7. Meeting and Reporting

The Joint Management Board and Joint Management Project Team will each meet no less than three time per year.

The Joint Management Board will provide a report to Council annually as required under the SLF on:

- outcomes achieved
- expenditure of funds
- balance of funds
- key success indicators aligned to Council's Socio-Economic Strategy.



Singleton Legacy Fund

Community Economic Development Fund – Plan of
Management

8. Definitions

Governance	Parties
Council	<ul style="list-style-type: none"> Elected Councillors
SLF Governance Panel	<ul style="list-style-type: none"> Mayor, Deputy Mayor, Executive Leadership Team
CEDF Joint Management Board	<ul style="list-style-type: none"> Three Councillors One senior executive representative from each mining company a party to the Deed General Manager (ex-officio)
CEDF Joint Management Team	<ul style="list-style-type: none"> Three Council members One senior manager representative from each of the mining companies a party to the Deed.

9. Reserve Owner

The Director Organisation Community Capacity Corporate and Community Services is the responsible owner of the CEDF internal reserve.



DCCS25/25. Renaming of the New England Highway due to the Singleton Bypass - Community Consultation
Author: Geographical Information Systems Officer

FILE: 25/00317

Executive Summary

With the opening of the Singleton bypass to be named 'New England Highway' the current section of the New England Highway stretching from the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill, will become unnamed. This report requests Council's endorsement to seek community feedback for a proposed name for this section of road.

RECOMMENDED that Council seek submissions from the community for a proposed road name for what will become an unnamed road once the Singleton bypass opens, being the section of road between the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill.

Report

With the opening of the Singleton Bypass due late 2026, the stretch of road currently named New England Highway, between the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill, will become unnamed.

Transport for NSW (TfNSW) who own the road, have requested Council endorse a new name for this stretch of road to take effect upon the opening of the bypass.

Given the significance of this section of road to the Singleton community being the main link between Bridgman Road and the CBD of Singleton as well as to McDougalls Hill and the northern entry to the New England Highway, its proposed to seek community feedback for proposed names.

After the consultation period has ended, all submitted names from the community will be reviewed against the requirements of TfNSW and the Geographical Names Board. Those names that conform to the requirements will be presented to Council for a preferred name to be endorsed.

Following this, the normal process of naming a road will be followed with the community, having 28 days for feedback on the proposed name and then the Geographical Names Board (GNB) official gazetting of the name.

Community Strategic Plan

Strategy:	5	Our Leadership
Deliverable:	5.1	Our Council is customer focused and collaborative
Action:	5.1.2	Collaborate with our community stakeholders and Council to create an informed community and better outcomes

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS25/25***Council Policy/Legislation**

- Roads Act, 1993;
- Roads Regulation (2018); and
- NSW Address Policy and User Manual – October 2024.

Financial Implications

The expense to Council is minimal and is allowed for in Council's operating budget.

Consultation

Advertising on Council's website and social media, where the community can submit a proposed name via an online form. The community will be given 28 days to provide submissions.

All property owners affected by the change of road name will be notified via letter and encouraged to submit a proposed name.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk to Council that roads will not be named which may lead to residents not being found / or emergency services being delayed to a property.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council incurs legal implications and associated costs if we do not name in accordance with current accepted processes.	Medium	Adopt the recommendation	Low	Yes
There is a risk that some proposed names from the community maybe inappropriate or unsuitable	Medium	Follow the road naming process outlined by GNB	Low	Yes

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS25/25***Options**

The following options are available to Council:

1. That Council seek submissions from the community for a proposed road name for what will become an unnamed road once the Singleton bypass opens, being the section of road between the Hunter River Crossing to approximately 570 metres past Magpie Street at McDougalls Hill.
2. Council declines to request feedback from the community and instead selects a name from Council's pre-approved road naming list.
3. Council declines to request feedback from the community and nominates a name outside of the pre-approved road naming list.

Option one is recommended.

Conclusions

It is recommended that Council endorse seeking feedback from the community for a proposed road name.

Attachments

AT-1 [!\[\]\(dd161862f9164df98f62b726e9846241_img.jpg\)](#) Map - Dunolly to McDougalls Hill

Location of the renaming – Dunolly to McDougalls Hill



DCCS26/25. 2025/2026 Capital Works Budget Update
Author: Chief Financial Officer

FILE: 25/00485

Executive Summary

The purpose of this report is to present the 2024/2025 capital carry forwards (consisting of carryovers and revotes) for Councils consideration and approval.

RECOMMENDED that Council:

1. Approve the revotes from the 2024/2025 to the 2025/2026 financial year.
2. Note the carryovers from the 2024/2024 to the 2025/2026 financial year.

Report

Clause 211 of the *Local Government (General) Regulation, 2021* requires Council to hold a meeting each year with the purpose of approving expenditure and revoting money.

This report recommends approval of carrying forward expenditure approved (by Council) for 2024/2025 but not fully expended in 2024/2025 and which is required in 2025/2026 to complete projects or programs. The cause of the carry forwards are varied and are a result of unforeseen challenges with contractors, materials, funding body approval delays or elements beyond the control of Council.

Carry forwards are classified as revotes or carryovers. A revote of funds is a term used when a project has allocated funding however the project has not commenced and hence there needs to be a request to revote (approve) the funds to the following year (2025/2026).

A carryover of funds is a term used to describe when a project with allocated funds has commenced, however the expenditure is not fully expended in the year and requires the funds to be carried over so that the project can continue. It should be noted that although there is no requirement for additional approvals relating to works which have commenced and not completed, it is best practice to have these noted by Council.

The process used to determine the carry forwards involved the relevant officer responsible for the program providing the information which is then reviewed by the Executive Leadership Team in consultation with finance staff.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS26/25

The following table is a list of revotes in detail for Council to consider.

Table 1- Table of funds required to be revoted.

Fund	Project Name	Current Budget	Available Budget	Amount to be Carried Forward	Reason for Carry Forward
General	Capital Works 2025 - Drainage - Stormwater Pipe	\$ 35,000	\$ 35,000	\$ 35,000	Works have commenced on site
General	Unsealed Roads Re-sheeting - Capital Works 2025 Resheeting - Carrowbrook Rd Ch27.766-Ch28.49	\$ 45,849	\$ 45,849	\$ 45,849	In the period, due to inclement weather has delayed works and no further resheeting possible. Rollover to 2025/2026.
Water	Demolition of 7 Dyrring Road	\$ 48,452	\$ 48,452	\$ 48,452	Demolition is due to commence 30 June 2025 but haven't got the exact date of the work completed.
Total		\$ 129,301	\$ 129,301	\$ 129,301	

The list of carryovers in detail for Council's information is enclosed at **attachment 1**.

Community Strategic Plan

Strategy:	5	Our Leadership
Deliverable:	5.2	Our Council is trusted, responsible and transparent
Action:	5.2.1	To lead, govern and regulate in an ethical, equitable and transparent way
	5.2.2	All council activities are managed in a financial sustainable way

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS26/25

Council Policy/Legislation

Section 211 *Local Government (General) Regulation, 2021* states that “A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subsection (2) or at a later ordinary meeting—

(a) has approved the expenditure, and

(b) has voted the money necessary to meet the expenditure.”

Financial Implications

Cash to fund the carry forward expenditure is held in Council's reserves. While most of the carry forwards is capital expenditure, which will have minimal financial impact, moving operating expenditure from the previous financial year to the current financial year will have adverse impacts on the 2025/2026 Income Statement (also known as Profit & Loss), as the income has already been received in the prior year and the expenditure will be incurred in the current year.

The following table outlines the new adjusted capital works budget for 2025/2026.

Expense Type	Fund	Capital Works Original Budget 2026	Carryover and Revotes from 2025	Proposed Capital Works Budget 2025
Capital	General	\$ 27,253,000	\$ 9,436,021	\$ 36,689,021
Capital	Waste	\$ 6,689,850	\$ 1,084,912	\$ 7,774,762
Capital	Water	\$ 6,045,956	\$ 1,293,903	\$ 7,339,859
Capital	Sewer	\$ 9,689,240	\$ 1,912,674	\$ 11,601,914
Total Capital		\$ 49,678,046	\$ 13,727,510	\$ 63,405,556
Operating	General		\$ 25,000	
Total Carryover and Revotes			\$ 13,752,510	

Consultation

The carry forwards presented within the report have been reviewed and jointly worked on with the Capital Works Coordinators and Finance Business Partner – Assets.

The carry forwards have also been reviewed by Acting Manager Infrastructure Services, Manager Water and Sewer and Manager Waste and Circular Economy, prior to the Executive Leadership team review and endorsement of the proposed carry forwards.

Sustainability

Nil.

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS26/25

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 (General) Regulation, 2021</i> by not revoting the funds for the expenditure within the 2024/2025 financial year, which could lead to reputational damage to Council.	High	Adopt the recommendation	Low	Yes
There is a risk that community infrastructure will not be able to be delivered without the revoting of the funds, which could lead to reputational damage to Council.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council:

- Approve the revotes from the 2024/2025 to the 2025/2026 financial year.
- Note the carryovers from the 2024/2025 to the 2025/2026 financial year.

2. That Council doesn't approve the revoting of funds from the 2024/2025 to 2025/2026 financial year.

Option one is recommended.

Conclusions

The 2024/2025 carry forwards are presented for Council consideration and approval. While these items may have an adverse impact on the financial position of Council, this should be considered in conjunction with the infrastructure needs of the community. Without the carry forwards Council will not be able to deliver projects as outlined in the Operational Plan.

Attachments

AT-1 [↓](#) Carryovers from 2024/2025 to 2025/2026

Fund	Project Name	Current Budget	Actual	Available Budget	Amount to be Carried Forward	Reason for Carry Forward
General	Capital Works 2024 - Alroy Oval & Amenity Upgrade (Design) funded through Investing in our Communities	\$ 7,294,393.00	\$ 7,254,381.40	\$ 40,011.60	\$ 40,011.60	Contract date for completion is 17 July 2025 and works are on program. There was always going to be a small sum carried forward for this project in accordance with the contract. Inclement weather and Principal requested variations have resulted in an extension to program and completion now scheduled for mid August 2025.
General	AFL Clubhouse Extension - funding AFL Australia and Office of Sports partnership	\$ 2,287,547.00	\$ 2,030,251.66	\$ 257,295.34	\$ 257,295.34	Latent Condition - The head contract works complete 25/06/25, however a latent condition has arisen whereby the the Pressure Sewer System (PSS) will require upgrade post completion under separate contract. Design for this latent condition upgrade is completed and procurement for the PSS is currently underway.
General	Resources for Regions 9 - Project 1 - Singleton Transport Infrastructure Project, Tier 1 - Revitalisation of Rural Roads Program - Falbrook Road Ch5.77 to 7.16km - Road Widening and Upgrade	\$ 3,243,850.00	\$ 2,134,817.48	\$ 1,109,032.52	\$ 1,109,032.52	Inclement Weather - Works are under contract and were on program until the recent May/June weather events which have delayed works by approximately 3-4 weeks. Ongoing inclement weather events in August have further impacted program.
General	Resources for Regions 9 - Project 1 - Singleton Transport Infrastructure Project, Tier 2 - Cycling and Walking Activation Project	\$ 910,000.00	\$ 630,645.15	\$ 279,354.85	\$ 279,354.85	Delayed by weather and projects need to be continued.
General	Resources for Regions 9 - PROJECT 2 - Singleton Community Amenity Program, Tier 1 - Sports Field Improvement	\$ 822,895.00	\$ 676,839.14	\$ 146,055.86	\$ 146,055.86	The project was proposed as \$200,000 per year over 3 years and we are now into the 3rd year being 25/26 as planned.
General	Resources for Regions 9 - PROJECT 2 - Singleton Community Amenity Program, Tier 2 - Village Amenity Improvement	\$ 337,105.00	\$ 190,034.20	\$ 147,070.80	\$ 147,070.80	3 year contract. This is an ongoing 3 year contract, R4R9 funds will carry forward until end of R4R9 24 November 2025 when alternate funding source will need to be found for balance of contract.
General	Resources for Regions 9 - PROJECT 2 - Singleton Community Amenity Program, Tier 3 - Public Spaces Improvement	\$ 300,000.00	\$ 182,269.15	\$ 117,730.85	\$ 117,730.85	The project is complete. Underspend carried forward to move to alternate projects within the R4R9 program with rescoping.
General	Resources for Regions 9 - PROJECT 2 - Singleton Community Amenity Program, Tier 4 - Playground Improvement	\$ 620,000.00	\$ 543,908.86	\$ 76,091.14	\$ 76,091.14	Inclement Weather - Works delayed 4 weeks by recent weather event
General	Resources for Regions 9 - PROJECT 2 - Singleton Community Amenity Program, Tier 5 - Community Buildings Project	\$ 1,610,000.00	\$ 632,616.37	\$ 977,383.63	\$ 977,383.63	Tender has been awarded for Lake St Clair and works progressing on program for 24 November completion and R4R9 end date.
General	Resources for Regions 9 - PROJECT 2 - Singleton Community Amenity Program, Tier 6 - Flood Mitigation Project	\$ 800,000.00	\$ 530,789.09	\$ 269,210.91	\$ 269,210.91	Latent Condition - W&S had undertaken water main works and had inadvertently penetrated the drainage pipe with the new main. This water main has to be removed prior to the relining commencing. The W&S work has taken several months and due to be completed 20/06/2025. Lead Times - Works are under contract and contractor has now advised of an unexpected extended liner procurement lead time. Works will commence on site 05/08/2025
General	Capital Works 2025 - Disability Bathroom Construction & Access Improvements - Civic Admin. Building - Singleton	\$ 150,000.00	\$ 296.01	\$ 149,703.99	\$ 149,703.99	Scope Amendment - Due to limitations and incorrect assumptions made in the proposal to convert an existing office into a required accessible amenities, the scope has been amendment to refit the existing public facing admin amenities to incorporate an accessible facility. This will require architectural design and has been delayed to coincide with the recruitment of an architectural officer, in-house, to undertake the new depot developed design and documentation. The new contract employee will complete the required architectural design also in conjunction with access upgrades to the Civic Auditorium and achieve efficiencies with the procurement and construction of both under one contract.
General	2024 Capital Works - Gym & Swim Dome Replacement	\$ 352,645.37	\$ 129,289.20	\$ 223,356.17	\$ 223,356.17	Works have been scheduled to coincide with outdoor pool seasonal opening period so as taking the 25m pool offline will cause as minimal impact on aquatic centre operations and users as possible. The design has been completed and the second Stage of the EOI/2 Stage tender process reinitiated for an October commencement on site.
General	Install New Splash Pad & Filtration - Gym & Swim - Singleton	\$ 600,000.00	\$ 174,632.71	\$ 425,367.29	\$ 425,367.29	Works have been scheduled to coincide with outdoor pool seasonal (winter) shutdown so as to cause as minimal impact on aquatic centre operations and users as possible. The contract has been executed and works on site have commenced for a November completion.

General	Upgrade Car Park & Lighting - Gym & Swim - Singleton	\$ 500,000.00	\$ 9,404.53	\$ 490,595.47	\$ 490,595.47	Works have been scheduled to coincide with seasonal (winter) user requirements so as to cause as minimal impact on aquatic centre operations and users as possible. The contract has been executed and works scheduled to commence on site 24/06.
General	Mechanical Pool Infrastructure Repairs - Gym & Swim - Singleton	\$ 850,000.00	\$ 563,544.07	\$ 286,455.93	\$ 286,455.93	Latent Condition - The contract has been primarily complete by 30/06 with exception of the filtration separation of 25m and wading pool. A latent condition has risen which has statutory compliance implications and the necessary investigations cannot be undertaken until the summer period when the 25m pool is emptied for the construction of the pool dome. This work is necessary and cannot be cancelled as Council may be in breach of its statutory obligations with significant liability risk resulting.
General	Upgrade Amenities Blocks - Gym & Swim - Singleton	\$ 500,000.00	\$ 276,519.87	\$ 223,480.13	\$ 223,480.13	Latent Condition - Upon disturbance and investigation it was found the existing Hot Water System (HWS) servicing the amenities was at end of life and subject to persistent faults. The existing HWS requires replacement and the works to replace will be undertaken subsequent to the completion of the head contract works. It is noted that 50% of the replacement cost has been applied for through the CEUF grant. Works will await the outcome of the CEUF grant application accordingly.
General	Capital Works 2023 - Kilfoyles Creek Bridge Replacement - Stanhope Rd, Stanhope	\$ 2,500,000.00	\$ 1,737,325.33	\$ 762,674.67	\$ 762,674.67	Inclement Weather - Works are under contract and were on program until the recent May/June weather events which have delayed works by approximately 1 month. \$2.1M of the \$2.5M (24/25 budget) is forecast to be spent in 24/25 with remainder carried forward to the \$2M included in 25/26 program with project completion December 2026
General	Capital Works 2024 - Brunners Bridge Replacement - Gresford Rd, Mitchells Flat	\$ 4,000,000.00	\$ 3,649,507.57	\$ 350,492.43	\$ 350,492.43	Contractor Delays, Latent Conditions, Inclement Weather - Construction works commenced on 21/10/2024 due to delays in finalising the design and REF, resulting in a four-month delay. Following the start, there was an additional three-week delay due to the presence of bird nests on-site, requiring clearance from an ecologist. More recently, flooding events have caused a further delays.
General	Capital Works 2025 - Upgrade drainage easement for scour protection - Emblem Court, Wattle Ponds	\$ 100,000.00	\$ 1,227.05	\$ 98,772.95	\$ 98,772.95	Dispute - There was a disagreement with the adjacent property owner in regard to boundary locations and easement. An agreement has been reached and these works are now proceeding
General	Capital Works 2024 -Box Gap Road - Rehabilitation Stage 1	\$ 630,000.00	\$ 68,767.41	\$ 561,232.59	\$ 561,232.59	Latent Condition - Existing Telstra Service discovered within the proposed road widening. Cable potholed and Telstra required to relocate. Several months delay awaiting Telstra to confirm scope and undertake works - Telstra works to be undertaken in July/August 2025.
General	Capital 2025 - Robinson Stair replacement	\$ 138,021.00	\$ 67,060.01	\$ 70,960.99	\$ 70,960.99	Works ongoing with the addition of a new handrail. Works to be completed in July 2025
General	Capital Works 2025 - Resealing Rural Roads Program - Singleton LGA	\$ 724,516.00	\$ 333,371.89	\$ 391,144.11	\$ 63,711.61	In the period from delivery inclement weather has delayed works (Boral engaged) and no further reseals possible after 30/05 due to low temperatures. Site preparation works have been completed.
General	Capital Works 2025 - Resealing Urban Roads Program - Singleton LGA	\$ 292,326.28	\$ 6,709.27	\$ 285,617.01	\$ 285,617.01	In the period from delivery inclement weather has delayed works (Boral engaged) and no further reseals possible after 30/05 due to low temperatures. Site preparation works have been completed.
General	Low Maintenance Roads - Capital Works 2025 Gravel Resheeting - Commission Rd Ch0-Ch4.8	\$ 198,967.00	\$ 1,115.16	\$ 197,851.84	\$ 197,851.84	In the period, due to inclement weather and contractor availability has delayed works and no further resheeting possible. Rollover to 2025/2026.
General	Capital Works 2025 - Resealing Regional Roads Program - Singleton LGA	\$ 300,000.00	\$ 20,042.53	\$ 279,957.47	\$ 279,957.47	In the period from delivery inclement weather has delayed works (Boral engaged) and no further reseals possible after 30/05 due to low temperatures. Site preparation works have been completed.
General	Unsealed Roads Re-sheeting - Capital Works 2025 Resheeting - Dyrring Rd Ch9.7-Ch9.9	\$ 105,656.85	\$ 37,718.92	\$ 67,937.93	\$ 67,937.93	In the period, due to inclement weather has delayed works and no further resheeting possible. Rollover to 2025/2026.
General	Capital Works 2023 - Lilavale Track Bridge - Flood Rectification Works	\$ 180,000.00	\$ 24,856.56	\$ 155,143.44	\$ 155,143.44	Contract awarded - Programmed to be carried out concurrent with other Putty packages

General	Capital Works 2024 - DRFA - P9 - Putty General	\$ 735,465.00	\$ 58,907.02	\$ 676,557.98	\$ 676,557.98	Works commenced 17/06/2025 (3 projects) all Putty works programmed to be undertaken concurrently. Delays to award due to TULG limitations and tender error/omission. Work will be complete with only 1 payment claim upon completion.
General	Capital Works 2023 - Wif Allan Walk Erosion	\$ 914,423.62	\$ 773,895.34	\$ 140,528.28	\$ 140,528.28	Inclement Weather - Works delayed 4 weeks by recent weather event
General	Capital Works 2024 - Cook Park 5 Field Lighting	\$ 50,000.00	\$ 27,778.48	\$ 22,221.52	\$ 22,221.52	Waiting for the installation of additional lighting - delayed due to inclement weather.
General	Capital Works 2023 - Combo Lane Pedestrian Bridge	\$ 63,683.00	\$ 8,864.46	\$ 54,818.54	\$ 54,818.54	Out to tender - Tender delayed due to Aboriginal Cultural Heritage due diligence and assessment.
General	Bulga Tennis Court Refurbishment	\$ 350,000.00	\$ 1,504.09	\$ 348,495.91	\$ 348,495.91	Project is not yet completed and future spending is expected
Waste	Capital Works 2026 - Singleton Waste Management Facility - Leachate pond construction	500,000	7,528	492,472	492,472	Preliminary works have commenced and the tender to construct will be released late 2025 for construction starting in 2026
Waste	Capital Works 2021 - Waste Management - Master Plan	555,163	260,505	294,658	294,658	Works underway and still to complete in 2026
Waste	Capital Works 2025 - Broke Remediation	300,000	2,218	297,782	297,782	On track waiting for review and then out to tender
Water	Rixs Creek Refurbishment - Rixs Creek Ln - Singleton	712,173	271,123	441,050	441,050	Underway - delay incurred
Water	Water Main Pipes Renewal - Multiple Streets - Singleton	1,600,000	1,404,874	195,126	195,126	Underway - delay incurred
Water	Raw Water Projects - Mt Thorley Raw Water - Mt Thorley	370,789	314,542	56,247	56,247	Underway - Multiple year projects
Water	Clear Water Tank Baffles Repair and Replacement - Water Treatment Plant - Obanvale	150,000	1,646	148,354	148,354	Works currently underway.
Water	Raw Water System Upgrades - Mount Thorley	149,955	26,280	123,675	123,675	Underway - delay incurred
Water	Water Investigation - New Reservoir	75,000	1,433	73,567	73,567	Delay in progress
Water	Condition Assessment and Concept Design - Multiple Streets - Singleton (Water Trunk Main)	100,000	929	99,071	99,071	Capacity issues - Bypass
Water	Gas Chlorine Dosing System Upgrade - Glennies Creek Dam - Glennies Creek	100,000	1,765	98,235	98,235	Waiting on quotes from supplier
Water	Water Main Renewal Program - Water Network - Singleton LGA	84,000	73,873	10,127	10,127	Underway (to be combined with existing watermain renewal program)
Sewer	Capital Work 2024 - Minor Sewer Pump Station Upgrade	622,430	224,418	398,012	398,012	Underway multiple year Job
Sewer	Control System Replacement Program - Sewage Treatment Plant - Glenridding	125,000	1,097	123,903	123,903	Multiple year project at the sewage treatment plant and underway
Sewer	Capital Works 2025-2026 - Sewage Treatment Plant - Electrical Upgrade	125,000	15,420	109,580	109,580	Multiple year project at the sewage treatment plant and underway
Sewer	Capital Works 2025-2026 - Sewer network - Kelso Street - Sewer rising main replacement	500,657	161,333	339,324	339,324	From March QBR delays, already a multiple year project
Sewer	Sewer Buildings - Replacement - Sewage Treatment Plant - Glenridding	125,000	2,854	122,146	122,146	Multiple year project at the sewage treatment plant and underway
Sewer	UV Disinfection Pre-Filters Installation - Sewage Treatment Plant - Glenridding	125,000	1,317	123,683	123,683	Multiple year project at the sewage treatment plant and underway
Sewer	Sewer Detailed Design New Works Depot - Sedgefield - Singleton	350,000	1,988	348,012	348,012	Project Delivery method altered to engage in-house architectural contractor to deliver 3 x design options
Water	Capital Works 2025 - Water Detailed Design New Works Depot - Sedgefield - Singleton	350,000	1,988	348,012	348,012	Project Delivery method altered to engage in-house architectural contractor to deliver 3 x design options
General	United Wambo VPA - Upgrade Stormwater and drainage - Jerrys Plains Recreation Ground	150,000.00	262.87	149,737.13	25,000.00	Project is not yet completed and future spending is expected. There already funds in the 2025/2026 Budget to support this project with the additional \$25,000

DCCS27/25. Doubtful Debt Write-off - Sundry Debtors
Author: Chief Financial Officer

FILE: 25/00485

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 provided for under Section 10A(2) (b) of the *Local Government Act, 1993*, on the grounds that the matter will involve the discussion of the personal hardship of any resident or ratepayer.

RECOMMENDED that the report on Doubtful Debt Write-off - Sundry Debtors be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(b) of the *Local Government Act, 1993* on the grounds that the matter will involve the discussion of the personal hardship of any resident or ratepayer.

Attachments

There are no attachments for this report

DCCS28/25. Report - Fee Waiver Request - Singleton SDA Church

Author: Manager Community Experience & Events

FILE: 24/00275/020

Executive Summary

The purpose of this report is to seek Council's consideration of a request from the Singleton Seventh-day Adventist (SDA) Church to waive the \$295.00 event application fee associated with the Church in the Park event, held at Townhead Park on Saturday 21 June 2025.

RECOMMENDED that Council does not support the request from Singleton SDA Church to waive the \$295.00 event application fee for the Church in the Park event, in accordance with Council’s adopted Fees and Charges Policy.

Report

Singleton SDA Church has submitted a request seeking exemption from the event application fee charged for their *Church in the Park* event, held at Townhead Park on 21 June 2025. The church has noted that:

- The event was a free outdoor community service, supported by the Avondale Brass Band.
- No Council buildings or power were used.
- There was no cleanup required by Council staff after the event.
- The church operates the ADRA Singleton Food Pantry and other charitable programs that benefit the local community, all delivered by volunteers.

The Church has requested that Council waive the \$295.00 fee (Invoice #84745) in recognition of their not-for-profit status and community contributions.

Community Strategic Plan

Strategy:	1	Our Community
	5	Our Leadership
Deliverable:	1.1	Provide services and facilities that meet the needs of our community at different stages of life
	5.1	Our Council is customer focused and collaborative
Action:	5.2	Our Council is trusted, responsible and transparent
	1.1.3	Promote and provide venues and spaces that are available for use and hire by the community to support creativity, vibrancy and inclusion
	5.1.1	Council's service delivery is aligned with our Community's needs and delivered the best way possible
	5.2.2	All council activities are managed in a financial sustainable way
	1	Our Community
	1.1	Provide services and facilities that meet the needs of our community at different stages of life

Corporate and Commercial Services Report (Items Requiring Decision) - DCCS28/25

- 5 Our Leadership
- 5.1 Our Council is customer focused and collaborative
- 5.2 Our Council is trusted, responsible and transparent

Council Policy/Legislation

This report relates to Singleton Council's Fees and Charges Policy and Events Management Procedure, which outline fees applicable to event applications and related services.

While the *Church in the Park* event aligns with the general intent of Council's Donations Policy (POL/6016.4) and demonstrates clear community benefit, it is not listed within the policy as an event Council donates to and therefore the recommendation is to not support the request to waive.

Financial Implications

The waiving of the \$295.00 event application fee would result in a minor reduction in Council revenue. However, supporting such waivers outside the scope of policy may lead to cumulative financial impacts if broadly applied.

Consultation

- Singleton Council's Manager Community Experience & Events
- Singleton Council's Coordinator Events
- Singleton Council's Traffic Engineering Officer
- Anthony Clover of SDA Church Singleton

Sustainability

The event had no environmental impact on Council assets, with no requirement for waste management or power services. Socially, it fostered local community engagement and supported the church's broader volunteer initiatives. While there was no direct economic gain, the event contributed positively to overall community wellbeing.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS28/25***Risk Implications**

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that failure to support the SDA Church Singleton may lead to reputational damage and public dissatisfaction.	Medium	Waive the fee and provide agreed support within current resources.	Low	Yes
There is a risk that waiving the event application fee and providing financial support may set a precedent, leading to future expectations from other community groups or for ongoing support beyond current capacity and lead to negative financial impacts on Council.	Medium	Clearly communicate that support is provided on a case-by-case basis, with consideration of community significance and within existing budget constraints.	Low	Yes

Options

The following options are available to Council:

1. Do not waive the event application fee, requiring SDA Church Singleton to pay the invoice issued.
2. Approve the request and waive the \$295.00 event application fee for the SDA Church Singleton's; Church in the Park event.

Option 1 is recommended.

Conclusions

This report presents a request from Singleton SDA Church for a fee waiver for a past community event that delivered social benefit without impact on Council infrastructure. However, under Council's adopted policy, officers do not have discretion to recommend fee waivers. Council's direction is sought on whether to support this request.

Attachments

AT-1 [↓](#) Letter - Fee Waiver Request - Singleton SCA Church - Church in the Park

. Singleton SDA Church
. 4 Doyle St ,Singleton,
. NSW, 2230

Singleton Council

16th June, 2025

To Whom it may Concern,

First off, we would like to thank you for giving our church approval to hold our outdoor Service, with the Avondale Brass Band, at Townhead Park on Saturday, 21st June. We appreciate the processes that the Council has put in place to ensure that all goes safely & well for all parties concerned. Our program will be run without accessing Councils buildings or Power & there'll be no requirement from Council regarding clean up after the event.

As you are, no doubt already aware, our church, under the Banner of the ADRA Singleton Food Pantry, runs a weekly program in the church hall for those in the community in need of groceries, bread & fruit & vegetables. We also help in a much smaller way by diverting some excesses we pick up from Coles & Aldi to the Neighbourhood Centre & Salvation Army. This is all done Voluntarily.

Regarding the cost, as per Invoice #84745, for \$295.00, we were hoping that this could be reviewed and if possible that we be granted an exemption.

Thanking you for your assessment of our request

Anthony Clover

On behalf of Singleton Church.

DCCS29/25. Fee Waiver Request - Broke Village Fair 2025
Author: Coordinator Events

FILE:
24/00275/024

Executive Summary

The purpose of this report is to present a request from the Broke Village Fair and Vintage Car Display Committee for Council to consider waiving the 2025 event application fee and waste services fee for their annual event to be held at McNamara Park, Broke on Sunday 14 September 2025.

1. **RECOMMENDED** that Council does not waive the event application fee and waste services fee, requiring the Broke Village Fair & Vintage Car Display Incorporated to pay the quoted fee.

Report

The Broke Village Fair & Vintage Car Display is a longstanding, family-friendly community event held annually in McNamara Park, Broke. Organised by a small team of volunteers, the event draws thousands of visitors from the Hunter, Newcastle, Central Coast and Sydney regions. It features locally focused market stalls, vintage car displays, and a diverse schedule of entertainment, including live music, a best-dressed dog show, whip cracking, medieval reenactments, pig races, and a new woodchop competition.

The event contributes proceeds to local organisations including the Broke Public School P&C, Rural Fire Brigade, Singleton Scouts and others, reinforcing its strong community value.

The Committee has requested Council support through a fee waiver for the following:

<u>Item</u>	<u>Amount (incl.GST)</u>
Event Application Fee:	\$148.00
Waste Services:	<u>\$1,818.00</u>
Total Requested Contribution:	<u>\$1,966.00</u>

The request does not include a waiver of park hire fees, however if applicable, this may require separate consideration.

Community Strategic Plan

Action:	1	Our Community
	1.3	Our Community is connected, sustainable and prosperous
	5	Our Leadership
	5.1	Our Council is customer focused and collaborative
	5.1.1	Council's service delivery is aligned with our Community's needs and delivered the best way possible
	5.1.2	Collaborate with our community stakeholders and Council to create an informed community and better outcomes
Deliverable:	1	Our Community
	5	Our Leadership
	5.1	Our Council is customer focused and collaborative

Council Policy/Legislation

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

While the Broke Village Fair & Vintage Car Display Incorporated led event meets the general intent of Council's Donations Policy (POL/6016.4), it is not listed within the policy as an event Council donates to. This report is therefore presented to Council as a standalone request in recognition of the community significance of Broke Village Fair and Vintage Car Display.

Financial Implications

If Council resolves to waive the fees, the impact on the 2025/2026 budget is \$1,966.00 in foregone revenue.

Consultation

- Singleton Council's Manager Community Experience & Events
- Singleton Council's Manager Waste & Circular Economy
- Singleton Council's Coordinator Events
- Bulga Coal Community Relations Officer

Sustainability

The Broke Village Fair & Vintage Car Display event provides strong sustainability benefits. Socially, the event supports community cohesion and provides support to local organisations through the donation of their gold coin entry fee. Environmentally, Council's park inspections and maintenance activities ensure the safe and respectful use of public spaces. Economically, while the event has a financial impact on Council, it supports local micro-economies, tourism and regional promotion through increased visitation.

Risk Implications

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

Options

The following options are available to Council:

1. Do not waive the \$148.00 event application fee and the \$1,818.00 waste services fee (total: \$1,966 incl GST), requiring the Broke Village Fair & Vintage Car Display Incorporated to pay the quoted fee.
2. Approve the request and waive the \$148.00 event application fee and the \$1,818.00 waste services fee (total: \$1,966.00 incl GST).
3. Partially approve the request by waiving either the \$148.00 application fee or the \$1,818.00 waste services fee only.

Option 1 is recommended.

Conclusions

The Broke Village Fair & Vintage Car Display is a significant local event with demonstrated community benefit and volunteer involvement. While not currently included in Council's Donations Policy, the event's contribution to the local economy and community fabric may warrant support through a fee waiver.

As the request sits outside of policy and represents a discretionary contribution, Council's decision is sought.

Attachments

AT-1 [!\[\]\(74d4806277d7e73349d8e8c0897931e9_img.jpg\)](#) Letter to Council - Request for Fee Waiver - Broke Village Fair & Vintage Car Incorporated



15th July, 2025

To the General Manager,

The Broke Village Fair and Vintage Car Display Committee respectfully requests sponsorship of our 2025 event, in the form of a waiver of the event application and waste services fees.

Singleton Council has a long history of supporting this flagship event, which draws thousands of visitors from across the Hunter, Newcastle, Central Coast and Sydney regions. The Village Fair features market stalls, which prioritise locally made and sourced products, providing valuable economic opportunities for our local community. The vintage car display is now a major drawcard, attracting hundreds of vehicles and becoming a staple in the historic car club calendar as an official car show.

The Village Fair is a family-friendly event, offering all-day live entertainment including music, roaming magic, dancing, a best dressed dog show, whipcracking displays, medieval reenactments, pig races and now a woodchop event.

Entry is by gold coin donation with all proceeds supporting local organisations such as the Broke Public School P&C, the Rural Fire Brigade, Singleton Scouts, and others. The event is organised entirely by a small team of volunteers who generously give their time to ensure its success year after year.

We are seeking Council's support to waive the following fees:

- Event Application fee: **\$295.00 inc GST**
- Waste services: **\$1818.00 inc GST** for 25 x red waste bins and 25 x recycling bins
- Park Use fee: McNamara Park usage fee if applicable

Thank you for considering our request, we hope to continue our strong partnership with Singleton Council to make the 2025 Broke Village Fair a great success.

Kind regards,

A handwritten signature in black ink that reads "J. Derrick".

Jody Derrick

President

Broke Village Fair

brokevillagefair@outlook.com.au

0407 488 872

DI&P44/25. Public Exhibition of the draft Gowrie Park Master Plan
Author: Coordinator Recreation & Facilities**FILE:**
24/00561/004**Executive Summary**

The purpose of this report is for Council to consider placing the draft Gowrie Park Master Plan on public exhibition. This document will guide future strategic development of facilities at Gowrie Park.

RECOMMENDED that;

1. Council delegates to the General Manager the placement of the draft Gowrie Park Master Plan on public exhibition for a minimum period of 28 days, and public notice be given of the intention to adopt the draft master plan subject to consideration of submissions received.
2. Council adopts the draft Gowrie Park Master Plan following the public exhibition period, if there are no submissions received requesting amendments or objecting to any aspect of the draft document.
3. Should objections be received or amendments be requested to the draft master plan during the public exhibition period, Council receives a further report, providing details of any submissions received and any amendments made to the documents as a response to those submissions, prior to adopting the draft Gowrie Park Master Plan.

Report

Gowrie Park comprises Lot 21 DP229788 and Lot 35 DP30367 and a land area of 2.7360 Ha (see **figure 1** below). It is located on the southern side of White Avenue, with an entry road and small car park. An underpass allows pedestrians and bike riders to avoid crossing the New England Highway and allows access to the pathway network and bus stops.



Figure 1 – Gowrie Park Singleton

Infrastructure & Planning Report (Items Requiring Decision) - DI&P44/25

An underutilised and poorly maintained BMX track is located at the site with no BMX Club in existence for many years. Requests from the community have been received sporadically over the years for maintenance, upgrades and the consideration of a pump track at the site.

The draft Gowrie Park Master Plan has been prepared by Michael White Landscape Architecture in consultation with Council officers. The purpose of the master plan is to provide recommendations and design solutions that will guide future development, ensuring Gowrie Park is a safe, multi-functional recreation space that meets the needs of the stakeholders and community members in the short and long term.

A thorough consultation plan was undertaken to ensure that the draft master plan represented the future aspirations of both identified stakeholders and the wider community. Details of the consultation process and outcomes are included in the Gowrie Park Master Plan Phase 1 Community and Stakeholder Consultation Outcomes Report (included as **Attachment 1**).

The draft Gowrie Park Master Plan (included as **Attachment 2**) proposes the following features at the site;

- Upgraded park entries to increase the visual prominence of the site.
- Multi-purpose hardcourt with a shade structure covering half the court. The court includes hit-up walls, hoops, picnic shelter, bubbler and terraced seating.
- Ninja or parkour course providing a challenging active space for youth.
- Sealed pump track with multiple tracks catering for the beginners through to the experienced riders. The space includes water re-fill stations, bike repair stations bike storage racks, seating and conveniently located picnic shelters.
- Native tree and understory planting to screen views of neighbouring residential fences and a barrier to illegal access from the park.
- Picnic lawn space.
- Reconfigured carpark with a reduced area of asphalt to include disabled parking bays, pedestrian crossings, access paths.
- Centrally located amenities building.
- Native screen planting to the New England Highway and railway line.
- Children's playground with a variety of play equipment that caters for various age groups and abilities. The playground to include seating, picnic shelter, bubbler and shade structure (This will only be provided should it be determined to relocate the local playground from James White reserve at a future date)
- Naturalised drainage swale comprising of rock-lined edges and native planting improves storm water runoff quality and provides a place for explorative play and learning.
- New re-aligned pedestrian path takes advantage of the shade from the existing trees and provides further separation from the New England Highway. The path to be integrated with the naturalised drainage swale and offer places to rest and observe.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P44/25

The master plan process brings together all current and future users to determine a way forward which best serves the community. To seek wider feedback from the community, it is now proposed to place the draft Gowrie Park Master Plan on public exhibition. Public participation in the master plan is essential to the robustness, relevance and acceptance of the document and its objectives.

After the public exhibition period, a further report will be presented to Council to consider any submissions received during the exhibition period.

Community Strategic Plan

Strategy:	2	Our Places
Deliverable:	2.1	Our Places are sustainable, adaptable and inclusive
Action:	2.1.1	Provide facilities, infrastructure and land that are accessible to the whole community

Council Policy/Legislation

Gowrie Park is classified as community land and categorised as Park under the *Local Government Act, 1993*.

The draft Gowrie Park Master Plan has been developed in accordance with the objectives and strategies contained within Council's Singleton Gully Parks Plan of Management 2007.

Financial Implications

Adopting this report and exhibiting the draft Gowrie Park Master Plan creates no financial implications for Council other than for appropriate exhibition costs, which are provided for in Council's operational budget.

Once the draft Gowrie Park Master Plan has been finalised, following public exhibition, a cost estimate and implementation plan will be developed that will enable Council to take advantage of future funding opportunities.

Consultation

The development of a draft master plan is inherently a consultative process. These documents have strategic impacts over a considerable period so effective consultation is required.

Prior to the development of the draft plan, consultation was undertaken with identified stakeholders conducted through phone conversations, meeting with community members via one site drop-in session, one workshop with youths, and completed surveys and messages on Council's website and Facebook page. Details of the consultation process and outcomes are included in the Gowrie Park Master Plan Phase 1 Community and Stakeholder Consultation Outcomes Report (included as **Attachment 1**).

A presentation was also undertaken by Michael White Landscape Architecture at the Councillor Briefing held on 1 July 2025.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P44/25

It is recommended that the draft Gowrie Park Master Plan be placed on public exhibition for a period of 28 days. A comprehensive community engagement program will be developed and implemented to ensure that feedback reflects the views of the entire community.

Sustainability

The development of the draft Gowrie Park Master Plan meets Sustainable Development Goal (SDG) 11 Sustainable Cities and Communities, as set out in the adopted Singleton Sustainable Strategy 2019-2027. Specifically, the deliverables under SDG 11 include promote use of social and cultural places.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Without the master plan there is a risk of inappropriate and haphazard development of Gowrie Park which may lead to reputational damage	Medium	Adopt the recommendation	Low	Yes
Without a master plan there is a risk that Council will not have appropriate shovel ready projects suitable for grant funding, which may lead to loss of future funding opportunities	High	Adopt the recommendation	Low	Yes
There is a risk of Council not engaging properly with the community in the future development of Gowrie Park which may lead to reputational and service delivery implications	Medium	Adopt the recommendation	Low	Yes

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P44/25***Options**

The following options are available to Council:

1. Council delegates to the General Manager the placement of the draft Gowrie Park Master Plan on public exhibition for a minimum period of 28 days, and public notice be given of the intention to adopt the draft master plan subject to consideration of submissions received.

Council adopts the draft Gowrie Park Master Plan following the public exhibition period, if there are no submissions received requesting amendments or objecting to any aspect of the draft document.

Should objections be received or amendments be requested to the draft master plan during the public exhibition period, Council receives a further report, providing details of any submissions received and any amendments made to the documents as a response to those submissions, prior to adopting the draft Gowrie Park Master Plan.

2. Council does not adopt the recommendation to place the draft Gowrie Park Master Plan on public exhibition for a period of no less than 28 days.

Option one is recommended.

Conclusions

The draft Gowrie Park Master Plan has been prepared to guide future development, ensuring Gowrie Park is a safe, multi-functional recreation space that meets the needs of the stakeholders and community members in the short and long term.

In order to seek wider feedback from users and the community, it is proposed to place the draft Gowrie Park Master Plan on public exhibition for 28 days. Public participation in the master plan is essential to the robustness, relevance and acceptance of the document and its objectives.

Following the public exhibition period, a further report will be presented to Council to consider any submissions received during the exhibition period.

Attachments

AT-1 [↓](#) Gowrie Park Master Plan Consultation Report

AT-2 [↓](#) Draft Gowrie Park Master Plan



GOWRIE PARK MASTER PLAN

PHASE 1 COMMUNITY & STAKEHOLDER CONSULTATION OUTCOMES REPORT

21 MARCH 2025



GOWRIE PARK MASTER PLAN

PHASE 1 COMMUNITY & STAKEHOLDER CONSULTATION OUTCOMES REPORT

PREPARED FOR



PREPARED BY



QUALITY INFORMATION

Document	Phase 1 Community & Stakeholder Consultation Outcomes Report	
Reference No	20250321_Gowrie_Park_Consultation_Report	
Revision		
A	Draft for Client Review	21.03.2025
B	Final Draft for Client Review	31.03.2025

Contents

Introduction	4
Project Background	4
Phase 1 Consultation Process	5
Phase 1 Drop-In Session Outcomes Summary	6
Phase 1 Survey Outcomes Summary	8
Recommendations	10

Introduction

The purpose of this report is to collate the feedback and outcomes from Phase 1 of the community and stakeholder consultation for the Gowrie Park master plan. The findings are based on conversations with identified stakeholders conducted through phone conversations, meeting with community members via one site drop-in session, one workshop with youths, and completed surveys and messages on the Singleton Council's website and Facebook page. This document will provide Council the supporting information required to develop a master plan that meets community and Council needs, and aspirations for a revamped Gowrie Park.

Project Background

Gowrie Park is an underutilised recreation space wedged between residential housing along the northern boundary, the New England Highway along the southern, and an elevated railway line along the western boundary. The main identifying feature of the park is a neglected, rarely ridden BMX track and associated infrastructure such as a large carpark and starting ramp. It is a large, linear-shaped park with a scattering of trees that offers little to attract visitation or usage. The park is well connected to the pedestrian and cycle network and is more of a thoroughfare than a destination.

Singleton Council recognised the need to prepare a master plan to enhance the park to create a recreational offering guided by the voices of the community. The purpose of the master plan is to provide recommendations and design solutions that will guide future development, ensuring Gowrie Park is a safe, multi-functional recreation space that meets the needs of the stakeholders and community members in the short and long term.

Singleton Council engaged the services of MWLA to undertake a site assessment study and facilitate the community and stakeholder engagement process with the intent to deliver a site master plan that can be implemented over time as funds become available.



Phase 1 Consultation Process

The purpose of the consultation process was firstly to gain an understanding of the park's current situation, using the knowledge of people who know the park intimately, to find out what's working and what's not. It was then asked of the identified stakeholders and the wider community what aspirations they might have for future development of the park to inform the masterplan.

Phase 1 of the consultation process involved the following;

- Calling nominated stakeholders provided by Singleton Council
- Onsite drop-in session for one hour (March 4, 2025)
- Youth workshop for one hour (March 6, 2025)
- Online survey (February 21 – March 14, 2025)

The questions that were asked in the survey were;

- Where do you live in proximity to Gowrie Park?
- What is your age group?
- How often do you visit Gowrie Park?
- If you visit Gowrie Park, what are the main activities you do there?
- If you never visit Gowrie Park, why not?
- What do you like about Gowrie Park?
- What concerns do you have about Gowrie Park?
- What improvements or additional facilities would you like to see in Gowrie Park?
- What is your vision for Gowrie Park and how could it best serve the community?

To stimulate discussion and generate ideas, the focus of the discussion with stakeholders and community members at the workshop and drop-in session were mostly around the questions of 'what do you like about the Park' and 'what improvements would you like to see?'. Attendees were encouraged to put forward their ideas and thoughts which were captured in notes recorded by MWLA.

The Phase 2 consultation process will involve presenting a preliminary draft master plan to the stakeholders and gauging their enthusiasm for the proposed interventions prior to developing the final draft that will go on public exhibition for final feedback. Outcomes of Phase 2 will be recorded in an updated consultation outcomes report.

Phase 1 Drop-in Session Outcomes Summary

Onsite drop-in session

The session was attended by approximately 10 people including 4 that were children. All attendees were in favour of an upgrade to the park. The general consensus of the participants was that the current BMX track is no longer fit for purpose and that a new bike track would be a good way of activating the park. There is currently very little in the park that attracts people to use it. A range of park facilities, paths and shade will make the park a far more attractive place to visit.

The following is a list of ideas and comments recorded during the session;

- A pump track and dirt bike skills track are highly desirable.
- Pioneer Rd MTB track is considering installing a pump track when funds are available. This is worth considering in the context of pump track provision in the area.
- Would like to see a hard surface multi-sports court that is covered so that they can be used during wet weather.
- Want to see picnic and park facilities that provide places to sit and watch for parents and carers.
- Need to provide amenities for all ages. There could be a smaller track dedicated just for small children learning to ride.
- Should be allocated spaces for food vans.
- The Tumut and Cessnock pump tracks are examples worth looking at.
- A playground would be a good idea for the younger kids.
- Would like to see more trees and shade.
- Toilets should be considered if it's going to attract a lot of people.



Youth workshop session

Approximately 6 people participated and provided some ideas including sketches on plans. A blackboard with ideas from people unable to attend was presented with further ideas. Following the session, further ideas were gathered via emails. The majority of ideas were concentrated on creating a bike-focussed park with complementary facilities to accommodate children and youth of all ages. Some of the participants spoke about feeling unsafe as there is often no one in the park.

The following is a list of ideas and comments recorded during the session as well as emails;

- A pump track would be great as the current track is no good.
- Needs picnic shelters and toilets.
- There needs to be paths through the park that better connect to the external bike network.
- Would like to see public art.
- Tennis / soccer hit-up walls would be good and handball courts.
- Signage to the park needs to be better as people currently don't know its there.
- Harold Gregson Park at Maitland is a good example.



Phase 1 Survey Outcomes Summary

In total there were 54 surveys completed on Council's website via 'Survey Monkey', however, not all of the questions were answered. A summary of the common survey responses to each question are shown below.

Where do you live in proximity to Gowrie Park? (54 responses)

- Share a boundary with the park (8%)
- Live within the Singleton LGA (92%)

What is your age group? (51 responses)

- Under 18 (6%)
- 18-24 (6%)
- 25-34 (24%)
- 35-44 (33%)
- 45-54 (21%)
- 55-64 (6%)
- 65+ (4%)

How often do you visit Gowrie Park? (49 responses)

- Never (37%)
- Occasionally (53%)
- Once a week (6%)
- 2-3 a week (0%)
- More than 4 times a week (4%)

If you visit Gowrie Park, what are the main activities you do there? (31 responses)

- Ride the BMX track
- Walking and riding through the park

If you never visit Gowrie Park, why not? (29 responses)

- Lack of amenities
- Bike track is in very poor condition and tyres often get punctures
- Nothing to do if you don't ride a bike
- Poorly maintained
- Wasn't aware that it was a park.

What do you like about Gowrie Park? (43 responses)

- BMX track
- Central location and good access by bike or car
- Open space

What concerns do you have about Gowrie Park? (43 responses)

- Safety and anti-social behaviour
- Lack of maintenance of the BMX track makes it unsafe and not a lot of fun to use
- Illegal riding of motorbikes
- No toilet facilities
- Poorly sign posted
- Close proximity to the New England Highway
- Underutilised

What improvements or additional facilities would you like to see in Gowrie Park? (41 responses)

- Upgrade BMX track
- Pump track
- Bike skills dirt tracks
- Different bike tracks for different ages and abilities
- Picnic facilities, seating and shade
- Toilets
- Water drinking fountains and re-fill stations
- Facilities for young children to use other than bikes
- Skate park
- Lighting
- Shaded seating areas for parents to watch their kids ride their bikes

What is your vision for Gowrie Park and how could it best serve the community? (37 responses)

- Create a park that is activated and attracts youth and families, helping improve overall health and well-being
- Create a bike-focused park
- Create a park for all ages that provides things to do and is well maintained.

Recommendations

The following recommendations are a result of the outcomes of the Phase 1 consultation and are designed to assist Council with the next steps towards delivering the Gowrie Park master plan.

- Make the results of the Phase 1 consultation process public via the Council website and update the community on the program and process.
- Commit to delivering the master plan based on the positive feedback and suggestions.
- Prepare a preliminary draft site master plan for internal stakeholder review and feedback.
- Prepare a draft site master plan for public exhibition (Phase 2 consultation)
- Review feedback from Phase 2 and prepare an updated Consultation Outcomes Report, compiling feedback on the draft master plan.
- Finalise the master plan for Council adoption.





GOWRIE PARK MASTER PLAN

- SHEET 1 - COVER SHEET
- SHEET 2 - CONTEXT PLAN
- SHEET 3 - SITE APPRECIATION PLAN
- SHEET 4 - SITE IMAGES PLAN
- SHEET 5 - SPATIAL ARRANGEMENT OPPORTUNITIES PLAN
- SHEET 6 - CONCEPT MASTER PLAN
- SHEET 7 - MASTER PLAN COMPONENTS - SHEET 1
- SHEET 8 - MASTER PLAN COMPONENTS - SHEET 2



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MICHAEL WHITE

Landscape Architecture

Unit 3A, 45 Hunter St, Newcastle NSW 2300


REV	DESCRIPTION	DATE
A	Work in Progress For Client Review	17/02/25
B	Draft For Client Review	29/04/25

Client



Project	Address	Drawing Title	Project #	Sheet #
GOWRIE PARK MASTER PLAN	White Ave, Singleton Heights NSW	COVER SHEET	2122	1 of 8
			29/04/25	Issue B



 <div>0448 051 302 michael@mwla.com.au www.mwla.com.au MICHAEL WHITE Landscape Architecture Suite 3A, 45 Hunter St, Newcastle NSW 2300</div>	REV	DESCRIPTION	DATE
	A	Work in Progress For Client Review	17/02/25
	B	Drawn For Client Review	27/04/25

Client



Project
GOWRIE PARK MASTER PLAN

Address
White Ave,
Singleton Heights NSW

Drawing Title
CONTEXT PLAN

Project #	Sheet #
2122	2 of 8
29/04/25	Issue B



- 1 An elevated steep embankment and railway line borders the park, creating a sense of enclosure and blocking any external views beyond. Passing trains create extreme noise. A scattering of trees and vegetation on the embankment partially screens views of the railway line.
- 2 The highest portion of the park is flat with a few trees mostly concentrated along the peripheries. Residential fences and the railway line enclose the northern portion of the space. The eastern portion offers elevated views of the New England Hwy, the existing BMX track, and the tree-lined gully to the east.
- 3 A secondary entry to the park from White Ave is characterised by an opening between residential fencing and timber log barriers. There are no paths or welcoming features to highlight the park's entry. The opening offers good passive surveillance into the park from White Ave.
- 4 A single row of mature Norfolk Hibiscus trees is located along the rear property boundaries of the adjacent residences, creating a green backdrop to the park and partially screening views of the rear fences and houses. The trees have been identified by the Council for removal due to health a safety concerns they pose to the general public.
- 5 Remnants of a once-popular BMX track remain in the form of grass mounds and a narrow, worn gravel track. An asphalt starting ramp that is in poor condition is a further reminder of a once well-used community asset that is no longer popular with the bike community. It is positioned centrally and is a major feature of the park, receiving good visual surveillance from multiple vantage points.
- 6 The New England Highway frontage is characterised by a steep grass embankment with a scattering of native trees. The highway is highly visible and deposits a high amount of traffic noise onto the park. Access to the park is prevented by a wire fence and dense planting of native grasses along the park boundary.
- 7 The main entry to the park via a vehicle driveway that is signified by an aging park sign. The entry lacks visual appeal and is characterised by large expanses of managed turf, residential fencing and a sealed road. There are open views of the car park and the New England Highway pedestrian underpass from the entry.
- 8 The centrally located car park is a large expanse of wearing asphalt in varying degrees of decay bordered by a concrete kerb. Its location serves the park well and links to the existing cycle network. Its large size is currently disproportionate to the small amount of use and visitation the park receives. The lack of trees near the car park creates an intensely hot space during the summer months.
- 9 The space is defined by a grass slope with a variety of mature native trees in dense clumps, partially screening the residences behind. There is evidence of illegal access through the park to the adjoining properties. A variety of fence types in different conditions align the park boundary, detracting from the visual appeal.
- 10 The linear space is the east / west link through the lower portion of the park. Its sense of enclosure is heightened by the embankments on either side of the path and clumps of dense vegetation. The gully forms part of the park and surrounding catchment stormwater system with grated pits and a large concrete stormwater headwall noticeable throughout the space. The New England Highway is nearby, elevated and creates a noisy environment for users of the path.
- 11 The narrow, eastern entry to the park is only identifiable by the path. It lacks a sense of visual prominence and its access is hindered by the busy intersection and oncoming traffic.



0448 051 302	REV	DESCRIPTION	DATE
Michael White	A	Work in Progress For Client Review	17/02/25
www.mwla.com.au	B	Draft For Client Review	20/02/25
Michael White			
Landscape Architecture			
Unit 3A, 41 Hunter St, Newcastle NSW 2300			

Client



Project
GOWRIE PARK MASTER PLAN

Address
White Ave,
Singleton Heights NSW

Drawing Title
SITE APPRECIATION PLAN

Project # 2122	Sheet # 3 of 8
29/04/25	Issue B



Remnant BMX track and Norfolk Hibiscus trees aligning the park boundary



Main entry into the park



Pedestrian path through the gully



Remnant BMX track can be seen from the adjacent New England Highway



New England Highway pedestrian underpass and car park



- 1 Improved park entry aesthetics and experience which could include signage, landscaping, public art, feature pavement, enhanced sightlines, feature fencing and vehicle barriers.

2 Planting of trees and native understorey to create a green visual screen to the adjacent railway line and New England Highway.

3 Flat open space with opportunities for multi-purpose hardcourt or general kickabout.

4 Upper terrace viewing area of lower level bike skills park utilising the slope to create terrace seating. The space could include shaded structures to encourage social gatherings.

5 Bike skills park could include a sealed pump track and a dirt skills and jump track. The space would include associated facilities such as water re-fill stations, bike repair stations, shaded seating and bike racks.


6 Replace the trees identified for removal with native trees and low understorey planting along the batter to screen the residential fences.

7 Taking advantage of the excellent access provided by the existing cycle paths and good passive surveillance, the space could be a dedicated youth activities space which could comprise fitness equipment, skateable surfaces and hangout spaces.
- 8 Re-configure the carpark to reduce the extent of pavement and introduce shade trees and vehicle barriers.

9 Possible future children's playground when the James White Park playground is decommissioned.

10 Retain existing trees and introduce understorey native planting to reduce the extent of mowing and stop people illegally accessing the rear of the properties. Incorporate a rock-lined and planted drainage line in place of the existing turf swale. The mass planting of the area combined with the rock-lined 'creek bed' creates a small nature trail section along the cycle network.



 <div>0448 051 302 michael@mwla.com.au www.mwla.com.au Suite 3A, 43 Hunter St, Newcastle NSW 2300</div>	REV	DESCRIPTION	DATE
	A	Work in Progress For Client Review	17/02/25
	B	Drawn For Client Review	29/04/25

Client



Project
GOWRIE PARK MASTER PLAN

Address
White Ave,
Singleton Heights NSW

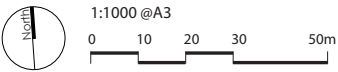
Drawing Title
**SPATIAL ARRANGEMENT
OPPORTUNITIES PLAN**

Project #	Sheet #
2122	5 of 8
29/04/25	Issue
	B



- ① Upgraded park entries to increase the visual prominence, comprising of signage, landscaping, public art, feature pavement, feature fencing and vehicle barriers.
- ② Multi-purpose hardcourt with a shade structure covering half the court. The court includes hit-up walls, hoops, picnic shelter, bubbler and terraced seating embedded into the existing western batter.
- ③ Ninja or parkour course overlooked by a spectator hill provides a challenging active space for the youth.
- ④ Sealed pump track with multiple tracks catering for the beginners through to the experienced riders. The space includes water re-fill stations, bike repair stations, bike storage racks, seating and conveniently located picnic shelters.
- ⑤ Native tree and understory planting to screen views of neighbouring residential fences and a barrier to illegal access from the park.
- ⑥ Picnic lawn space.
- ⑦ Reconfigured carpark with a reduced area of asphalt to include disabled parking bays, pedestrian crossings, access paths. Vehicle entry road to remain as per the existing.

- ⑧ Centrally located amenities building.
- ⑨ Native screen planting to the New England Highway and railway line.
- ⑩ Childrens playground with a variety of play equipment that caters for various age groups and abilities. The playground to include seating, picnic shelter, bubbler and shade structure
- ⑪ Naturalised drainage swale comprising of rock-lined edges and native planting improves storm water runoff quality and provides a place for explorative play and learning.
- ⑫ New re-aligned pedestrian path takes advantage of the shade from the existing trees and provides further separation from the New England Highway. The path to be integrated with the naturalised drainage swale and offer places to rest and observe.





Bike pump track examples



Ninja and parkour park examples



Multi-purpose hardcourt examples




Creek naturalisation examples



Nature inspired playground examples



Park furniture examples

 MICHAEL WHITE Landscape Architecture Suite 3A, 43 Hunter St, Newcastle NSW 2300	0448 051 302	REV	DESCRIPTION	DATE
	michael@mwla.com.au	A	Work in Progress For Client Review	17/02/25
	www.mwla.com.au	B	Drawn For Client Review	29/04/25

Client



Project
GOWRIE PARK MASTER PLAN

Address
White Ave,
Singleton Heights NSW

Drawing Title
**MASTER PLAN
COMPONENTS - SHEET 2**

Project # 2122	Sheet # 8 of 8
29/04/25	Issue B

DI&P45/25. Public Exhibition of the draft PA Heuston Apex Lookout Park Master Plan
Author: Coordinator Recreation & Facilities

FILE:
24/00562/004

Executive Summary

The purpose of this report is for Council to consider placing the draft PA Heuston Apex Lookout Master Plan on public exhibition. This document will guide future strategic development of facilities at Heuston Lookout.

RECOMMENDED that;

1. Council delegates to the General Manager the placement of the draft PA Heuston Apex Lookout Master Plan on public exhibition for a minimum period of 28 days, and public notice be given of the intention to adopt the draft master plan subject to consideration of submissions received.
2. Council adopts the draft PA Heuston Apex Lookout Master Plan following the public exhibition period, if there are no submissions received requesting amendments or objecting to any aspect of the draft document.
3. Should objections be received or amendments be requested to the draft master plan during the public exhibition period, Council receives a further report, providing details of any submissions received and any amendments made to the documents as a response to those submissions, prior to adopting the draft PA Heuston Apex Lookout Master Plan.

Report

PA Heuston Apex Lookout is a popular recreation space that is frequented by families using the playground, local residents walking and exercising and the wider public enjoying the secluded park with striking views. It has a land area of 17.387 Ha and is accessed from Lookout Road (See **Figure 1** below).



Infrastructure & Planning Report (Items Requiring Decision) - DI&P45/25

Figure 1 – PA Heuston Apex Lookout, Singleton

The elevated lookout park is essentially a trailhead and central hub for a section of the 'Green Corps Walks' bush trail that traverses the escarpment and descends down to the edges of the Hunter River. The park comprises a toilet block, play equipment, furniture, turf kickabout and carparking. The park and network of trails provide excellent opportunities to connect with the natural environment and appreciate the variable vegetation communities along the Hunter River corridor.

Concerns have been raised by the community in recent times in regards to anti-social behaviour due to the current site layout. A master plan will help address these issues by improving the design and functionality of the space.

The draft PA Heuston Apex Lookout Master Plan has been prepared by Michael White Landscape Architecture in consultation with Council officers. The purpose of the master plan is to provide recommendations and design solutions that will guide future development, ensuring PA Heuston Apex Lookout is a safe, multi-functional recreation space that meets the needs of the stakeholders and community members in the short and long term.

A thorough consultation plan was undertaken to ensure that the draft master plan represented the future aspirations of both identified stakeholders and the wider community. Details of the consultation process and outcomes are included in the PA Heuston Lookout Park Master Plan Phase 1 Community and Stakeholder Consultation Outcomes Report (included as **Attachment 1**).

The draft PA Heuston Apex Lookout Master Plan (included as **Attachment 2**) proposes the following features at the site;

- Tall native shrubs to screen neighbouring properties
- Car park with lockable gate to stop late night access. The parking bays are orientated away from the neighbouring properties to avoid headlight glare.
- New playground with a range of different play equipment to cater for a variety of ages. The location of the play space takes advantage of the existing trees for shade. Picnic and BBQ facilities overlook the play space.
- A new centrally located amenities building has good surveillance and is conveniently positioned close to the play space, car park and picnic areas.
- A grass area that provides a breakout space from the playground.
- The existing survey marker and memorial is nestled within a native garden bed and creates a point of interest along the path network.
- Turnaround bay for large vehicles, maintenance trucks and garbage trucks
- RV and trailer parking bay
- New picnic table settings with disabled access to take advantage of the scenic views
- Park shelters that provide a meeting point for people starting or finishing the Green Corps bushwalk
- Feature gateway structure to highlight the start of the Green Corps bushwalk trail. The shelter to include information / interpretive signage and possible public art
- An all-abilities boardwalk to weave through the existing trees to an opening where uninterrupted views of the valley floor and distant mountains can be attained

Infrastructure & Planning Report (Items Requiring Decision) - DI&P45/25

- Sandstone log vehicle barriers combine to be seating walls.
- Existing PA Heuston Apex Lookout stone wall sign to have new stone wall extensions of similar design at the entry to highlight the sense of arrival and form part of the vehicle control strategy
- An opportunity for a large-scale mural on the water tower
- Private access road

The master plan process brings together all current and future users to determine a way forward which best serves the community. To seek wider feedback from the community, it is now proposed to place the draft PA Heuston Apex Lookout Master Plan on public exhibition. Public participation in the master plan is essential to the robustness, relevance and acceptance of the document and its objectives.

After the public exhibition period, a further report will be presented to Council to consider any submissions received during the exhibition period.

Community Strategic Plan

Strategy:	2	Our Places
Deliverable:	2.1	Our Places are sustainable, adaptable and inclusive
Action:	2.1.1	Provide facilities, infrastructure and land that are accessible to the whole community

Council Policy/Legislation

PA Heuston Apex Lookout is classified as community land and categorised as Park under the *Local Government Act, 1993*.

The draft PA Heuston Apex Lookout Master Plan has been developed in accordance with the objectives and strategies contained within Council's Heuston Lookout Plan of Management 2007.

Financial Implications

Adopting this report and exhibiting the draft PA Heuston Apex Lookout Master Plan creates no financial implications for Council other than for appropriate exhibition costs, which are provided for in Council's operational budget.

Once the draft PA Heuston Apex Lookout Master Plan has been finalised, following public exhibition, a cost estimate and implementation plan will be developed that will enable Council to take advantage of future funding opportunities.

Consultation

The development of a draft master plan is inherently a consultative process. These documents have strategic impacts over a considerable time period so effective consultation is required.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P45/25

Prior to the development of the draft plan, consultation was undertaken with identified stakeholders conducted through phone conversations, meeting with community members via an on site drop-in session, completed surveys and messages on Council's website and Facebook page. Details of the consultation process and outcomes are included in the PA Heuston Lookout Park Master Plan Phase 1 Community and Stakeholder Consultation Outcomes Report (included as **Attachment 1**).

A presentation was also undertaken by Michael White Landscape Architecture at the Councillor Briefing held on 1 July 2025.

It is recommended that the draft PA Heuston Apex Lookout Master Plan be placed on public exhibition for a period of 28 days. A comprehensive community engagement program will be developed and implemented to ensure that feedback reflects the views of the entire community.

Sustainability

The development of the draft PA Heuston Apex Lookout Master Plan meets Sustainable Development Goal (SDG) 11 Sustainable Cities and Communities, as set out in the adopted Singleton Sustainable Strategy 2019-2027. Specifically, the deliverables under SDG 11 include promote use of social and cultural places.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Without the master plan there is a risk of inappropriate and haphazard development of PA Heuston Apex Lookout which may lead to reputational damage	Medium	Adopt the recommendation	Low	Yes
Without the master plan there is a risk that Council will not have appropriate shovel ready projects suitable for grant funding, which may lead to loss of future funding opportunities	High	Adopt the recommendation	Low	Yes
There is a risk of Council not engaging properly with the community in the future development of PA Heuston Apex Lookout which may lead to reputational and service delivery implications	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council delegates to the General Manager the placement of the draft PA Heuston Apex Lookout Master Plan on public exhibition for a minimum period of 28 days, and public notice be given of the intention to adopt the draft master plan subject to consideration of submissions received.

Council adopts the draft PA Heuston Apex Lookout Master Plan following the public exhibition period, if there are no submissions received requesting amendments or objecting to any aspect of the draft document.

Should objections be received or amendments be requested to the draft master plan during the public exhibition period, Council receives a further report, providing details of any submissions received and any amendments made to the documents as a response to those submissions, prior to adopting the draft PA Heuston Apex Lookout Master Plan.

2. Council does not adopt the recommendation to place the draft PA Heuston Apex Lookout Master Plan on public exhibition for a period of no less than 28 days.

Option one is recommended.

Conclusions

The draft PA Heuston Apex Lookout Master Plan has been prepared to guide future development, ensuring Heuston Park is a safe, multi-functional recreation space that meets the needs of the stakeholders and community members in the short and long term.

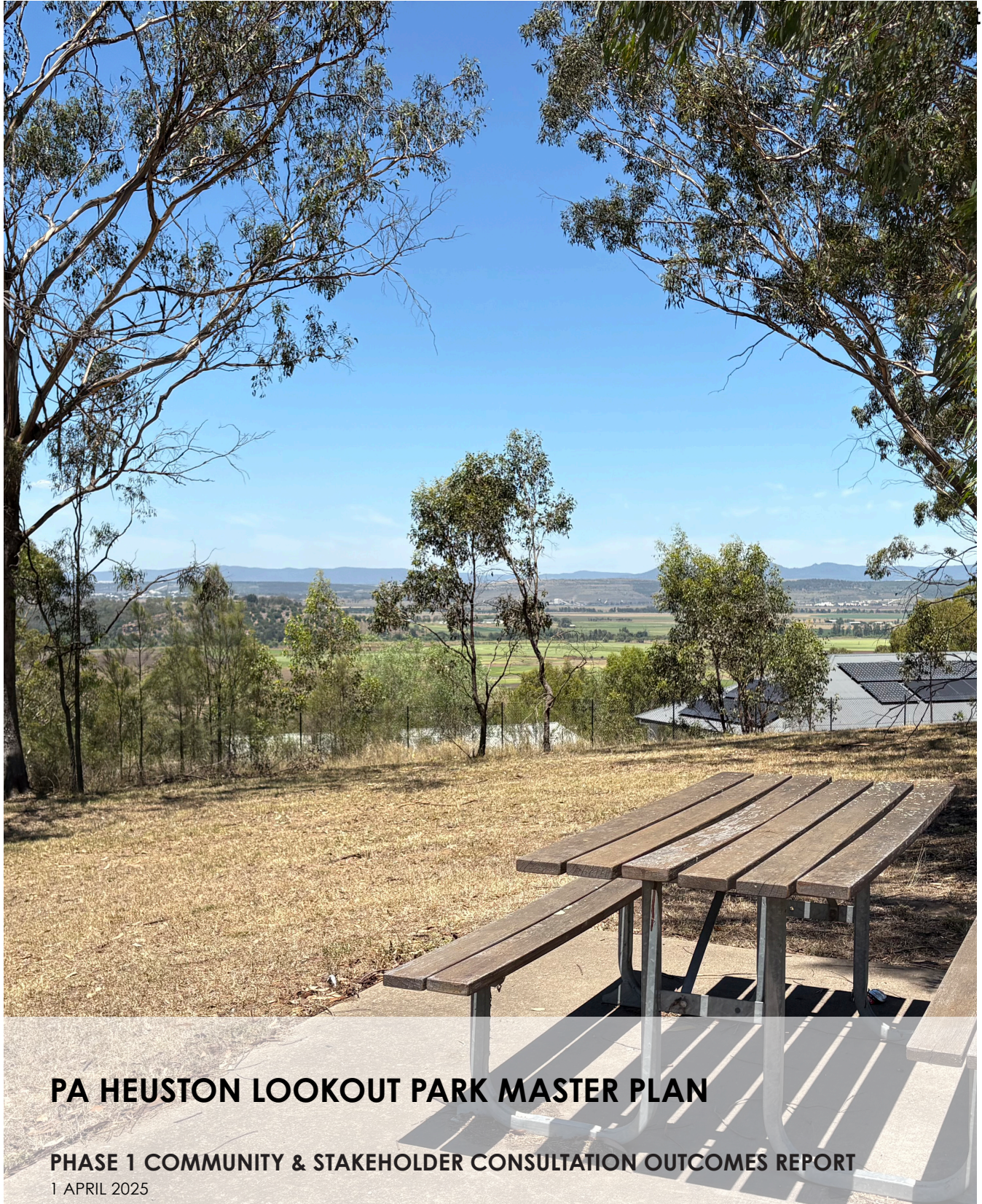
In order to seek wider feedback from users and the community, it is proposed to place the draft PA Heuston Apex Lookout Master Plan on public exhibition. Public participation in the master plan is essential to the robustness, relevance and acceptance of the document and its objectives.

Following the public exhibition period, a further report will be presented to Council to consider any submissions received during the exhibition period.

Attachments

AT-1 [↓](#) PA Heuston Lookout Master Plan Phase 1 Community and Stakeholder Consultation Outcomes Report

AT-2 [↓](#) Draft PA Heuston Apex Lookout Master Plan Rev B



PA HEUSTON LOOKOUT PARK MASTER PLAN

PHASE 1 COMMUNITY & STAKEHOLDER CONSULTATION OUTCOMES REPORT

1 APRIL 2025



PA HEUSTON LOOKOUT PARK MASTER PLAN

PHASE 1 COMMUNITY & STAKEHOLDER CONSULTATION OUTCOMES REPORT

PREPARED FOR



PREPARED BY



QUALITY INFORMATION

Document	Phase 1 Community & Stakeholder Consultation Outcomes Report	
Reference No	20250401_Heuston_Lookout_Park_Consultation_Report	
Revision		
A	Draft for Client Review	01.04.2025

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Phase 1 Consultation Process	5
Phase 1 Drop-In Session Outcomes Summary	6
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Recommendations	10

Introduction

The purpose of this report is to collate the feedback and outcomes from Phase 1 of the community and stakeholder consultation for the PA Heuston Lookout Park master plan. The findings are based on conversations with identified stakeholders conducted through a meeting with community members via one site drop-in session, and completed surveys and messages on the Singleton Council's website and Facebook page. This document will provide Council with the supporting information required to develop a master plan that meets community and Council needs, and aspirations for a revamped PA Heuston Lookout Park.

Project Background

PA Heuston Lookout Park is a popular recreation space that provides exceptional views of the valley floor and ridgelines beyond. It is frequented by families using the playground, local residents walking and exercising, workers taking lunch breaks and the general public that enjoy a secluded park with excellent views. The elevated lookout park is essentially a trailhead and central hub for a section of the 'Green Corps Walks' bush trail that traverses the escarpment and descends down to the edges of the Hunter River. The park comprises a toilet block, play equipment, furniture, turf kickabout and carparking. The park and network of trails provide excellent opportunities to connect with the natural environment and appreciate the variable vegetation communities and the Hunter River corridor.

Singleton Council recognised the need to prepare a master plan to enhance the park to create a recreational offering guided by the voices of the community. The purpose of the master plan is to provide recommendations and design solutions that will guide future development, ensuring PA Heuston Lookout Park is a safe, multi-functional recreation space that meets the needs of the stakeholders and community members in the short and long term.

Singleton Council engaged the services of MWLA to undertake a site assessment study and facilitate the community and stakeholder engagement process with the intent to deliver a site master plan that can be implemented over time as funds become available.



Phase 1 Consultation Process

The purpose of the consultation process was firstly to gain an understanding of the park's current situation, using the knowledge of people who know the park intimately, to find out what's working and what's not. It was then asked of the identified stakeholders and the wider community what aspirations they might have for the future development of the park to inform the master plan.

Phase 1 of the consultation process involved the following;

- Calling nominated stakeholders provided by Singleton Council
- Onsite drop-in session for one hour (March 4, 2025)
- Online survey (February 21 – March 14, 2025)

The questions that were asked in the survey were;

- Where do you live in proximity to PA Heuston Lookout Park?
- What is your age group?
- How often do you visit PA Heuston Lookout Park?
- If you visit PA Heuston Lookout Park, what are the main activities you do there?
- If you never visit PA Heuston Lookout Park, why not?
- What do you like about PA Heuston Lookout Park?
- What concerns do you have about Gowrie Park?
- What improvements or additional facilities would you like to see in PA Heuston Lookout Park?
- What is your vision for PA Heuston Lookout Park and how could it best serve the community?

To stimulate discussion and generate ideas, the focus of the discussion with stakeholders and community members at the drop-in session were mostly around the questions of 'what do you like about the Park' and 'what improvements would you like to see?' Attendees were encouraged to put forward their ideas and thoughts, which were captured in notes recorded by MWLA.

The Phase 2 consultation process will involve presenting a preliminary draft master plan to the stakeholders and gauging their enthusiasm for the proposed interventions prior to developing the final draft that will go on public exhibition for final feedback. Outcomes of Phase 2 will be recorded in an updated consultation outcomes report.

Phase 1 Drop-in Session Outcomes Summary

Onsite drop-in session

The session was attended by approximately 14-16 people who were all very invested in the project. Most of the participants were people who lived directly adjacent or within close proximity of the park. The general consensus was that the park is a bit tired and deserving of an upgrade given its popularity and unique characteristics.

The following is a list of ideas and comments recorded during the session;

- The playground is an important component of the park and the master plan needs to consider a new playground.
- The current toilet block should be removed and a new one installed. Prior to being locked at night, it had a lot of problems with anti-social behaviour at night.
- Night time anti-social behaviour is a big problem. The master plan must look at ways how it can be secured at night without blocking access to the private residences.
- The current car park arrangement is inadequate and headlight glare goes into neighbouring properties.
- Security lighting and cameras should be installed.
- It would be good to have an improved viewing area or raised platform in the park.
- No more trees are to be removed. Supplementary planting of the trees recently removed by Council should be installed.
- A respectful artwork that is considerate of its surrounds could be considered on the water tower.
- The Green Corps walking trail is extremely popular and needs upgrades to make it easier to navigate. There are sections along the trail that are slippery with loose gravel, eroded and generally difficult to traverse.
- The existing viewing platform along the walk should be upgraded.
- More seating and viewing areas along the walk should be considered.
- Weed removal and ongoing management of the bushland that the walk traverses is currently being done by a local Landcare group. 'Cool burns' and 'Cultural burns' should form part of the land management of the bushland
- Signage explaining the vegetation, animals and a combination of European and Indigenous history would be good.
- Street trees and a path along Hambledon Hill Road would be good to make the loop walk more comfortable and legible.
- The Green Corps walk could cut through the bushland so it doesn't not have to follow Hambledon Hill Road for the full length.

Phase 1 Survey Outcomes Summary

In total there were 84 surveys completed on Council's website via 'Survey Monkey', however, not all of the questions were answered. A summary of the common survey responses to each question are shown below.

Where do you live in proximity to PA Heuston Lookout Park? (84 responses)

- Share a boundary with the park (26%)
- Live within the Singleton LGA (70%)
- I live outside the Singleton LGA (4%)

What is your age group? (79 responses)

- Under 18 (0%)
- 18-24 (6%)
- 25-34 (20%)
- 35-44 (23%)
- 45-54 (24%)
- 55-64 (17%)
- 65+ (10%)

How often do you visit PA Heuston Lookout Park? (78 responses)

- Never (14%)
- Occasionally (48%)
- Once a week (15%)
- 2-3 a week (6%)
- More than 4 times a week (17%)

If you visit PA Heuston Lookout Park, what are the main activities you do there? (62 responses)

- Walking the dog
- Walking the Green Corps trail and along the river
- General exercise
- Relax and take in the views
- Taking the children to playground
- Observe wildlife
- Bush regeneration volunteering as part of the Landcare group
- Have picnics

If you never visit PA Heuston Lookout Park, why not? (11 responses)

- The lookout is not very impressive
- The current park amenities don't entice visitation
- It's quite a distance from town

What do you like about PA Heuston Lookout Park? (68 responses)

- Peace, tranquillity and seclusion
- Scenic views
- The Green Corps trail and access to the river
- Proximity to bushland, the river and abundance of wildlife

What concerns do you have about PA Heuston Lookout Park? (66 responses)

- Safety and anti-social behaviour, particularly at night
- Unsafe surfaces and steep grades of the Green Corps trails.
- Senseless removal of mature native trees
- Traffic noise, parking arrangement and lack of clarity between the public and private access roads
- The abundance of rubbish and drug paraphernalia
- Having to walk along the busy road as part of the Green Corps trail, which is unsafe
- Threat of bushfire with more people visiting the park
- Lack of disability access
- The poor quality of the park facilities and equipment
- Lack of grounds maintenance and the abundance of weeds.

What improvements or additional facilities would you like to see in PA Heuston Lookout Park? (64 responses)

- Upgrade Green Corps trails so it's safer, easier to navigate and robust against erosion.
- Increased weed management activities along the Green Corps trails
- Consider extending the Green Corps trail to the west along the river edge
- New playground equipment and play space
- Outdoor gym and exercise station
- Install security cameras and lighting
- BBQ and picnic facilities

- Navigational and interpretive signage in the park and along the Green Corps trails
- New toilets
- Cleared viewing area or elevated viewing deck
- Improved vehicle control barriers
- Planting more native trees.
- More bins and frequent rubbish pick up
- Downhill mountain bike track
- All-weather picnic shelters

What is your vision for PA Heuston Lookout Park and how could it best serve the community? (57 responses)

- Maintain the bush-like character of the park and encourage people to immerse themselves in nature and learn more about it.
- Create a park that encourages community gatherings and events
- Emphasise the park as a genuine lookout



Recommendations

The following recommendations are a result of the outcomes of the Phase 1 consultation and are designed to assist Council with the next steps towards delivering the PA Heuston Lookout Park master plan.

- Make the results of the Phase 1 consultation process public via the Council website and update the community on the program and process.
- Commit to delivering the master plan based on the positive feedback and suggestions.
- Prepare a preliminary draft site master plan for internal stakeholder review and feedback.
- Prepare a draft site master plan for public exhibition (Phase 2 consultation)
- Review feedback from Phase 2 and prepare an updated Consultation Outcomes Report, compiling feedback on the draft master plan.
- Finalise the master plan for Council adoption.






**PA HEUSTON APEX LOOKOUT
PARK MASTER PLAN**

- SHEET 1 - COVER SHEET
- SHEET 2 - CONTEXT PLAN
- SHEET 3 - SITE APPRECIATION PLAN - PARK
- SHEET 4 - SITE APPRECIATION PLAN - GREEN CORPS WALK
- SHEET 5 - SPATIAL ARRANGEMENT OPPORTUNITIES PLAN - PARK
- SHEET 6 - OPPORTUNITIES PLAN - GREEN CORPS WALK
- SHEET 7 - CONCEPT MASTER PLAN - PARK
- SHEET 8 - CONCEPT MASTER PLAN - GREEN CORPS WALK
- SHEET 9 - GREEN CORPS WALK CONCEPT VISUALISATIONS
- SHEET 9 - MASTER PLAN COMPONENTS

REV	DESCRIPTION	DATE
A	Work in Progress For Client Review	25/02/25
B	Draft For Client Review	01/05/25

Client



 MWLA MICHAEL WHITE Landscape Architecture Suite 3A, 45 Hunter St. Newcastle NSW 2300	0448 051 302	REV	DESCRIPTION	DATE
	michael@mwla.com.au	A	Work in Progress For Client Review	25/02/25
	www.mwla.com.au	B	Drawn For Client Review	01/05/25

Client

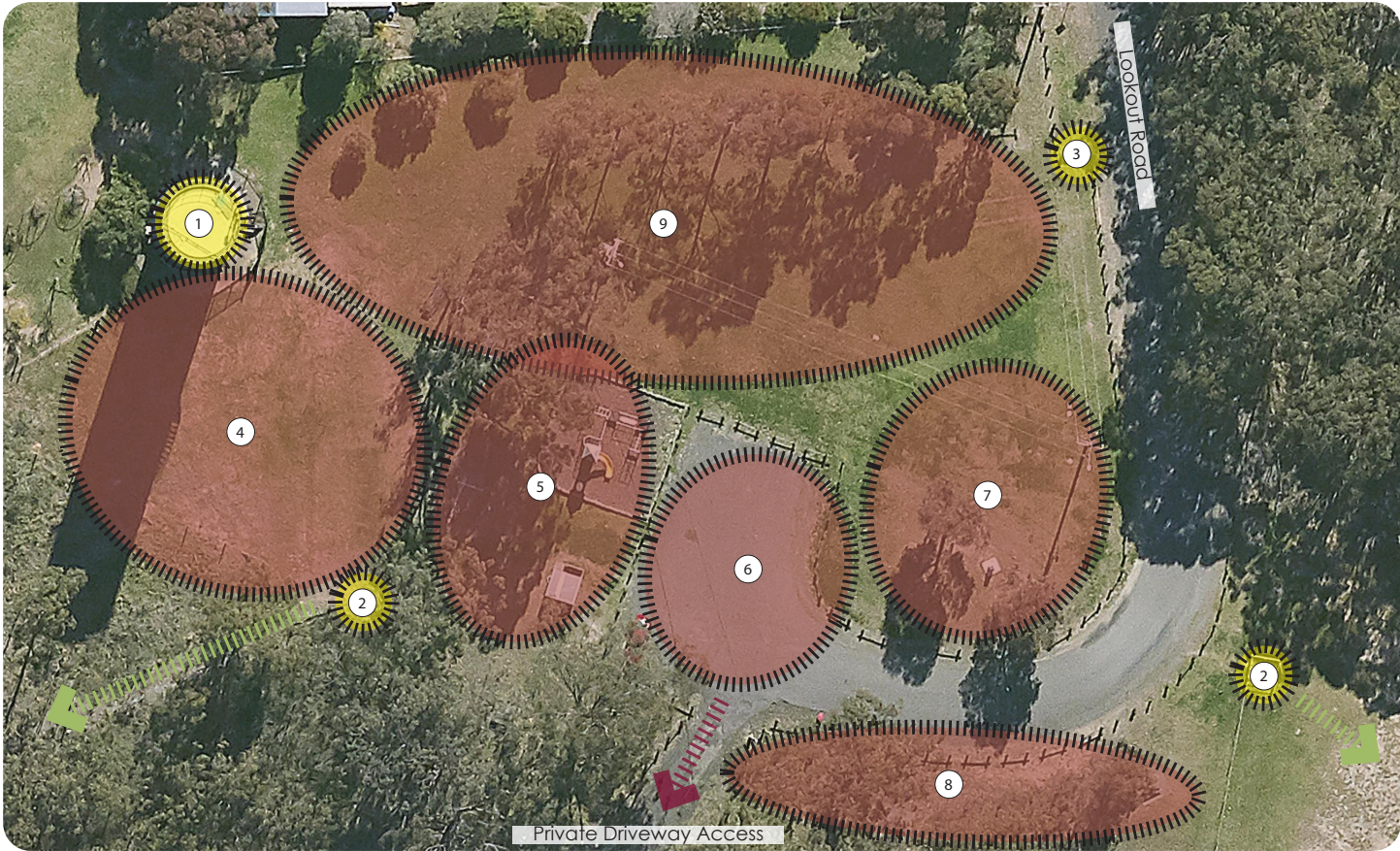


Project
**PA HEUSTON APEX LOOKOUT PARK
MASTER PLAN**

Address
Lookout Road,
Gowrie NSW

Drawing Title
CONTEXT PLAN

Project #	Sheet #
2122	2 of 10
01/05/25	Issue B



- 1

The large water tank is a prominent visual feature of the park.
- 2

The start and end of the 'Green Corps' bush trail loop is discreet and not highly visible. The start is identifiable by an aging sign with a simple trail map that lacks information about the level of difficulty. The end is signified by a rural 'cattle gate' looking structure.
- 3

Heuston Lookout Park stone wall indicates to visitors their arrival at the park.
- 4

A flat, expansive grassed area bordered by bushland and residential houses with the backdrop of the water tank the prominent feature of the area.
- 5

The main activity area contains a small, aging playground and seating under the shade of mature native trees. Accompanying the playground is a concrete block toilet building with a pronounced mural artwork displayed on the wall facing the playground. The toilet building is in a highly visible location and is the main element of the space.
- 6

An expansive asphalt carpark bordered by aging treated timber log vehicle barriers is located on the most elevated portion of the park. Its size and presence, combined with the road, dominate the park and detract from its visual appeal and outlook.
- 7

The space contains a survey marker and plaque secured to a large boulder which provides small moments of interest for new visitors to the park. They are set amongst a scattering of native trees in a grass understory.
- 8

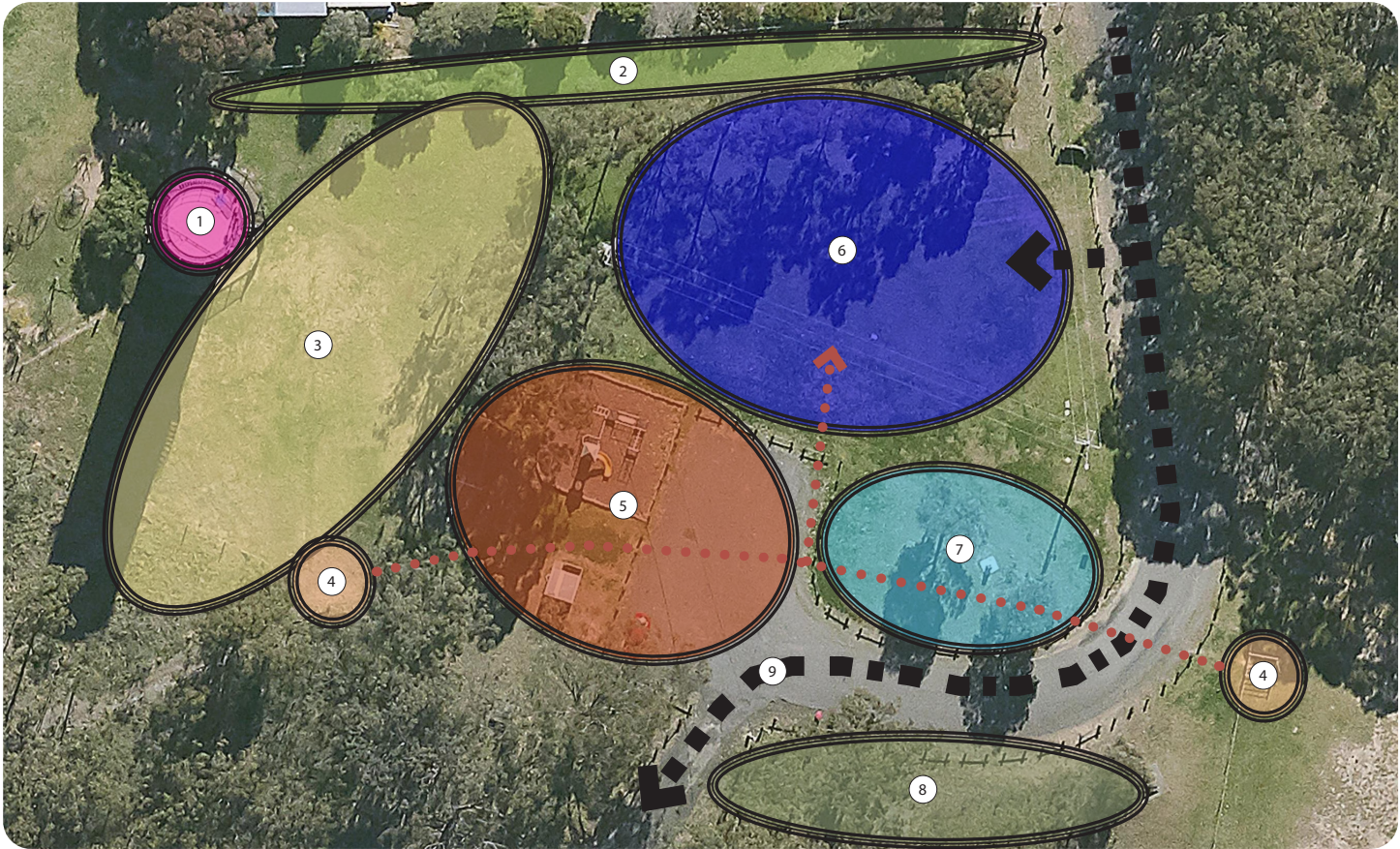
A pleasant space to sit under the shade of mature native trees with views of the distant ranges and the valley below. The space contains seating, however, they are in poor condition and there are no access paths to enable people with mobility challenges to enjoy the seating spaces and views.
- 9

The space is defined by a grass slope with a variety of mature native trees in dense clumps, partially screening the residences behind. There is evidence of illegal access through the park to the adjoining properties. A variety of fence types in different conditions align the park boundary, detracting from the visual appeal.



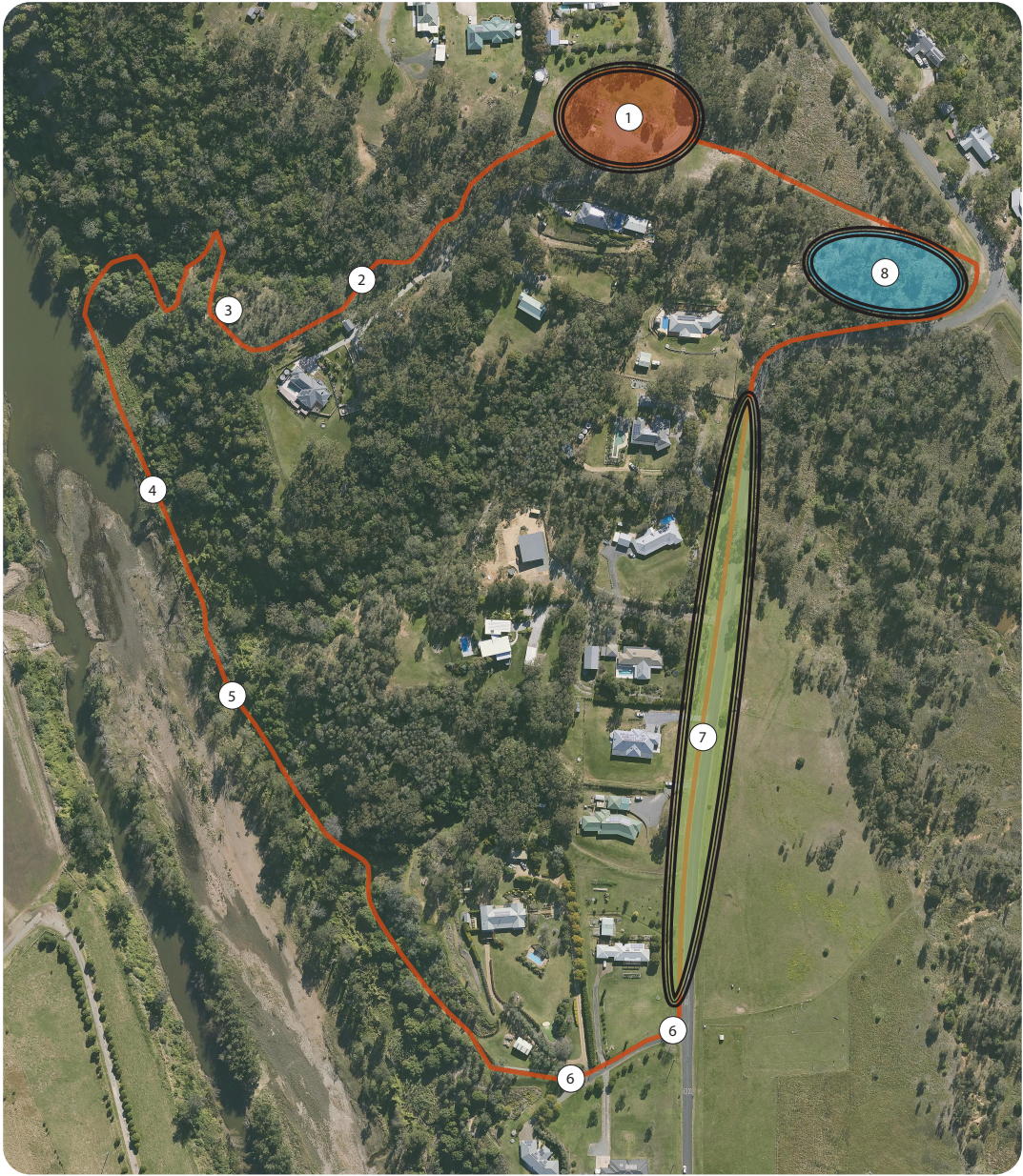
- 1 The start of the 'Green Corps' bush trail loop is identifiable by an opening in a timber post and rail fence and welcomed by a regulatory sign. Slightly further in from the entry contains the Green Corp Walk aging information sign and trail map.
- 2 This section of the trail is difficult to traverse with extremely steep sections, loose gravel, rill erosion, broken steps, overhanging vegetation and tight switchbacks combining to create a strenuous walk.
- 3 An aging viewing platform with expansive views of the Hunter River, agricultural floodplains and distant ranges.
- 4 This section of the trail follows the river edge and is distinguished by the managed grass surface cutting through tall grass and shrubs. Its elevation above the river and dense vegetation along the steep banks denies access to the river.
- 5 A fork in the path is not signposted and confusing for the first-time visitor. The lower-level path follows the river and leads to a dead end. The upper-level path continues along the Green Corp Walk loop trail.
- 6 An opening in a timber rural fence and signposting signifies the track and the start for people beginning from Hambledon Hill Road.
- 7 The intersection of Hambledon Hill Road and private access road lacks any signage or signifying feature that acknowledges the Green Corp Walk loop trail.
- 8 There is no distinguishable trail. Walkers are required to follow the road which lacks trees and shade as they traverse the steep incline.
- 9 The trail continues to follow the road through a cutting and under the shade of trees associated with the adjoining public bushland reserve.
- 10 The trail becomes a managed grass trail with a gradual incline towards the end. It is bordered either side by bushland. The alignment of the trail follows a historical stockmans's route.
- 11 The end of the trail is distinguished by a steel, double swing gate, a reminder that this once formed part of a cattle stockman's route.





- 1 Option to place a large-scale mural on the water tank to create a local attraction and photo opportunity.
- 2 Planting of trees and native understorey to form a visual screen to the adjacent residences and create a green backdrop to the park.
- 3 Planting native trees and selected areas for low native understorey to reduce the extent of managed lawn area and better tie in with the surrounding bushland.
- 4 Improve the visual appeal and prominence of the trail start and finishing points. Include welcoming signage with useful information as well as feature landscaping such as walls, pavements, planting and possible public art.
- 5 Remove the existing playground, carpark and toilet block to create a picnic space with trail head facilities that take advantage of the extensive views from its elevated position within the park.
- 6 Reconfigure the space to include the relocated carpark, toilet block and connecting paths. The provision of a new playground is to be determined.
- 7 Install low native planting and highlight the points of interest.
- 8 Upgrade the seating areas and provide disabled accessible paths and furniture.
- 9 Maintain public access road to the private driveways.



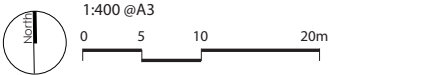



- ① The lookout park is to become the central hub and trail head for the Green Corps Walk. Complementary facilities shall include shelters, drinking water, information signs, seating and viewing areas.
- ② The existing bush trail to undergo upgrades to repair erosion, and install steps on steep slopes, seating walls, viewing areas and marker trails. There is an opportunity to create an informative cultural trail by collaborating with Indigenous knowledge holders to explain the Country and the stories through which the trail travels through.
- ③ Remove the existing viewing platform and install a new, contemporary designed platform with seating and interpretive signage.
- ④ Investigate options to gain access to the water. This could be achieved with terraced sandstone stepping logs.
- ⑤ Provide directional signage at the trail fork.
- ⑥ Highlight the trail nodes with visually prominent landscape features complimentary to its surroundings.
- ⑦ Plant street trees for shade and formalise the path to improve the general amenity of the loop trail.
- ⑧ Investigate options to redirect the trail away from the road edge and through the bushland, creating nature trail shortcut.





- 1 Tall native shrubs to screen neighbouring properties
- 2 Car park with lockable gate to stop late night access. The parking bays are orientated away from the neighbouring properties to avoid headlight glare.
- 3 New playground with a range of different play equipment to cater for a variety of ages. The location of the play space takes advantage of the existing trees for shade. Picnic and BBQ facilities overlook the play space.
- 4 A new centrally located amenities building has good surveillance and conveniently positioned close to the play space, car park and picnic areas.
- 5 Grass area provides a breakout space from the playground.
- 6 The existing survey marker and memorial is nestled within a native garden bed and creates a point of interest along the path network.
- 7 Turnaround bay for large vehicles, maintenance trucks and garbage trucks
- 8 RV and trailer parking bay
- 9 New picnic table settings with disabled access take advantage of the scenic views
- 10 Park shelters provides a meeting point for people starting or finishing the Green Corps bushwalk
- 11 Feature gateway structure highlights the start of the Green Corps bushwalk trail. The shelter to include information / interpretive signage and possible public art
- 12 An all-abilities boardwalk to weave through the existing trees to an opening where uninterrupted views of the valley floor and distant mountains can be attained
- 13 Sandstone log vehicle barriers combine to be seating walls.
- 14 Existing Heuston Lookout Park stone wall sign to have new stone wall extensions of similar design at the entry to highlight the sense of arrival and form part of the vehicle control strategy
- 15 Opportunity for a large scale mural on the water tower
- 16 Private access road



 <div>0448 051 302 michael@mwla.com.au www.mwla.com.au Unit 3A, 45 Hunter St, Newcastle NSW 2300</div>	REV	DESCRIPTION	DATE
	A	Preliminary Concept for Client Review	20/04/25
	B	Drawn for Client Review	11/05/25

Client



Project
**PA HEUSTON APEX LOOKOUT PARK
MASTER PLAN**

Address
Lookout Road,
Gowrie NSW


Drawing Title
**PRELIMINARY CONCEPT
MASTER PLAN - PARK**

Project #	Sheet #
2122	7 of 10
03/04/25	Issue A



- 1 PA Heuston Lookout Park to become trail head for the Green Corps Walk with accompanying facilities such as toilets, water bubblers, shaded seating, information signs and carparking
 - 2 Upper level lookout accessed by a disabled accessible elevated boardwalk that weaves through the existing trees
 - 3 The existing gravel path is re-graded and compacted to provide an even, safe and easily traversable surface
 - 4 A new lookout with seating, interpretive signage and upgraded access paths in the form of natural stone pavement replaces the existing lookout.
 - 5 The existing unsafe and eroded trail is upgraded to include steps, natural stone pavement, gabion walls and formalised drainage swales to improve the overall safety and walking experience as well as stabilise the slopes and protect them from continued erosion. (Refer to Sheet 9 for proposed upgrade concepts)
 - 6 Maintain the existing managed grass walking track in its current form. Continue to remove the weeds and replace with native species to assist in the stabilisation of the slopes and strengthen the local biodiversity. Explore options to access the river in appropriate locations.
 - 7 Formalise the path with a combination of compacted gravel and natural stone pavement to distinguish the public trail from private properties. Place signs and sympathetically design 'gateway' features to highlight the entry / exit points of the trail
 - 8 Install a concrete path and shade trees along Hambledon Hill Road to improve accessibility and overall amenity.
 - 9 Re-direct the trail away from the road and through the existing bushland to improve the user experience and continue the connection with nature.
- General**
Consider collaborating with local Indigenous organisations to determine the appropriateness of creating a 'cultural learning trail' which could include the incorporation of art, signage, meeting places, on Country events and healing Country activities.



 <div>MICHAEL WHITE Landscape Architecture Suite 3A, 41 Hunter St, Newcastle NSW 2300</div>	0448 051 302	REV	DESCRIPTION	DATE
	01	A	Work in Progress For Client Review	20/02/25
	02	B	Drawn For Client Review	10/05/25
	03			

Client



Project	PA HEUSTON APEX LOOKOUT PARK MASTER PLAN
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Address	Lookout Road, Gowrie NSW
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Drawing Title	CONCEPT MASTER PLAN - GREEN CORPS WALK
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Project #	2122	Sheet #	8 of 10
01/05/25	Issue	B	



Current



Current



Current



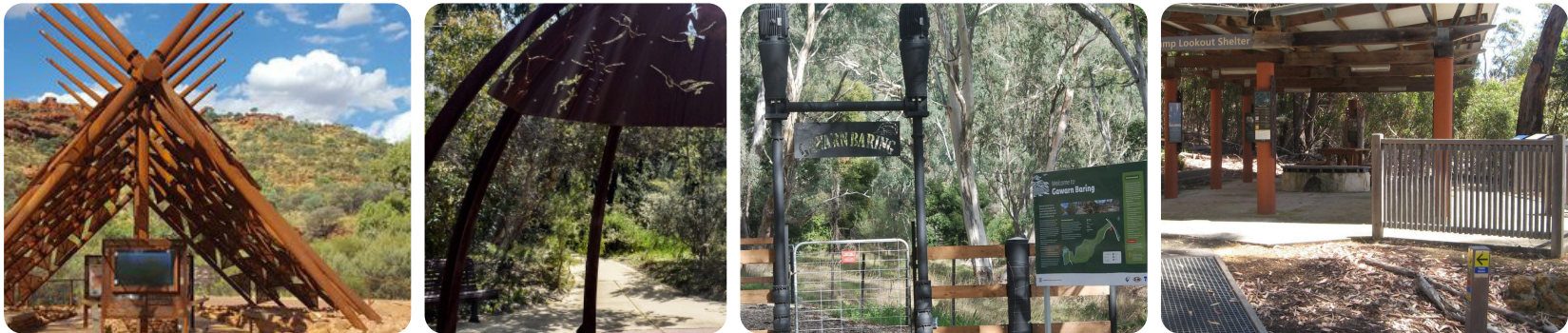
Proposed



Proposed



Proposed



Bushwalk trail head entry examples



Nature inspired playground examples



Park furniture examples

DI&P46/25. Minutes - Roads Advisory Committee - 19/06/2025**FILE:** 25/00200**Author:** Executive Assistant - Directors

Executive Summary

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

RECOMMENDED that Council:

1. Notes the minutes of the Roads Advisory Committee meeting held on 19 June 2025.
2. Adopts the following recommendations of the Roads Advisory Committee:

5.1 67 Gearys Crossing Road - Proposed Development

1. To note the development proposal and recommends no additional development conditions or road upgrades at this time.
2. That the matter of priority controls on the causeway is referred to the Local Traffic Committee for consideration of regulatory signage.
3. Contributions received from the development be utilised for a future road upgrade along with other funds needed from the repealed development contribution plan up to the value of \$150,000, with a policy amendment to be undertaken if required.

5.2 Unformed Road Closures - Sunnyside Lane & Starvation Lane

1. Consult with adjoining landowners of Council's intention to install CCTV cameras to monitor the road closures
2. If no objections are received from landowners, install CCTV cameras to monitor the formal road closures on both Sunnyside Lane and Starvation Lane, with appropriate warning signs.

5.3 Capital Works 2025 - Resheet and Reseal Program Status

1. Carry Over the unspent budgets of \$739,310 into the 2025/26 budget for the Road Renewal Program.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P46/25**Community Strategic Plan**

Strategy:	1	Our Community
Deliverable:	1.2	Our Community is safe, healthy and educated
Action:	1.2.2	Advocate and Collaborate with Government and other agencies to improve services relating to but limited to health, education, housing, integration, connectivity, security and well-being

Council Policy/Legislation

Council's Asset Management Policy POL/9006, and Roads Asset Management Plan provide the framework for the whole-of-life asset management at Singleton Council.

Under the *Civil Liability Act, 2002* (NSW), council has a duty of care to maintain roads within its jurisdiction, ensuring they are reasonably safe for users.

Financial Implications**5.1 67 Gearys Crossing Road - Proposed Development**

Future maintenance requirements for the abovementioned road will be funded by Council's road maintenance budget in accordance with established property and risk assessment tools.

5.2 Unformed Road Closures - Sunnyside Lane & Starvation Lane

Future maintenance requirements for the abovementioned roads will be funded by Council's road maintenance budget in accordance with established property and risk assessment tools.

5.3 Capital Works 2025 - Resheet and Reseal Program Status

No additional financial implications as funding sources and budgets were already identified and allocated in the previous financial year.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P46/25

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
5.1 67 Gearys Crossing Road - Proposed Development				
There is a risk that Council is not able to financially fund regular maintenance on a road with a hierarchy classification of Low Maintenance, which may lead to reputational damage.	High	Maintain road as per the hierarchy assigned to that road	Low	Yes
There is a risk that Council may not be able to deliver the same level of service across the network of Low Maintenance Roads if this unnamed road off Gearys Crossing Road is maintained to a different level, which may lead to reputational damage.	Medium	Adoption of preferred recommendation and maintain consistency with the existing road hierarchy	Low	Yes
There is a risk that sealing the unsealed road off Gearys Crossing Road without full pavement construction (i.e. not to Engineering Design Guidelines) will result in premature road failure, increased maintenance costs, and potential safety hazards.	High	Adoption of preferred recommendation	Low	Yes
5.2 Unformed Road Closures - Sunnyside Lane & Starvation Lane				
There is a risk to Council if the road is left in its current state this will increase safety concerns, which may potentially lead to public liability claims.	High	Adoption of preferred recommendation	Low	Yes – some funding will be required
There is a risk to stock and machinery movement to landowners directly adjoining the road closures, which may lead to reputational damage.	High	Adoption of preferred recommendation.	Low	Yes

Infrastructure & Planning Report (Items Requiring Decision) - DI&P46/25

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
5.3 Capital Works 2025 - Resheet and Reseal Program Status				
There is a risk to Council if the roads are not treated, that they deteriorate to a point beyond their current proposed intervention treatment, that may lead to requiring more costly rehabilitation treatments.	High	Adoption of preferred recommendation	Low	Yes – budgets were already allocated
There is a risk to Council that the asset renewal backlog will continue to increase, potentially resulting in failure to meet renewal ratios, and may also lead to overall road condition deterioration and long-term service level decline if the unspent budgets from 2024/2025 are not carried over into 2025/2026 budgets.	High	Adoption of preferred recommendation	Medium	Yes

Attachments

AT-1 [↓](#) Minutes - Roads Advisory Committee - 19 June 2025

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 19 JUNE 2025**



Present	Cr Sue Moore, Mayor – Singleton Council (Chair) (Cr SM) Cr Godfrey Adamthwaite – Singleton Council (Cr GA) Cr Hollee Jenkins – Singleton Council (Cr HJ)
In Attendance	Justin Fitzpatrick-Barr – General Manager, Singleton Council (JFB) Mary-Anne Crawford – Manager Development & Environmental Services, Singleton Council (MAC) Warren Vandermeer – Coordinator Assets, Singleton Council (WV) 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
 - Anna Burnheim – Singleton Council
 - Sam Masoomi – Singleton Council
 - Leigh Hall – Singleton Council
 - David Maunder - Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Roads Advisory Committee meeting held on Thursday 8 May 2025, were confirmed.

Moved Cr GA Seconded Cr SM

4 Matters arising from the Minutes

- Attendees – Sam Masoomi Coordinator *Engineering Services* not *Assets*

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 19 JUNE 2025**



5 Agenda Items

5.1 67 Gearys Crossing Road - Proposed Development FILE:25/00200

- WV advised the proposed development is off a Crown road recently transferred to Council with a narrow causeway and narrow unsealed road
- Cr SM noted the previous recommendation was to upgrade the road and queried to what standard, WV confirmed to a rural standard and the change was due to lack of funding as the development is grant funded
- Cr SM suggested the recommendation include that contributions be allocated towards a future road upgrade, Cr HJ and Cr GA agreed
- MAC confirmed the approximate contribution amount is \$180,000
- Cr HJ queried the \$150,000 and standard, WV confirmed minimum rural road standard. Cr SM queried if that would be adequate for buses, WV advised it is currently unsealed and there would be significant wear and tear as it is low maintained
- Cr HJ also noted the discrepancy with the amounts and the potential for a major shortfall
- JFB advised contributions will go into the current plan as of 1 July, and repealed funds will go into the Infrastructure Management Fund for those funds to be utilised to undertake works
- Cr SM queried if the funds have been paid, MAC confirmed the DA has been lodged and referred to Traffic Engineers to review the Traffic Management Plan provided, advice received was that no works are required due to expected utilisation, cannot impose a condition of consent to upgrade the road

Recommendation:

That the Roads Advisory Committee recommends:

1. To note the development proposal and recommends no additional development conditions or road upgrades at this time.
2. That the matter of priority controls on the causeway is referred to the Local Traffic Committee for consideration of regulatory signage.
3. Contributions received from the development be utilised for a future road upgrade along with other funds needed from the repealed development contribution plan up to the value of \$150,000, with a policy amendment to be undertaken if required.

Moved Cr HJ Seconded Cr GA

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 19 JUNE 2025**



5.2 Unformed Road Closures - Sunnyside Lane & Starvation Lane

FILE:25/00200

- WV advised this item continues to be a problem with 4WD vehicle drivers removing barriers and continuing to gain access for recreational use. Police have been involved and have contacted some perpetrators however complaints have still been received by residents
- Cr SM queried if anyone has been fined from the Police for trespassing, WV confirmed not to his knowledge
- Cr GA asked if Council will be responsible for monitoring the CCTV footage, WV confirmed yes
- Cr GA also noted that funding will be required and queried the cost, WV advised uncertain at this stage however the cameras will be those similar to the cameras currently on Bridgman Rd
- JFB advised adjoining landowners will need to be advised as some may object to CCTV, WV confirmed one owner has their own installed already
- Cr HJ requested the recommendation be amended to include consultation with landowners
- Cr HJ noted that there is a need for a space for 4WD adventures, this issue occurs in Wattle Ponds also, WV advised there is a facility on Commission Rd. Cr HJ advised this could be considered for post-mining land use strategies

Recommendation:

That the Roads Advisory Committee recommend to Council that:

1. Consult with adjoining landowners of Council's intention to install CCTV cameras to monitor the road closures
2. If no objections are received from landowners, install CCTV cameras to monitor the formal road closures on both Sunnyside Lane and Starvation Lane, with appropriate warning signs.

Moved Cr GA Seconded Cr HJ

5.3 Capital Works 2025 - Resheet and Reseal Program Status

FILE:25/00200

- WV advised the Asset Strategy highlighted a backlog of works and are seeking to carry over funds to assist with next year's program and reduce the backlog
- Cr SM queried the Wallaby Scrub Rd funds, JFB advised generally the interest component goes into Roads Capital Works Program, WV noted that more funds

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 19 JUNE 2025**



are added than just the interest, JFB advised there is currently approximately \$23million remaining

- Cr HJ asked when the 'to be completed' items are scheduled for, WV confirmed will be before EOFY
- WV advised the issue with reseals is the current weather is too cold and will end up stripping. Cr HJ queried the timeframe for completion, WV confirmed commencing September when the weather is warmer
- Cr HJ questioned why Scrumlo Rd and Thomas Ln were removed, WV advised due to budget reduction

Recommendation:

That the Roads Advisory Committee recommend to Council that:

1. Carry Over the unspent budgets of \$739,310 into the 2025/26 budget for the Road Renewal Program.

Moved Cr GA Seconded Cr HJ

6 Other Business

- WV advised of the following:
 - Request received for causeway at Cassels Rd, DRFA (Disaster Recovery Funding Arrangements) have been allocated only for like-for-like, a report will be provided at the next Roads Advisory Committee meeting
 - Request received for a gate at Carrowbrook Rd due to an issue with cows and the gate being left opened by adjoining owners. If a permit is issued, there are then legal responsibilities under the *Roads Act* including signage etc, however at the moment this is unregulated. Cr SM queried where the Cattle Grids Policy is up to, JFB confirmed upon recruitment of Director and Manager this will resume. Cr SM suggested recommending to the landowner that they install CCTV as proof will be required
 - Mudies Creek is being upgraded by TfNSW with Acciona completing the works as the contractor. Acciona are requesting to use Range Rd as a detour, Council requested an MoU and will not allow PBS or OSOM vehicles. Previous detour for the overpass there was significant damage repaired at Council's cost, this detour Acciona will be responsible for repairs with a 12 month liability period. Detour will be for light vehicles only, Cr SM asked how this will be regulated, WV confirmed traffic control with physical people as it is weekend work only

ACTION: WV to request from TfNSW a copy of the Program

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 19 JUNE 2025**



- Request received for partial closure of a Crown road at Broke behind Howe St, the Crown are seeking comments, WV not in favour of closing Crown road. JFB queried if it will require a Council resolution, WV advised no because it is currently a Crown road.
- Development subdivision at Roselands being a 2 lot subdivision, the road was transferred to a Crown road and not upgraded, WV queried what is the Committee's stance on conditions to upgrade the roads as the applicant is waiting to lodge their DA. MAC advised works conditions can only be applied if lawfully able and is a case by case basis. General advice is to prepare a Traffic Impact Assessment as part of the DA, if determined no upgrade is required then no condition would be imposed, and instead would impose contributions towards road upgrade. JFB added that a Policy position will help.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	19 June 2025	WV to request from TfNSW a copy of the Program.	WV	19 July 2025

8 Next Meeting

- Thursday 18 September 2025 at 9:30am in the Committee Room.

The meeting closed at 10:17am.

Cr Sue Moore, Mayor
Chair

**GM46/25. Minutes - Singleton Legacy Fund Governance Panel
and Fund Progress Report - March 2025**
Author: Executive Assistant

FILE:
22/00153/001

Executive Summary

The Singleton Legacy Fund Governance Panel held a meeting on Thursday 3 July 2025. The minutes of the meeting are shown as **Attachment 1**.

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

- Singleton Community and Economic Development Fund (**Attachment 2**)
- Commercial Property Fund (**Attachment 3**)
- Infrastructure Management Fund (**Attachment 4**)
- Roads Fund (**Attachment 5**)

FOR INFORMATION

Attachments

- AT-1** [↓](#) Minutes - Singleton Legacy Fund - 3 July 2025
AT-2 [↓](#) CEDF Legacy Fund - Governance Report June 2025
AT-3 [↓](#) Property Reserve - June 2025 Report
AT-4 [↓](#) Legacy Fund - Infrastructure Management Fund - Quarterly Report - June 2025.pdf
AT-5 [↓](#) Legacy Fund - Roads Fund - Quarterly Report - June 2025

**MINUTES
SINGLETON LEGACY FUND
3PM THURSDAY 3 JULY 2025**



Present	Cr Sue Moore (Mayor) (Chair) Cr Sue George (Deputy Mayor) Justin Fitzpatrick-Barr (General Manager) Mel Curtis (Executive Manager) (Virtual) Mark Wiblen (Acting Director Corporate & Commercial Services)
In Attendance	Sam Calleja (Executive Assistant)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies: Dwight Graham (Director Corporate & Commercial Services)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED Sue George **SECONDED** Justin Fitzpatrick-Barr The minutes of the Singleton Legacy Fund meeting held on Thursday 27 March 2025, were confirmed.

CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

**1.1 Singleton Community and Economic Development
Fund Update - June 2025 FILE:22/00153/001**

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

The July Singleton Community and Economic Development Fund Meeting is to be deferred to the last week of July.

Policy amendment currently being investigated so that all allocations from the CEDF, whether tied or untied, must be approved by the Board before being submitted to Council.

ACTION: Follow up with Nicole Rindal regarding the MoU with the RSL sub-branch to ensure spending is aligned with the funding deed.

ACTION: Ensure dates surrounding opening of Round 5 funding have been discussed with Comms Team

NOTED

**MINUTES
SINGLETON LEGACY FUND
3PM THURSDAY 3 JULY 2025**



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

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

Affordable Housing Update: The Memorandum of Understanding is currently with Homes NSW. Council is awaiting their feedback.

Land Sale – Corner of Bridgman Road and Gardner Circuit: A new submission has been received; the matter is a work in progress.

NOTED

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

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

The committee noted the allocation of Developer Contributions to the Infrastructure Management Fund (IMF), effective from 1 July 2025. This allocation results from the repeal of funds under a rescinded contribution plan, in accordance with the resolution passed at the Council Meeting on 17 June 2025.

NOTED

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

The Singleton Roads Fund update for June 2025 was circulated with the agenda.

NOTED

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
SLF25-02	3 July 2025	Follow up with Nicole Rindal regarding the MoU with the RSL sub-branch to ensure spending is aligned with the funding deed.	Justin Fitzpatrick-Barr	4 September 2025
SLF25-03	3 July 2025	Ensure dates surrounding opening of Round 5 funding have been discussed with Comms Team	Dwight Graham / Mark Wiblen	4 September 2025

**MINUTES
SINGLETON LEGACY FUND
3PM THURSDAY 3 JULY 2025**



8 Next Meeting

- 4 September 2025 at 3PM

The meeting closed at 3.26PM.

Cr Sue Moore (Mayor)
Chair



QUARTERLY FUND PROGRESS REPORT

To 31 May 2025

Singleton Community and Economic Development Fund Update



EXECUTIVE SUMMARY

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

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

MEETINGS HELD

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

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

Date of meeting	Quorum met
17 August 2021	Yes
30 November 2021	Yes
22 March 2022	Yes
21 June 2022	Yes
13 October 2022	No
30 October 2022	Yes
15 December	Yes
6 April 2023	Yes
29 June 2023	Yes
25 October 2023	Yes
7 December	Yes
10 April 2024	Yes
19 June 2024	Yes
17 December 2024	Yes
25 February 2025	Yes
1 July 2025	Scheduled

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

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

It is important to note that the MTW VPA was entered into prior to the establishment of the CEDF. As such, the money paid to Council from the MTW VPA is untied, thereby allowing Council to use the funds, outside of the requirements of the CEDF Deed. This will be considered at the next meeting of the CEDF-JMB.

OUTCOMES ACHIEVED

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

- Establishment of CEDF grant funding and assessment criteria
- CEDF communication brand and marketing assets, including website page and engagement assets
- Development of three-year grant funding program and principles
- Review and update of the CEDF Deed to allow inclusion of “for-profit” organisation applications
- Council funded a range of initiatives from the MTW component including:
 - Bicentenary celebrations and events officer
 - Strategic Storytelling project and implementation
 - Arts + Culture Specialist (12 months)
 - Economic impacts of COVID analysis
 - Community Support Program and rates rebate during COVID
 - Destination of Choice Project
 - Aboriginal and cultural events
- Development of Reporting Power BI Dashboard for the fund

EXPENDITURE OF FUNDS AND BALANCE

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

Table 1 provides an overview of the status of each of the Voluntary Planning Agreement (VPA) funding contributions and expenditure against the Singleton Community Economic Development Fund as at 31 May 2025.

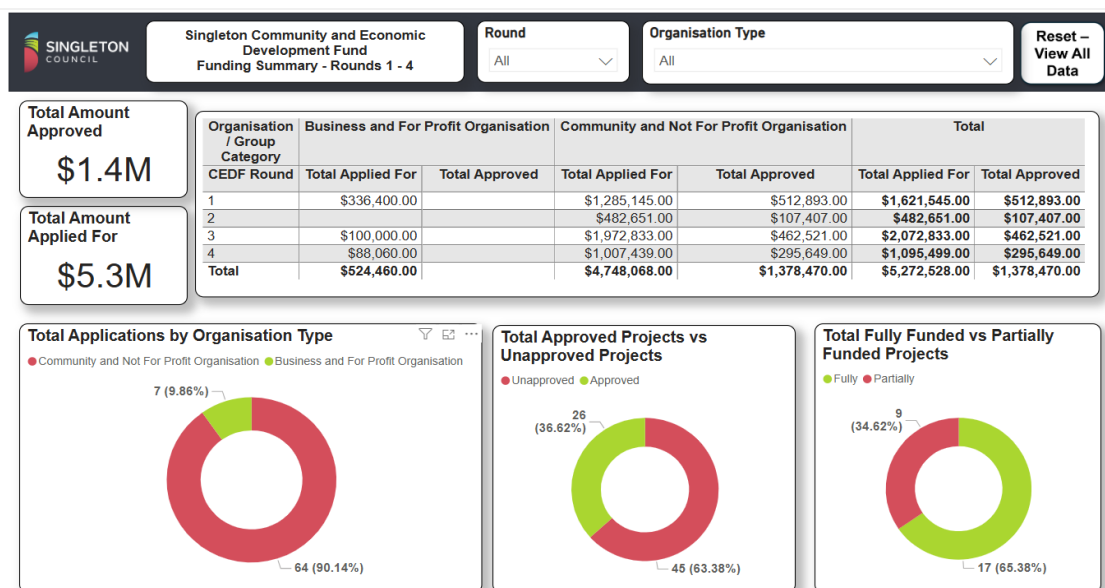
KEY SUCCESS INDICATORS FOR THE SINGLETON COMMUNITY ECONOMIC DEVELOPMENT FUND

VPA Title	Amount Committed	Amount Paid	Expenditure	Balance
Mt Thorley Warkworth (MTW) - June 2017	4,400,000	3,900,000	1,004,996	2,895,004
Interest MTW		563,872	285,377	278,496
United Collieries - Dec 2020	1,325,253	1,325,253	183,866	1,141,387
Interest United Collieries		114,499	Nil	114,499
Bloomfield	432,000	432,000	106,326	325,674
Interest Bloomfield		32,561	Nil	32,561
Mt Owen Variation - 2021	1,150,000	770,000	143,038	626,962
Interest Mt Owen		55,278	Nil	55,278
Bulga Continued Operations	1,130,000	1,130,000	170,578	959,422
Interest Bulga		96,245	Nil	96,245
Total	8,437,253	8,419,709	1,894,181	6,525,527

Table 1

Funding for Round Four of \$295,650 has been paid and does show in the overall balance.

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



Additionally, Council has been able to support a range of important projects through funding from the Mount Thorley Warkworth VPA, including:

- During unprecedented times, recovery from the 2019 bushfires and COVID:
At the 20 April 2020 Council Meeting, Council resolved to:
 - Endorse the Community Support Package as outlined in this report.
 - Allocate \$337,000 from the Community Economic Development Fund for the development and implementation of Council's Community Support Package.
- The Strategic Storytelling project, resulting in the development of the Super Easy Singleton brand:
At the 21 February 2023 Council Meeting, Council resolved that Council approve the allocation of \$146,500 from the Mount Thorley Warkworth Voluntary Planning Agreement (VPA) part of the Singleton Community and Economic Development Fund for the Singleton Strategic Storytelling Project as follows:
 - \$73,250 (50%) – Mount Thorley Warkworth CEDF VPA interest component
 - \$73,250 (50%) – Mount Thorley Warkworth CEDF VPA principal component.

At the 19 March 2024 Council Meeting, Council resolved that Council approves the allocation of \$100,000 from the Mount Thorley Warkworth Voluntary Planning Agreement component from the Singleton Community Economic Development for Phase 5 of the Singleton Strategic Storytelling project.

- Whitmore's survey peg machine project:
At the 15 April 2025 Council Meeting, Council resolved that Council approves a grant of \$ 21,271.43 (plus GST) from the Mount Thorley Warkworth Voluntary Planning Agreement interest component of the Singleton Community and Economic Development Fund to Witmore Limited Support Services, for the purpose of designing and building a Survey Peg Sharpener.
- ANZAC Day commemorations:
At the 15 April 2025 Council Meeting, Council resolved that Council formalises the provision of in-kind and financial support for the Singleton ANZAC Day services, which will encompass the following elements:
 - 5. An annual donation of \$5,000 to the Singleton RSL Sub-branch to assist in covering expenses related to the facilitation of the event through the Community Economic Development Fund to the Singleton RSL Sub-branch, for the duration of the current term of Council.*



QUARTERLY FUND PROGRESS REPORT

Commercial Property Fund Update

June 2025



EXECUTIVE SUMMARY

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

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

MEETING HELD

Since the last Legacy Funds meeting (27 March 2025) the Property Advisory Panel (PAP) has held one meeting:

Date of meeting	Quorum meet 4
14 May 2025	Yes

OUTCOMES ACHIEVED

At its meeting on 14 May 2025, the PAP received updates on:

- Council's Bridgman Ridge Estate, stages 9-14 development. The development application (DA) for this proposed 88 lot subdivision on Pioneer Road, was submitted on 16 September 2024 and had a hearing on 15 April 2025.
- Council staff's ongoing discussions on affordable housing options:
 - A Landcom's (NSW Govt) request, staff have completed a contamination assessment on 189 John St, to determine the suitability of the site for possible future affordable/social housing.
 - Homes NSW have expressed interest in entering a memorandum of understanding to assist in seeking NSW Govt funding for the intersection of Bridgman road and the New England Highway, and to give Homes NSW the first right of refusal on purchasing the proposed Bridgman Ridge Estate, stages 9-14. This MOU is close to completion and signing.
- A number of other more minor property matters.

EXPENDITURE OF FUNDS

Income into this fund is largely from property sales and a small amount of lease income. Income from 1 July 2024 to 31 May 2025 is \$1,588k, coming from:

- The Mount Thorley Estate sales and

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

Expenditure of \$515k includes:

- Council rates (\$147k) for all Property portfolio properties
- Costs associated with the development of the DA for Bridgman Ridge Estate, stages 9-14 development (\$339k) and
- Other miscellaneous costs.

BALANCE OF FUNDS

The balance in the Property Reserve as at 31 May 2025 is \$1,28k.

KEY SUCCESS INDICATORS FOR THE COMMERCIAL PROPERTY FUND.

Success factors for the fund are:

1. Return on funds employed. As Council has no commercial property at this point the only return is the returns on Council's general investments. This return is 6.05% for the 12 months ended 31 May 2025, which is well above the benchmark (BBSW) of 4.42% for the same period.
2. Sale of Council lots. Where Council staff believe it is appropriate to sell land, then it will propose this to the PAP and Council. Sales this Financial year (to 31 May 2025) include:
 - a. Six lots at Mount Thorley industrial estate
 - b. The sale of one lot in stage 8 of the joint venture of Bridgman Ridge Estate.



QUARTERLY FUND PROGRESS REPORT

Singleton Infrastructure Management Fund Update

June 2025

EXECUTIVE SUMMARY

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

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

PURPOSE OF THE FUND

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

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

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

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

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

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

MEETING(S) HELD

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

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

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

OUTCOMES ACHIEVED

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

EXPENDITURE OF FUNDS

Because the SRV is no longer reported separately in the financial statements, funds used to support the Infrastructure Management Fund are consolidated into the General Fund.

From 2024/2025 reporting period, infrastructure projects funded in this way are reported as General Fund programs for this report. The infrastructure works funded in this way in the 2024/2025 financial year is provided in the Table 1 below.

Program	Project	Budget Allocation	General Funds Proportion of Allocation
Buildings	Various	\$3,350,053	\$227,766
Local Road program	Resealing Rural Roads Program	\$385,252	\$324,516
	Resheeting Gravel Roads Program	\$308,386	\$308,386
	Resealing Urban Roads program	\$252,279	\$248,518
	Stanhope Road	\$2,151,890	\$48,000
	Cranky Corner South Road	\$40,279	\$40,279
	Sub-total	\$3,138,086	\$969,699
Open Space and Reserves	Howe Park Tennis Court Upgrade	\$1,252,000	\$122,000
	Wilf Allan Walk Erosion	\$914,424	\$64,424
	Allan Bull Reserve Lighting Upgrade	\$25,112	\$25,112
	Sub-total	\$2,191,536	\$211,536
Design Program	Various	\$417,679	\$400,000
Causeway & Bridge Rehabilitation	Dyrring Road Bridge	\$37,393	\$37,393
	Pullmyhei Bridge	\$13,660	\$13,660
	Sub-total	\$51,053	\$51,053
		\$9,148,407	\$1,860,054

BALANCE OF FUNDS

The IMF is not reported as an Internal Allocation in Council's Annual Financial Statements as the current balance of the IMF, as of February 2025, is zero. This is because, historically, all the SRV funds received each year since the IPART decision in 2016 have been allocated to Infrastructure renewal projects that tackle the identified infrastructure backlog. With the SRV funds consolidated into the General Fund, this will continue to be the case. However, as of 1 July 2025 there will be an allocation of Developer Contributions into the IMF, coming from repealed funds of a rescinded contribution plan.

KEY SUCCESS INDICATORS FOR THE ROADS FUND.

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

As noted above the SRV was endorsed on the grounds of it being a mechanism to provide critical funds to tackle Council's identified infrastructure renewal backlog. The infrastructure renewal backlog ration will be provided within the final report.



QUARTERLY FUND PROGRESS REPORT

Singleton Roads Fund Update

June 2025



EXECUTIVE SUMMARY

As per the Singleton Road Funds plan of management, the purpose of this report is to provide the Legacy Fund Governance Committee a report on the year to date achievements of the fund including:

- Meeting held
- Outcomes achieved
- Expenditure of funds
- Balance of funds
- Key success indicators for the Road Fund.

PURPOSE OF THE FUND

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

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

MEETING(S) HELD

As per the RF Plan of Management, no meetings were held in this period, as Council's Infrastructure Team meets in the second quarter of each financial year to develop a draft Roads and Bridges Capital Works Program (Program) for the approaching financial year. This draft Program is subsequently reported to Council's Roads Advisory Committee (RAC) for endorsement. This was completed on 5 December 2024.

OUTCOMES ACHIEVED

Year to date, approximately 85% of the adopted 2024/2025 Program has been delivered or is in progress, with the successful commencement of major bridges and causeways (significant budget items). 93% of all programs are on track to be completed by the end of the financial year.

EXPENDITURE OF FUNDS

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

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

Program	As at 31 March 2025	
	Budget	Actuals
Local Road Program	\$7,235,247.59	\$2,765,281.91
Regional Roads Program	\$703,629.00	\$363,304.90
Causeway & Bridge Rehabilitation	\$6,929,069.50	\$1,974,211.84
Natural Disaster Recovery	\$2,075,946.60	\$1,156,196.25

BALANCE OF FUNDS

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

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

Financial Year	2021/22	2022/23	2023/24	2024/25 (YTD) ²
RF Balance	\$22,431,664.31	\$18,420,744.07	\$22,985,000 ¹	\$23,853,993.58

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

Note 2: as at 31 December 2024

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

KEY SUCCESS INDICATORS FOR THE ROADS FUND.

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

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

GM47/25. Minutes - Combined Rural Halls - 17 July 2025 - Hall Reports July 2025
Author: Executive Assistant

FILE: 01/0301

Executive Summary

The Combined Rural Halls Committee held its ordinary meeting and its Annual General Meeting on 17 July, 2025. Attached for Councillors information are the Minutes of the Ordinary Meeting shown as **Attachment 1**, Minutes of the Annual General Meeting shown as **Attachment 2** and the Hall Report – July 2025 shown as **Attachment 3**.

FOR INFORMATION

Attachments

- AT-1** [↓](#) Minutes - Combined Rural Halls - 17 July 2025
- AT-2** [↓](#) Minutes - Combined Rural Halls - Annual General Meeting (AGM) - 17 July 2025
- AT-3** [↓](#) Reports - Combined Rural Halls - July 2025

SINGLETON COMBINED RURAL HALLS

The committee is set up to facilitate communication between Council and Rural halls in the LGA

Meeting 17 July 2025

Meeting Room Singleton Diggers, York Street Singleton

Meeting opened 7.04 pm

Present: Patti Beetson Glendon, Bruce Merrick Warkworth, Errol Long Warkworth, Joy Patton Glendon, Jane Bryson Mitchell's Flat, Phil Reid Bulga, Maureen Joliffe Glendonbrook, Evelyn Hardy Broke, Linda Ancich Whittingham, Narelle Paget Whittingham, Antony Beetson Glendon, Sue Moore Elderslie, Cr Sue George,

Apologies: Rhonda Walter Jerry's Plains, Maureen Pratt Jerry's Plains, Laura Gilkerson Whittingham, Ken & Margaret Ferguson Putty, Jim Joliffe Glendonbrook, Lisa Harper Hebden, Isabelle Baldé Howes Valley, Tanya Halton Howes Valley, Tanya Oliver Hebden

Minutes of the previous meeting: accepted moved Linda Ancich seconded Jane Bryson CARRIED

Business Arising from Minutes: NIL

Correspondence: Nil

Treasurer's Report:

Account Balance \$11 795.01 Moved Maureen Joliffe sec Sue Moore CARRIED

General Business

- **Resources for regions update**
 - Most halls completed, Sue George to meet with Simon to discuss finalisation of project
 - A huge Thank You to Simon from all the Halls for his hard work and commitment to the project
- **Hall Updates**
 - **Warkworth** – R4R works complete and work from private funding complete, restricted use as Church still using hall, Church repairs taking longer – end of June, some small upgrade works still to be completed – kitchen, roller blinds, new water filtration system installed.
 - **Mitchell's Flat** –increase in hall hires, successful Trivia night, bingo, car boot sale
 - **Glendon** –bookings increasing, fire inspection complete
 - **Bulga** – afterschool and community activities – bingo, yoga, playgroup, Friday night events at hall, wedding in August, blinds for outside organized, ceiling replacement and lighting upgrade in September
 - **Broke** –Board of Trustees (5) appointed by Crown Lands, AGM 26 July, steady bookings – Feral pigs, martial arts, cuppa & chat, Broke Social Club, quotes for new roof, trialing markets at hall
 - **Glendon Brook** – bookings for parties and event, several regular bookings fire inspection complete

- **Putty** – French Bastille lunch a success, ovie afternoon for kids school holiday entertainment, ladies swap morning monthly, bistro every second Friday, men;s chillout with sausage sizzle alternate Fridays, chair yoga Thursday, Putty Fair 5 October
- **Other Business –**
 - Fire inspection s- need two each year
 - Concern over pricing of electricity – need to source not-for profit
 - Generic Plan of Management for several Fire Stations and open areas – copy to be distributed with minutes

- **Next meeting– 16 October 2025 7pm at Diggers**

Meeting closed 7.31 pm

SINGLETON COMBINED RURAL HALLS

ANNUAL GENERAL MEETING

17 July 2027

Function Room Singleton Diggers, York Street Singleton

Meeting opened 7.00 pm by President Patti Beetson

Present: Phil Reid Bulga, Maureen Joliffe Glendonbrook, Patti Beetson (Pres) Glendon, Evelyn Hardy Broke, Sue Moore Elderslie, Antony Beetson Glendon, Joy Patton Glendon, Jane Bryson Mitchell's Flat, Bruce Merrick Warkworth, Errol Long Warkworth, Narelle Paget Whittingham, Linda Ancich Whittingham, Cr Sue George

Apologies: Ken & Margaret Ferguson Putty Rhonda Walter Jerry's Plains, Maureen Pratt Jerry's Plains, Jim Joliffe Glendonbrook, Laura Gilkison Whittingham, Lisa Harper Hebden, Tracey Halton Howes Valley, Isabelle Balde Howes Valley, Tanya Oliver Hebden

Minutes of the previous meeting: moved Evelyn Hardy sec Jane Bryson CARRIED

Business Arising from minutes: NIL

Treasurer's Report:

Presented by Maureen

Closing Balance 30/06/2025 \$11 795.01

moved Maureen Joliffe sec Antony Beetson CARRIED

Correspondence: NIL

President's Report

Patti complimented the Halls on all the work they had done this year for their communities, despite trying circumstances.

Patti thanked Maureen & Sue for their work during the year.

Patti thanked Singleton Council for their assistance with Resources for Regions.

Moved Evelyn Hardy sec Jane Bryson CARRIED

Election of Committee

Patti Beetson vacated the chair and Sue Moore was appointed Returning Officer.

President Patti Johnson nominated Jane Bryson sec Joy Patton CARRIED

Secretary Sue George nominated Phil Reid sec Maureen Joliffe CARRIED

Treasurer Maureen Joliffe nominated Narelle Paget sec Bruce Merrick CARRIED

The Committee authorises the signatories of the bank account to be the President, Secretary and Treasurer, any two to sign. Moved Evelyn Hardy sec Antony Beetson CARRIED

General Business: NIL

AGM 16 July 2026

Meeting closed 7.03pm

President

Secretary

Broke.

Crown Lands have announced the appointment of the new Land Managers. 5 trustees in total

The AGM and general meeting will be held on the 26th July.

Bookings have been steady

Dave Layzell Feral Pig discussion with a follow up discussion booked for the 21.7.25

Marshall Arts

Cuppa n Chat

Broke Social Club

2x Quotes for new roof

New stove ~~needed~~ needed - cant be use
Trialling mini markets at the hall
Fire inspection due in October.

Apologies from Ken and Marg Ferguson

Putty Hall is getting busier. Our French Bastille lunch was well attended. Movie afternoon for kids school holiday entertainment. Ladies swap morning of home made goods. Bring 5 take a different 5 home. Once a month. Bistro every second Friday night. Mens chillout and chat with sausage sizzle every other Friday night. Chair yoga via video every Thursday evening. Monastery every second Sunday afternoon. Planning and bookings for Putty Fair Sunday 5th October underway.

Best wishes for both meetings tomorrow,

Marg

Mutshillis Flat Recreation
Club Inc.

July 17th 2025.

- Successful Trivia Night.
- A couple of hires
- Bingo - last Sunday of month.

Bulga Community Centre.

Bingo, Yoga, Playgroup & Friday Family night still going well.

a wedding in August.

Quote accepted for outside blinds for veranda and ordered. Payment through balance from Bulga ~~UFA~~ coal UFA.

ceiling replacement and lighting app. to happen in September. payment th. ~~MTN~~ UFA.

**Warkworth Hall Community Centre Inc.**

32 High Road
WARKWORTH NSW 2330



ABN: 56 371 159 961

15.07.2025

Singleton Combined Rural Halls

Thank you to the Singleton Council and the Singleton Combined Rural Halls for the \$2750.00 towards the new filtration system. This has been installed.

The grant application to Glencore for the kitchen upgrade has been submitted. The grant is for \$5k with the balance funded by the hall.

The vertical blinds have been replaced with roller blinds.

However the hall is still restricted to private use by members and not available for public hire as we are still supporting the local church as it is still undergoing repairs as a result of the July 2022 flooding. It was expected that the work at the church would have been completed by the end of June, however the work at the church is ongoing without a completion date.

The hall is used weekly by the church for services and meetings.

The members had a BBQ lunch in June and are planning a 70th birthday lunch on the 26th July for one of the hall members.

Our AGM is planned for the 17th August.

Peabody Resources continue to carry out the ground maintenance on a regular basis.

Regards

Errol Long
Hon. Treasurer
28 Edinburgh Ave.
SINGLETON N.S.W .2330
M: 0428340736

General Manager's Report (Items for Information) - GM48/25

**GM48/25. Conference Report - Councillor Danny Thompson -
2025 National Sports and Physical Activity Convention**
Author: Executive Assistant

FILE:
24/00441/004

Executive Summary

Councillor Danny Thompson attended the 2025 National Sports and Physical Activity Convention in Melbourne from 25 to 26 June 2025. A copy of his report on the event is shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Conference Report - 2025 National Sports and Physical
Activity Convention - Councillor Danny Thompson

National Sports and Physical Activity Convention.

June 25th to 26th, Melbourne Convention and Exhibition Centre.

June 25th.

The conference had approximately 1500 attendees and 150 presentations.

There were several general sessions and then the conference broke into eight streams, this report only references the sessions that I was able to attend.

Sports ability to impact society.

Chair- Tracy Holmes

Speakers- Naomi Shearon (Strategy Lead, Sport England)

- Jacqui Weatherill (CEO City of Greater Dandenong)
- Professor Anna Peeters AM (CEO Vichealth)

. Sport has many positive effects on individual health, community health, mental health, social cohesion, life expectancy, life satisfaction and social integration.

. to date we have not had a way of measuring this value in economic terms.

. It is important to measure what is measurable to help guide development, strategy and management.

. Sport England has developed several measures that are contained and used in “The Green Book” by the UK Treasury, these measures are being taken up by New Zealand.

. the unit measures are the “wellby”- (wellbeing adjusted for life years) and the “qually” (individual quality of life adjusted for life years).

. using these measures it is now accepted that for every pound spent on sport the UK gets 4.2 pounds of benefit.

. every sport has value.

. the most benefit is derived by getting those that are not participants to increase their movement either in directed or incidental exercise. Local Government has a big role to play in providing both opportunities.

Alternative Funding Strategies for Sport

Speakers

- Glenn Hardy (Senior Partner IER Consulting)
- Sue Hunt (CEO Australian Sports Foundation)

. philanthropy is mainly an untapped source of funding.

. the Australian Sports Foundation is a federal government owned company which is set up to help facilitate philanthropy in sport, by providing fund raising platforms and tax deductibility for donations.

. I made contact with the ASF and they have agreed to come to Singleton and address the Sports Council and help clubs which would like to take up their options.

Alternative Funding Innovation Will be the New Norm

Speakers-

- Oliver Baxter (Director, Infrastructure Strategy and Business Cases, Deloitte Australia)
- Sarah Noble (Strategic Partnerships and Major Projects lead, Wyndham City Council)
- Lisa Westphal (Bequest and Philanthropy Manager, Richmond Football Club)

. internationally Australia has an unusual funding model, being mainly government led. In US and Europe major facilities tend to be developed using private finance.

. "Change or be changed".

. clubs need to develop deeper relationships with their members and supporters to ensure they share the vision of the club.

. local government should buy land as this helps create partnerships and enables leveraging. An example was given about Belgravia Leisure in partnership with Wyndham City Council.

. bequests will become an important source of funds as the baby boomers start to decline, with the government anticipating the greatest transfer of wealth to occur in the next thirty years.

Policy to Provision- A Systems Approach.

Speakers-

-Dr. Louise Baldwin (Founder & Director, Health & Social Change Australia)

-John Oxley (CEO, Life Leisure UK, city of Greater Manchester)

. sports role in providing community benefit needs to be quantified but more importantly thought about differently. For example, should it be financed out of the health budget rather than infrastructure.

. one third of disease is preventable, how do we address this?

. need to think "upstream" and address root causes.

. the greatest benefit is in getting those people who are not involved, involved in some way. Make participation less scary.

. most sporting facilities tend to be single use and are in operation only a few hours of the day, need to make them a more utilised public asset. For example, club houses can be shared with health outreach groups, training providers, family groups, etc. The play areas could be multiuse or used in a non-competitive way.

Parks and Open Spaces- the Lungs of Community Wellbeing

Speakers

- Cathy Goodrich (Head of Government Relations & Corporate Affairs PGA of Australia)
- Cathy Kiss (Recreation Planning and Capital Works Manager, City of Melbourne)

- . major benefits to be gained by integrating passive leisure into active sporting areas.
- . wooded areas offer “close to nature” experience, have benefits in cleaning air and can help preserve the biodiversity of an area.
- . picnic/ barbeque areas offer opportunity for nonstructured games and participation by normally nonactive individuals.
- . playgrounds next to active sporting fields encourage whole family/ multigenerational interaction and satisfaction.
- . consult widely with community as the neighbourhoods’ surrounding parks have changing demographics over time.
- . research shows that people will regularly utilise parks that are within 400 meters walking distance from their homes, consultation should involve the whole capture area not just the near neighbours.

Active Lives for All – How Greater Manchester Moving is utilising local government, health systems, sport, leisure, transport and voluntary sector to address inactivity and inequalities, improve health outcomes and creating an inclusive sport system.

Speakers-

- Hayley Lever (CEO of Greater Manchester Moving)
- Naomi Shearon (Strategy Lead, Sport England)
- John Oxley (CEO Life Leisure UK)

- . how come it is so hard to get a whole population moving?
- . the current generation is expected to live five (5) years less than their parents.
- . we seem to have designed activity out of our lives, we need to think and start designing it back in.
- . every movement counts.
- . Only 14% of activity comes from traditional sports.
- . for many people sport threatens them and excludes them from activity.
- . need to connect sport with the health, education and planning sectors.
- . a quote I liked “trust is gained in droplets and lost in buckets”.
- . progress moves at the speed of trust.
- . council needs to cooperate and collaborate not compete with other sectors/providers in the community.

. use public awareness campaigns, for example “active soles” encourage people to use more walking friendly footwear. It is now more acceptable for women not to wear high heels at work, and training shoes are also finding their way into the workplace.

Day 2.

Global Approach to Sports Participation- Impact on Society.

Speakers-

- Louise Burke (director of Participation, Sports Ireland)
- Hayley Lever (CEO, Greater Manchester Moving)
- Larissa Davies (Professor of Applied Sports Economics, Manchester Metropolitan University)
- James Sutherland (CEO, Golf Australia)

. think hard about the value you are creating.

. new way of thinking.

. emergence of collaborative systems

. reflective practice and sense making

. participation should be a long-term goal. In terms of golf, any form of golf is preferable to none. All “Golf is Golf”, ranging from club membership, casual player, driving range user, indoor simulator use,

Putt putt.

. planning should involve the three P’s – Purpose, Philosophy, Positioning.

. need facts for storytelling, analysis, social impact measurement, advocacy and to help support sponsors and supporters.

. England and New Zealand have been measuring the SROI (Social Return on Investment) since 2010

Industry Disrupter Interview- If we want to have a greater impact on society through sport and recreation what do we need to do differently?

Interviewee- Jackie Lee-Joe (Chief Brands & Marketing Officer, Board Member, SME Scale up Advisor)

Interviewer- Tracey Holmes

. disrupt the current paradigm, break down current silos and build new teams.

. there is a vast range of digital fragmentation, and clubs/codes need to be across a range of them.

. implement deeper forms of communication within individual communities.

- . niche sports can develop their own structures. Sports can be hyperlocal and yet still have a worldwide profile. Examples given included “Competitive Axe Throwing”, American Corn Hole- Pro League and The Society for Active Anachronism.
- . link with like-minded sports around the world.
- . look at unusual partnerships.
- . continue to communicate with all your players and supporters.
- . Pickle-ball first tournament 2021, built on post pandemic messaging, went onto Tik Tock with own influencers, now the fastest growing sport in the world.

PitchFest- Creating More Active Community Environments

Pitch 1 – Jean-Francois Lauret (Secretary General, TAFISA), Active Spaces Fostering Active Communities an International Perspective.

- . mistake to focus just on infrastructure and events.
- . need for systems approach.
- . look at all available resources (e.g. schools) bring the facilities to the people.
- . use software to program and design for people, include minorities, try and bring into everyday use.
- . use governance to manage strategy and delivery.
- . develop alliances and communities of practice.
- . use all available resources/ingredients of the community.

Pitch 2- Neil Ames (Open Space & Recreation Planner, Mid Coast Council), Closing T-junctions into microparks to create significant community outcomes.

- . easy to form microparks by closing off appropriate T intersections.
- . need to consult with residents.

Pitch 3- Rochelle Olsen (Chief Escapee, Escaping your Comfort Zone), Side by Side Nature Walks

- . low stress adventure tourism.
- . Mixed intergenerational walking
- . can use open spaces as well as nature trails.
- . make connections with walking groups in town.

Pitch 4- Alice Moran (Sport and Recreation Manager, Reclink), Activating underutilised community environment to encourage more people to move.

- . engage the marginalised. Schools are one area where recent migrants feel comfortable and are more likely to use facilities.
- . look at times when facilities are not used and link with different groups. Encourage older residents to use facilities whilst kids are at school.

Creating More Active Environments Through a Collaborative Masterplan

Speakers-

- Ben Bainbridge (Associate, Otium Planning Group)
- Tammy Beck (Executive Director, William Ross Architects)
- Carley Wright (Associate Director, Urban Fold)
- . group discussion going through the Greenhill Recreation Precinct Master Plan, a sixty hectare site , in a rapidly expanding community on the edge of Melbourne.
- . need for extensive resident and user consultation.
- . research the community needs.
- . understand the changing demographics.
- . become aware of first nations issues.
- . use external experts as the need arises, for example hydrologists for certain parts of the site.

Final Session- Brisbane 2032- Are we ready to capitalise on the opportunity?

Speakers-

- Richard McInnes (EGM- Sport and Community Capability, Australian Sports Commission)
- Grant Baldock (Director, Beyond the Break Consulting).
- Carmel Guerra OAM (Director& CEO, Centre for Multicultural Youth)
- Sarah Benson
- . Brisbane is on track. Sydney was able to deliver with much less lead time.
- . only now starting to think about legacy.
- . no Olympics has ever delivered a long-term increase in participation rate.
- . the Olympics rely very heavily on officials and volunteers.
- . Australia is developing its capacity by hosting a series of world events (three world championships will be staged in Australia this year).
- . there is a desire to tap into multicultural Australia for an expanded pool of volunteers.
- . integrity issues are continually being monitored.

The associated trade displays have provided me with a number of ideas that I would like to talk to local sporting groups and council officers about.

I would like to thank Council and the ratepayers for providing me with the opportunity to attend this conference.

Dan Thompson

**GM49/25. Councillor Expenses & Facilities - 01/01/2025 to
30/06/2025**
Author: Governance Lead

FILE: 21/00162

Executive Summary

The purpose of this report is to provide details of expenditure in accordance with the Councillors Expenses & Facilities Policy for the six months from 1 January 2025 to 30 June 2025

FOR INFORMATION

The Councillors Expenses & Facilities Policy requires that detailed reports on the provision of expenses and facilities to Councillors be publicly tabled at a Council meeting every six months and published in full on Council's website. Details including expenditure summarised by individual Councillor and totals for all Councillors for expenses received from 1 January 2025 to 30 June 2025 are shown as **Attachment 1**.

In addition, Council will report on the provision of expenses and facilities to Councillors annually in the Annual Report as required by the Local Government Act and Regulations.

Attachments

AT-1 [↓](#) Councillor Expenses - 1 January to 30 June 2025

Councillor expenses**For the period 1 January to 30 June 2025**

Councillor	Information Communication Technology	General Facilities	General Travel	Professional Development, Conferences and Seminars	Accommodation and Meals	Total Expenses
Cr S Moore	240.00		1,268.96	1,524.12	5,042.57	8,075.65
Cr H Jenkins	240.00		3,411.26	2,018.63		5,669.89
Cr S George	240.00		706.99	2,344.76	4,130.69	7,422.44
Cr M McLachlan	240.00			1,522.72		1,762.72
Cr D Thompson	240.00		361.72	209.55		811.27
Cr P Thompson	240.00		761.68	61.82		1,063.50
Cr G Adamthwaite	240.00		311.64	32.27		583.91
Cr A McGowan	240.00		389.67	1,444.30	1,326.56	3,400.53
Cr P Watson	240.00			1,761.36		2,001.36
Cr S Yeomans	240.00					240.00
Total Expenses	2,400.00	0.00	7,211.92	10,919.53	10,499.82	31,031.27

30. Investment Report - July 2025**FILE:** 25/00405**Author:** Finance Officer - Treasury
Chief Financial Officer**Executive Summary**

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

FOR COUNCIL'S INFORMATION**Report**

For the last 12 months to 31 July 2025, the investment portfolio returned 6.13% versus the bank bill index benchmark's 4.31%.

Council's total portfolio of investments was \$121.698 million with an additional \$8.570 million held in Council's operational account as of 31 July 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.44% 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 July, Council had \$13.0m in deposits mature. Council invested a total of \$9.0m during the month, due to several maturities redeemed from Council's investment portfolio and to take advantage of attractive rates, with further interest rate cuts predicted in due course. These new investments are detailed in the following table:

Amount	Investment Type	Period	Rate
\$1,000,000	Term Deposit	519 Days	4.23%
\$2,000,000	Term Deposit	211 Days	4.45%
\$1,000,000	Term Deposit	428 Days	4.23%
\$1,000,000	Term Deposit	90 Days	4.28%
\$1,000,000	Term Deposit	147 Days	4.30%
\$1,000,000	Term Deposit	426 Days	4.10%
\$1,000,000	Term Deposit	147 Days	4.17%
\$1,000,000	Term Deposit	56 Days	4.13%

The NSW TCorpIM Long Term Growth Fund recorded another strong result during the month, recording a gain of 1.24% for the month of July. The return was reflective of the gains in both the domestic and international share markets, due to further interest rate cuts by central banks globally, along with some optimism of the US tariffs being levied on individual countries, may not be as steep as originally threatened.

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

Corporate and Commercial Services Report (Items for Information) - DCCS30/25

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.

The size of the investment portfolio varies from month to month as a result of cash flow for the period. Cash outflows (expenditure) are typically relatively stable from one month to another. Cash inflows (income) are cyclical and are largely dependent on the rates instalment due dates and the timing of grant payments, including receipts of the Financial Assistance Grant.

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

Certification by the Responsible Accounting Officer:

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

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

Attachments

AT-1 [↓](#) Singleton Investment Report - July 2025



Investment Summary Report
July 2025

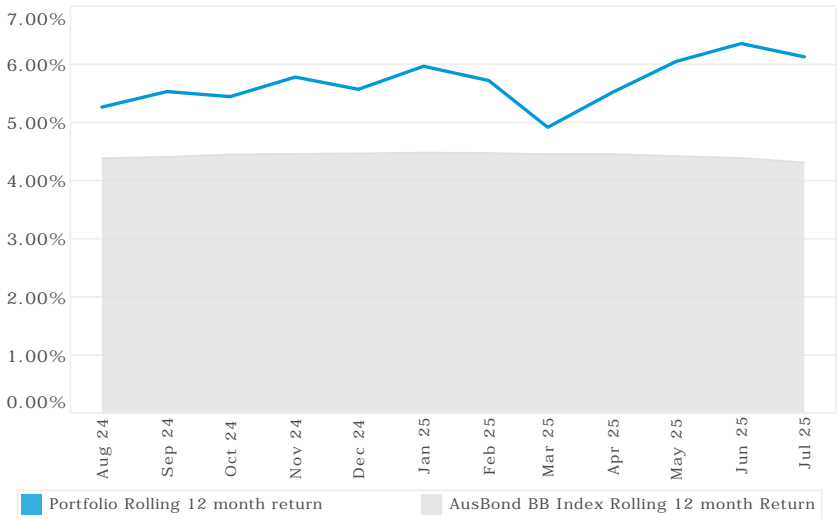
Singleton Council
Executive Summary - July 2025



Investment Holdings

Investment Performance

	Face Value (\$)	Current Value (\$)
Bonds	9,900,000	9,869,783
Cash	6,609,161	6,609,161
Floating Rate Note	28,900,000	29,008,533
Managed Funds	30,289,711	30,289,711
Term Deposit	46,000,000	46,000,000
	121,698,873	121,777,189

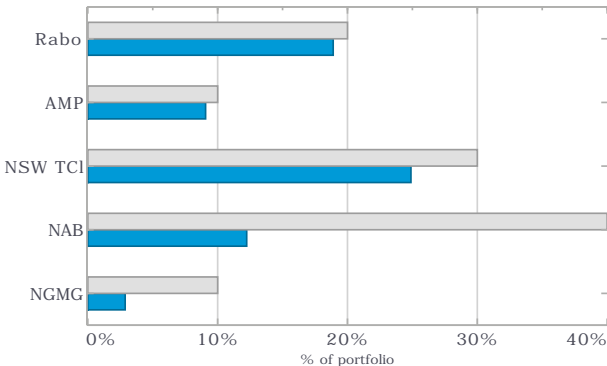
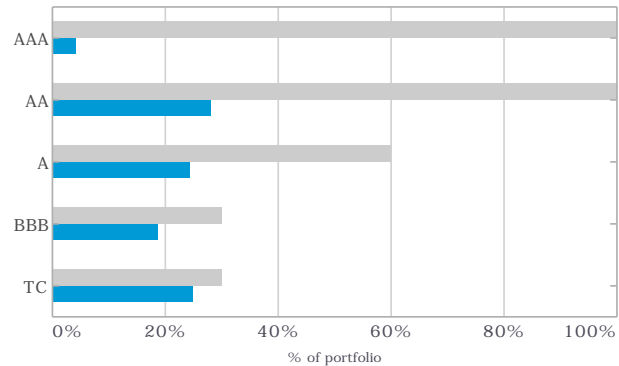


Investment Policy Compliance

Total Credit Exposure

Individual Institutional Exposures

Term to Maturities



	Face Value (\$)	Policy Max
Between 0 and 1 years	83,298,873	68% 100% a
Between 1 and 10 years	38,400,000	32% 80% a
	121,698,873	

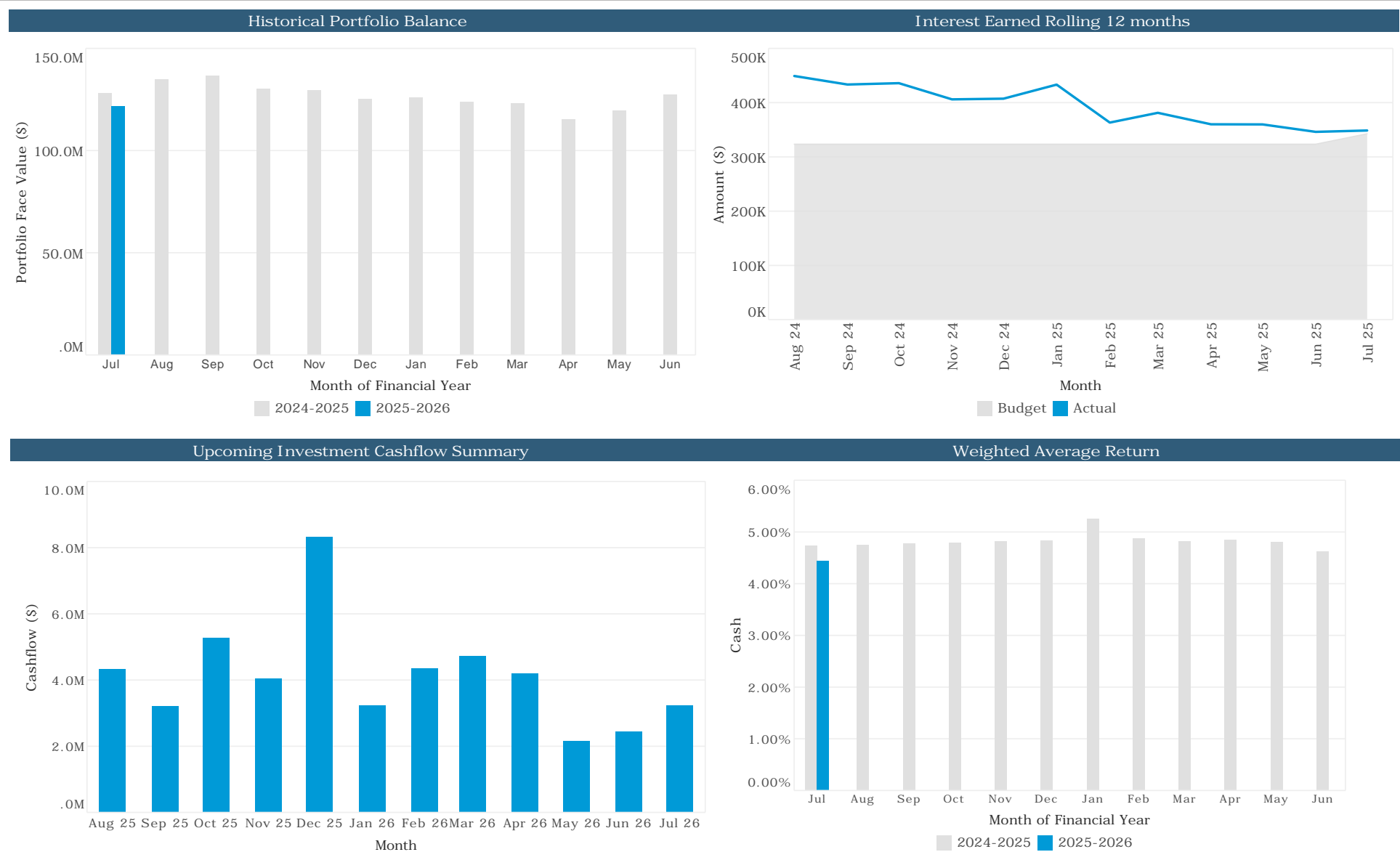
Specific Sub Limits			
Between 3 and 10 years	4,400,000	4%	50% a
Between 5 and 10 years	0	0%	25% a

Portfolio Exposure

Investment Policy Limit

Singleton Council

Executive Summary - July 2025



Singleton Council
Investment Holdings Report - July 2025



Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
739,506.97	4.5000%	AMP Bank	BBB+	739,506.97	540079	31d Notice
1,977,153.03	4.1500%	Macquarie Bank	A+	1,977,153.03	540145	Accelerator
3,892,501.39	3.9500%	National Australia Bank	AA-	3,892,501.39	546234	Prof Acct
6,609,161.39	4.0714%			6,609,161.39		

Managed Funds

Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
30,289,711.34	1.2389%	NSW T-Corp (LT)	TCI	Long Term Growth Fund	30,289,711.34	544559	
30,289,711.34	1.2389%				30,289,711.34		

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
12-Aug-25	3,000,000.00	5.0500%	AMP Bank	BBB+	3,000,000.00	8-Aug-24	3,148,594.52	545334	148,594.52	Annually	
4-Sep-25	1,000,000.00	4.8700%	Rabobank Australia	A	1,000,000.00	14-Feb-25	1,022,415.34	545792	22,415.34	At Maturity	
18-Sep-25	1,000,000.00	4.7000%	National Australia Bank	AA-	1,000,000.00	13-Mar-25	1,018,156.16	545919	18,156.16	Annually	
25-Sep-25	1,000,000.00	4.1300%	Commonwealth Bank of Australia	AA-	1,000,000.00	31-Jul-25	1,000,113.15	546296	113.15	At Maturity	
8-Oct-25	2,000,000.00	5.1000%	Rabobank Australia	A	2,000,000.00	5-Dec-24	2,066,789.04	545676	66,789.04	At Maturity	
9-Oct-25	1,000,000.00	4.2800%	National Australia Bank	AA-	1,000,000.00	11-Jul-25	1,002,462.47	546258	2,462.47	Annually	
20-Oct-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	22-Jan-25	1,026,426.03	545746	26,426.03	At Maturity	
23-Oct-25	1,000,000.00	4.8000%	Suncorp Bank	AA-	1,000,000.00	18-Mar-25	1,017,884.93	545935	17,884.93	At Maturity	
6-Nov-25	1,000,000.00	4.5000%	AMP Bank	BBB+	1,000,000.00	11-Jun-25	1,006,287.67	546150	6,287.67	At Maturity	
27-Nov-25	1,000,000.00	4.3000%	AMP Bank	BBB+	1,000,000.00	26-Jun-25	1,004,241.10	546213	4,241.10	At Maturity	
4-Dec-25	2,000,000.00	4.3500%	Bank of Queensland	A-	2,000,000.00	5-Jun-25	2,013,586.30	546137	13,586.30	At Maturity	
4-Dec-25	2,000,000.00	4.3700%	Rabobank Australia	A	2,000,000.00	2-Jun-25	2,014,367.12	546106	14,367.12	At Maturity	
17-Dec-25	1,000,000.00	4.1700%	Rabobank Australia	A	1,000,000.00	23-Jul-25	1,001,028.22	546282	1,028.22	At Maturity	
18-Dec-25	1,000,000.00	4.3000%	AMP Bank	BBB+	1,000,000.00	24-Jul-25	1,000,942.47	546286	942.47	At Maturity	

Singleton Council
Investment Holdings Report - July 2025



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
18-Dec-25	2,000,000.00	4.3800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,008,640.00	546212	8,640.00	At Maturity	
8-Jan-26	1,000,000.00	4.7500%	Bank of Queensland	A-	1,000,000.00	20-Mar-25	1,017,438.36	545941	17,438.36	At Maturity	
29-Jan-26	2,000,000.00	4.9500%	AMP Bank	BBB+	2,000,000.00	29-Jan-25	2,049,906.85	545757	49,906.85	At Maturity	
5-Feb-26	2,000,000.00	4.4500%	Rabobank Australia	A	2,000,000.00	9-Jul-25	2,005,608.22	546249	5,608.22	At Maturity	
10-Feb-26	2,000,000.00	4.3400%	Suncorp Bank	AA-	2,000,000.00	11-Jun-25	2,012,128.22	546156	12,128.22	At Maturity	
19-Mar-26	2,000,000.00	4.2700%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,013,336.44	546135	13,336.44	At Maturity	
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,045,547.95	545780	45,547.95	Annually	
30-Apr-26	2,000,000.00	4.1500%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,012,961.64	546136	12,961.64	At Maturity	
21-May-26	2,000,000.00	4.2700%	Suncorp Bank	AA-	2,000,000.00	16-Jun-25	2,010,762.74	546169	10,762.74	At Maturity	
9-Jul-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	19-Jun-25	1,004,947.95	546183	4,947.95	Annually	
23-Jul-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,008,048.22	546209	8,048.22	Annually	
10-Sep-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,002,665.48	546250	2,665.48	Annually	
23-Sep-26	1,000,000.00	4.1000%	National Australia Bank	AA-	1,000,000.00	24-Jul-25	1,000,898.63	546285	898.63	Annually	
26-Nov-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,008,048.22	546210	8,048.22	Annually	
10-Dec-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,002,665.48	546251	2,665.48	Annually	
25-Mar-27	2,000,000.00	3.9500%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,007,791.78	546211	7,791.78	Annually	
	46,000,000.00	4.4509%			46,000,000.00		46,554,690.70		554,690.70		

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
4-Mar-26	2,500,000.00	4.3414%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB+	2,500,000.00	4-Mar-21	2,516,796.66	540982	17,246.66	4-Sep-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	1,612,098.92	541750	12,098.92	25-Aug-25	
15-Sep-26	1,500,000.00	4.1938%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	15-Sep-21	1,507,778.01	541879	7,928.01	15-Sep-25	
23-Oct-26	1,200,000.00	5.2900%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00	23-Jan-24	1,213,466.86	544801	1,565.26	23-Oct-25	
27-Oct-26	1,000,000.00	4.5010%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00	21-Oct-21	1,003,873.26	542004	493.26	27-Oct-25	
30-Oct-26	2,000,000.00	5.2018%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00	7-Jun-24	2,013,580.06	545154	570.06	30-Oct-25	
23-Dec-26	1,000,000.00	4.0739%	CBA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00	23-Sep-21	1,003,632.93	541918	4,352.93	23-Sep-25	

Singleton Council
Investment Holdings Report - July 2025

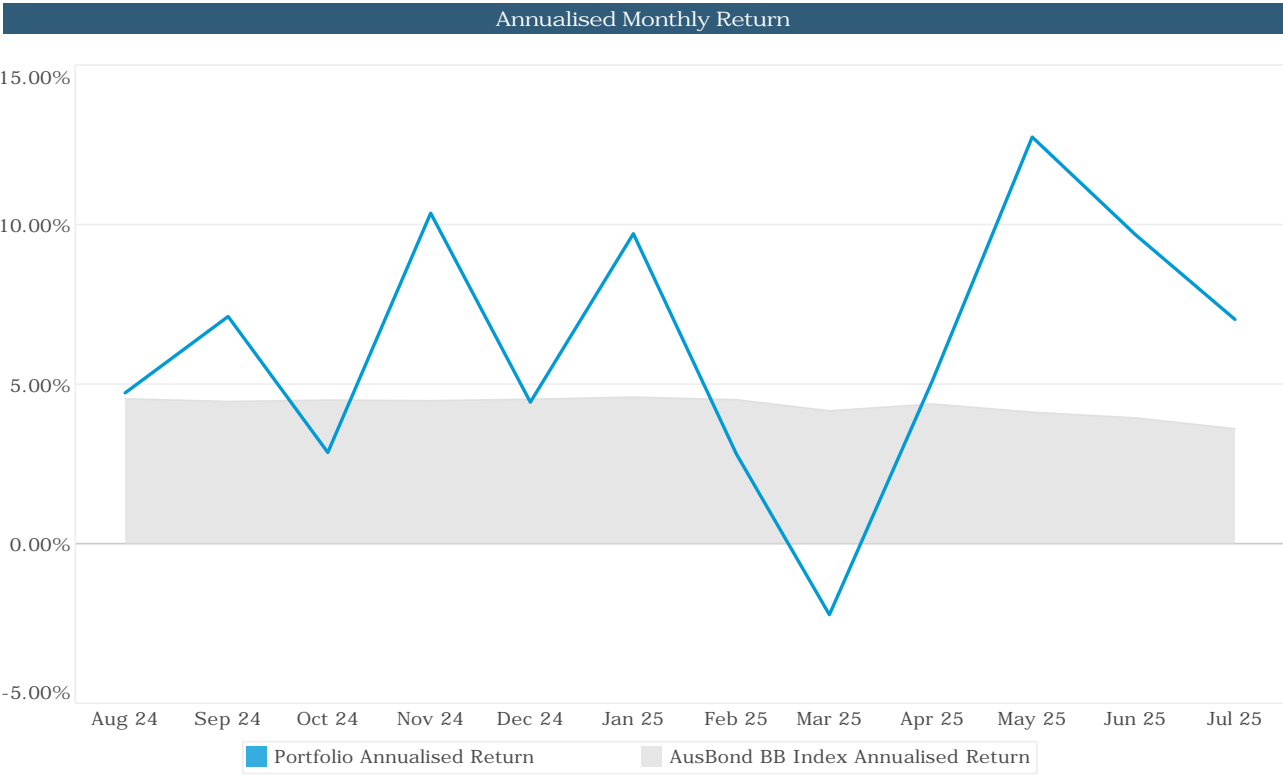


Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
14-Jan-27	2,000,000.00	4.4168%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00	14-Jan-22	2,010,596.30	542237	4,356.30	14-Oct-25	
25-Jan-27	1,000,000.00	4.4197%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00	25-Jan-22	1,003,927.61	542257	847.61	27-Oct-25	
25-Jan-27	1,800,000.00	4.4997%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00	25-Jan-22	1,806,827.32	542262	1,553.32	27-Oct-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	1,433,546.03	544823	17,670.03	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	1,012,572.72	545104	10,652.72	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	609,807.37	545078	6,225.37	14-Aug-25	
21-Jun-27	1,000,000.00	4.9639%	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	1,000,000.00	21-Jun-24	1,013,513.89	545188	5,303.89	22-Sep-25	
13-Sep-27	1,000,000.00	5.0475%	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	1,000,000.00	13-Sep-24	1,006,776.10	545463	6,776.10	15-Sep-25	
13-Sep-27	1,300,000.00	4.9875%	AMP Snr FRN (Sep27) BBSW+1.27%	BBB+	1,300,000.00	13-Sep-24	1,314,164.21	545482	8,704.21	15-Sep-25	
14-Dec-27	1,100,000.00	4.9638%	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	1,100,000.00	14-Dec-22	1,120,906.32	543634	6,881.32	15-Sep-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	1,517,186.72	546024	17,186.72	14-Aug-25	
22-Mar-29	2,000,000.00	4.5639%	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	2,000,000.00	15-Mar-24	2,021,678.99	544957	9,752.99	22-Sep-25	
18-Mar-30	2,400,000.00	4.5294%	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	2,400,000.00	18-Mar-25	2,419,073.04	545902	13,104.24	18-Sep-25	
	28,900,000.00	4.6911%			28,916,790.00		29,161,803.32		153,269.92		

Fixed Rate Bonds

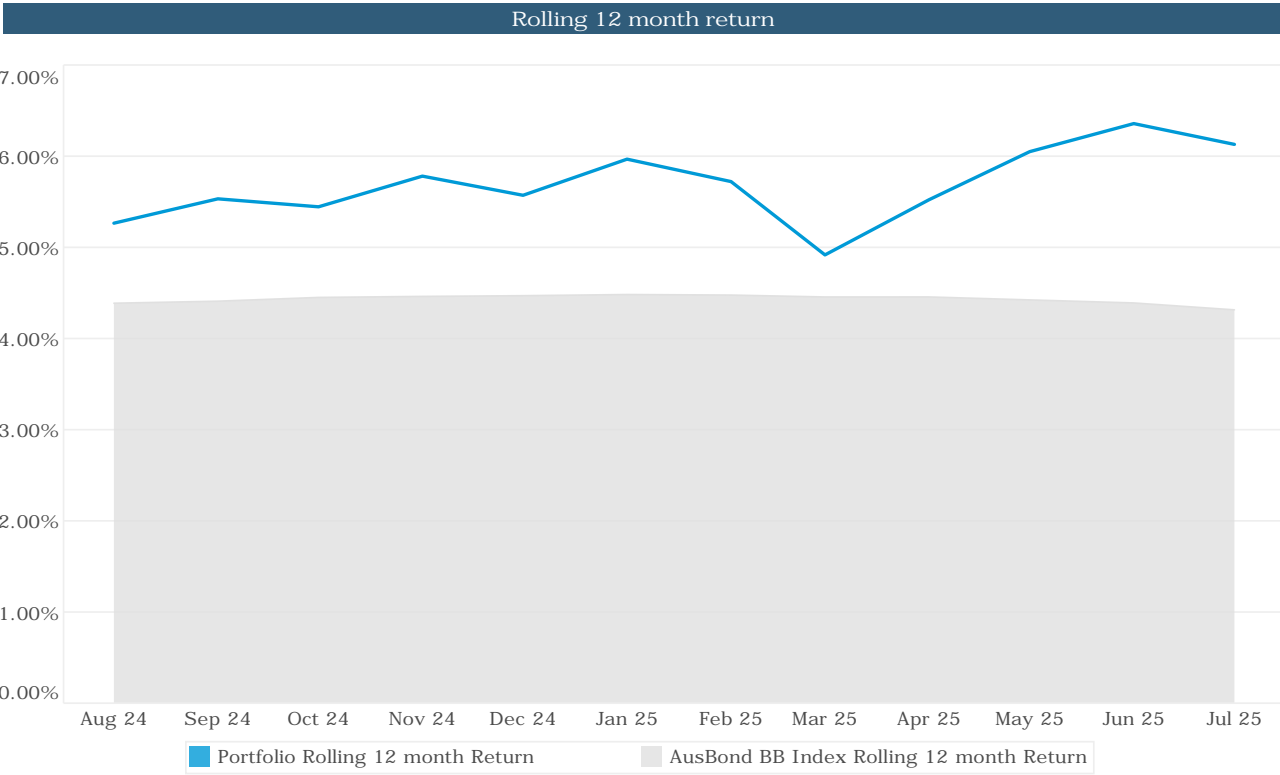
Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
11-Aug-25	1,000,000.00	3.9000%	WBC Snr Bond (Aug25) 3.90%	AA-	996,250.00	11-Aug-22	1,018,382.04	543161	18,422.65	4.03400%	
11-Nov-25	1,900,000.00	4.9000%	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,924,827.67	543536	20,604.10	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	2,002,527.47	541004	2,527.47	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	5,036,135.71	541284	70,535.71	1.30500%	
	9,900,000.00	3.1778%			10,418,538.00		9,981,872.89		112,089.93	2.2263%	

Singleton Council
Investment Performance Report - July 2025



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Jul 2025	7.03%	3.60%	3.43%
Last 3 months	9.80%	3.89%	5.91%
Last 6 months	5.78%	4.11%	1.67%
Financial Year to Date	7.03%	3.60%	3.43%
Last 12 months	6.13%	4.31%	1.82%

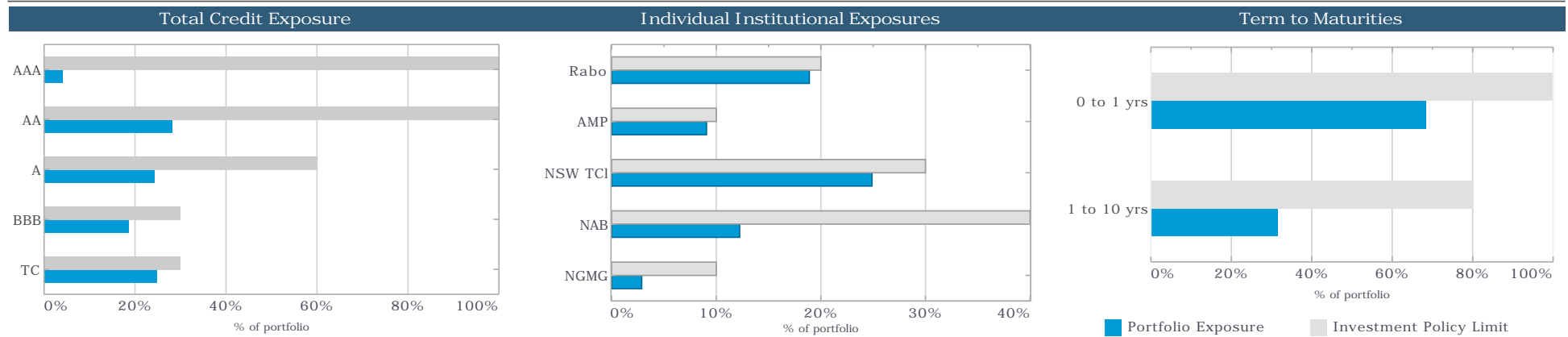
Singleton Council
Investment Performance Report - July 2025



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Jul 2025	0.58%	0.30%	0.28%
Last 3 months	2.38%	0.97%	1.41%
Last 6 months	2.83%	2.02%	0.81%
Financial Year to Date	0.58%	0.30%	0.28%
Last 12 months	6.13%	4.31%	1.82%



Singleton Council Investment Policy Compliance Report - July 2025



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4% 100% a
AA	34,192,501	28% 100% a
A	29,577,153	24% 60% a
BBB	22,639,507	19% 30% a
TC	30,289,711	25% 30% a
	121,698,873	

Institution	% of portfolio	Investment Policy Limit
Rabobank Australia (A)	19%	20% a
AMP Bank (BBB+)	9%	10% a
NSW T-Corp (TCL)	25%	30% a
National Australia Bank (AA-)	12%	40% a
Newcastle Greater Mutual Group (BBB+)	3%	10% a
Suncorp Bank (AA-)	8%	40% a
Bank Australia (BBB+)	2%	10% a
Bank of Queensland (A-)	3%	20% a
Maitland Mutual Limited (BBB)	1%	10% a
Heritage and People's Choice (BBB+)	1%	10% a
Suncorp Bank Covered (AAA)	4%	40% a
Great Southern Bank (BBB+)	1%	10% a
Auswide Bank (Baa2)	1%	10% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	83,298,873	68% 100% a
Between 1 and 10 years	38,400,000	32% 80% a
	121,698,873	

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

a = compliant
r = non-compliant

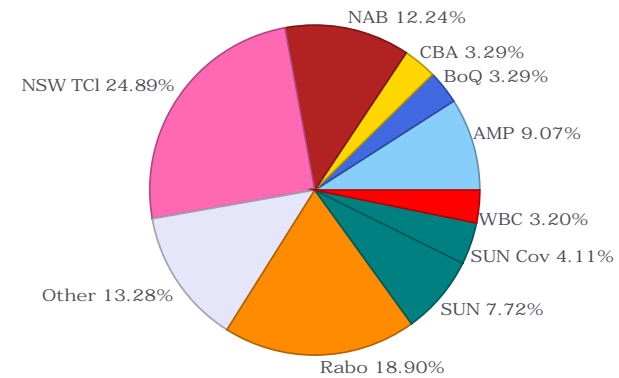
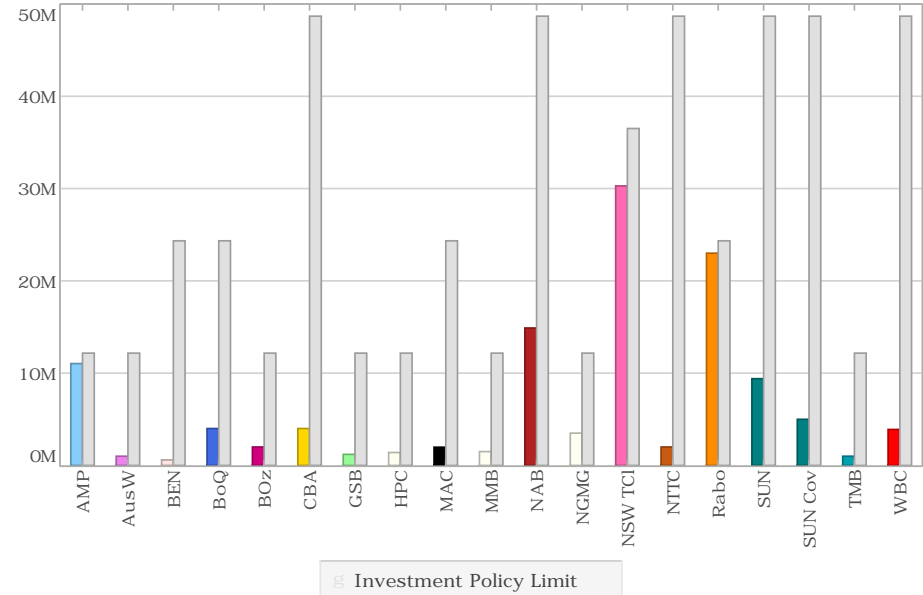


Singleton Council Individual Institutional Exposures Report - July 2025

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	11,039,507	9%	12,169,887	10%	1,130,380
Auswide Bank (Baa2)	1,000,000	1%	12,169,887	10%	11,169,887
Bank Australia (BBB+)	2,000,000	2%	12,169,887	10%	10,169,887
Bank of Queensland (A-)	4,000,000	3%	24,339,775	20%	20,339,775
Bendigo and Adelaide Bank (A-)	600,000	0%	24,339,775	20%	23,739,775
Commonwealth Bank of Australia (AA-)	4,000,000	3%	48,679,549	40%	44,679,549
Great Southern Bank (BBB+)	1,200,000	1%	12,169,887	10%	10,969,887
Heritage and People's Choice (BBB+)	1,400,000	1%	12,169,887	10%	10,769,887
Macquarie Bank (A+)	1,977,153	2%	24,339,775	20%	22,362,622
Maitland Mutual Limited (BBB)	1,500,000	1%	12,169,887	10%	10,669,887
National Australia Bank (AA-)	14,892,501	12%	48,679,549	40%	33,787,048
Newcastle Greater Mutual Group (BBB+)	3,500,000	3%	12,169,887	10%	8,669,887
NSW T-Corp (TCl)	30,289,711	25%	36,509,662	30%	6,219,951
NT T-Corp (Aa3)	2,000,000	2%	48,679,549	40%	46,679,549
Rabobank Australia (A)	23,000,000	19%	24,339,775	20%	1,339,775
Suncorp Bank (AA-)	9,400,000	8%	48,679,549	40%	39,279,549
Suncorp Bank Covered (AAA)	5,000,000	4%	48,679,549	40%	43,679,549
Teachers Mutual Bank (BBB+)	1,000,000	1%	12,169,887	10%	11,169,887
Westpac Group (AA-)	3,900,000	3%	48,679,549	40%	44,779,549
	121,698,873				

Individual Institutional Exposure Charts



DI&P47/25. Post Mining Land Use Framework - Council's Approach and Advocacy Response**FILE:**
23/00186/002**Author:** Manager Development & Regulatory Services

Executive Summary

The purpose of this report is to inform Council of the actions taken to progress the Singleton Council Post Mining Land Use Framework (**Framework**), which underpins actions within the adopted Local Strategic Planning Statement, Council's Advocacy Agenda and Council's Operational Plans. The Framework was developed to support the delivery of a Place Strategy approach to post mining land within the Singleton local government area, with a focus on understanding the impacts and benefits of the transition to both net zero and a post mining land use future.

This report further outlines actions undertaken by council in developing and delivering the post mining land use framework. The framework is used to support Council's advocacy agenda, to seek funding and to further actions within the 2025/2026 Operational Plan.

FOR INFORMATION**Report**

Since July 2020, Council has been progressing land use planning actions that provide for the economic transition of the Singleton local government area to a post mining land use future. These actions align to the strategic land use planning requirements set out in the *Environmental Planning and Assessment Act, 1979*, for the development of local strategic planning statements and regional plans.

Singleton Local Strategic Planning Statement

The *Environmental Planning and Assessment Act, 1979*, requires councils to prepare and implement a Local Strategic Planning Statement (**LSPS**), in accordance with clause 3.9. An LSPS provides, amongst other things, the basis for strategic planning in the local government area. The LSPS sets planning priorities that are consistent with the Community Strategic Plan and the Hunter Regional Plan and includes actions required to meet these priorities. The LSPS includes the ways in which Council will monitor and report on the implementation of the LSPS.

In July 2020, Council adopted the Singleton Local Strategic Planning Statement 2041 (**LSPS**). This Statement leads with a vision to be an internationally recognised mining centre of excellence and a leader in sustainable post mining transition, with diverse post mining development outcomes and an innovative economy.

The Singleton LSPS identified the importance of mining to the local economy, and highlighted the following strategic planning priorities:

Infrastructure & Planning Report (Items for Information) - DI&P47/25

- Alternative options to return post-mined land to its pre-mined state should only be considered where comprehensive, detailed and defensible study information demonstrates that the alternative option is appropriate in light of environmental impact, contextual considerations and relevant Council plans.
- Where they are not intended to be activated, the relinquishment and surrender of mining exploration permits, mineral development licenses and mining leases will be encouraged.
- Where confidence can be given that non-mined mining buffer land will no longer be impacted by mining activities or associated operations into the foreseeable future, consideration will be given to whether the land use planning provisions that apply to that land remain appropriate, on the basis that it is no longer going to be subject to mining impacts.
- Through advocacy and collaboration, we will work with government agencies and industry professionals to achieve rehabilitation outcomes that are sustainable and appropriate for respective sites and locations.

The Statement further identifies actions needed to support these outcomes, including to *prepare a discussion paper focussing on the rehabilitation of post-mined land, which contains recommendations for how the Council shall consider and be involved in the development of site rehabilitation proposals.*

In addition, this Statement identifies the importance of land use planning for renewable energy development (noting this was prior to the announcement of the Hunter Central Coast Renewable Energy Zone) and industry diversification needed to support a transitioning economy. Importantly, the Statement identifies that:

- Emerging opportunities for economic diversification in the LGA will be investigated.
- Opportunities to reduce barriers to establishing key industries and services in the LGA will be investigated.
- Land use planning constraints and opportunities for renewable energy will be investigated.

In response to this, the LSPS identifies an action to *prepare a report, which investigates constraints, opportunities and impacts associated with establishing renewable energy production facilities in the LGA.*

The LSPS identified several new and revised strategies which have been adopted by Council. These include:

- Singleton Local Housing Strategy (adopted by Council in October 2022)
- Vineyards and Rural Tourism Strategy (adopted by Council in March 2024)
- Upper Hunter Employment Lands Strategy (adopted by Council in March 2024)
- Singleton Rural Lands Strategy (on exhibition)
- Singleton Socio-Economic Development Strategy (adopted by Council in August 2024)
- Singleton Community Development Strategy (adopted by Council in October 2022)
- Destination Management Plan (adopted by Council in March 2023)

These strategies, in part, consider the impacts and benefits of growth, diversification and transition in the socio-economic and land use planning space.

Hunter Regional Plan 2041

In 2022, the NSW Government released the Hunter Regional Plan 2041 (**Plan**). Diversification of the Hunter's mining, energy and industrial capacity is identified as the primary objective of this Plan.

Within this Plan, and following submissions from Singleton Council, post mining land use is recognised as a regionally significant growth area for the purpose of future land use planning. The intent of regionally significant growth areas within the Hunter regional Plan was to provide a coordinated oversight of Place Strategy development. The Plan identifies the Department of Planning, Housing and Infrastructure as the lead agency in post mining land use place strategy.

The Plan notes that *the department will investigate the feasibility of expedited planning options to permit the change of one employment use to another employment use for parts of mine or power station sites where existing infrastructure like hard stand areas, workshops, stores, treatment plants and rail loops are concentrated*. The Plan also requires planning proposals for mine or power station sites to be supported by a Place Strategy that meets the criteria set out in the Plan.

When considering land use planning actions within an LSPS, council's must have regard to the objectives, strategies and actions set out in the relevant regional plan.

NSW Government Policy on Post Mining Land Use

Since the adoption of the LSPS, the NSW Government has released several documents relevant to both Net Zero and Post Mining Land Use. These include:

- Strategic Statement on Coal Exploration and Mining in NSW (Regional NSW)
- Hunter Regional Plan (Department of Planning, Housing and Infrastructure)
- Hunter Regional Economic Development Strategy – 2023 Update (Department of Regional NSW)
- Practical Guide: Post Mining Land Use (Mining, Exploration and Geosciences)
- Net Zero Commission Report – 2024 (Net Zero Commission)

These documents provide guidance to the development of land use planning strategies at a local government level.

Framework Development

In 2022, council recognised the gap in the current knowledge and practical implementation of post mining land use outcomes for the Singleton local government area. To understand the relationship between land use and regulation, an internally facing Traffic Light Analysis was prepared to identify categories of future development opportunities. This analysis was based on six (6) progressive criteria to calculate the value of each mine's individual characteristics for either an active post mining land use (e.g. industrial development) or a passive post mining land use (e.g. conservation). The Analysis identified constraints to informing decisions related to the potential future strategic planning opportunities available within the infrastructure areas in the post mining landscape and made recommendations. These constraints and recommendations informed the development of the Framework.

The then NSW Government established the Royalties for Rejuvenation Fund alongside Regional Expert Panels to, amongst other things, oversee the Fund (\$25M per annum) and provide advice on:

- the consequences and opportunities associated with moving away from coal mining, particularly in relation to the impact on employment and economic activity in the affected coal mining region
- alternative land uses of coal mining sites
- options to support the economic diversification of the affected coal mining region in alternative industries.

On 22 March 2023, Singleton Council staff presented, alongside Muswellbrook Shire Council staff, to the Regional Expert Panel for the Hunter on strategic land use planning priorities for post mining land use in the respective LGAs. Following this meeting, Singleton Council commenced the development of the Post Mining Land Use Framework.

In July 2023, Singleton Council, alongside Lake Macquarie Council, Mid-Western Regional Council, Lithgow City Council and Muswellbrook Shire Council commenced joint discussions regarding the use of land within these local government areas post mining.

This group held several meetings throughout 2023.

Following these discussions and the development of the Traffic Light Analysis, an initial draft of the Framework was prepared for internal discussion and engagement with the Department of Planning, Housing and Infrastructure and other stakeholders to progress opportunities for funding and stakeholder input.

In 2024, these Panels were dissolved, and the NSW Government announced the establishment of the Future Jobs and Investment Authorities. The Royalties for Rejuvenation Fund remained a statutory fund established through the *Mining Amendment (Royalties for Rejuvenation Fund) Regulation, 2022*.

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In early 2024, prior to the reduced scope of the Upper Hunter Urban Development Program, council staff made an application to that forum for support to deliver the Framework across both the Singleton and Muswellbrook local government areas. In late 2024, the DPHI refocussed these forums towards the delivery of housing across NSW. As a result, the land use planning of post mining land use as a regionally significant growth area has been referred to the relevant local councils for implementation.

Actions and Advocacy

In 2023, the NSW Government passed the *Climate Change (Net Zero Future) Act, 2023*. This legislation established the Net Zero Commission, a NSW Government agency charged with providing independent expert advice on progress towards net zero in NSW.

Amongst other things, the role of the Net Zero Commission is to monitor, review and report on the State's whole of economy progress towards emissions reduction targets and adaptation strategies to ensure NSW is resilient to a changing climate. The Net Zero Commission has identified six (6) target industries (energy, transport, industry, agriculture, waste, built environment) to focus funding and support in emissions reduction actions. In November 2024 the Net Zero Commission released its first report on progress towards emissions reduction targets and the extent to which government incentives have supported emissions reductions.

In May 2024 the NSW Parliament conducted the Inquiry into Beneficial and Productive Post Mining Land Use and released its Final Report in April 2025. The Report identifies 13 recommendations, including locally led Place Strategy as the means to deliver productive post mining land use outcomes. Singleton Council made a submission into this Inquiry, advocating for locally led place planning, and presented to the Committee in August 2024.

In July 2024 the NSW Parliament commenced the Inquiry into the Impact of Renewable Energy Zones (REZ) on rural and regional communities and industries in New South Wales. Singleton Council made a submission to this Inquiry. This Inquiry is yet to release its Final Report.

In July 2024, the NSW Government also released the Future Jobs and Investment Authorities Issues Paper for consultation. Council made a submission to this that included the need to:

- Resource and develop a transparent land use-based policy position on final mining land use that aligns with local strategic land use planning outcomes and ensure current and future socio-economic considerations are managed appropriately.
- Resource a program to develop masterplans for all mining sites that provides clear articulation of the next highest and best use options for the sites individually and as a system.

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At its ordinary meeting on 26 November 2024, Council adopted a Mayoral Minute to, amongst other things:

- Write to the Minister for Planning, Housing and Infrastructure, the Minister for the Environment and Minister for Energy seeking:
 - Further strategic studies within the renewable energy zone; with an outcome being the development of mapping to provide transparency, clarity and certainty to communities already affected on the best locations within each REZ for renewable projects, and specifically, where State significant renewable projects are not appropriate; and
 - Amendments to the State Environmental Planning Policy (Resources and Energy) 2021 to include a requirement for all energy projects to obtain a site verification certificate prior to lodging a development application as well as a requirement for a renewable energy bond to ensure any land used for renewables is returned to its pre-used state (or other defined best use state).

In February 2025, the Hunter Joint Organisation wrote to the Minister for the Hunter seeking regional support for the reactivation of current and former mining lands. This included a regional program incorporating specific pilot projects. The Singleton Local Mine Closure Strategy, to develop a Place Plan and Mine Closure Strategy, was included with a specific ask of \$7M to deliver the Post Mining Land Use Framework.

On 19 June 2025, the NSW Government announced the model for the Future Jobs and Investment Authority. Under the model, the Future Jobs and Investment Authority will, amongst other things, develop a framework to allow previously allocated Resources for Rejuvenation funds to be spent on projects like infrastructure and post-mining land use planning, skills mapping, feasibility assessments and training programs.

It is understood that the Future Jobs and Investment Authority will work across Government to, amongst other things, *facilitate strategic planning and targeted site activation to enable new and emerging employment-generating industries, including on former mining land.*

Within the 2025-26 NSW Budget, the NSW Government has *committed \$27.3 million over four years to fund the establishment of the Authority to support future jobs and industry growth across the four regions. The NSW Government will continue to set aside \$22.5 million each year into a new Future Jobs and Investment Fund. This has been committed for the next four years and will unlock more than \$100 million in funding for coal-producing regions.*

As noted previously, the NSW Government has released its response to the Inquiry into Beneficial and Productive Post Mining Land Use. This response endorses the 13 recommendations of the Inquiry and devolves their implementation to the Future Jobs and Investment Authority as the model for implementation. Legislation intended to enliven the Future Jobs and Investment Authority is expected to pass through the NSW Parliament in 2025.

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In response to the NSW State government policy framework, as well as the changing economic landscape for Singleton, the 2024/2025 Operational Plan included actions to *advocate for funding to develop a Post Mining Land Use Strategy* and, subject to this funding, *commence the Post Mining Land Use Strategy*.

In 2025 the Post Mining Land Use Framework was expanded to incorporate planning for net zero across these industry sectors within the Singleton LGA.

In response to the rapidly changing policy landscape, Council has developed and, over time, refined the Net Zero/Post Mining Land Use Framework to facilitate the delivery of both Net Zero and Post Mining Land Use outcomes for the Singleton local government area. This Framework is the precursor to the delivery of a Post Mining Land Use Place Strategy for Singleton.

Council Policy/Legislation

The *Environmental Planning and Assessment Act, 1979*, requires councils to prepare and adopt a Local Strategic Planning Statement in accordance with section 3.9 and Schedule 1 of the Act and the NSW Department of Planning, Housing and Infrastructure Local Strategic Planning Statements - Guideline for Councils. Local Strategic Planning Statements must be reviewed every seven (7) years, with Singleton's LSPS due for review in 2025/2026. To support this review, council staff have commenced a gap analysis of the adopted LSPS.

As noted above, the development of the Framework is underpinned by existing Council strategic documents and is supported by the recommendations of the Inquiry into Beneficial and Productive Post Mining Land Use released in April 2025 and the recently announced Future Jobs and Investment Authority model.

The 2025/2026 adopted Operational Plan includes the following actions:

- 3.3.1.1. Advocate for funding to develop Post Mining Land Use Strategy
- 3.3.1.2 Subject to funding, commence the Post Mining Land Use Strategy
- 3.3.1.3 Continue to advocate for a particulate characterisation study for the Upper Hunter, following reduced mining and power station closures

In addition, the 2025/2026 adopted Operational Plan includes the following actions that will contribute to implementation of the Framework:

- 1.3.3.1 Participate in government and industry forums relating to employment and jobs of the future
- 2.3.1.2 Deliver actions from the liveability assessment
- 2.3.2.1 Undertake a comprehensive review of the Local Environmental Plan and Development Control Plan to ensure investment outcomes are achieved
- 2.3.2.2 Prepare a report that investigates constraints, opportunities and impacts associated with establishing renewable energy production facilities in the LGA
- 3.1.1.3 Establish the ecological baseline in non-National Park parts of the LGA
- 3.3.1.3 Continue to advocate for a particulate characterisation study for the Upper Hunter, following reduced mining and power station closures
- 4.1.1.1 Implement the Singleton Socio-Economic Development Strategy
- 4.1.1.2 Deliver the Singleton Investment Activation Program

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4.3.3.1 Implementation of land use planning strategies, including the Local Housing Strategy, Employment Lands Strategy, Vineyards and Rural Tourism Strategy and the Rural Lands Strategy

The draft Singleton Advocacy Agenda 2025/2029 includes *planning for economic outputs for the future of mining related land* and includes the following:

- Funding for the development of a Place Strategy for the Singleton LGA to guide a coordinated approach to land use and economic opportunities for post mining related land.
- Undertaken an urgent review of the Industrial Lands Action Plan to incorporate land used for industrial purposes but not zoned industrial.
- Funding for the development of a Net Zero Economic Transition Plan for the future of Singleton and NSW.

The draft Singleton Advocacy Agenda 2025/2029 is scheduled to be presented to the Council for consideration at the September meeting.

Financial Implications

The development of the Framework was undertaken utilising existing council resources. Where resources allow, actions that underpin the delivery of the Framework will continue to be undertaken in accordance with the adopted Operational Plan and Budget.

Endorsement of advocacy through the draft Advocacy Agenda 2025/2029 does not commit Council to expending any funds above those already allocated through the 2025/2026 Budget and Operational Plan actions.

The full delivery of the Framework is not currently budgeted for in the Long-Term Financial Plan. It is estimated that the Framework will cost approximately \$7M to be delivered over a seven-year period. This cost estimate is consistent with the advocacy for funding that the Hunter Joint Organisation has been progressing. These costs include:

- Development of a position paper
- Engagement Strategy
- Management Committee oversight and administration support
- Mapping the regulatory framework
- Opportunities and constraint analysis
- Development of metrics and reporting
- Infrastructure planning
- Environmental planning
- Salaries for positions to support the delivery of these project elements

The council's draft Advocacy Agenda, alongside advocacy by the Hunter Joint Organisation, continues to seek external funding support to deliver this important land use planning outcome for the LGA.

*Infrastructure & Planning Report (Items for Information) - DI&P47/25***Consultation**

The Framework has been developed in discussions with Muswellbrook Shire Council, the Hunter Joint Organisation, the NSW Department of Planning, Housing and Infrastructure's Upper Hunter Urban Development Program, the Department of Regional NSW, The Committee overseeing the Parliamentary Inquiry into Beneficial and Productive Post Mining Land Use, internal stakeholders and the mining industry.

A briefing of councillors was held on the 25 March 2025.

Sustainability

Singleton's adopted Sustainability Strategy identifies the importance of planning for a post mining future through the following deliverables:

- Goal 15: Life on Land
 - Consider final land use outcomes for mining
 - Manage cumulative impacts
- Goal 11: Sustainable Cities and Communities
 - Facilitate the development of innovation
 - Adapt to climate change

By integrating the principles of ecologically sustainable development and the United Nations Sustainable Development Goals into the strategic direction set through the Local Strategic Planning Statement and supporting strategies, the council can demonstrate progress towards achieving these adopted objectives.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that land currently used for mining in the Singleton LGA is not planned for in a systematic and strategic way, which may lead to reputational and financial impacts to Council and the community.	High	Implementing the Framework	Med	No. Funding is needed as per this report.
There is a risk that the current land use planning framework for mining land does not adequately address current or future community expectations, which may lead to reputational damage for Council and long-term servicing impacts to the community.	High	Implementing the Framework	Med	No. Funding is needed as per this report.

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not secure adequate funding to support the delivery of a Place Strategy for post mining land use in the Singleton LGA, which may lead to long-term financial impacts to Council and the community.	High	Endorse the revised Advocacy Agenda 2025/2029	High	No. Funding is needed as per this report.

Conclusion

Planning for the future of post mining land in Singleton is complex and requires a strategic approach that delivers alignment with community expectations for a vibrant, sustainable, progressive, connected and resilient future. The development of a Net Zero/Post Mining Land Use Framework provides the foundation for developing place strategies that consider the use of land post mining as well as the levers needed to support the net zero transition. Council has prepared the Framework having regard to the statutory land use planning requirements in the *Environmental Planning and Assessment Act, 1979*, and the broader economic and community strategies adopted by Council. Endorsement of the Framework will enable Council to continue to advocate for strategic post mining land use outcomes.

Attachments

There are no attachments for this report.