



## 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 21 October 2025**, commencing after the Public Forum at **5.30pm**.

### Emergency Evacuation - Council Chambers

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

### Privacy/Webcasting

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

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

### General

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

## Statement of Ethical Obligations

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

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

## AGENDA

## PAGE

### Opening of Meeting

### Acknowledgement of Country

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

### Apologies and applications for a leave of absence by Councillors

### Confirmation of Minutes

1. 16 September 2025

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### **Questions with Notice**

**Closed Council**

- CC7/25 Potential Sale of Council Land - 16 Phillip Street, Dunnolly
- CC8/25 General Manager's Performance Appraisal
- CC9/25 Land Acquisition of Council Owned Land

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.

**PR1/25. Singleton Tidy Towns**  
**Author:** Samantha Calleja

**FILE:** 25/00131

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Lyn MacBain, Chairperson of Singleton Tidy Towns will give a presentation to Council on the Keep Australia Beautiful NSW 2025 Tidy Towns Awards which were announced on Saturday, 11 October 2025 at a ceremony hosted by the 2024 titleholder, Parkes.

*General Manager's Report (Items Requiring Decision) - GM66/25*

**GM66/25. Request for Leave of Absence - Cr Daniel Thompson -** **FILE: 21/00157**  
**20 October 2025 to 31 October 2025**  
**Author:** Governance Lead

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**Executive Summary**

The purpose of this report is to advise that Councillor Daniel Thompson has requested a leave of absence for the period 20 October 2025 to 31 October 2025. The reason is for travel.

**RECOMMENDED** that Council grant the leave of absence to Councillor Daniel Thompson for the period 20 October 2025 to 31 October 2025.

**Attachments**

There are no attachments for this report

*General Manager's Report (Items Requiring Decision) - GM63/25*

**GM63/25. Request for Leave of Absence - Cr Hollee Jenkins - 10 November 2025 to 7 December 2025**      **FILE: 21/00157**  
**Author:** Governance Lead

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**Executive Summary**

The purpose of this report is to advise that Councillor Hollee Jenkins has requested a leave of absence for the period 10 November 2025 to 7 December 2025. The reason is for travel.

**RECOMMENDED** that Council grant the leave of absence to Councillor Hollee Jenkins for the period 10 November 2025 to 7 December 2025.

**Attachments**

There are no attachments for this report.

*General Manager's Report (Items Requiring Decision) - GM70/25*

**GM70/25. Request for Leave of Absence - Cr Sue George - 11  
November 2025 to 17 November 2025  
Author: Governance Lead**

**FILE: 25/00033**

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**Executive Summary**

The purpose of this report is to advise that Councillor Sue George has requested a leave of absence for the period 11 November 2025 to 17 November 2025 for medical reasons.

**RECOMMENDED** that Council grant leave of absence to Councillor Sue George for the period 11 November 2025 to 17 November 2025 for medical reasons.

**Attachments**

There are no attachments for this report.

*General Manager's Report (Items Requiring Decision) - GM61/25*

**GM61/25. Request for Leave of Absence - Cr Mel McLachlan - 17 November 2025 to 1 December 2025**      **FILE: 21/00157**  
**Author:** Governance Lead

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**Executive Summary**

The purpose of this report is to advise that Councillor Mel McLachlan has requested a leave of absence for the period 17 November 2025 to 1 December 2025. The reason is for travel.

**RECOMMENDED** that Council approve leave of absence from Councillor Mel McLachlan for the period of 17 November 2025 to 1 December 2025

**Attachments**

There are no attachments for this report.



**GM60/25. Minutes - United Wambo VPA Community Committee -**  
**21/08/2025**  
**Author:** VPA Projects Officer

**FILE:**  
25/00128/003-02

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## Executive Summary

The United Wambo Voluntary Planning Agreement (UW VPA) Community Committee held its ordinary meeting on 21 August 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

At the Committee Meeting, the UW VPA Community Committee made the following recommendation for consideration and endorsement by Council.

**RECOMMENDED** that Council:

1. Notes the minutes of the UW VPA Community Committee meeting held on the 21 August 2025 at **Attachment 1**.
2. Endorse the recommendation from the UW VPA Community Committee to investigate the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July 2023.

## Report

The UW VPA Community Committee held its ordinary meeting on 21 August 2025 and the minutes of the meeting are shown as **Attachment 1** for Council's consideration.

The Committee requested that additional information and background regarding the accumulated interest be included with the Council Report to explain why the Committee has made this recommendation. Consistent with this, we provide the following information.

At the UW VPA Committee Meeting held on 29 May 2025 concerns were raised by the Committee regarding the amount of interest accumulated on the United Wambo VPA Reserve, and the start date for which interest has been calculated and reportable quarterly, as shown in **Attachment 2**. At this meeting, Committee members raised concern with the delayed payment of interest and directed Council staff to Agenda Item 4 from the UW VPA Committee Meeting held on 4 August 2021, where an accumulated interest report is referenced, as shown in **Attachment 3**.

As a result, Council staff have been investigating the UW VPA's accumulated interest and any recorded mentions of interest in further UW VPA Committee Meeting Agendas and Minutes. While further mentions of interest were discovered, no Accumulated Interest Report has been located and interest was not payable to the UW VPA until July 2023.

As a continuation of the action from the Committee Meeting on the 29 May 2025, at their last ordinary meeting, held on 21 August 2025, the UW VPA Committee were provided with an Accumulated Interest Report update on the UW VPA Reserve, as shown in **Attachment 4**.

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## General Manager's Report (Items Requiring Decision) - GM60/25

Council's Director Corporate and Community Services attended the Committee Meeting and led discussions regarding the Accumulated Interest Report and Singleton Council's Investment Policy.

The Committee were advised that the UW VPA Agreement is silent on interest, which is why interest has not been accumulated from the inception of this Agreement. Following a review of all Council reserves in the 2023/2024 year, interest was applied from 1 July 2023 to the UW VPA Reserve. The interest applied is managed by Council's Investment Policy.

### Chronological Timeline of UW VPA Committee Interest Reporting

| Date         | Document Type  | Summary                                                                                                                                                                                                                                                                | Notes                                                                                                                                                                                                                                                        | Attachment   |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 4 Aug 2021   | Meeting Agenda | The Meeting Agenda for this Meeting mentions under Financial Report that "Accumulated interest report is to be tabled at the meeting and hardcopy provided to all in attendance".<br><br>The Current UW VPA Committee Members alerted Council staff to this reference. | Extensive investigation into the accumulated interest report has been undertaken and has not been located. Current UW VPA Committee Members present at this meeting don't have a copy of the accumulated interest report and it was not endorsed by Council. | Attachment 3 |
| 3 Nov 2021   | Meeting Agenda | The Meeting Agenda for this Meeting mentions under Financial Report that "Accumulated interest report is to be tabled at the meeting and hardcopy provided to all in attendance".                                                                                      | Extensive investigation into the accumulated interest report has been undertaken and has not been located. Current UW VPA Committee Members present at this meeting don't have a copy of the accumulated interest report and it was not endorsed by Council. |              |
| 2 March 2022 | Meeting Agenda | The Meeting Agenda for this Meeting mentions under Financial Report that "Accumulated interest report is to be tabled at the meeting and hardcopy provided to all in attendance".                                                                                      | Extensive investigation into the accumulated interest report has been undertaken and has not been located. Current UW VPA Committee Members present at this meeting don't have a copy of the accumulated interest                                            |              |

## General Manager's Report (Items Requiring Decision) - GM60/25

|             |                                         |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                           |              |
|-------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|             |                                         |                                                                                                                                                                                                                                                                                        | report and it was not endorsed by Council.                                                                                                                                                                                                                                                                |              |
| 1 Jun 2022  | Meeting Agenda                          | The Meeting Agenda for this Meeting mentions under Financial Report that "Accumulated interest report is to be tabled at the meeting and hardcopy provided to all in attendance".                                                                                                      | Extensive investigation into the accumulated interest report has been undertaken and has not been located. Current UW VPA Committee Members present at this meeting don't have a copy of the accumulated interest report and it was not endorsed by Council.                                              |              |
| 29 May 2025 | Meeting Agenda                          | The UW VPA Committee raised concern over amount and timing of interest on UW VPA Reserve.                                                                                                                                                                                              | <p>The UW VPA Committee queried when interest started being calculated and raised concerns surrounding delayed payments.</p> <p>The current UW VPA Committee guided Council staff to refer to 4 August 2021 Meeting Agenda where it references accumulated interest report under Financial Report.</p>    | Attachment 2 |
| 21 Aug 2025 | Meeting Agenda + Interest Report Update | The UW VPA Committee received Accumulated Interest Report Update and Dwight Graham, Council's Director Corporate and Community Services attended the UW VPA Committee Meeting and led discussions regarding the Accumulated Interest Report and Singleton Council's Investment Policy. | <p>The UW VPA Committee were advised that UW VPA Agreement is silent on interest, which is why interest has not been accumulated from inception of UV VPA until, following a review of Council reserves, interest began to be applied from July 2023.</p> <p>The UW VPA Committee recommended Council</p> | Attachment 1 |

## General Manager's Report (Items Requiring Decision) - GM60/25

|  |  |  |                                                                    |  |
|--|--|--|--------------------------------------------------------------------|--|
|  |  |  | investigate unpaid interest from inception of UW VPA to July 2023. |  |
|--|--|--|--------------------------------------------------------------------|--|

Attachments included in Council Report

For reference. Attachments not included.

### 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

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

### Financial Implications

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

### 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 on concerns raised by the UW VPA Community Committee which may lead to a negative reputation impact. | Medium       | Adopt the recommendation | Low                   | Yes                        |

*General Manager's Report (Items Requiring Decision) - GM60/25***Options**

The following options are available to Council:

1. Notes the minutes of the UW VPA Community Committee meeting held on the 21 August 2025.

Endorse the recommendation from the UW VPA Community Committee to investigate the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July 2023.

2. Not adopt the recommendations of the Committee and not endorse the recommendation from the UW VPA Community Committee that Council investigate the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July.

Option one is recommended.

**Conclusions**

It is recommended that Council notes the minutes of the UW VPA Community Committee meeting of 21 August 2025 and endorse the recommendation from the UW VPA Community Committee that Council investigate the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July 2023.

**Attachments**

- AT-1** [!\[\]\(4695f05050b0d393767d0512587d4e50\_img.jpg\)](#) Agenda - United Wambo Voluntary Planning Agreement  
Community Committee Meeting - UW VPA - 21/08/2025
- AT-2** [!\[\]\(e6380cce6342e403c00cb7c9feb7e762\_img.jpg\)](#) Agenda - United Wambo Voluntary Planning Agreement  
Community Committee Meeting - UW VPA - 29/05/2025
- AT-3** [!\[\]\(7528551b00a221bf92619f04e9b6fdc4\_img.jpg\)](#) Agenda - United Wambo Voluntary Planning Agreement  
Community Committee Meeting - UW VPA - 04/08/2021

**AGENDA****United Wambo Voluntary Planning Agreement Community Committee**

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Members</b>               | Cr Sue George, Deputy Mayor Chair<br>Aislinn Farnon (United Wambo Representative)<br>David Thelander (Community Representative)<br>Emily Lambkin (Community Representative)<br>Brian Atfield (Community Representative)<br>Kira-Lee Tyrrell (Community Representative)<br>Shelley Mitchell (Community Representative)<br>Paul Nichols (Alternate Community Representative)<br>Melinda Curtis (Executive Director)<br>Jess Dunston (VPA Projects Officer)<br>Alessandra Seidler (VPA Projects Officer)<br>Kellie Jordan (IP+R Specialist) |
| <b>Attendees</b>             | Dwight Graham (Director Corporate and Community Services)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Meeting Date and Time</b> | 21 August 2025 at 12 pm - 1 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Location</b>              | Jerrys Plains School of Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**1 Welcome and Apologies**

- Welcome
- Acknowledgement of Country by Chair

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

- Apologies

**2 Disclosure of Interests****3 Confirmation of Minutes**

Minutes of the United Wambo Voluntary Planning Agreement Community  
Committee meeting held on 29 May 2025..... 3

**4 Matters arising from the Minutes****5 Agenda Items**

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**AGENDA****United Wambo Voluntary Planning Agreement Community Committee**

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| 5.5 | Port to REZ Project Meeting Outcomes..... | 28 |

**6 Other Business****7 Action List****8 Next Meeting**

- 13 November 2025 12 pm – 1 pm, Jerrys Plains School of Arts

**Cr Sue George, Deputy Mayor Chair**  
Chair

**MINUTES**  
**UNITED WAMBO VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**3 PM - 4 PM THURSDAY 29 MAY 2025**



|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b>          | Cr Sue George, Deputy Mayor (Chair)<br>Aislinn Farnon (AF) (United Wambo Representative)<br>David Thelander (DT) (Community Representative)<br>Brian Atfield (BA) (Community Representative)<br>Kira-Lee Tyrrell (KT) (Community Representative)<br>Paul Nichols (PN) (Alternate Community Representative)<br>Melinda Curtis (MC) (Executive Manager)<br>Jess Dunston (JD) (VPA Projects Officer - job share)<br>Kellie Jordan (KJ) (IP+R Specialist) |
| <b>In Attendance</b>    | Sam Masoomi (Coordinator Engineering Services)<br>Marko Misiko (Design Engineer)                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Meeting Location</b> | Jerrys Plains School of Arts                                                                                                                                                                                                                                                                                                                                                                                                                          |

### 1 Welcome and Apologies

- Welcome
- Apologies:
  - Shelley Mitchell (SM) (Community Representative)
  - Emily Lambkin (EL) (Community Representative)
  - Alessandra Seidler (AS) (VPA Projects Officer - job share)
- Due to absence of Community Representatives, Paul Nichols as Alternate Community Representative had voting rights for this meeting.

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

**MOVED** KT **SECONDED** BA The minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on Thursday 13 February 2025, were confirmed.

### 4 Matters arising from the Minutes

- Nil

### 5 Agenda Items

#### 1.1 Jerrys Plains Recreation Ground Upgrades Next Steps

**FILE:25/00128/003-03**

The Committee was provided with information, costings and design plans to consider the request for the recommendation from the United Wambo VPA Community



**MINUTES**  
**UNITED WAMBO VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**3 PM - 4 PM THURSDAY 29 MAY 2025**



Committee for additional funds to cover the proposed works required for the upgrades to the Jerrys Plains Recreation Ground and to return unspent funds to the VPA reserve.

Cr George clarified that the UW VPA Community Committee prioritised projects in the following order:

1. Jerrys Plains Recreation Ground
2. Doyle St footpath
3. Any money left over may be allocated to the main street footpaths

Overview of works to be completed at the Jerrys Plains Recreation Ground were discussed and questions regarding the stormwater and drainage upgrades were answered by Council's Coordinator Engineering Services and Design Engineer.

PN expressed that the cricket nets should be kept as part of the upgrades.

Key dates are to be considered when scheduling works to be undertaken at the Recreation Ground. Need to engage with the Jerrys Plains School of Arts Hall Committee. Staged approach will be implemented when scheduling works to minimise impact on the Community.

PN spoke about the Port to REZ Project please refer to general business.

**RECOMMENDED** that the United Wambo Community Committee make a recommendation on allocation of additional funds required totalling **\$295,045.34** to allow commencement of upgrade works to the Jerrys Plains Recreation Grounds.

**Moved BA Seconded DT**

All Committee Members present were in favour of this recommendation.

**CARRIED**

**RECOMMENDED** that the United Wambo Community Committee agree to return the unspent funds allocated for design and engineering totalling **\$70,000.00** to the VPA reserve.

**Moved KT Seconded BA**

All Committee Members present were in favour of this recommendation.

**CARRIED**

**MINUTES**  
**UNITED WAMBO VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**3 PM - 4 PM THURSDAY 29 MAY 2025**



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

All actions from the previous meeting have been completed or are in progress.

**NOTED**

**5.2 Project Update**

**FILE:25/00128/003-03**

The project list was circulated with the agenda, with updates on the active/open United Wambo VPA funded projects as of 30 April 2025.

**NOTED**

**5.3 Financial Report**

**FILE:25/00128/003-03**

The Financial Report as of 7 April 2025 was circulated with the agenda for the Committee's information.

Interest attracted by the VPA to date is included on the report as a total, as pulled in March 2025. Interest is calculated and reportable quarterly.

Concern was raised about the amount of interest accumulated and the start date for which the interest has been calculated from.

Council staff were referred to agenda item 4 on 4 August 2021 where it references interest payments.

**ACTION:** VPA staff to work with Council's Finance Team to determine the start date of interest calculation.

**ACTION:** VPA staff to investigate options to formally recognise interest and how it is managed in the Terms of Reference.

**NOTED**

**6 Other Business**

The Chair welcomed Paul Nichols to the Committee and thanked him for accepting the position on the Committee.

There was discussion about whether there was a need for the Committee to meet sooner than the August Committee Meeting. VPA staff will provide an update to the Committee on where projects and actions are up to in 6 weeks time and will contact the Committee for response to Committee matters via email if required sooner than August.

**ACTION:** VPA staff to provide the Committee with an update in 6 weeks on where projects and actions are up to.

**MINUTES  
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE  
3 PM - 4 PM THURSDAY 29 MAY 2025**

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There were discussions throughout the meeting with concerns about the Port to REZ Project and the impacts on the Jerrys Plains community. PN raised that consideration needs to be made for footpaths and pedestrian crossing on the main street of Jerrys Plains to ensure the safety of the community. PN to email MC directly with his concerns so they can be addressed.

**ACTION:** Council staff to request a traffic count be revisited to assess the need for a pedestrian crossing in Jerrys Plains that takes the future road use into consideration.

**ACTION:** VPA staff to provide an update to the Committee on the Port to REZ Project.

The Committee expressed concern over the change in date of the May Committee Meeting.

### 7 Action List

| Pulse/Action No | Meeting Date | Action                                                                                                                                                                 | Responsible Officer  | Due Date   |
|-----------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------|
|                 | 29/05/2025   | VPA staff to work with Council's Finance Team to determine the start date of interest calculation.                                                                     | VPA Projects Officer | 21/08/2025 |
|                 | 29/05/2025   | VPA staff to investigate options to formally recognise interest and how it is managed in the Terms of Reference.                                                       | VPA Projects Officer | 21/08/2025 |
|                 | 29/05/2025   | VPA staff to provide the Committee with an update in 6 weeks on where projects and actions are up to.                                                                  | VPA Projects Officer | 21/08/2025 |
|                 | 29/05/2025   | Council staff to request a traffic count be revisited to assess the need for a pedestrian crossing in Jerrys Plains that takes the future road use into consideration. | VPA Projects Officer | 21/08/2025 |
|                 | 29/05/2025   | VPA staff to provide an update to the Committee on the Port to REZ Project.                                                                                            | VPA Projects Officer | 21/08/2025 |

### 8 Next Meeting

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**MINUTES**  
**UNITED WAMBO VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**3 PM - 4 PM THURSDAY 29 MAY 2025**



- 21 August 2025 at 12pm – 1pm, Jerrys Plains School of Arts.

The meeting closed at 4.12pm.

**Cr Sue George, Deputy Mayor (Chair)**  
Chair

**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

Reports - 5.1

## 5.1. Action Update

**Author:** VPA Projects Officer

**FILE:**

25/00128/003-02

### Executive Summary

The purpose of this report is to provide Committee members with an update on actions that have arisen from UW VPA Community Committee meeting minutes.

### FOR INFORMATION

| Start Date | Action Name                                                                                                                                                            | Responsible Officer Position                   | Comments                                                                                                                                                                                                                                                                             | Progress    |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 29/05/2025 | VPA staff to work with Council's Finance Team to determine the start date of interest calculation.                                                                     | Project Officer - Voluntary Planning Agreement | VPA staff have met with Council's Finance Team to discuss and are investigating the UW VPA's accumulated interest. Council's Director Corporate & Community Services will attend the August Committee Meeting to discuss.                                                            | In Progress |
| 29/05/2025 | VPA staff to investigate options to formally recognise interest and how it is managed in the Terms of Reference.                                                       | Project Officer - Voluntary Planning Agreement | Council Staff are currently reviewing the Terms of Reference and will put together a timeline for the November Meeting to have this endorsed by the UW VPA Committee. Once endorsed by the Committee, this information will then go to the December Council Meeting for endorsement. | In Progress |
| 29/05/2025 | VPA staff to provide the Committee with an update in 6 weeks on where projects and actions are up to.                                                                  | Project Officer - Voluntary Planning Agreement | Update provided to UW VPA Committee via email sent 16 July 2025.                                                                                                                                                                                                                     | Completed   |
| 29/05/2025 | Council staff to request a traffic count be revisited to assess the need for a pedestrian crossing in Jerrys Plains that takes the future road use into consideration. | Project Officer - Voluntary Planning Agreement | VPA staff have liaised with Council technical staff to request a traffic count be revisited as part of the reconsideration of a pedestrian crossing on                                                                                                                               | Completed   |

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**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

*Reports - 5.1*

|            |                                                                             |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
|------------|-----------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            |                                                                             |                                                | the Golden Highway. A request has been sent to Transport for NSW. This request will also be discussed at the next Local Traffic Committee Meeting on 28 August 2025. VPA staff will provide the UW Committee with an update following the Local Traffic Committee Meeting.                                                                                                                                                                                                                                                                             |           |
| 29/05/2025 | VPA staff to provide an update to the Committee on the Port to REZ Project. | Project Officer - Voluntary Planning Agreement | <p>An update on the Port to REZ Project was provided to the UW VPA Committee on the 16 July 2025. As community updates or notifications on upcoming community drop-in sessions are received by Council, we will distribute these to the UW VPA Community Committee.</p> <p>As a result of questions raised at the last UW VPA Committee Meeting, Council staff met with Paul Nichols and Shelley Mitchell as representatives of the newly formed Jerrys Plains Community Action Group on Thursday 17 July 2025 to discuss the Port to REZ Project.</p> | Completed |

**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August  
2025*

---

*Reports - 5.1*

**Attachments**

There are no attachments for this report.

**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

*Reports - 5.2*

## 5.2. Project Update

**Author:** VPA Projects Officer

**FILE:**

25/00128/003-02

### Executive Summary

For the committee's information, attached is the active project list, with updates on the open United Wambo VPA funded projects as of 30 July 2025.

### FOR INFORMATION

| Approved Projects                                                                                  | Status      | Key Updates and Next Steps                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Landscaping Design Project                                                                         | Ongoing     | Jerrys Plains Recreation Ground Plan of Management was endorsed at the December Council meeting.                                                                                                                                                                                                                                                                                                                                       |
| Design and engineering works for Stages 2 and 3 of the Jerrys Plains Recreation Ground Master Plan | In progress | Council endorsed the recommendation of the UW VPA Committee to allocate additional funds from the UW VPA Reserve to allow commencement of upgrade works to the Jerrys Plains Recreation Grounds. Council staff are now finalising scope of works to go to tender. Updates will be provided to the UW VPA Committee when available.                                                                                                     |
| Upgrade the stormwater and drainage at Jerrys Plains Recreation Ground                             | In progress | Engineering plans and cost estimates as provided and tabled at a previous UW VPA Committee Meeting. Council endorsed the recommendation of the UW VPA Committee to allocate additional funds from the UW VPA Reserve to allow commencement of upgrade works to the Jerrys Plains Recreation Grounds. Council staff are now finalising scope of works to go to tender. Updates will be provided to the UW VPA Committee when available. |
| VPA Project Officer and Program Management                                                         | Ongoing     | Updated amounts for the last 3 months are totaled on the financial report.                                                                                                                                                                                                                                                                                                                                                             |
| Committee Management Funding                                                                       | Ongoing     | Updated amounts for the last 3 months are totaled on the financial report.                                                                                                                                                                                                                                                                                                                                                             |

### Attachments

There are no attachments for this report.



**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

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*Reports - 5.3*

**5.3. Financial Report**

**Author:** VPA Projects Officer

**FILE:**

25/00128/003-02

---

**Executive Summary**

Attached for the Committee's information is the Financial Report as of 30 July 2025.

Interest attracted by the VPA to date is included on the report as a total, as pulled in July 2025. Interest is calculated and reportable quarterly.

**FOR INFORMATION**

**Attachments**

**AT-** United Wambo VPA Financial Report 30/07/2025

**1** [1](#)

VPA : United Wambo  
Jerry's Plains Projects  
As at 30/07/2025

|                                                                                      |                                                                          | Allocated<br>Funding | Allocated<br>Funding Spent<br>and Committed | Allocated<br>Funding<br>Remaining |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|---------------------------------------------|-----------------------------------|
| <b>INCOME</b>                                                                        |                                                                          |                      |                                             |                                   |
| Contribution                                                                         | Jerrys Plains Village Centre, Recreation Grounds and Main Street Upgrade | 755,000              |                                             |                                   |
| Contribution                                                                         | Local Projects around Warkworth and Jerrys Plains                        | 570,000              |                                             |                                   |
| Interest received to date                                                            |                                                                          | 95,063               |                                             |                                   |
| <b>TOTAL INCOME</b>                                                                  |                                                                          | <b>1,420,063</b>     |                                             |                                   |
| <b>EXPENDITURE</b>                                                                   |                                                                          |                      |                                             |                                   |
| Jerrys Plains Village Centre, Recreation Grounds and Main Street Upgrade (\$755,000) |                                                                          |                      |                                             |                                   |
|                                                                                      | 30062 Landscaping Design Project                                         | 50,000               | 31,162                                      | 18,838                            |
|                                                                                      | 30171 Jerrys Plains Recreation Ground Upgrade                            | 180,000              | 200,400                                     | (20,400)                          |
|                                                                                      | 30169 Detailed survey of main street of the village                      | 30,000               | 29,550                                      | 450                               |
|                                                                                      | 31136 Stages 2 and 3 Jerrys Plains Masterplan                            | 100,000              | 10,185                                      | 89,815                            |
|                                                                                      | 31137 Upgrade stormwater and drainage - Jerrys Plains Recreation Ground  | 150,000              | 263                                         | 149,737                           |
|                                                                                      | <i>Sub-Total</i>                                                         | 510,000              | 271,559                                     | 238,441                           |
| Local Projects around Warkworth and Jerrys Plains (\$570,000)                        |                                                                          |                      |                                             |                                   |
|                                                                                      | <i>Sub-Total</i>                                                         | 0                    | 0                                           | 0                                 |
| Other                                                                                |                                                                          |                      |                                             |                                   |
|                                                                                      | 23800 & 31299 VPA Projects Officer and Program Management                | 79,500               | 52,213                                      | 27,287                            |
|                                                                                      | 30172 Committee Management Funding                                       | 5,000                | 3,402                                       | 1,598                             |
|                                                                                      | <i>Sub-Total</i>                                                         | 84,500               | 55,615                                      | 28,885                            |
| <b>TOTAL EXPENDITURE</b>                                                             |                                                                          | <b>594,500</b>       | <b>327,174</b>                              | <b>267,326</b>                    |
| <b>BALANCE</b>                                                                       |                                                                          | <b>825,563</b>       |                                             |                                   |

**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

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Reports - 5.4

**5.4. Accumulated Interest Update**

**Author:** VPA Projects Officer  
Chief Financial Officer

**FILE:**

25/00128/003-02

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**Executive Summary**

The purpose of this report is to provide an update to the UW VPA Community Committee on the accumulated interest accrued on the UW VPA Reserve.

**FOR INFORMATION**

Council staff have been investigating the UW VPA's accumulated interest which was raised by the UW VPA Committee at the May Meeting. This report will also provide some context on how Council invests funds, including the funds overseen by this Committee.

The UW VPA Agreement is silent on interest, which is why interest has not been accumulated from the inception of this Agreement. Following a review of all Council reserves in the 2023/24 year, interest was applied from 1 July 2024 to the UW VPA Reserve. The interest applied is managed by Council's Investment Policy.

The *Local Government (General) Regulation 2021* (Sect 212) requires councils to report against their Investment Policy. The Office of Local Government Investment Guidelines (2010) state that Councils must have an investment policy (Council's Investment Policy is at **Attachment 1**), which should be reviewed annually and that any changes should be approved by resolution of Council.

The intent of this policy is to outline how Singleton Council invests funds, with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

The objectives of this policy are:

- To invest Council funds not immediately required for financial commitments
- To maximise earnings from authorised investments after thorough assessment of counterparty, market and liquidity risks
- To ensure that appropriate records are kept and that adequate internal controls are in place to safeguard public monies.

The *Local Government Act 1993* restricts councils to only invest in investments allowed by an order issued by the Minister. The Ministerial Investment Order, 2011 outlines how Council able to invest money. It excludes Councils from being able to invest in shares directly or overseas in foreign currency. Singleton Council has an investment with NSW Government TCorp in the Long-Term Managed Fund along with Term Deposits, Bonds and Floating Rate Notes. Investment in TCorp's Long-Term Managed Fund allows Council to access, indirectly, assets classes otherwise not allowed. This approach is consistent with the Ministerial Order.

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**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

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*Reports - 5.4*

### **Council Policy/Legislation**

The following is the relevant sections of legislation, regulations and guidelines which apply to Council's when investing public funds.

- Ministerial Investment Order, 2011
- Section 625 of the *Local Government Act, 1993*
- Section 212 of the *Local Government (General) Regulations, 2021*
- Office of Local Government Guidelines (2010)
- Circular to Councils 10-11 - Investment Policy Guidelines
- Singleton Council Investment Policy (version 10)
- Singleton Council Delegations Register

### **Consultation**

Council uses an investment advisor to support staff and to provide advice that is consistent with the restrictions that Council is obligated to meet.

### **Conclusion**

Council's Investment Policy operates under multiple layers of legislation, regulations and guidelines and there is limited scope for variation. Given the limited scope to amend this policy and consistent with legislation.

Within the bounds of Council's Investment Policy, Council maximises returns, while balancing risk and cash flow requirements.

### **Attachments**

**AT-** Investment Policy

**1** [1](#)



# INVESTMENT POLICY

Investment Policy | Finance

The purpose of this document is to establish the framework of principles that are to apply to the investment of Council funds.

|                       |                                          |              |                  |
|-----------------------|------------------------------------------|--------------|------------------|
| Policy No:            | POL/6004                                 | Version:     | 10               |
| Service Unit:         | Finance                                  |              |                  |
| Responsible Officer:  | Responsible Accounting Officer           |              |                  |
| Responsible Director: | Director Corporate & Commercial Services |              |                  |
| Authorisation Date:   | 10 December 2024                         | Review Date: | 10 December 2025 |
| Minute No:            | 180/24                                   |              |                  |

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Policy

Investment

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Policy

Investment

## 1 Background

### 1.1 Title of the Policy and Commencement Date

The Investment Policy takes effect from the date of adoption by Council.

### 1.2 Purpose of the Policy

The purpose of this document is to establish the framework of principles that are to apply to the investment of Council funds.

## 2 Objective

### 2.1 Objectives and Coverage of the Policy

The objective of this policy is to establish the framework within which the investment function of Singleton Council will operate, be monitored, and be reported upon.

While exercising the power to invest, due consideration is to be given to:

- **Preservation of capital.** Preservation of capital is the principal objective of the investment process. Investments are to be placed in a manner that seeks to ensure security and of safeguarding the funds invested. This includes managing credit and interest rate risk within identified thresholds and parameters.
- **Managing Council's liquidity.** Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of costs due to the unanticipated sale of an investment.
- **Maximising returns within Council's risk appetite as outlined in this policy.** Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

## 3 Application

### 3.1 Application of this Policy

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's investments, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded in a Delegations Register and they will be required to acknowledge having received a copy of this policy and understand their obligations in this role.

Policy

Investment

## 4 Definitions

For the purposes of this policy:

| Term                              | Meaning                                                                                                                                                                                                                                                                                  |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADI                               | Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the <i>Banking Act 1959 (Cwth)</i> to take deposits from customers.                                                                                                                             |
| BBSW                              | The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.                                                         |
| Bloomberg Ausbond Bank Bill Index | This is the industry standard benchmark for short term, conservative cash and fixed income portfolios which allows benchmarking of performance against a notional rolling parcel of 90 day bank bills averaging 45 days over a specified period.                                         |
| Fair Value                        | The Australian Accounting Standards Board defines Fair Value as <i>the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date</i> .                                                 |
| FRN                               | A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly. |
| Grandfathered                     | Investments in the portfolio which may fall outside of future Ministerial Investment Orders and/or Investment Policies that are given exemption from divestment as they were obtained under prior Orders/Policies.                                                                       |
| NSW T-Corp, NSW TCorpIM           | New South Wales Treasury Corporation and their investment management subsidiary.                                                                                                                                                                                                         |

## 5 Principles/Body

### 5.1 Authorised Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those allowed by the Ministerial Investment Order and include:

- Commonwealth / State / Territory Government securities e.g. bonds
- Interest bearing deposits / senior securities issued by an eligible ADI
- Bills of exchange, (< 200 days duration) guaranteed by an ADI
- Debentures issued by NSW Local Government
- Deposits with NSW TCorp &/or Investments in NSW TCorp IM Funds and
- Investments grandfathered under the Ministerial Investment Order.

4



Policy

Investment

## 5.2 Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- **Credit Risk** – The risk that a party to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- **Diversification** – the requirement to place investments in a broad range of:
  - **Asset classes** - so as not to be over exposed to a particular sector of the investment market
  - **Institutions** - to help mitigate possible credit risk
  - **Maturity terms** – to help mitigate market, maturity and reinvestment risk.
- **Liquidity Risk** – The risk that Council incurs additional costs (or in the worst case is unable to execute its spending plans) due to having too little cash available due to being invested in illiquid assets.
- **Market Risk** – the risk that fair value or future cash flows of an investment will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return.
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities and of liquidity risk.
- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value.
- **Reinvestment Risk** – the risk that an investor will be unable to reinvest cash flows (e.g., coupon payments) and maturity proceeds at a rate comparable to their current rate of return because interest rates are lower in the future, thereby resulting in a reduction of income over time.

### 5.2.1 Credit and Maturity Guidelines

Investments are to comply with the following risk management frameworks:

- **Overall Portfolio Credit Framework:** limit overall credit exposure of the portfolio
- **Institutional Credit Framework:** limit exposure to individual institutions based on their credit ratings and
- **Term to Maturity Framework:** limits based upon maturity of securities

Policy

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**Overall Portfolio Credit Framework**

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the total portfolio exposed to particular credit rating categories.

| Long Term Credit Ratings      | Portfolio Max % |
|-------------------------------|-----------------|
| AAA                           | 100%            |
| AA                            | 100%            |
| A                             | 60%             |
| BBB                           | 30%             |
| Non Rated ADIs                | 10%             |
| NSW TCorpIM Funds (not rated) | 30%             |

Credit ratings are based upon the Standard & Poor's Investment Rating, or equivalent, where a Standard & Poor's Investment Rating does not exist.

**Institutional Credit Framework**

Exposure to an individual institution will be restricted by their long term credit rating so that single entity exposure is limited, as detailed in the table below:

| Long Term Credit Ratings         | Institution Max % |
|----------------------------------|-------------------|
| AAA                              | 40%               |
| AA                               | 40%               |
| A                                | 20%               |
| BBB                              | 10%               |
| Unrated ADIs                     | 5%                |
| <b>NSW TCorp IM Funds</b>        | <b>Max %</b>      |
| TCorpIM Growth Funds (not rated) | 30%               |

Credit ratings are based upon the Standard & Poor's Investment Rating, or equivalent, where a Standard & Poor's Investment Rating does not exist.

Investments are to comply with the credit limit frameworks as at the time of placement. Any subsequent unintended breaches due to investment maturities, redemptions, growth in the underlying assets or other causes for change to portfolio size will be monitored and addressed when practicable but not necessitate divestments in and of itself.

If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

NSW TCorpIM Funds do not have credit ratings and investments with them are not guaranteed by NSW TCorp. These funds are specifically approved as eligible investments in the Ministerial Investment Order, dated 12 January 2011.

Policy

Investment

**Term to Maturity Framework**

The investment portfolio is to be invested within the following maturity constraints:

| Overall Portfolio Term to Maturity Limits |         |          |
|-------------------------------------------|---------|----------|
| Portfolio % ≤1 year                       | Min 20% | Max 100% |
| Portfolio % >1 year ≤10 years             | Min 0%  | Max 80%  |
| Sub limits by Maturity                    |         |          |
| Portfolio % > 3 years                     | Min 0%  | Max 50%  |
| Portfolio % > 5 years ≤ 10 years          | Min 0%  | Max 25%  |

**5.3 Investment Strategy**

An Investment Strategy will run in conjunction with the Investment Policy. The investment strategy will be reviewed with an independent investment advisor at least twice yearly. The Strategy will outline:

- Market conditions and recommended responses
- Current and target allocation of investment types, credit rating exposure and term to maturity exposure
- Return outlook, risk-reward considerations, assessment of the market cycle

**5.4 Investment Advisor**

The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be independent and must confirm in writing that they have no actual or potential conflict of interest in relation to investment products being reviewed and/or recommended and is free to choose the most appropriate product within the terms and conditions of investment policy.

Any commissions paid to the advisor by banks/product providers will be rebated, or otherwise onforwarded, to Council as per ASIC requirements for an independent investment advisor.

**5.5 Accounting**

Council will comply with appropriate accounting standards in valuing its investments and quantifying its investment returns.

Policy

Investment

**5.6 Safe Custody Arrangements**

Where necessary, investments may be held in safe custody on Council's behalf, providing the following criteria are met:

- Council must retain beneficial ownership of all investments
- Adequate documentation is provided, verifying the existence of the investments
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems and
- The Institution or Custodian recording and holding the assets will be:
  - Austraclear
  - The Custodian nominated by TCorpIM Funds
  - An institution with an investment grade Standard and Poor's or Moody's or Fitch rating or
- Council's assets must be entirely separate, and not be mingled with the assets of the advisor or any other counterparty in a sub-account
- Council will have regard to costs and other consequences of any arrangements.

**5.7 Performance Benchmarks**

The performance of the investment portfolio shall be measured against the industry standard Bloomberg AusBond Bank Bill Index.

The long term performance of any holdings in the NSW TCorpIM Medium Term Growth Fund or Long Term Growth Fund will be viewed in context of the Funds' stated investment objectives as detailed by NSW TCorp.

**5.8 Reporting**

Documentary evidence must be held for each investment and details thereof maintained in an investment register. The documentary evidence must provide Council legal title to the investment.

For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on Council's behalf at 30<sup>th</sup> June each year.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis, including fair value movements.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report – including investments divested during the financial year. However, reporting market values can be for information purpose only – it does not preclude use of a held-to-maturity accounting treatment where permitted by Australian Accounting Standards. The monthly report will also detail the investment performance against the applicable benchmark and confirm compliance of Council's investments within legislative and policy limits.

Policy

Investment

6 Relevant Legislation

All investments are to comply with the following:

- Local Government Act 1993 - Section 412 & 625
- Local Government Act 1993 - Order (of the Minister) in accordance with the most recently published Order
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2)
- Local Government General Regulation 2021 – Reg 212
- Office of Local Government Circulars
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards.

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                         |
|---------|-------------------------------|
| 22/4910 | Council's Investment Strategy |
|         | Delegations Register          |

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Responsible Accounting Officer.

9 Responsibilities

The investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the Chief Financial Officer to ensure compliance.

12 Review Date

Policy

Investment

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed at least annually to ensure that it meets legislative requirements or as required in the event of legislative change or as a result of significantly changed economic/market conditions. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the investment Policy must be by way of Council resolution before taking effect.

13      **Last Review Date**

This Policy was last reviewed on 10 December 2024.

14      **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*.

15      **Breaches and Sanctions**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

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

Policy

Investment

16 Document History

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

| Section | Date Amended | Author    | Comments<br>(e.g. reasons for review)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|--------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General | 21/11/2024   | K McGowan | <ul style="list-style-type: none"><li>Annual review</li><li>Updated Review as per Investment Policy Guidelines (OLG)</li><li><b>Section 5.2 Risk Management Guidelines:</b> expanding the definition of Diversification to include more factors than just asset classes.</li><li><b>Section 5.2.1 Credit and Maturity Guidelines:</b> removing the “Sub limits by Credit Rating” section in the Term to Maturity Framework table. These limits are unnecessarily restrictive, and Council’s policy has sound credit quality limits in place without the need for this extra layer.</li><li><b>Section 5.4 Investment Advisor:</b> the removal of a redundant sentence</li></ul> |
| General | 31/10/2023   | K McGowan | <ul style="list-style-type: none"><li>Annual review</li><li>Updated Review as per Investment Policy Guidelines (OLG)</li><li>Update of review dates</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.1     | 25/07/2022   | J Hayes   | <ul style="list-style-type: none"><li>Biennial review</li><li>Updated dates as relevant</li><li>Updated position titles as relevant</li><li>Updated legislation</li><li>Updated related document reference numbers</li><li>Changed review date to every four years</li><li>Added document history</li></ul> <p>Deleted reference to RAO to allow other staff to be delegated the function if required</p>                                                                                                                                                                                                                                                                       |

11

Attachment 1

Policy

Investment

|       |  |  |                                                                                                                                                                                                   |
|-------|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.2   |  |  | Removed section on Prohibited Investments as section 5.1 references that authorised investments are limited to those allowed by the Ministerial Investment Order making this section unnecessary. |
| 5.3.1 |  |  | Added sentence to make clear that NSW TCorpIM funds are not guaranteed by the NSW Government                                                                                                      |
| 5.8   |  |  | Added for clarity                                                                                                                                                                                 |



**SINGLETON COUNCIL** *United Wambo Voluntary Planning Agreement Community Committee - 21 August 2025*

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*Reports - 5.5*

**5.5. Port to REZ Project Meeting Outcomes**

**Author:** VPA Projects Officer

**FILE:**

25/00128/003-02

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**Executive Summary**

Council staff met with Paul Nichols and Shelley Mitchell, as representatives of the Jerrys Plains Community Action Group, to discuss the Port to REZ Project.

**FOR INFORMATION**

The meeting was held on 17 July 2025 to address some concerns raised by Paul Nichols during the May UW VPA Committee Meeting. Notes from the meeting are attached to this report and outline the discussions and actions that arose from the meeting. Moving forward, all enquiries regarding the Port to REZ Project will be addressed outside of the UW VPA Community Committee.

**Attachments**

- AT-** Notes - Meeting to discuss the Port to REZ Project with Paul  
**1** [↓](#) Nichols and Shelley Mitchell - 17 July 2025

**Meeting to discuss the Port to REZ Project**

17 July 2025 at 2pm

Attendees - Paul Nichols, Shelley Mitchell, Paul Smith, Melinda Curtis, Kellie Jordan,  
Jess Dunston

Apologies – Sabrina and Kira-Lee

- The Jerrys Plains Community Action Group has been created.
- The Jerrys Plains Community Action Group have sent a letter to EnergyCo with their concerns about the proposed pull over bay at Jerrys Plains. Copy of letter provided to Council.
- PN had concerns that the pull over bay will only be for OSOM and would take away business from the Petrol Station and Pub as the area proposed for the new pull over bay is currently used for trucks to park.
- PS has spoken to EnergyCo about utilising the pull over bay for specific times for OSOM and then outside of those designated hours it can be utilised by general truck parking.
- The Jerrys Plains Community Action Group has proposed two alternate locations to EnergyCo that could be considered for the pull over bay.
- **ACTION – PS to get more information on the pull over bay.**
- Proposed pull over bay is purely for the OSOMs to pull over and let traffic past. The OSOMs won't be parked there overnight.
- Communication provided by EnergyCo advises that all OSOM movements through Jerrys Plains should be early hours of the morning.
- PN had concerns that Jerrys Plains won't be able to handle the extra traffic and that will lead to people avoiding Jerrys Plains.
- The importance of footpaths in Jerrys Plains was discussed. Council has requested a contribution be made by EnergyCo to footpaths in Jerrys Plains. EnergyCo have confirmed receipt of letter. If request is not granted, Council to look at other funding options.
- PS had a mock up image of the proposed pull over bay and the impact on the footpath. Dimensions of OSOM and pull over bay to be confirmed.

- The Jerrys Plains Community Action Group have created a petition for footpaths in Jerrys Plains. MC advised that the petition should show people who have a direct impact.
- PS referenced the Hunter - Central Coast Regional Reference Group meeting where there is a community representative that should be speaking on behalf of the community and feeding information back to the community.
- While in the meeting MC found information on the following website, including contact email for John Sullivan who is the community representative for Singleton:

<https://www.energyco.nsw.gov.au/our-projects/hunter-central-coast-projects/hunter-central-coast-regional-reference-group>

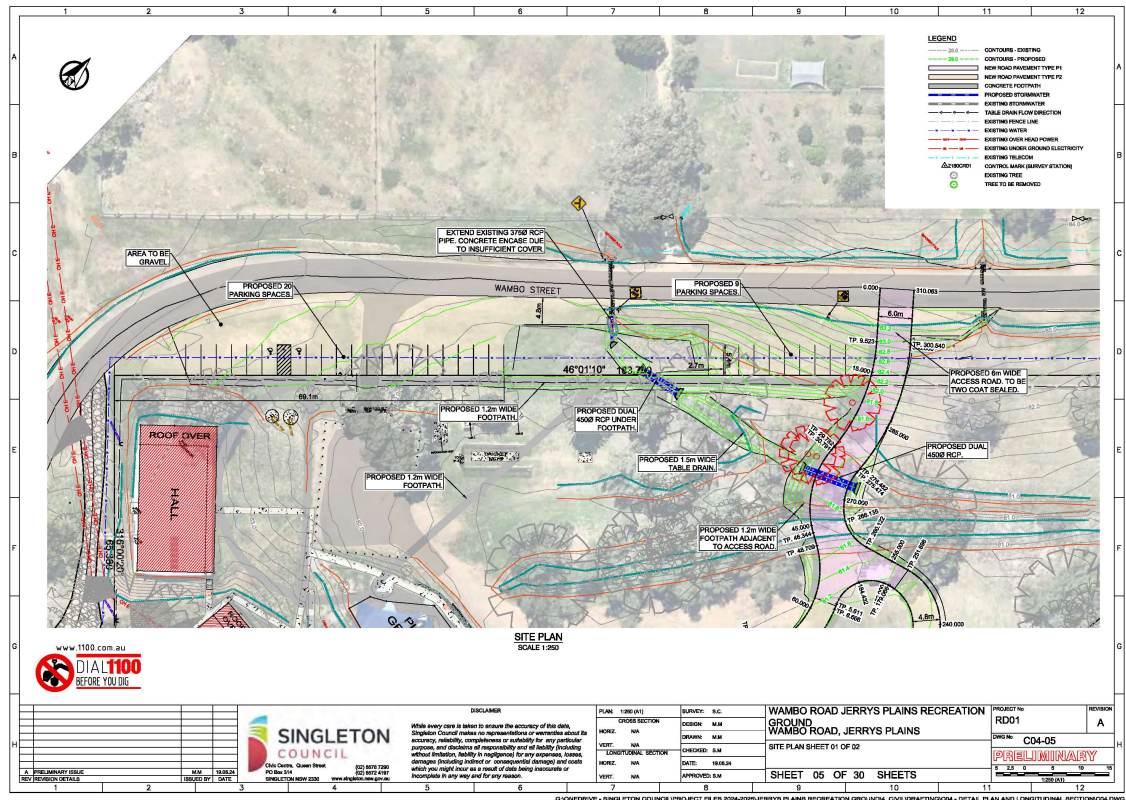
- MC advised the Jerrys Plains Community Action Group to contact John Sullivan for information.
- **ACTION – Council to find out what the process for selecting community representatives on the Hunter - Central Coast Regional Reference Group was.**
- SM expressed concern with the s bend works – issues getting out of driveway as it has been completely barricaded off. The same applies to SM's mother in law. Concern that emergency services would have a hard time accessing the property if needed.
- PS spoke with EnergyCo prior to works commencing to ensure that EnergyCo had engaged with all effected residents.
- **ACTION – PS to check access for effected residents to their properties.**
- PS to call SM at the Jerrys Plains School when he is going out to Jerrys Plains to look at the residential access and SM will meet PS there.
- The Port to REZ Project is not a United Wambo VPA issue.
- PN –trying to get the school bus stop location moved from Pagan Street. It's a hard process and they need to go through the TfNSW before they can talk to the bus companies.
- MC found a link to Bus Service Alteration Request Form:

<https://www.transport.nsw.gov.au/system/files/media/documents/2023/bus-service-alteration-request.pdf>

- **ACTION: MC is going to think about what will be the best way forward to get action with the footpaths. She will provide advice on process suggestion for the Community if the request to EnergyCo isn't granted.**
- PS to contact PN before he visits Jerrys Plains next.
- MC referred to the newly adopted Walking and Cycling Plan which refers to the Jerrys Plains footpaths as low priority (x3) and medium priority (x1) and a crossing.

Attachment 1

Draft design plans - Jerrys Plains Recreation Ground - August 2024



## AGENDA

UNITED WAMBO VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE

|                              |                                                                                                                                                                             |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Invitees</b>              | Myffy Doyle (MD) (Minutes) Aislinn Farnon (AF)<br>Cr Sue George (Chair) Julie Gray (JG) Mark Ihlein (MI)<br>Emily Lambkin (EL) David Thelander (DT) Madeleine<br>Walsh (MW) |
| <b>In Attendance</b>         |                                                                                                                                                                             |
| <b>Meeting Date and Time</b> | Wednesday, 4 August 2021<br>1.00 PM                                                                                                                                         |
| <b>Location</b>              | Jerrys Plains Hall (Covid-19 meeting protocols,<br>facemasks)                                                                                                               |

**1. Welcome and Apologies**

- Welcome
- Acknowledgement of Country by Chair
- Apologies

**2. Disclosure of Interests****3. Agenda Items**

- 1. Committee Member Introductions**
- 2. Code of Conduct** – Mark Ihlein
- 3. Terms of Reference (ToR)** – Mark Ihlein  
Community member responsibility  
Alternate community member responsibility
- 4. Principals for prioritisation of projects** – Mark Ihlein  
Jerrys Plains Village Masterplan
- 5. Landscaping concept plan of village North and South entrance project** – Mark Ihlein

**4. Financial Report****5. Other Business****6. Next Meeting**

Wednesday, 3 November 2021, 1.00pm  
Location – Jerrys Plains Hall

**Cr Sue George – Chair**

**AGENDA**

**UNITED WAMBO VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE**

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**Agenda Item 3.1 – Committee Member Introductions**

Each committee member to introduce themselves at the meeting

**Agenda Item 3.2 – Code of Conduct**

Explanation of the Singleton Council's Code of Conduct document provided.

**Agenda Item 3.3 - Terms of Reference**

Explanation of the United Wambo Voluntary Planning Agreement Community Committee Terms of Reference document provided

**Agenda Item 3.4 – Principals for prioritisation of projects**

Mark Ihlein to provide information

**ACTION:** Jerrys Plains Village Masterplan to be provided to committee members.

**RECOMMENDATION:** Members to bring forward any community project ideas for Jerrys Plains and surrounding areas

**Agenda Item 3.5 – Landscaping concept plans of village North and South entrance project**

Mark Ihlein to provide information about landscaping concept plan project.

**Agenda Item 4 – Financial Report**

- *Accumulated interest report is to be tabled at the committee meeting.  
Report to be tabled at the meeting and hardcopy provided to all in attendance*

| Action List |              |        |                     |          |         |        |
|-------------|--------------|--------|---------------------|----------|---------|--------|
|             | Meeting Date | Action | Responsible Officer | Due Date | Comment | Status |
|             |              |        |                     |          |         |        |
|             |              |        |                     |          |         |        |
|             |              |        |                     |          |         |        |

Complete

In progress

Outstanding/overdue

**GM62/25. Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 11/09/2025**  
**Author:** VPA Projects Officer

**FILE:**  
25/00027/006-02

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### Executive Summary

The Mount Thorley Warkworth Voluntary Planning Agreement (MTW VPA) Community Committee held its ordinary meeting on 11 September 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration, along with a recommendation to endorse the funding of one project 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 11 September 2025.
2. Approve a total of \$176,004.76 for the Bulga Tennis Court Refurbishment Project, these funds will be from the MTW VPA Reserve in the existing allocated 2025/2026 budget.
3. Approve the refusal of the Enhanced Community Yoga & Connection Program.

### Report

At the MTW VPA Community Committee Meeting on the 11 September 2025, the MTW VPA Community Committee assessed the projects that were deferred from the Committee Meeting held on the 2 July 2025.

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

### **Additional funding for the Bulga Tennis Court Refurbishment + Tennis and Soccer Practice Wall.**

That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that the Bulga Tennis Court Refurbishment Project incorporating the Tennis and Soccer Practice Wall be approved for funding at a value of \$176,004.76.

This project is for the reconstruction of the Bulga Recreation Ground Tennis Courts, including new fencing, surfacing and LED lighting. The improved courts will provide a safe and inclusive space for the community to connect, improving livability and recreational opportunities in Bulga.

The tender process was undertaken and it was determined that the original funding amount approved of \$350,000 was not sufficient to cover the full works. The additional funds of \$176,004.76 will cover the full scope of this project, including the additional funds needed of \$115,504.76 and the \$60,500 for the incorporation of a Tennis and Soccer Practice Wall. The total budget allocation for this project is \$526,004.76.



*General Manager's Report (Items Requiring Decision) - GM62/25*

The Tennis and Soccer Practice Wall will be incorporated into the Bulga Tennis Court Refurbishment project. The Practice Wall will be a great addition to the Bulga Recreation Ground and will enhance the offerings of the space for the benefit of the community.

The following project was refused by the Committee:

- Enhanced Community Yoga & Connection Program

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

- The service is already offered to the Bulga and Milbrodale community through alternate funding.

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**

| <b>Risk</b>                                                                                                                                                                                                          | <b>Risk Ranking</b> | <b>Proposed Treatments</b> | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|------------------------------|-----------------------------------|
| There is a risk that Council will not 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 which may lead to legal action and reputational damage to Council. | Medium              | Adopt the recommendation   | Low                          | Yes                               |

**Options**

The following options are available to Council:

- Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 11 September 2025.  
  
Approve a total of \$176,004.76 for the Bulga Tennis Court Refurbishment Project, these funds will be from the MTW VPA Reserve in the existing allocated 2025/2026 budget.  
  
Approve the refusal of the Enhanced Community Yoga & Connection Program.
- Not adopt the recommendations of the Committee and not allocate funding to the 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 11 September 2025 and adopt the recommendations of the Committee to allocate funding to the project listed and adopt the refusal of one project.

**Attachments**

**AT-1** [↓](#) Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 11 September 2025

**MINUTES**  
**MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**1PM - 3PM THURSDAY 11 SEPTEMBER 2025**



|                         |                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b>          | Sue Moore, Mayor (Chair)<br>Gary Mulhearn (Yancoal Representative)<br>Pauline Rayner (Community Representative)<br>Neale McCallum (Community Representative)<br>Stirling Keayes (Community Representative)<br>Melinda Curtis (Executive Director)<br>Jess Dunston (VPA Projects Officer - job share)<br>Alessandra Seidler (VPA Projects Officer - job share) |
| <b>In Attendance</b>    | Kellie Jordan IP+R Specialist                                                                                                                                                                                                                                                                                                                                 |
| <b>Meeting Location</b> | Council Committee Room                                                                                                                                                                                                                                                                                                                                        |

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies:
  - Ian Hedley (Community Representative)
  - Sarah Purser (Community Representative)
  - Judith Leslie (Alternate Community Representative)

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

- **MOVED** SK **SECONDED** GM that the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on Wednesday 2 July 2025, were confirmed.

### 4 Matters arising from the Minutes

- Nil.

### 5 Agenda Items

#### 5.1 Action Update

**FILE:25/00027/006-02**

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

**NOTED**

**MINUTES  
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE  
1PM - 3PM THURSDAY 11 SEPTEMBER 2025**

**5.2 Financial Report****FILE:25/00027/006-02**

The Financial Report as of the 14 August 2025 was circulated with the agenda for the Committee's information.

The Acquittal Process for completed projects will be completed at the March 2026 Committee meeting.

**NOTED****5.3 Project Update****FILE:25/00027/006-02**

The project update was circulated with the agenda, with updates on all VPA funded projects as at 26 August 2025.

Project manager for Old Bulga School House project has submitted all documentation to Crown Lands for Land Owner's Consent. Outcome of Land Owner's Consent Application will be provided in writing. Land owner's consent is required before any works can commence.

**NOTED****5.4 Bulga Stock Reserve Restoration and Weed Management  
Project Update****FILE:25/00027/006-02**

The Bulga Stock Reserve Restoration and Weed Management Project report was provided to the Committee.

Works completed since April 2025 when the project commenced were outlined in the report. Further discussion around the breakdown of project costings and what further information can be provided within procurement policy.

**ACTION** - VPA Staff to liaise with Bulga Stock Reserve Project Manager and determine whether community members can visit the Stock Reserve.

**ACTION** - VPA Staff to meet with Council technical staff and identify what details of the itemised milestone costings for the Bulga Stock Reserve Restoration and Weed Management tender can be provided to the Committee.

**NOTED**

**MINUTES  
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE  
1PM - 3PM THURSDAY 11 SEPTEMBER 2025**



**5.5 Submission Workshop - Round 1 2025 - Deferred  
Project Assessment FILE:25/00027/006-02**

The Mount Thorley Warkworth VPA Community Committee assessed and voted on the project proposals deferred from the Submission Workshop on 2 July 2025.

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. Enhanced Community Yoga & Connection Program**

Total of:

- 4 refusal votes
- 1 recommended vote

**Recommendation: Refusal of application**

Committee Votes and Feedback:

- **Pauline – No**

Service is already being offered through alternate funding.

- **Stirling – No**

Existing alternate funding.

- **Neale – No**

Business is already funded through Bulga Coal.

- **Mayor – Yes**

Community feedback was positive so would like to see it go ahead.

- **Gary – No**

Existing program already receives alternate funding. Happy to re-visit if other funding comes to an end.

**MOVED SK SECONDED NM**

**MINUTES  
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE  
1PM - 3PM THURSDAY 11 SEPTEMBER 2025**



**2. Bulga Tennis Court Refurbishment Projects**

As per Committee recommendation following the Submissions Workshop on 2 July 2025, the following two project were considered together:

- **Bulga Tennis Court Refurbishment – Additional Funding**
- **Tennis and Soccer Practice Wall**

Following the Committee's deferral for clarification recommendation, the Committee were provided with two options for the Bulga Tennis Court Refurbishment – Additional Funding Project. Both options incorporated the Tennis and Soccer Practice Wall and were presented as follows:

- **Option 1** – Inclusion of Tennis and Soccer Practice Wall application and NO lighting upgrades
- **Option 2** - Inclusion of Tennis and Soccer Practice Wall application and lighting and pole upgrades.

Total of 5 recommended votes for Option 2.

**Recommendation: Recommended approval**

Committee Votes and Feedback:

- **Pauline – Yes. Option 2**
- **Stirling – Yes. Option 2**
- **Neale – Yes. Option 2**
- **Mayor – Yes. Option 2**
- **Gary – Yes. Option 2**

**ACTION** - Liaise with Bulga Tennis Court Refurbishments Project Manager to identify the possibility of adding an acknowledgment sign to project scope to inform community that the Bulga Tennis Court Refurbishment Project was funded through the MTW VPA.

**MINUTES**  
**MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**1PM - 3PM THURSDAY 11 SEPTEMBER 2025**



**MOVED** NM **SECONDED** PR

**RECOMMENDATION:**

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

1. The following applications be **recommended for funding**:
  - Bulga Tennis Court Refurbishment – Additional Funding at a value of \$115,504.476
  - Tennis and Soccer Practice Wall at a value of \$60,500
2. The following application be **refused**:
  - Enhanced Community Yoga & Connection Program

**Summary of Project Outcomes:**

| <b>Project Assessed</b>                             | <b>Amount</b> | <b>Committee Recommendation</b> |
|-----------------------------------------------------|---------------|---------------------------------|
| Bulga Tennis Court Refurbishment – Additional Funds | \$115,505     | Recommended for funding         |
| Tennis and Soccer Practice Wall                     | \$60,500      | Recommended for funding         |
| Enhanced Community Yoga & Connection Program        | \$32,300      | Refused                         |

**NOTED**

**MINUTES**  
**MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT**  
**COMMUNITY COMMITTEE**  
**1PM - 3PM THURSDAY 11 SEPTEMBER 2025**



## 6 Other Business

- Committee were advised by Executive Director that in future, Singleton Council will only Project Manage or apply for new projects through the MTW VPA when explicitly requested by the community and Mount Thorley Warkworth Community Committee, and subsequently endorsed by Council.
- Pauline Rayner – discussed the option of acquisition of land between to Council Water and Sewer Depot land and the Bulga Stock Reserve.
- Stirling Keayes – can the Resurfacing of Cricket Pitch project application be re-submitted to the Committee with further community feedback for re-assessment.
- Neale McCallum- enquired on the possibility of Council establishing another Village Masterplan. Mayor advised not currently in any plans.

**ACTION** - Provide the Committee with information regarding the history of the proposed acquisition of private land next to Bulga Stock Reserve.

**ACTION** – Provide Committee with an overview of Liability Insurance information on Council owned property and facilities such as sporting fields and parks.

**ACTION** - VPA staff to contact applicant for the Resurfacing of Cricket Pitch Project to request application for project is resubmitted with further community feedback, including support from the local Primary School.

**ACTION** - VPA staff to re-distribute Bulga Stock Reserve Masterplan and Design Plan information with Committee.

## 7 Action List

| Pulse/Action No | Meeting Date      | Action                                                                                                                            | Responsible Officer  | Due Date        |
|-----------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|
|                 | 11 September 2025 | VPA Staff to liaise with Bulga Stock Reserve Project Manager and determine whether community members can visit the Stock Reserve. | VPA Projects Officer | October Meeting |



## MINUTES

MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE

1PM - 3PM THURSDAY 11 SEPTEMBER 2025



|  |                   |                                                                                                                                                                                                                                                   |                      |                 |
|--|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|
|  |                   |                                                                                                                                                                                                                                                   |                      |                 |
|  | 11 September 2025 | VPA Staff to meet with Council technical staff and identify what details of the itemised milestone costings for the Bulga Stock Reserve Restoration and Weed Management tender can be provided to the Committee.                                  | VPA Projects Officer | October Meeting |
|  | 11 September 2025 | Liaise with Bulga Tennis Court Refurbishments Project Manager to identify the possibility of adding an acknowledgment sign to project scope to inform community that the Bulga Tennis Court Refurbishment Project was funded through the MTW VPA. | VPA Projects Officer | October Meeting |
|  | 11 September 2025 | Provide the Committee with information regarding the history of the proposed acquisition of private land next to Bulga Stock Reserve.                                                                                                             | VPA Projects Officer | October Meeting |
|  | 11 September 2025 | Provide Committee with an overview of Liability Insurance information on Council owned property and facilities such as sporting fields and parks.                                                                                                 | VPA Projects Officer | October Meeting |
|  | 11 September 2025 | VPA staff to contact applicant for the Resurfacing of Cricket Pitch Project to request application for project is resubmitted with further community feedback, including support from the local Primary School.                                   | VPA Projects Officer | October Meeting |

**MINUTES****MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT  
COMMUNITY COMMITTEE****1PM - 3PM THURSDAY 11 SEPTEMBER 2025**

|  |                          |                                                                                                                   |                         |                    |
|--|--------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------|
|  | 11<br>Septemb<br>er 2025 | VPA staff to re-distribute<br>Bulga Stock Reserve<br>Masterplan and Design<br>Plan information with<br>Committee. | VPA Projects<br>Officer | October<br>Meeting |
|--|--------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------|

**8 Next Meeting**

- Thursday 30 October 2025, 1pm – 4pm, Singleton Council Committee Room

The meeting closed at 2.57pm.

**Sue Moore, Mayor**  
Chair

**GM64/25. Code of Meeting Practice Policy**  
**Author:** Governance Lead**FILE:** POL/1014

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**Executive Summary**

The purpose of this report is to inform Council that the Office of Local Government (OLG) has released the *Model Code of Meeting Practice for Local Councils in NSW (2025)* (Model Code), which all councils are required to adopt by 31 December 2025. The Model Code sets out mandatory provisions, as well as optional provisions that councils may choose to adopt, amend, or supplement.

Council has prepared a revised draft POL/1014.11 - Code of Meeting Practice (COMP) that incorporates all mandatory provisions, selected non-mandatory provisions, and supplementary provisions tailored to local circumstances. The provisions that are mandatory are in black font, the non-mandatory are indicated in red font and the supplementary provisions are indicated in green font.

In accordance with the *Local Government Act, 1993*, the draft COMP must be placed on public exhibition for at least 28 days, with submissions accepted for a minimum of 42 days, allowing the community to provide feedback before final adoption.

**RECOMMENDED** that:

1. Council place the draft POL/1014.11 - Code of Meeting Practice on public exhibition for a period of at least 28 days with submissions accepted for a minimum of 42 days, allowing the community to provide feedback before final adoption subject to consideration of submissions received.
2. Council adopts the draft POL/1014.11 - Code of Meeting Practice following the public exhibition period, if there are no submissions received and POL/1014.10 – Code of Meeting Practice be rescinded.
3. Should any submissions be received and/or amendments be required to the draft Policy, Council receives a further report, providing details of any submissions received and any proposed amendments to the Policy prior to adopting draft POL/1014.11 - Code of Meeting Practice.

**Report**

The Office of Local Government (OLG) has issued the *Model Code of Meeting Practice for Local Councils in NSW (2025)*, developed under section 360 of the *Local Government Act, 1993*. The Model Code prescribes mandatory provisions, as well as non-mandatory provisions that councils may choose to adopt, and is designed to ensure council and committee meetings are conducted in a transparent, orderly, and accountable manner.

*General Manager's Report (Items Requiring Decision) - GM64/25*

The Model Code establishes a standard framework for meeting procedures across NSW local councils, promoting consistency, good governance, and community confidence in decision-making. The OLG has advised that all councils must adopt a Code of Meeting Practice based on the new Model Code by 31 December 2025.

Councils are required to adopt a Code of Meeting Practice (COMP) that incorporates all mandatory provisions of the Model Code. Councils may also adopt, amend, or add to the non-mandatory provisions, provided they remain consistent with the Act and Regulations.

Council's proposed COMP (**Attachment 1**) has been updated in line with the new Model Code, the Act, and the Regulation. It incorporates all mandatory provisions, selected non-mandatory provisions, and supplementary provisions that reflect Council's preferred practices.

The updated Model Code introduces several amendments aimed at improving transparency, consistency, and efficiency in council meetings. The OLG's 2025 Model Meeting Code – FAQ are outlined in (**Attachment 2**).

Council staff attended a Q&A session with the OLG 14 October 2025, during which clarification was provided regarding briefing sessions. The OLG advised that all briefing sessions are prohibited where Council staff provide information to Councillors. However, sessions where Council staff receive input or feedback from Councillors are permissible. This distinction ensures that Councillors' discussions remain compliant with the Model Code of Meeting Practice.

The prohibition does not prevent Councillors gathering for other reasons including:

- Learning and development
- Social
- General Managers performance
- Integrated Planning and Reporting
- Seeking information from Councillors.

The supplementary provisions continue to uphold principles of open and transparent governance while addressing local circumstances specific to our community. The public exhibition process will allow community members to provide comment on these provisions.

Adopting the revised Code of Meeting Practice will ensure Council meets the statutory requirement to implement the new Model Code by 31 December 2025, while also providing a framework that supports effective decision-making, transparency, and community confidence in Council's operations.

**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 |

## General Manager's Report (Items Requiring Decision) - GM64/25

**Council Policy/Legislation***Local Government Act, 1993**Local Government (General) Regulation 2021*

Model Code of Meeting Practice

**Financial Implications**

Nil.

**Consultation**

Councils Executive Leadership Team has reviewed and endorsed the draft, supporting its adoption and implementation.

Under the *Local Government Act 1993*, a draft COMP must be placed on public exhibition for at least 28 days, with submissions accepted for a minimum of 42 days. This process ensures the community has the opportunity to provide feedback before the Code is finalised.

**Sustainability**

Nil.

**Risk Implications**

| <b>Risk</b>                                                                                                                                                                                 | <b>Risk Ranking</b> | <b>Proposed Treatments</b> | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|------------------------------|-----------------------------------|
| There is a risk that Council's adopted Code of Meeting Practice does not meet the minimum legislative requirements of the Model Code which may lead to legal and reputational implications. | Medium              | Adopt the recommendation   | Low                          | Yes                               |
| There is a risk that Council will have inconsistent and unclear meeting processes which may lead to reputational damage.                                                                    | Medium              | Adopt the recommendation   | Low                          | Yes                               |
| There is a risk that members of the public will feel that they have not been consulted which may lead to reputational damage to Council.                                                    | Medium              | Adopt the recommendation   | Low                          | Yes                               |

*General Manager's Report (Items Requiring Decision) - GM64/25***Options**

The following options are available to Council:

1.
  - a) place the draft POL/1014.11 - Code of Meeting Practice on public exhibition for a period of at least 28 days with submissions accepted for a minimum of 42 days, allowing the community to provide feedback before final adoption subject to consideration of submissions received.
  - b) adopts the draft POL/1014.11 - Code of Meeting Practice following the public exhibition period, if there are no submissions received and POL/1014.10 – Code of Meeting Practice be rescinded.
  - c) Should any submissions be received and/or amendments be required to the draft Policy, Council receives a further report, providing details of any submissions received and any proposed amendments to the Policy prior to adopting draft POL/1014.11 - Code of Meeting Practice.
2. That Council resolve not to place the draft POL/1014.11 – Code of Meeting Practice on public exhibition.

Option one is recommended.

**Conclusions**

It is recommended that the Council proceed with placing the draft COMP Policy on public exhibition. Upon the conclusion of the public exhibition period, council will consider any submissions received before making a final determination, with the intention of adopting the policy.

**Attachments**

**AT-1** [↓](#) DRAFT - Code of Meeting Practice - 2025

**AT-2** [↓](#) 2025 Model Meeting Code FAQ



# CODE OF MEETING PRACTICE

POLICY | Governance

To ensure that meetings of Council are conducted in a consistent, accessible, orderly, effective and efficient manner.

|                       |                    |              |  |
|-----------------------|--------------------|--------------|--|
| Policy No:            | POL/1014.11        | Version:     |  |
| Service Unit:         | Executive Director |              |  |
| Responsible Officer:  | Governance Lead    |              |  |
| Responsible Director: | Executive Director |              |  |
| Authorisation Date:   |                    | Review Date: |  |
| Minute No:            |                    |              |  |

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## 1 INTRODUCTION

### 1.1 Title of the Policy and Commencement Date

The Code of Meeting Practice Policy takes effect upon adoption by Council.

### 1.2 Purpose of the Policy

This policy is based upon the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) and is prescribed under Section 360 of the *Local Government Act, 1993* (the Act) and the *Local Government Regulation, 2021* (the Regulation).

Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code.

The purpose of this policy is to provide a uniform set of meeting rules to ensure that meetings of Council are consistent, accessible, orderly, effective and efficient.

## 2 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.
- **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.

## 3 BEFORE THE MEETING

### Timing of ordinary Council meetings

- 3.1 The Council shall by resolution, set the frequency, time and place of its ordinary meetings.

Note: Under section 365 of the Act, Councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A

**Extraordinary meetings**

- 3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The Mayor may call an extraordinary meeting without the need to obtain the signature of two (2) Councillors.

**Notice to the public of Council meetings**

- 3.4 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of Committees of the Council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the Council and of a Committee of Council must be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

**Notice to Councillors of ordinary Council meetings**

- 3.7 The General Manager must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, unless the Council determines otherwise, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

**Notice to Councillors of extraordinary meetings**

- 3.9 Notice of less than three (3) days may be given to Councillors of an extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

**Giving notice of business to be considered at Council meetings**

- 3.10 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 12 working days before the meeting is to be held as determined by the Council.
- 3.11 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the Council's adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the General Manager must either:
- a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the Council, or
  - b) by written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the Councils to such date specified in the notice, pending the preparation of such a report.

**Questions with notice**

- 3.14 A Councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.15 A Councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.16 The General Manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the Council.

**Agenda and business papers for ordinary meetings**

- 3.17 The General Manager must cause the agenda for a meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting.
- 3.18 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
  - (b) if the Mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of Committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.16 limits the powers of the Mayor to put a Mayoral minute to a meeting without notice under clause 9.7.
- 3.20 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.19 reflects section 9(2A)(a) of the Act.
- 3.22 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

**Availability of the agenda and business papers to the public**

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and Committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.24 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

- 3.25 For the purposes of clause 3.21, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the Council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

**Agenda and business papers for extraordinary meetings**

- 3.27 The Council must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

- 3.28 Nothing in clause 3.25 limits the powers of the Mayor to put a Mayoral minute to an extraordinary meeting without notice under clause 9.7.

- 3.29 Despite clause 3.25, business may be considered at an extraordinary meeting of the Council at which all Councillors are present, even though due notice has not been given of the business, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled ordinary meeting of the Council. A resolution adopted under this clause must state the reasons for the urgency.

- 3.30 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the Chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

- 3.31 If all Councillors are not present at the extraordinary meeting, the Council may only deal with business at the meeting that Councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the Chairperson also rules that the business is urgent and requires a decision by the Council before the next scheduled ordinary meeting.

- 3.32 A motion of dissent cannot be moved against a ruling of the Chairperson under clause 3.29 on whether a matter is urgent.

**Prohibition of pre-meeting briefing sessions**

- 3.33 Briefing sessions must not be held to brief Councillors on business listed on the agenda for meetings of the Council or Committees of the Council.

**Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the Council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the Council.**

- 3.34 Nothing in clause 3.31 prevents a Councillor from requesting information from the General Manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

## 4 PUBLIC FORUMS

- 4.1 The Council may hold a public forum for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other Committees of the Council.
- 4.2 Public forums will be held in accordance with the Public Forum Policy.

## 5 COMING TOGETHER

**Attendance by Councillors at meetings**

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of Committees of the Council of which they are members.

**Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 The Council may determine standards of dress for Councillors when attending meetings.
- 5.3 A Councillor cannot participate in a meeting of the Council or of a Committee of the Council unless personally present at the meeting, unless permitted to attend the



meeting by audio-visual link under this code.

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- 5.4 Where a Councillor is unable to attend one or more meetings of the Council or Committees of the Council, the Councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the Council grant them a leave of absence from the relevant meetings.
- 5.5 The Council must not act unreasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6 Where a Councillor makes an apology under clause 5.4, the Council must determine by resolution whether to grant the Councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the Council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.7 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

#### **The quorum for a meeting**

- 5.8 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.
- Note: Clause 5.8 reflects section 368(1) of the Act.
- 5.9 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.
- Note: Clause 5.10 reflects section 368(2) of the Act.
- 5.10 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the Chairperson, or
  - (b) in the Chairperson's absence, by the majority of the Councillors present, or
  - (c) failing that, by the General Manager.
- 5.12 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called by the Mayor under clause 3.3.

#### **Meetings held by audio-visual link**

- 5.15 A meeting of the Council or a Committee of the Council may be held by audio-visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.
- 5.16 Where the Mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the General Manager must:
- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

**Note: Where a Council holds a meeting by audio-visual link under clause 5.17, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

**Attendance by Councillors at meetings by audio-visual link**

- 5.18 Councillors may attend and participate in meetings of the Council and Committees of the Council by audio-visual link with the approval of the Council or the relevant Committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.19 Clause 5.18 does not apply to meetings at which a Mayoral election is to be held.
- 5.20 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the General Manager prior to 12.00pm on the day of the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.
- 5.23 A Councillor who has requested approval to attend a meeting of the Council or a Committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or Committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a Committee of the Council by audio-visual link must be made by a resolution of the Council or the Committee concerned. The resolution must state the meetings the resolution applies to.
- 5.25 If the Council or Committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant Committee's discretion. The Council and Committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link.

- 5.27 The Council and Committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or Committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a Committee of the Council by audio-visual link.
- 5.28 This code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the Committee into disrepute.

#### **Entitlement of the public to attend Council meetings**

- 5.31 Everyone is entitled to attend a meeting of the Council and Committees of the Council. The Council must ensure that all meetings of the Council and Committees of the Council are open to the public.  
Note: Clause 5.31 reflects section 10(1) of the Act.
- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.33 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a Committee of the Council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.
- Note: Clause 5.32 reflects section 10(2) of the Act.
- 5.34 On the adoption of this code and at the commencement of each Council term, the Council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

**Livestreaming of meetings**

- 5.35 Each meeting of the Council or a Committee of the Council is to be recorded by means of an audio-visual device.
- 5.36 At the start of each meeting of the Council or a Committee of the Council, the Chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the Council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.37 The recording of a meeting is to be made publicly available on the Council's website at the same time as the meeting is taking place.
- 5.38 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting or for the balance of the Council's term, whichever is the longer period.
- 5.39 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.  
Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.
- 5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

**Attendance of the General Manager and other staff at meetings**

- 5.41 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all of the members are Councillors.  
Note: Clause 5.42 reflects section 376(1) of the Act.
- 5.42 The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.  
Note: Clause 5.43 reflects section 376(2) of the Act.
- 5.43 The General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.  
Note: Clause 5.44 reflects section 376(3) of the Act.
- 5.44 The attendance of other Council staff at a meeting, (other than as members of the public) shall be determined by the General Manager in consultation with the Mayor.

**6 THE CHAIRPERSON****The Chairperson at meetings**

- 6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

**Election of the Chairperson in the absence of the Mayor and Deputy Mayor**

- 6.3 If no Chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

- 6.4 The election of a Chairperson must be conducted:

(a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.

- 6.5 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

**Chairperson to have precedence**

- 6.9 When the Chairperson rises or speaks during a meeting of the Council:
- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

**7 MODES OF ADDRESS**

- 7.1 Where physically able to, Councillors and staff should stand when the Mayor enters the chamber and when addressing the meeting.
- 7.2 If the Chairperson is the Mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the Chairperson is the Deputy Mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the Chairperson is not the Mayor or Deputy Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A Council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].



## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the Council, the general order of business is as fixed by resolution of the Council.

The general order of business for ordinary meeting of the Council shall be:

- 01 Opening meeting
- 02 Acknowledgement of Country
- 03 Apologies and applications for a leave of absence or attendance by audiovisual link by Councillors
- 04 Confirmation of minutes
- 05 Disclosures of interests
- 06 Mayoral minute(s)
- 07 Presentations
- 08 Late items
- 09 Notices of Motion
- 10 Reports to Council
- 11 Confidential matters (Closed Council)
- 12 Conclusion of the meeting

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the Chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a Council meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
  - (b) is the election of a Chairperson to preside at the meeting, or
  - (c) is a matter or topic put to the meeting by way of a Mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a Committee of the Council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council at which all Councillors are present even though due notice has not been given of the business to Councillors, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the Chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all Councillors are not present at a meeting, the Council may only deal with business at the meeting that Councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the Chairperson also rules that the business is urgent and requires a decision by the Council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 9.5.
- Mayoral minutes**
- 9.7 The Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that the Mayor determines should be considered at the meeting.
- 9.8 A Mayoral minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Mayor may move the adoption of a Mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a Mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.

#### **Staff reports**

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

#### **Reports of Committees of Council**

- 9.11 The recommendations of a Committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.12 If in a report of a Committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

**Questions**

- 9.13 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the Council determines otherwise in accordance with this code.
- 9.14 A Councillor may, through the Chairperson, ask another Councillor about a matter on the agenda.
- 9.15 A Councillor may, through the Mayor, ask the General Manager about a matter on the agenda. The General Manager may request another Council employee to answer the question.
- 9.16 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

**10 RULES OF DEBATE****Motions to be seconded**

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

**Notices of motion**

- 10.2 A Councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Chairperson is to note the withdrawal of the notice of motion at the meeting unless the Council determines to consider the notice of motion at the meeting.

10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:

- (a) any other Councillor may, with the leave of the Chairperson, move the motion at the meeting, or
- (b) the Chairperson may defer consideration of the motion until the next meeting of the Council.

**Chairperson's duties with respect to motions**

10.5 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The Chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

**Amendments to motions**

10.8 An amendment to a motion must be moved and seconded before it can be debated.

10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the Chairperson.

10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.

10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.14 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

**Limitations on the number and duration of speeches**

- 10.15 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a Councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
  - (b) if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.
- 10.20 The Chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the Chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the Chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

**11 VOTING**

**Voting entitlements of Councillors**

- 11.1 Each Councillor is entitled to one (1) vote.  
 Clause 11.1 reflects section 370(1) of the Act.
- 11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.  
 Clause 11.2 reflects section 370(2) of the Act.
- 11.3 Where the Chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

**Voting at Council meetings**

- 11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.
- 11.6 All voting at Council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

**Voting on planning decisions**

- 11.7 The Council or a Council Committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the Council for a decision.
- 11.8 Where the Council or a Council Committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.9 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council Committee (including, but not limited to a Committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
- 11.10 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of the meeting with the names of the councillors

who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

## 12 COMMITTEE OF THE WHOLE

- 12.1 The Council may resolve itself into a Committee to consider any matter before the Council.

Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the whole, except the provisions limiting the number and duration of speeches and encouraging Councillors and staff to stand when addressing the meeting.

Clauses 10.15 – 10.25 limit the number and duration of speeches.

**Note: Clause 7.1 encourages Councillors and staff to stand when addressing the meeting where they can.**

- 12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the Committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the Committee must be reported.
- 12.4 The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a Committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.
- 13.2 Before the Council or Committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the Chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the Chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The Council or Committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or Committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

## 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

### Grounds on which meetings can be closed to the public

- 14.1 The Council or a Committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than Councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the Council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the Council's code of conduct.

Clause 14.1 reflects section 10A(1) and (2) of the Act.



- 14.2 The Council or a Committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or Committee is involved, and
  - (b) are clearly identified in the advice,
  - (c) are fully discussed in that advice, and
  - (d) are subject to legal professional privilege.

Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council, or
    - (ii) cause a loss of confidence in the Council or Committee.

Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Clause 14.7 reflects section 10B(5) of the Act.

#### **Notice of likelihood of closure not required in urgent cases**

- 14.8 Part of a meeting of the Council, or of a Committee of the Council, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the Council or Committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

#### **Representations by members of the public**

- 14.9 The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the Council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in a manner determined by the Council.

#### **Expulsion of non-Councillors from meetings closed to the public**

- 14.13 If a meeting or part of a meeting of the Council or a Committee of the Council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

**Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.**

#### **Obligations of Councillors attending meetings by audio-visual link**

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

#### **Information to be disclosed in resolutions closing meetings to the public**

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Clause 14.16 reflects section 10D of the Act.

#### **Resolutions passed at closed meetings to be made public**

- 14.17 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The General Manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

- 14.20 The General Manager must consult with the Council and any other affected persons before publishing information on the Council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

## 15 KEEPING ORDER AT MEETINGS

### Points of order

- 15.1 A Councillor may draw the attention of the Chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.3 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.4 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.5 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.6 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.7 A Councillor can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.10 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:
- (a) contravenes the Act, the Regulation or this code, or
  - (b) assaults or threatens to assault another Councillor or person present at the meeting, or

- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the Committee, or addresses or attempts to address the Council or the Committee on such a motion, amendment or matter, or
- (d) uses offensive or disorderly words, or
- (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- (f) imputes improper motives to or unfavourably personally reflects upon any other Council official, or a person present at the meeting, except by a motion, or
- (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Clause 15.10 reflects section 182 of the Regulation.

**Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".**

15.11 The Chairperson may require a Councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a Councillor fails to take action in response to a requirement by the Chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the Chairperson may require the Councillor to take that action at each subsequent meeting until such time as the Councillor complies with the requirement. If the Councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

#### **How disorder at a meeting may be dealt with**

15.14 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

**Expulsion from meetings**

- 15.15 All Chairpersons of meetings of the Council and Committees of the Council are authorised under this code to expel any person, including any Councillor, from a Council or Committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.16 Clause 15.15, does not limit the ability of the Council or a Committee of the Council to resolve to expel a person, including a Councillor, from a Council or Committee meeting, under section 10(2)(a) of the Act.
- 15.17 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Clause 15.17 reflects section 233(2) of the Regulation.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Members of the public attending a meeting of the Council:
- (a) must remain silent during the meeting unless invited by the Chairperson to speak,
  - (b) must not bring flags, signs or protest symbols to the meeting, and
  - (c) must not disrupt the meeting.
- 15.20 Without limiting clause 15.18, a contravention of clause 15.19 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.19.
- 15.21 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.22 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using such force as is reasonably necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

**Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.**

**How disorder by Councillors attending meetings by audio-visual link may be dealt with**

- 15.23 Where a Councillor is attending a meeting by audio-visual link, the Chairperson or a person authorised by the Chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

- 15.24 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the Chairperson of the meeting or a person authorised by the Chairperson, may terminate the Councillor's audio-visual link to the meeting.

**Use of mobile phones and the unauthorised recording of meetings**

- 15.25 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and Committees of the Council.
- 15.26 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a Committee of the Council without the prior authorisation of the Council or the Committee.
- 15.27 Without limiting clause 15.18, a contravention of clause 15.26 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.26, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.28 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

## 16 CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the Council and Committees of the Council in accordance with the Council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the Council's code of conduct. Where a Councillor has declared a conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or Committee, or at any time during which the Council or Committee is voting on the matter.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act in the case of Councils

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering Council decisions

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost.

This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.



- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than 1 day after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three Councillors is submitted to the Chairperson at the meeting, and
  - (b) the Council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the Chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

#### Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a Councillor may, with the leave of the Chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the Council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the Councillor is to propose alternative wording for the resolution.
- 17.17 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the Chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

## 18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and Committees of the Council are to conclude no later than 10.30pm.
- 18.2 If the business of the meeting is unfinished at 10.30pm, and the Council does not resolve to extend the time of the meeting to no later than 11.30pm, the Chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
  - (b) adjourn the meeting to a time, date and place fixed by the Chairperson.
- 18.3 Clause 18.2 does not limit the ability of the Council or a Committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the General Manager must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:

- (a) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a Council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The Council and Committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the Council or the Committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the Council

- 19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

**20 COUNCIL COMMITTEES**Application of this Part

- 20.1 This Part only applies to Committees of the Council whose members are all Councillors.

Council Committees whose members are all Councillors

- 20.2 The Council may, by resolution, establish such Committees as it considers necessary.

- 20.3 A Committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

- 20.4 The quorum for a meeting of a Committee of the Council is to be:
- (a) such number of members as the Council decides, or
  - (b) if the Council has not decided a number – a majority of the members of the Committee.

#### Functions of Committees

- 20.5 The Council must specify the functions of each of its Committees when the Committee is established but may from time to time amend those functions.

#### Notice of Committee meetings

- 20.6 The General Manager must send to each Councillor, regardless of whether they are a Committee member, at least three (3) days before each meeting of the Committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a Committee meeting called in an emergency.

#### Non-members entitled to attend Committee meetings

- 20.8 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at a meeting of the Committee. However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

#### Chairperson and Deputy Chairperson of Council Committees

- 20.9 The Chairperson of each Committee of the Council must be:
- (a) the Mayor, or
  - (b) if the Mayor does not wish to be the Chairperson of a Committee, a member of the Committee elected by the Council, or
  - (c) if the Council does not elect such a member, a member of the Committee elected by the Committee.
- 20.10 The Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.

- 20.11 If neither the Chairperson nor the Deputy Chairperson of a Committee of the Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be acting Chairperson of the Committee.
- 20.12 The Chairperson is to preside at a meeting of a Committee of the Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting. If neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

#### Procedure in Committee meetings

- 20.13 Subject to any specific requirements of this code, each Committee of the Council may regulate its own procedure. The provisions of this code are to be taken to apply to all Committees of the Council.
- 20.14 Whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote unless the Council or the Committee determines otherwise in accordance with clause 20.13.
- 20.16 Voting at a Council Committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Mayoral minutes

- 20.17 The provisions of this code relating to Mayoral minutes also apply to meetings of Committees of the Council in the same way they apply to meetings of the Council.

#### Closure of Committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of Committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.
- 20.19 If a Committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.

- 20.21 The General Manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The General Manager must consult with the Committee and any other affected persons before publishing information on the Council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

#### Disorder in Committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way they apply to meetings of the Council.

#### Minutes of Council Committee meetings

- 20.24 Each Committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a Committee must ensure that the following matters are recorded in the Committee's minutes:
- (a) the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.25 All voting at meetings of Committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.26 The minutes of meetings of each Committee of the Council must be confirmed at a subsequent meeting of the Committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a Committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of Committees of the Council on its website prior to their confirmation.

## 21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a Council or a Council Committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any Councillor or Committee member, or
  - (c) any defect in the election or appointment of a Councillor or Committee member, or
  - (d) a failure of a Councillor or a Committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or Committee meeting in accordance with the Council's code of conduct, or
  - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.



## 22 DEFINITIONS

For the purposes of this policy:

| Term                          | Meaning                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| the Act                       | means the <i>Local Government Act 1993</i>                                                                                                                                                                                                                                                                                                                                                                                 |
| act of disorder               | means an act of disorder as defined in clause 15.10 of this code                                                                                                                                                                                                                                                                                                                                                           |
| amendment                     | in relation to an original motion, means a motion moving an amendment to that motion                                                                                                                                                                                                                                                                                                                                       |
| audio recorder                | any device capable of recording speech                                                                                                                                                                                                                                                                                                                                                                                     |
| audio-visual link             | means a facility that enables audio and visual communication between persons at different places                                                                                                                                                                                                                                                                                                                           |
| business day                  | means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales                                                                                                                                                                                                                                                                             |
| Chairperson                   | in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a Committee – means the person presiding at the meeting as provided by clause 20.9 of this code                                                                                                                            |
| this code                     | means the Council's adopted code of meeting practice                                                                                                                                                                                                                                                                                                                                                                       |
| Committee of the Council      | means a Committee established by the Council in accordance with clause 20.2 of this code (being a Committee consisting only of Councillors) or the Council when it has resolved itself into Committee of the whole under clause 12.1                                                                                                                                                                                       |
| Council official              | includes Councillors, members of staff of a Council, administrators, Council Committee members, delegates of Council and any other person exercising functions on behalf of the Council                                                                                                                                                                                                                                    |
| day                           | means calendar day                                                                                                                                                                                                                                                                                                                                                                                                         |
| division                      | means a request by two Councillors under clause 11.7 of this code requiring the recording of the names of the Councillors who voted both for and against a motion                                                                                                                                                                                                                                                          |
| livestream                    | a video broadcast of a meeting transmitted across the internet concurrently with the meeting                                                                                                                                                                                                                                                                                                                               |
| open voting                   | means voting on the voices or by a show of hands or by a visible electronic voting system or similar means                                                                                                                                                                                                                                                                                                                 |
| planning decision             | means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act |
| performance improvement order | means an order issued under section 438A of the Act                                                                                                                                                                                                                                                                                                                                                                        |

|                |                                                                                             |
|----------------|---------------------------------------------------------------------------------------------|
| quorum         | means the minimum number of Councillors or Committee members necessary to conduct a meeting |
| the Regulation | means the <i>Local Government (General) Regulation 2021</i> .                               |
| year           | means the period beginning 1 July and ending the following 30 June                          |

## 23 RELEVANT LEGISLATION

*Local Government Act, 1993*

*Local Government (General) Regulation, 2021*

## 24 RELATED DOCUMENTS

Related documents, listed in Table 24-1 below, are internal documents directly related to or referenced from this document.

| Number   | Title                                                                                                      |
|----------|------------------------------------------------------------------------------------------------------------|
| POL/1011 | <ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>                                          |
| POL/1016 | <ul style="list-style-type: none"> <li>Interactions Between Councillors &amp; Staff Policy</li> </ul>      |
| 13/60393 | <ul style="list-style-type: none"> <li>Councillor Questions and Requests Procedure</li> </ul>              |
|          | <ul style="list-style-type: none"> <li>Model Code of Meeting Practice for Local Councils in NSW</li> </ul> |
|          | <ul style="list-style-type: none"> <li>Public Forum Policy</li> </ul>                                      |

Table 24-1 – Related documents

## 25 RESPONSIBLE OFFICER / POLICY OWNER

Ownership of this policy rests with the Governance Lead and Executive Director

## 26 APPROVAL

As per cover sheet.

## 27 MONITORING

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

## 28 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.

29 **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*.

30 **BREACHES AND SANCTIONS**

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

31 **DOCUMENT HISTORY**

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

| Version | Date Amended   | Author         | Comments (eg reasons for review)                                                                           |
|---------|----------------|----------------|------------------------------------------------------------------------------------------------------------|
| 11      | 1 October 2025 | Rebecca Bailey | <ul style="list-style-type: none"><li>Policy created as per OLG's Model Code of Meeting Practice</li></ul> |

## 2025 Model Meeting Code - FAQ

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### Implementation of the 2025 Model Meeting Code

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#### **When must the 2025 Model Meeting Code be adopted?**

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

#### **What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?**

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

#### **Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?**

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

#### **Can councils include supplementary provisions in their adopted code of meeting practice?**

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.



### **Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?**

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

### **What consultation must councils do before adopting a code of meeting practice?**

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

---

## **What are the key changes?**

---

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

### **Extraordinary meetings**

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

### **Dealing with urgent business at meetings**

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

## 2025 Model Meeting Code - FAQ



to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

**Prohibition on pre-meeting briefing sessions**

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

**Public forums**

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

**Councillors' attendance at meetings by audio-visual link**

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

**Absences from council meetings**

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
  - submit an apology for the meetings they are unable to attend,
  - state the reasons for their absence from the meetings, and

## 2025 Model Meeting Code - FAQ



- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

**Livestreaming meetings**

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

**New rules of etiquette at meetings**

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

**Mayoral minutes**

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

**Rules of debate**

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

## 2025 Model Meeting Code - FAQ



- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

**Voting on planning decisions**

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

**Representations by the public on the closure of meetings**

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

**Making information considered at closed meetings public**

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

**Dealing with disorder**

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:



## 2025 Model Meeting Code - FAQ



- contravening the Act, the Regulation, or the council's code of meeting practice,
  - assaulting, or threatening to assault, another councillor or person present at the meeting,
  - moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
  - using offensive or disorderly words,
  - making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
  - imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
  - saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
  - speaking at meetings without being invited to,
  - bringing flags, signs or protest symbols to meetings,
  - disrupting meetings,
  - making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

## 2025 Model Meeting Code - FAQ

**Committees**

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

**GM65/25. Public Forum Policy**  
**Author:** Governance Lead**FILE:** 25/00006

---

**Executive Summary**

The purpose of this report is for Council to consider adopting the draft Public Forum Policy for public exhibition, allowing the community to provide feedback. This Policy supports the Code of Meeting Practice.

**RECOMMENDED** that:

1. Council place the draft POL/40018 Public Forum Policy on public exhibition for a period of at least 28 days, provide public notice of Council's intention to adopt the draft document subject to consideration of submissions received;
2. The draft POL/40018 Public Forum Policy be adopted following the public exhibition period, provided no submissions are received.
3. Should any submissions be received and/or any proposed amendments be required to the draft document, a further report be presented to Council prior to adopting draft POL/40018 Public Forum Policy.

**Report**

Public forums were previously provided for under the Model Code of Meeting Practice for Local Councils in NSW. However, in the revised 2025 Model Code, the provisions relating to public forums have been removed. Despite this change, Council recognises the value of providing a structured opportunity for community members to address Council on matters listed in the business paper. This ensures that community views are heard directly by Councillors prior to decisions being made.

The draft Public Forum Policy proposes that public forums be held prior to each Ordinary Council Meeting, commencing at 5.00pm and concluding at 5.30pm. This structure provides community members with an opportunity to address Council on matters listed on the meeting agenda before formal proceedings commence. The 30 minute duration ensures an efficient and orderly process while maintaining transparency and community engagement. In accordance with Council's resolution at the 17 September 2025 Council meeting, the Ordinary Council Meeting will formally commence at 5.30pm following the conclusion of the public forum.

The draft Policy has been developed to formalise Council's approach to public forums. The Policy establishes clear procedures, eligibility criteria, and expectations for conduct, and makes clear that public forums are limited to items on the business paper.

By adopting this Policy, Council will continue to facilitate open engagement with the community while ensuring meetings are conducted in an orderly and efficient manner.

*General Manager's Report (Items Requiring Decision) - GM65/25*

The exhibition period allows Council to consider community feedback prior to adopting the final Policy, ensuring that the approach to public forums is both transparent and responsive to community expectations.

**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 |

**Council Policy/Legislation**

- *Local Government Act, 1993*
- *Local Government (General) Regulation 2021*
- Code of Conduct
- Code of Meeting Practice

**Financial Implications**

Nil.

**Consultation**

To ensure community awareness and provide an opportunity for input, the draft Policy will be placed on public exhibition for a period of 28 days. During this time, members of the community will be invited to review the draft Policy and provide submissions or comments.

Councils Executive Leadership Team has reviewed and endorsed the draft, supporting its adoption and implementation.

**Sustainability**

Nil.

## General Manager's Report (Items Requiring Decision) - GM65/25

**Risk Implications**

| <b>Risk</b>                                                                                                                                                                                                              | <b>Risk Ranking</b> | <b>Proposed Treatments</b> | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|------------------------------|-----------------------------------|
| Community dissatisfaction if public forums are not provided, which may lead to reduced trust in Council, negative media attention, increased complaints, and a perception that Council is unresponsive to the community. | Medium              | Adopt the recommendation   | Low                          | Yes                               |
| Disruption or disorder during public forums, which may lead to delays in meetings, reduced meeting efficiency, frustration for Councillors and staff, and a perception of poor governance.                               | Medium              | Adopt the recommendation   | Low                          | Yes                               |
| Misunderstanding of procedures by community members, which may lead to confusion, frustration, complaints, and reputational damage.                                                                                      | Medium              | Adopt the recommendation   | Low                          | Yes                               |
| Excessive time taken in meetings due to multiple speakers, which may lead to agenda delays, inefficient use of Council resources, and perception of poor time management by Council.                                     | Medium              | Adopt the recommendation   | Low                          | Yes                               |
| Perceived bias in allowing speakers or topics, which may lead to reputational damage.                                                                                                                                    | Low                 | Adopt the recommendation   | Low                          | Yes                               |

*General Manager's Report (Items Requiring Decision) - GM65/25***Options**

The following options are available to Council:

1. a) Place the draft POL/40018 Public Forum Policy on public exhibition for a period of at least 28 days, provide public notice of Council's intention to adopt the draft document subject to consideration of submissions received
  - b) The draft POL/40018 Public Forum Policy be adopted following the public exhibition period, provided no submissions are received.
  - c) Should any submissions be received and/or any proposed amendments be required to the draft document, a further report be presented to Council prior to adopting draft POL/40018 Public Forum Policy.
- 
2. Resolve not to place draft Public Forum Policy on public exhibition and request further amendments be made.

Option one is recommended.

**Conclusions**

The draft Public Forum Policy provides a clear and consistent framework for community participation in Council meetings, ensuring that public forums are conducted in an orderly, transparent, and equitable manner. By placing the Policy on public exhibition, Council is demonstrating its commitment to open governance and actively seeking community input. Adoption of the Policy following the exhibition period will formalise Council's approach, enabling continued meaningful engagement with the community while supporting effective and efficient decision-making.

**Attachments**

**AT-1** [!\[\]\(d5d7044e5caf6907399af2dced8d6ff8\_img.jpg\)](#) Draft - Public Forum - Policy



## PUBLIC FORUM POLICY

**POLICY** | Executive Manager

To set out the parameters for the hearing oral submissions, prior to each Ordinary Meeting of Council, Extraordinary Meeting of Council, or meeting of Committees of the Council, from members of the public on items of business to be considered at the meeting

|                              |                    |                     |   |
|------------------------------|--------------------|---------------------|---|
| <b>Policy No:</b>            | POL/40018          | <b>Version:</b>     | 1 |
| <b>Service Unit:</b>         | Executive Director |                     |   |
| <b>Responsible Officer:</b>  | Governance Lead    |                     |   |
| <b>Responsible Director:</b> | Executive Director |                     |   |
| <b>Authorisation Date:</b>   |                    | <b>Review Date:</b> |   |
| <b>Minute No:</b>            |                    |                     |   |

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## 1 SCOPE

This Policy covers any person who wishes to speak at a Public Forum held prior to an Ordinary Council Meeting, Extraordinary Council Meeting or meeting of Committees of the Council.

### 1.1 Purpose of the Policy

The purpose of this policy is to provide members of the community with the relevant process and procedures for addressing Council on items to be considered at Ordinary Council meetings, as outlined in Council's Code of Meeting Practice.

## 2 APPLICATION

This policy applies to members of the community.

## 3 PRINCIPLES

### 3.1 Application of Principles

No one principle should be applied to the detriment of another. Principles must be considered and applied to the extent that is reasonable and practical in the circumstances.

### 3.2 The Public Forum Process seeks to:

- Increase transparency and assist Council with its decision making process;
- Provide an opportunity for members of the community to address Council on items of the business under consideration; and
- Improve communication between Council and the local community by providing access to Council.

## 4 PROCEDURES

Public Forums will be conducted in accordance with the following procedures:

- 4.1 A maximum of 30 minutes is permitted for each public forum.
- 4.2 Public forums are to be chaired by the Mayor or their nominee.
- 4.3 To speak at a Public Forum a person must first make an application to the Council on the approved form. Applications to speak must be made via the Public Forum Application Form available on Council's website and must be received by 4pm the day prior to the meeting. The applicant must identify the item of business on the agenda of the Ordinary Council meeting they wish to speak on and whether they wish to speak 'for' or 'against'.
- 4.4 The applications will be processed in order of receipt.

- 4.5 A person may apply to speak on no more than two items of business on the Agenda of the Council Meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The General Manager, Executive Director or their delegate may refuse an application to speak at a public forum. The General Manager, Executive Director or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than two speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Ordinary Council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager, Executive Director or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business.
- 4.10 Approved speakers at the public forum are to register with the Council any written material or photographs to be presented in support of their address to the Council at the public forum. This material must be provided by 12 noon on the day the public forum is to be held. No videos will be permitted. The General Manager, Executive Director or their delegate may refuse to allow such material to be presented.
- 4.11 The Mayor, in consultation with the General Manager, Executive Director or their delegate, is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed five minutes to address the Council. Any extension of time granted by the chairperson should not exceed two minutes.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the Ordinary Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put through the chairperson. Answers by the speaker, to each question are to be limited to one minute.
- 4.16 Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
- 4.17 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the Council, speakers at public forums must comply with this policy and all other relevant Council codes, policies and procedures. Speakers must

refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.

- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 This does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the Code of Meeting Practice.
- 4.22 Where a speaker engages in conduct of the type referred to above, the General Manager, Executive Director or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager, Executive Director or their delegate considers appropriate.
- 4.23 Public Forums are to be livestreamed / webcast on the Council's website. By attending speakers and other persons consent to an audio recording of their address being included in the webcast of the meeting, as per the Code of Meeting Practice.

## 5 DEFINITIONS

For the purposes of this policy:

| Term                     | Meaning                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chairperson              | <ul style="list-style-type: none"> <li>In addition to a meeting of Council – means the person presiding at the meeting as provided by section 369 of the <i>Local Government Act, 1993</i> and the Code of Meeting Practice.</li> <li>In relation to a meeting of a Committee of the Council – means the person presiding at the meeting as provided by Code of Meeting Practice.</li> </ul> |
| General Manager          | <ul style="list-style-type: none"> <li>Is the General Manager of Singleton Council who undertakes the functions under the <i>Local Government Act, 1993</i>, or in the absence of that person, the staff designated to act for the General Manager.</li> </ul>                                                                                                                               |
| Code of Meeting Practice | <ul style="list-style-type: none"> <li>Means Council's Code of Meeting Practice adopted by Council pursuant to the <i>Local Government Act, 1993</i>.</li> </ul>                                                                                                                                                                                                                             |
| Council Official         | <ul style="list-style-type: none"> <li>Has the same meaning it has in Council's Code of Conduct.</li> </ul>                                                                                                                                                                                                                                                                                  |
| Day                      | <ul style="list-style-type: none"> <li>Means calendar day, unless otherwise stipulated by the Act, Regulations or this code.</li> </ul>                                                                                                                                                                                                                                                      |
| Executive Director       | <ul style="list-style-type: none"> <li>The Executive Director is responsible for overseeing the effective implementation and ongoing management of the Public Forum Policy. This includes ensuring that procedures are in place to facilitate the orderly conduct of public forums in</li> </ul>                                                                                             |

|                  |                                                                                                                         |
|------------------|-------------------------------------------------------------------------------------------------------------------------|
|                  | accordance with the Policy and relevant legislation.                                                                    |
| Item of Business | <ul style="list-style-type: none"> <li>• Reports or motions listed in the Council Meeting Order of Business.</li> </ul> |
| Webcast          | <ul style="list-style-type: none"> <li>• An audio broadcast of a meeting transmitted across the internet.</li> </ul>    |

## 6 RELEVANT LEGISLATION

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

## 7 DELEGATIONS AND AUTHORISATIONS

There are no delegations or authorisations applicable to this policy.

## 8 RELEVANT DOCUMENTS

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

| Number   | Title                                                                                 |
|----------|---------------------------------------------------------------------------------------|
| POL/1014 | <ul style="list-style-type: none"> <li>• Code of Meeting Practice</li> </ul>          |
| POL/1011 | <ul style="list-style-type: none"> <li>• Code of Conduct</li> </ul>                   |
|          | <ul style="list-style-type: none"> <li>• <i>Local Government Act, 1993</i></li> </ul> |
|          | <ul style="list-style-type: none"> <li>• <i>State Records Act, 1998</i></li> </ul>    |

Table 7-1 – Related documents

## 9 RESPONSIBLE OFFICER / POLICY OWNER

Ownership and responsibility of this policy rests with the Governance Lead. This includes responsibility to review and monitor compliance.

## 10 RESPONSIBILITIES

| Parties or Persons | Responsibilities                                                                                                      |
|--------------------|-----------------------------------------------------------------------------------------------------------------------|
| Councillors        | <ul style="list-style-type: none"> <li>• Must adhere to the Singleton Code of Conduct during public forum.</li> </ul> |
| General Manager    |                                                                                                                       |

|                      |                                                                                                                                                                                                                                                          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <ul style="list-style-type: none"> <li>The General Manager has the authority to exercise the functions of the Council that are delegated by the Council to the General Manager, and to exercise the responsibilities detailed in this Policy.</li> </ul> |
| Executive Director   | <ul style="list-style-type: none"> <li>Oversee compliance with the Public Forum Policy and legislative requirements</li> </ul>                                                                                                                           |
| Governance Lead      | <ul style="list-style-type: none"> <li>Administer the public forum process.</li> <li>Ensures compliance with the policy and legislative requirements</li> </ul>                                                                                          |
| Mayor or Chairperson | <ul style="list-style-type: none"> <li>Maintain order and ensures time limits and rules are followed.</li> </ul>                                                                                                                                         |
| Public participants  | <ul style="list-style-type: none"> <li>Register to speak in accordance with set procedures and timeframes</li> <li>Make submission on agenda items only</li> <li>Must follow guidelines for respectful and appropriate conduct</li> </ul>                |

## 11 APPROVAL

Approved by Council resolution following public exhibition.

## 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 and Executive Director for appropriate action.

## 15 DOCUMENT HISTORY

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

| Version | Date Amended | Author |  |
|---------|--------------|--------|--|
|         |              |        |  |

|   |  |                | Comments (eg reasons for review)                           |
|---|--|----------------|------------------------------------------------------------|
| 1 |  | Rebecca Bailey | <ul style="list-style-type: none"><li>New Policy</li></ul> |

DRAFT

**GM59/25. General Manager's Performance Appraisal**  
**Author:** Executive Assistant

**FILE:** 25/00308

---

### Executive Summary

The purpose of this report is to advise that the General Manager's Performance Appraisal will be considered in Closed Council on the grounds that the matter will involve the discussion of personnel matters concerning a particular individual.

**RECOMMENDED** that the General Manager's Performance Appraisal be considered in Closed Council, with the press and public excluded, as provided for under Section 10A (2) (a) of the *Local Government Act, 1993*, on the grounds that the matter will involve the discussion of personnel matters concerning a particular individual.

### Attachments

There are no attachments for this report

**DCCS38/25. Potential Sale of Council Land - 16 Phillip Street,  
Dunolly**  
**Author:** Property Services Officer

**FILE:** 25/00540

---

### 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) (d) of the *Local Government Act, 1993*, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

**RECOMMENDED** that the report on Potential Sale of Council Land – 16 Phillip Street, Dunolly be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(d) of the *Local Government Act, 1993* on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

### Attachments

There are no attachments for this report.



**DCCS41/25. 2024/2025 Audited Annual Financial Statements**  
**Author:** Chief Financial Officer**FILE:** 24/00272

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**Executive Summary**

The purpose of this report is to present Council's audited 2024/2025 Annual Financial Statements for adoption.

**RECOMMENDED** that Council:

1. Note the Auditor's Confidential Engagement Closing Report has been received by Council's Audit Risk and Improvement Committee.
2. Adopt the 2024/25 Annual Financial Statements for the financial year ended 30 June 2025 (at Attachment 1).
3. Approve the Mayor and Deputy Mayor to sign the Statement by Councillors and Management.
4. Approve the lodgement of the audited Annual Financial Statements with the Office of Local Government.

**Report**

Council officers prepared the 2024/2025 Financial Statements (**Attachment 1**) in accordance with the *Local Government Act, 1993* and associated Regulations, the Local Government Code of Accounting Practice and Financial Reporting and Australian Accounting Standards.

The Financial Statements have been reviewed by Council's auditor (New South Wales Audit Office) and this report is to formally adopt the Financial Statements and associated Auditor's Reports. Adoption of the statements also presents them to the public, as is required by section 419 of the *Local Government Act, 1993*.

Council's General Purpose Financial Statements for the year ending 30 June 2025 show a consolidated net operating profit for the year of \$25.8 million, with a \$0.773 million net operating deficit for the year before grants and contributions provided for capital purposes. This result was \$0.596 million worse than Council's Original Budget of a deficit of \$0.177 million.

The weakening in the net operating result for the 2024/25 financial year compared to the 2023/24 financial year, is primarily due to a decrease in grants and contributions for operating purposes of \$5.404 million and the increase in employee costs of \$2.509 million.

## Corporate and Commercial Services Report (Items Requiring Decision) - DCCS41/25

## Community Strategic Plan

|              |       |                                                                   |
|--------------|-------|-------------------------------------------------------------------|
| Strategy:    | 5     | Our Leadership                                                    |
| Deliverable: | 5.2   | Our Council is trusted, responsible and transparent               |
| Action:      | 5.2.2 | All council activities are managed in a financial sustainable way |

## Council Policy/Legislation

- *Local Government Act, 1993*
- *Local Government Regulations (General), 2021*
- Local Government Code of Accounting Practice and Financial Reporting, 2024/25
- Australian Accounting Standards

## Financial Implications

The Financial Statements for the year ended 30 June 2025 for Singleton Council comprises the consolidation of General Fund, Water and Sewerage Funds and section 355 Committees of Council.

A summary of the key financial indicators is outlined below.

## 1. Operating performance

This ratio measures Council's achievement of containing operating expenditure within operating revenue. The benchmark is greater than 0%.



The operating performance of Council has decreased from the previous financial year result largely due to a decrease in operating grants (a key one being a lessor amount of Financial Assistance Grant being advanced, compared to the prior financial year) and an increase in operating expenses. This result is a symptom of financial pressures and Council continues to experience financial challenges in the form of rising costs and limited revenue sources.

2. Own source operating revenue

This ratio measures fiscal flexibility and the degree of reliance on external funding sources such as operating grants and contributions. Council’s fiscal flexibility improves with a higher level of its own source revenue. The benchmark is greater than 60%.



While this ratio continues to be above the benchmark, Council continues to monitor limited revenue sources, including grants to ensure flexibility is maintained.

3. Unrestricted current ratio

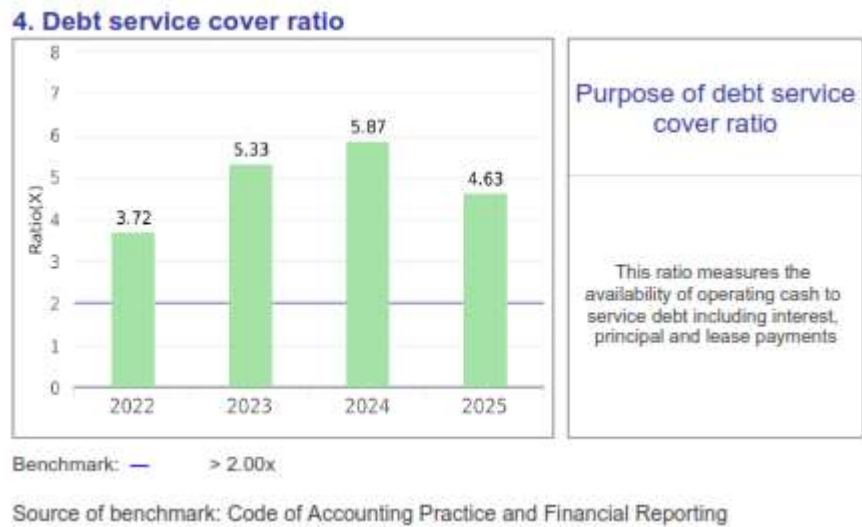
The unrestricted current ratio is specific to local government and is designed to represent Council’s ability to meet short term obligations as they fall due. This ratio demonstrates the ability of Council to satisfy its financial obligations in the short term, without the assistance of externally restricted funds. The benchmark is 1.5.



Council’s liquidity ratio of 3.37 is well above the industry benchmark minimum of greater than 1.5 times, indicating Council has sufficient liquidity to meet its current liabilities as they fall due.

4. Debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. The benchmark is 2.0.



For 2025, the ratio indicated that operating results before capital, interest and depreciation covered payments required to service debt, by a factor of 4.63 to 1, which while down on the 2024 position, is well above the benchmark. Council’s position decreased largely due to the additional of borrowings for the Community Buildings Program.

5. Rates and annual charges outstanding

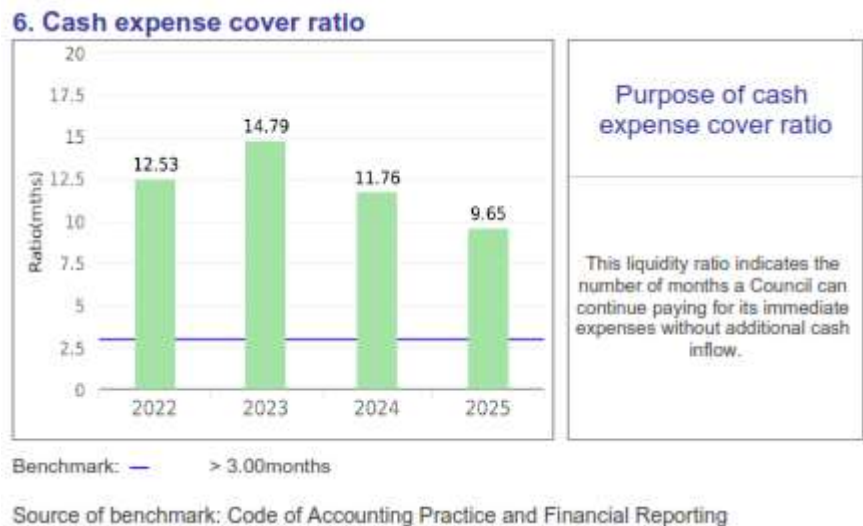
The purpose of this ratio is to assess the impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts. The benchmark is less than 10.



Council’s outstanding rates and annual charges percentage was 5.13% as at 30 June 2025. Although well below the benchmark, the increase is believed to be associated with the cost of living pressures.

6. Cash expense cover ratio

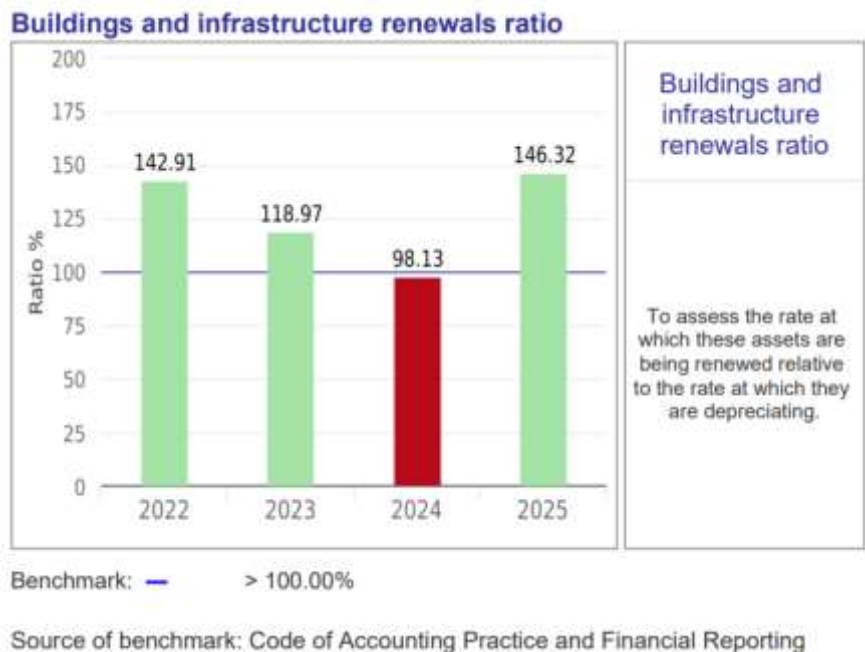
This liquidity ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow. The benchmark is greater than 3 months.



This ratio indicates that Council can continue to pay expenses for 9.65 months without additional cash inflows, which is below 2024 but well above the benchmark. The decrease is largely due to a decrease in current cash and cash equivalents, which is offset by an increase in longer term cash and cash equivalents.

7. Infrastructure renewals

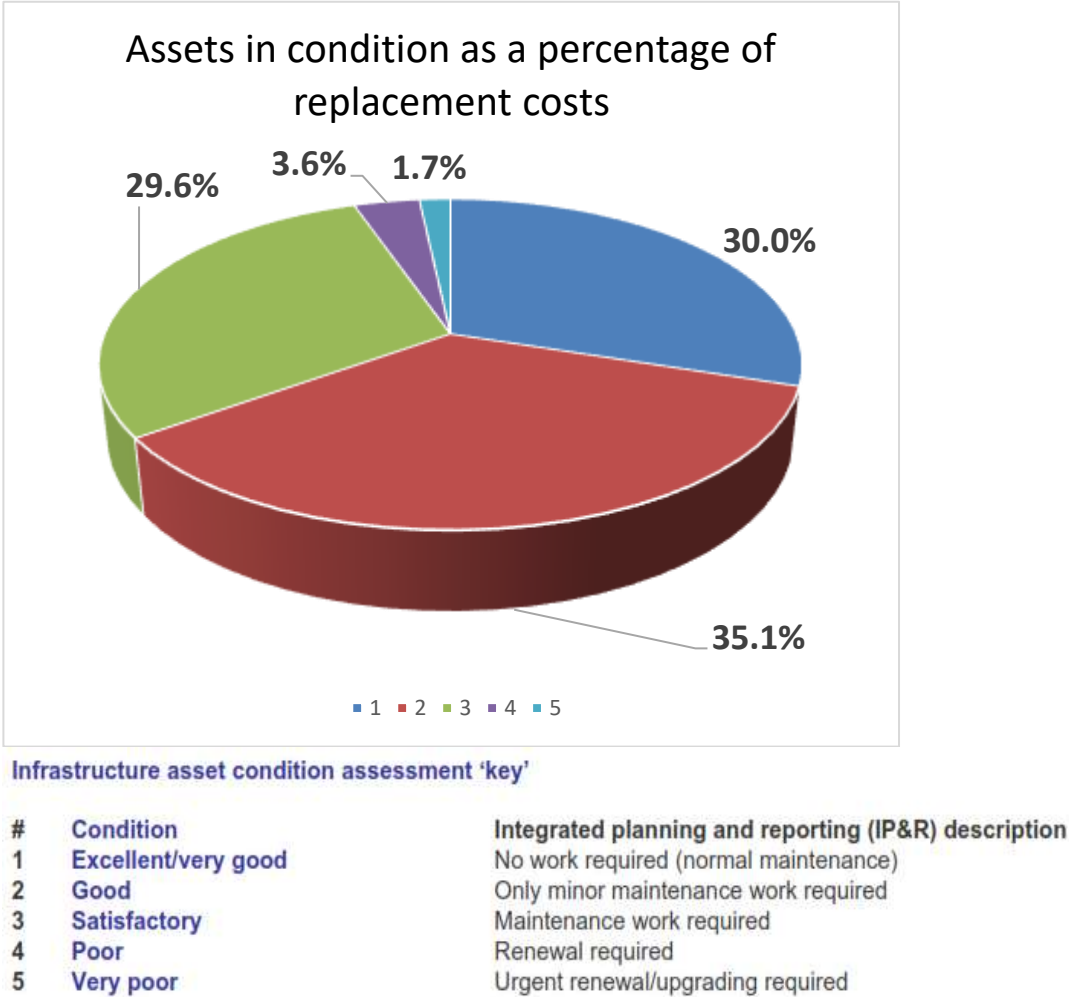
The Infrastructure Renewals Ratio measures the rate at which these assets are renewed against the rate at which they are depreciating. The benchmark is 100% or greater.



Corporate and Commercial Services Report (Items Requiring Decision) - DCCS41/25

Council has renewed \$24.9 million of assets in 2024/25 financial year, compared to \$13.1 million of assets in the prior year, as a result of the increased depreciation and the lower renewals for the year, Council has exceeded the benchmark of 100%.

8. Condition of Infrastructure Assets



The Condition of Infrastructure Assets measure as at 30 June 2025, shows Council’s assets being rated at 94.7% in Excellent, Very Good and Good conditions; 3.6% in Satisfactory; and only 1.7% in Poor or Very Poor condition. In addition, the Infrastructure Backlog Ratio is 3.83%.

Consultation

A Councillor Briefing was held on 14 October 2025 on the Financial Statements and end of year result.

At a meeting on 21 August 2025, Council’s Audit Risk Improvement Committee supported the draft 2024/25 Financial Statements and referred them to audit.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS41/25*

The Audit Office issued its Confidential Engagement Audit Closing Report on 14 October 2025 to the Audit Risk and Improvement Committee, indicating it would issue an unmodified opinion. The Independent Auditor's Report will be issued once the Statement by Councillors and Management has been signed. Then the Auditor's report will be placed in the Financial Statements at the relevant places before lodgement with the Office of Local Government prior to 31 October 2025.

The Audit Risk and Improvement Committee reviewed the audited statements and endorsed them to Council, at a special meeting on 15 October 2025.

Public notice of the presentation of the audited Financial Statements will be published in the local media.

Copies of the Financial Statements will be available for inspection from 28 October 2025 at Council's Administration Office. A copy of the Financial Reports will also be placed on Council's website. In accordance with Section 420 of the *Local Government Act, 1993*, submissions on the Financial Reports and Auditor's Reports can be made by members of the public until 28 November 2025.

**Sustainability**

Nil.

## Corporate and Commercial Services Report (Items Requiring Decision) - DCCS41/25

**Risk Implications**

| <b>Risk</b>                                                                                                                                                                                           | <b>Risk Ranking</b> | <b>Proposed Treatments</b>      | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------|------------------------------|-----------------------------------|
| There is a risk that Council will not comply with the <i>Local Government Act</i> and <i>Regulations</i> which may lead to restrictions being applied upon Council by the Office of Local Government. | Medium              | Adoption of the recommendation. | Low                          | Yes                               |
| There is a risk that if Council does not adopt the audited financial statements which may lead to reputational damage.                                                                                | Medium              | Adopt the recommendation.       | Low                          | Yes                               |
| There is risk that Council's ability to borrow in the future may be impacted if Council does not prepare Financial Statements which may lead to Council being unable to fund its future obligations.  | Medium              | Adopt the recommendation.       | Low                          | Yes                               |
| By not producing and adopting audited financial statements annually, there is a risk that Council will be seen as not being transparent with their community, leading to reputational damage.         | High                | Adopt the recommendation.       | Low                          | Yes                               |

**Options**

The following options are available to Council:

**Option 1**

1. Note the Auditor's Confidential Engagement Closing Report has been received by Council's Audit Risk and Improvement Committee.
2. Adopt the 2024/25 Annual Financial Statements for the financial year ended 30 June 2025 (at Attachment 1).
3. Approve the Mayor and Deputy Mayor to sign the Statement by Councillors and Management.
4. Approve the lodgement of the audited Annual Financial Statements with the Office of Local Government.



*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS41/25***Option 2**

Not adopt the 2024/25 audited Financial Reports. This is not recommended as it would result in Council not complying with the requirements of the *Local Government Act, 1993*.

Option one is recommended.

**Conclusions**

A copy of the audited Financial Reports excluding the Auditor's Reports, for the 2024/25 financial year is tabled for Council adoption. Noting the Auditor's reports, once received, will be included before lodgement with the Office of Local Government.

**Attachments**

**AT-1** [↓](#) 2024/2025 Annual Financial Statements

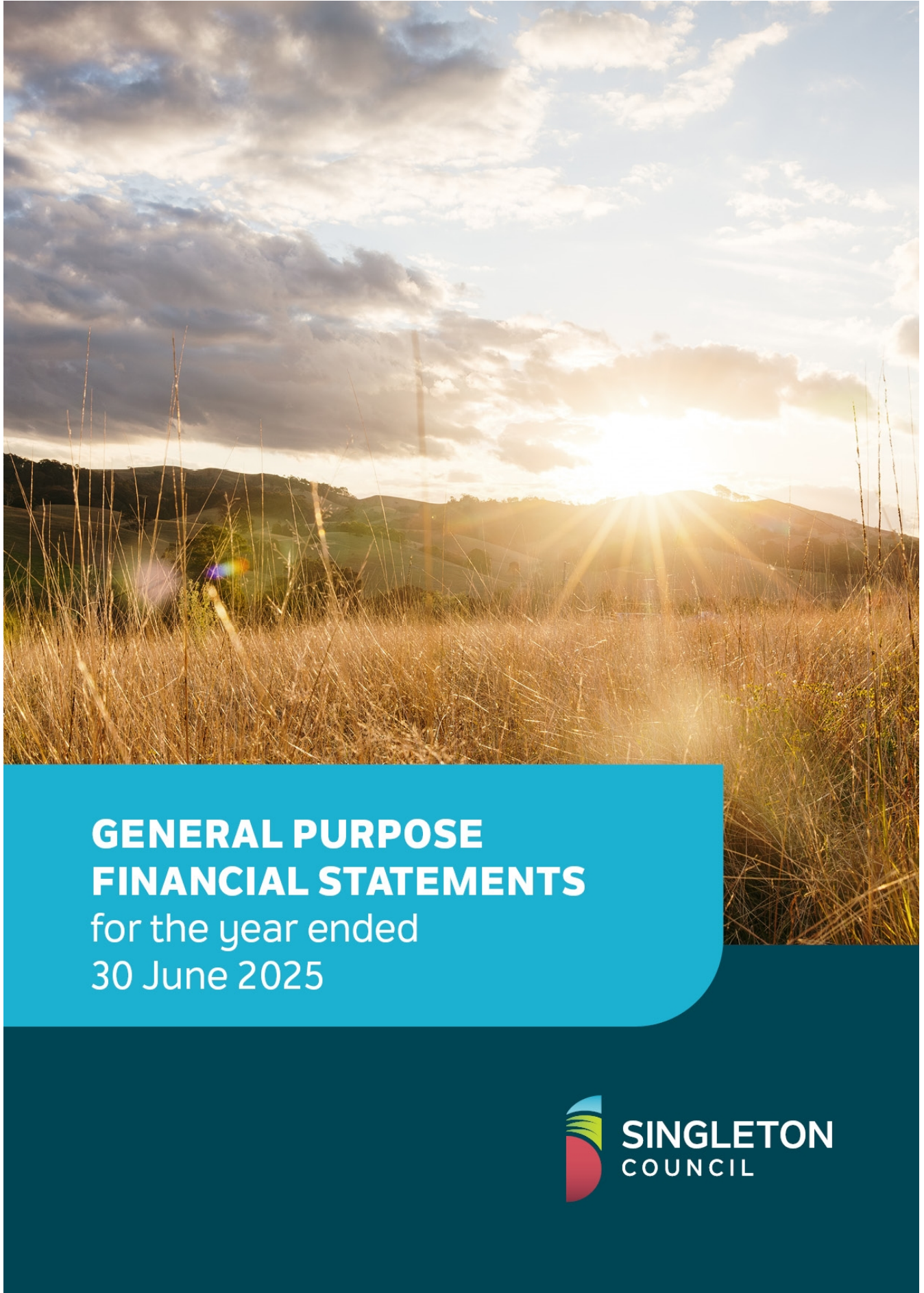
# ANNUAL FINANCIAL STATEMENTS

for the year ended  
30 June 2025

 [singleton.nsw.gov.au](https://singleton.nsw.gov.au)



**SINGLETON**  
COUNCIL



**GENERAL PURPOSE  
FINANCIAL STATEMENTS**  
for the year ended  
30 June 2025



**SINGLETON  
COUNCIL**

Singleton Council

General Purpose Financial Statements  
for the year ended 30 June 2025

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| On the Financial Statements (Sect 417 [2])     | n/a        |
| On the Financial Statements (Sect 417 [3])     | n/a        |

Statement by Councillors and Management

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Statement by Councillors and Management: ONLY PDF inserted here

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## Singleton Council

## Income Statement

for the year ended 30 June 2025

| Original<br>unaudited<br>budget<br>2025<br>\$ '000 |                                                                                                                                | Notes | Actual<br>2025<br>\$ '000 | Actual<br>2024<br>\$ '000 |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------|---------------------------|---------------------------|
| <b>Income from continuing operations</b>           |                                                                                                                                |       |                           |                           |
| 39,391                                             | Rates and annual charges                                                                                                       | B2-1  | <b>39,287</b>             | 36,945                    |
| 22,819                                             | User charges and fees                                                                                                          | B2-2  | <b>27,855</b>             | 22,860                    |
| 308                                                | Other revenues                                                                                                                 |       | <b>1,014</b>              | 912                       |
| 9,178                                              | Grants and contributions provided for operating purposes                                                                       | B2-3  | <b>9,876</b>              | 15,280                    |
| 24,340                                             | Grants and contributions provided for capital purposes                                                                         | B2-3  | <b>26,623</b>             | 22,732                    |
| 4,963                                              | Interest and investment income                                                                                                 |       | <b>5,051</b>              | 5,591                     |
| 300                                                | Other income                                                                                                                   |       | <b>3,378</b>              | 1,125                     |
| –                                                  | Net gain from the disposal of assets                                                                                           |       | <b>266</b>                | –                         |
| <b>101,299</b>                                     | <b>Total income from continuing operations</b>                                                                                 |       | <b>113,350</b>            | 105,445                   |
| <b>Expenses from continuing operations</b>         |                                                                                                                                |       |                           |                           |
| 26,365                                             | Employee benefits and on-costs                                                                                                 | B3-1  | <b>30,455</b>             | 27,946                    |
| 30,309                                             | Materials and services                                                                                                         | B3-2  | <b>34,725</b>             | 30,099                    |
| 592                                                | Borrowing costs                                                                                                                |       | <b>710</b>                | 459                       |
| 2,417                                              | Other expenses                                                                                                                 | B3-4  | <b>2,950</b>              | 3,362                     |
| 1,400                                              | Net loss from the disposal of assets                                                                                           |       | <b>–</b>                  | 1,516                     |
| <b>61,083</b>                                      | <b>Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets</b>   |       | <b>68,840</b>             | 63,382                    |
| <b>40,216</b>                                      | <b>Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets</b> |       | <b>44,510</b>             | 42,063                    |
| 16,053                                             | Depreciation, amortisation and impairment of non-financial assets                                                              | B3-3  | <b>18,660</b>             | 15,927                    |
| <b>24,163</b>                                      | <b>Operating result from continuing operations</b>                                                                             |       | <b>25,850</b>             | 26,136                    |
| <b>24,163</b>                                      | <b>Net operating result for the year attributable to Council</b>                                                               |       | <b>25,850</b>             | 26,136                    |
| <b>(177)</b>                                       | <b>Net operating result for the year before grants and contributions provided for capital purposes</b>                         |       | <b>(773)</b>              | 3,404                     |

The above Income Statement should be read in conjunction with the accompanying notes.

Singleton Council | Statement of Comprehensive Income | for the year ended 30 June 2025

Singleton Council

Statement of Comprehensive Income  
for the year ended 30 June 2025

|                                                                       | Notes | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-----------------------------------------------------------------------|-------|-----------------|-----------------|
| Net operating result for the year – from Income Statement             |       | 25,850          | 26,136          |
| Other comprehensive income:                                           |       |                 |                 |
| Amounts which will not be reclassified subsequent to operating result |       |                 |                 |
| Gain on revaluation of infrastructure, property, plant and equipment  | C1-6  | (16,632)        | 54,286          |
| Other comprehensive income for the year                               |       | (16,632)        | 54,286          |
| Total comprehensive income for the year attributable to Council       |       | 9,218           | 80,422          |

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.



## Singleton Council

## Statement of Financial Position

as at 30 June 2025

|                                                      | Notes | 2025<br>\$ '000  | 2024<br>\$ '000  |
|------------------------------------------------------|-------|------------------|------------------|
| <b>ASSETS</b>                                        |       |                  |                  |
| <b>Current assets</b>                                |       |                  |                  |
| Cash and cash equivalents                            | C1-1  | 29,783           | 39,461           |
| Investments                                          | C1-2  | 31,400           | 34,000           |
| Receivables                                          | C1-4  | 13,449           | 10,242           |
| Inventories                                          |       | 1,246            | 5,012            |
| Contract assets and contract cost assets             | C1-5  | 6,184            | –                |
| Other                                                |       | 3                | 3                |
| <b>Total current assets</b>                          |       | <b>82,065</b>    | <b>88,718</b>    |
| <b>Non-current assets</b>                            |       |                  |                  |
| Investments                                          | C1-2  | 68,319           | 59,660           |
| Receivables                                          | C1-4  | 731              | 355              |
| Inventories                                          |       | 3,541            | 360              |
| Infrastructure, property, plant and equipment (IPPE) | C1-6  | 1,174,039        | 1,169,513        |
| Right of use assets                                  |       | 1,917            | 1,912            |
| <b>Total non-current assets</b>                      |       | <b>1,248,547</b> | <b>1,231,800</b> |
| <b>Total assets</b>                                  |       | <b>1,330,612</b> | <b>1,320,518</b> |
| <b>LIABILITIES</b>                                   |       |                  |                  |
| <b>Current liabilities</b>                           |       |                  |                  |
| Payables                                             | C2-1  | 9,655            | 9,062            |
| Contract liabilities                                 | C2-2  | 4,346            | 8,832            |
| Lease liabilities                                    |       | 726              | 537              |
| Borrowings                                           | C2-3  | 2,500            | 1,736            |
| Employee benefit provisions                          | C2-4  | 5,023            | 4,549            |
| <b>Total current liabilities</b>                     |       | <b>22,250</b>    | <b>24,716</b>    |
| <b>Non-current liabilities</b>                       |       |                  |                  |
| Lease liabilities                                    |       | 1,016            | 1,343            |
| Borrowings                                           | C2-3  | 13,103           | 9,897            |
| Employee benefit provisions                          | C2-4  | 243              | 209              |
| Provisions                                           | C2-5  | 26,071           | 25,642           |
| <b>Total non-current liabilities</b>                 |       | <b>40,433</b>    | <b>37,091</b>    |
| <b>Total liabilities</b>                             |       | <b>62,683</b>    | <b>61,807</b>    |
| <b>Net assets</b>                                    |       | <b>1,267,929</b> | <b>1,258,711</b> |
| <b>EQUITY</b>                                        |       |                  |                  |
| Accumulated surplus                                  |       | 609,289          | 583,439          |
| IPPE revaluation surplus                             |       | 658,640          | 675,272          |
| <b>Total equity</b>                                  |       | <b>1,267,929</b> | <b>1,258,711</b> |



Singleton Council | Statement of Changes in Equity | for the year ended 30 June 2025

Singleton Council

Statement of Changes in Equity  
for the year ended 30 June 2025

|                                                                      | Notes | 2025                |                          |              | 2024                |                          |              |
|----------------------------------------------------------------------|-------|---------------------|--------------------------|--------------|---------------------|--------------------------|--------------|
|                                                                      |       | Accumulated surplus | IPPE revaluation surplus | Total equity | Accumulated surplus | IPPE revaluation surplus | Total equity |
|                                                                      |       | \$ '000             | \$ '000                  | \$ '000      | \$ '000             | \$ '000                  | \$ '000      |
| Opening balance at 1 July                                            |       | 583,439             | 675,272                  | 1,258,711    | 557,303             | 620,986                  | 1,178,289    |
| Net operating result for the year                                    |       | 25,850              | –                        | 25,850       | 26,136              | –                        | 26,136       |
| Net operating result for the period                                  |       | 25,850              | –                        | 25,850       | 26,136              | –                        | 26,136       |
| Other comprehensive income                                           |       |                     |                          |              |                     |                          |              |
| Gain on revaluation of infrastructure, property, plant and equipment | C1-6  | –                   | (16,632)                 | (16,632)     | –                   | 54,286                   | 54,286       |
| Total comprehensive income                                           |       | 25,850              | (16,632)                 | 9,218        | 26,136              | 54,286                   | 80,422       |
| Closing balance at 30 June                                           |       | 609,289             | 658,640                  | 1,267,929    | 583,439             | 675,272                  | 1,258,711    |

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Singleton Council | Statement of Cash Flows | for the year ended 30 June 2025

## Singleton Council

## Statement of Cash Flows

for the year ended 30 June 2025

| Original<br>unaudited<br>budget<br>2025<br>\$ '000 |                                                 | Notes | Actual<br>2025<br>\$ '000 | Actual<br>2024<br>\$ '000 |
|----------------------------------------------------|-------------------------------------------------|-------|---------------------------|---------------------------|
| <b>Cash flows from operating activities</b>        |                                                 |       |                           |                           |
| <i>Receipts:</i>                                   |                                                 |       |                           |                           |
| 39,391                                             | Rates and annual charges                        |       | 38,892                    | 36,894                    |
| 22,819                                             | User charges and fees                           |       | 28,643                    | 21,694                    |
| 4,963                                              | Interest received                               |       | 4,951                     | 5,325                     |
| 33,518                                             | Grants and contributions                        |       | 24,126                    | 29,070                    |
| –                                                  | Bonds, deposits and retentions received         |       | –                         | 534                       |
| 608                                                | Other                                           |       | 4,062                     | 6,736                     |
| <i>Payments:</i>                                   |                                                 |       |                           |                           |
| (26,365)                                           | Payments to employees                           |       | (30,023)                  | (29,300)                  |
| (30,309)                                           | Payments for materials and services             |       | (40,321)                  | (34,447)                  |
| (592)                                              | Borrowing costs                                 |       | (196)                     | (283)                     |
| (2,417)                                            | Other                                           |       | (3,735)                   | (2,806)                   |
| 41,616                                             | <b>Net cash flows from operating activities</b> | G1-1  | <b>26,399</b>             | <b>33,417</b>             |
| <b>Cash flows from investing activities</b>        |                                                 |       |                           |                           |
| <i>Receipts:</i>                                   |                                                 |       |                           |                           |
| –                                                  | Sale of investments                             |       | 89,858                    | 14,000                    |
| –                                                  | Sale of real estate assets                      |       | 4,665                     | –                         |
| –                                                  | Proceeds from sale of IPPE                      |       | 432                       | 1,081                     |
| <i>Payments:</i>                                   |                                                 |       |                           |                           |
| –                                                  | Purchase of investments                         |       | (89,876)                  | (24,450)                  |
| –                                                  | Acquisition of term deposits                    |       | (3,000)                   | 36,000                    |
| (54,705)                                           | Payments for IPPE                               |       | (38,324)                  | (35,631)                  |
| –                                                  | Purchase of real estate assets                  |       | (2,536)                   | (360)                     |
| –                                                  | Other                                           |       | (376)                     | –                         |
| (54,705)                                           | <b>Net cash flows from investing activities</b> |       | <b>(39,157)</b>           | <b>(9,360)</b>            |
| <b>Cash flows from financing activities</b>        |                                                 |       |                           |                           |
| <i>Receipts:</i>                                   |                                                 |       |                           |                           |
| 7,759                                              | Proceeds from borrowings                        |       | 5,659                     | –                         |
| <i>Payments:</i>                                   |                                                 |       |                           |                           |
| (1,739)                                            | Repayment of borrowings                         |       | (1,689)                   | (2,272)                   |
| –                                                  | Principal component of lease payments           |       | (890)                     | (768)                     |
| 6,020                                              | <b>Net cash flows from financing activities</b> |       | <b>3,080</b>              | <b>(3,040)</b>            |
| (7,069)                                            | <b>Net change in cash and cash equivalents</b>  |       | <b>(9,678)</b>            | <b>21,017</b>             |
| 39,461                                             | Cash and cash equivalents at beginning of year  |       | 39,461                    | 18,444                    |
| 32,392                                             | <b>Cash and cash equivalents at end of year</b> | C1-1  | <b>29,783</b>             | <b>39,461</b>             |

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

## Singleton Council

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Singleton Council

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## A About Council and these financial statements

### A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 21 October 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

#### **Historical cost convention**

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

#### **Significant accounting estimates and judgements**

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

#### **Critical accounting estimates and assumptions**

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) Fair values of infrastructure, property, plant and equipment - refer Note C1-6
- (ii) Tip remediation provisions - refer Note C2-5
- (iii) Employee benefit provisions - refer Note C2-4

#### **Significant judgements in applying the Council's accounting policies**

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-3.

### **Monies and other assets received by Council**

#### **The Consolidated Fund**

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of the Council.

Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- General purpose operations
- Section 355 Committees
- Water Service
- Sewerage Service

continued on next page ...

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## A1-1 Basis of preparation (continued)

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### **The Trust Fund**

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)*, a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge.

### **New accounting standards and interpretations issued but not yet effective**

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2024.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

### **New accounting standards adopted during the year**

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from the first time at 30 June 2025. None of these standards had a significant impact on Councils' reported financial position or performance. AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities had no impact as these practices were already being applied by Council in the past.

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

|                                       | Income         |                | Expenses      |               | Operating result |               | Grants and contributions |               | Carrying amount of assets |                  |
|---------------------------------------|----------------|----------------|---------------|---------------|------------------|---------------|--------------------------|---------------|---------------------------|------------------|
|                                       | 2025           | 2024           | 2025          | 2024          | 2025             | 2024          | 2025                     | 2024          | 2025                      | 2024             |
|                                       | \$ '000        | \$ '000        | \$ '000       | \$ '000       | \$ '000          | \$ '000       | \$ '000                  | \$ '000       | \$ '000                   | \$ '000          |
| <b>Functions or activities</b>        |                |                |               |               |                  |               |                          |               |                           |                  |
| Our Leadership                        | 34,162         | 33,673         | 9,054         | 10,091        | 25,108           | 23,582        | 4,248                    | 5,140         | 39,782                    | 40,690           |
| Our Places                            | 56,105         | 52,166         | 49,378        | 47,000        | 6,727            | 5,166         | 28,539                   | 27,807        | 1,271,649                 | 1,242,292        |
| Our People                            | 2,880          | 2,803          | 6,075         | 5,971         | (3,195)          | (3,168)       | 861                      | 649           | 917                       | 960              |
| Our Environment                       | 17,352         | 13,580         | 21,427        | 14,782        | (4,075)          | (1,202)       | 1,596                    | 1,483         | 13,425                    | 30,377           |
| Our Economy                           | 2,851          | 3,223          | 1,566         | 1,465         | 1,285            | 1,758         | 1,255                    | 2,933         | 4,839                     | 5,056            |
| Other                                 | –              | –              | –             | –             | –                | –             | –                        | –             | –                         | 1,143            |
| <b>Total functions and activities</b> | <b>113,350</b> | <b>105,445</b> | <b>87,500</b> | <b>79,309</b> | <b>25,850</b>    | <b>26,136</b> | <b>36,499</b>            | <b>38,012</b> | <b>1,330,612</b>          | <b>1,320,518</b> |

## B1-2 Components of functions or activities

---

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

### Our Leadership

- Council Performance & Improvement
- Depot & Council Fleet Services
- Executive Projects
- Financial Services
- Governance
- Information Services
- Integrated Risk
- People & Culture
- Procurement
- Property
- Strategy & Engagement

### Our Places

- Council Assets
- Emergency Services
- Major Projects
- Recreation & Facilities
- Roads Delivery
- Roads (Infrastructure Planning & Programming)
- Sewer Services
- Water Services

### Our People

- Arts & Culture
- Children Services
- Gym & Swim Centre
- Library Services
- Other Community Services
- Youth Services

### Our Environment

- Environmental Services
- Planning & Development Services
- Regulatory Services

### Our Economy

- Economy & Community
- Land Development
- Regional Livestock Market



**B2 Sources of income****B2-1 Rates and annual charges**

|                                                                     | 2025<br>\$ '000 | 2024<br>\$ '000 |
|---------------------------------------------------------------------|-----------------|-----------------|
| <b>Ordinary rates</b>                                               |                 |                 |
| Residential                                                         | 12,480          | 12,061          |
| Farmland                                                            | 1,797           | 1,694           |
| Mining                                                              | 9,304           | 8,804           |
| Business                                                            | 2,746           | 2,416           |
| Less: pensioner rebates                                             | (202)           | (199)           |
| <b>Rates levied to ratepayers</b>                                   | <b>26,125</b>   | <b>24,776</b>   |
| Pensioner rate subsidies received                                   | 105             | 108             |
| <b>Total ordinary rates</b>                                         | <b>26,230</b>   | <b>24,884</b>   |
| <b>Annual charges (pursuant to s496, 496A, 496B, 501 &amp; 611)</b> |                 |                 |
| Domestic waste management services                                  | 6,178           | 5,759           |
| Stormwater management services                                      | 157             | 153             |
| Water supply services                                               | 1,786           | 1,631           |
| Sewerage services                                                   | 5,057           | 4,631           |
| Less: pensioner rebates                                             | (247)           | (241)           |
| <b>Annual charges levied</b>                                        | <b>12,927</b>   | <b>11,933</b>   |
| Pensioner annual charges subsidies received                         | 130             | 128             |
| <b>Total annual charges</b>                                         | <b>13,057</b>   | <b>12,061</b>   |
| <b>Total rates and annual charges</b>                               | <b>39,287</b>   | <b>36,945</b>   |

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

**Material accounting policy information**

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

## B2-2 User charges and fees

|                                                                              | 2025<br>\$ '000 | 2024<br>\$ '000 |
|------------------------------------------------------------------------------|-----------------|-----------------|
| <b>Specific user charges (per s502 - specific 'actual use' charges)</b>      |                 |                 |
| Water supply services                                                        | 7,245           | 8,056           |
| Sewerage services                                                            | 1,708           | 1,587           |
| <b>Total specific user charges</b>                                           | <b>8,953</b>    | <b>9,643</b>    |
| <b>Other user charges and fees</b>                                           |                 |                 |
| <b>(i) Fees and charges – statutory and regulatory functions (per s608)</b>  |                 |                 |
| Planning and building regulation                                             | 209             | 263             |
| Private works – section 67                                                   | 1               | –               |
| Regulatory/ statutory fees                                                   | 596             | 658             |
| Registration fees                                                            | 27              | 39              |
| Section 10.7 certificates (EP&A Act)                                         | 96              | 87              |
| Section 603 certificates                                                     | 56              | 48              |
| Tapping fees                                                                 | 120             | 82              |
| Tipping fees                                                                 | 6,413           | 3,936           |
| <b>Total fees and charges – statutory/regulatory</b>                         | <b>7,518</b>    | <b>5,113</b>    |
| <b>(ii) Fees and charges – other (incl. general user charges (per s608))</b> |                 |                 |
| Cemeteries                                                                   | 90              | 89              |
| Child care                                                                   | 1,997           | 2,061           |
| Transport for NSW works (state roads not controlled by Council)              | 3,624           | 1,396           |
| Auditorium                                                                   | 71              | 74              |
| CBD caretaker                                                                | 94              | 121             |
| Gym and swim                                                                 | 3,202           | 2,288           |
| Inspection fees                                                              | 75              | 83              |
| Lake St Clair fees                                                           | 748             | 683             |
| Liquid waste                                                                 | 236             | 221             |
| Onsite sewer management                                                      | 567             | 547             |
| Other                                                                        | 680             | 541             |
| <b>Total fees and charges – other</b>                                        | <b>11,384</b>   | <b>8,104</b>    |
| <b>Total other user charges and fees</b>                                     | <b>18,902</b>   | <b>13,217</b>   |
| <b>Total user charges and fees</b>                                           | <b>27,855</b>   | <b>22,860</b>   |
| <b>Timing of revenue recognition for user charges and fees</b>               |                 |                 |
| User charges and fees recognised over time                                   | –               | –               |
| User charges and fees recognised at a point in time                          | 27,855          | 22,860          |
| <b>Total user charges and fees</b>                                           | <b>27,855</b>   | <b>22,860</b>   |

**Material accounting policy information**

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods/services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as recreation parks, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged, such as joining fees for the gym and swim, the fee is recognised on a straight-line basis over the expected life of the membership.

All licences granted by Council are either short-term or low value and all revenue from licences is recognised at the time that the licence is granted, rather than over the term of the licence.

## B2-3 Grants and contributions

|                                                                            | Operating<br>2025<br>\$ '000 | Operating<br>2024<br>\$ '000 | Capital<br>2025<br>\$ '000 | Capital<br>2024<br>\$ '000 |
|----------------------------------------------------------------------------|------------------------------|------------------------------|----------------------------|----------------------------|
| <b>General purpose grants and non-developer contributions (untied)</b>     |                              |                              |                            |                            |
| Financial assistance – relating to current year                            | 814                          | 290                          | –                          | –                          |
| Financial assistance – received in advance for subsequent year             | 2,714                        | 4,371                        | –                          | –                          |
| <b>Amount recognised as income during current year</b>                     | <b>3,528</b>                 | <b>4,661</b>                 | <b>–</b>                   | <b>–</b>                   |
| <b>Special purpose grants and non-developer contributions (tied)</b>       |                              |                              |                            |                            |
| <b>Cash contributions</b>                                                  |                              |                              |                            |                            |
| Community                                                                  | 893                          | 693                          | 6,146                      | 989                        |
| Library                                                                    | 137                          | 327                          | 191                        | –                          |
| Transport (Regional Emergency Road Repair Fund)                            | –                            | 2,326                        | –                          | –                          |
| Transport (roads to recovery)                                              | 1,183                        | 1,151                        | –                          | –                          |
| Transport (Regional Roads Block Grant)                                     | 1,326                        | 1,160                        | –                          | –                          |
| Transport (other roads and bridges funding)                                | 489                          | 1,086                        | 7,459                      | 9,613                      |
| Other specific grants                                                      | 725                          | 2,400                        | 222                        | 266                        |
| Recreation and open space                                                  | 151                          | 26                           | 3,306                      | 3,896                      |
| Sewerage supplies                                                          | –                            | –                            | –                          | 69                         |
| Bushfire services                                                          | 399                          | 387                          | 112                        | 3                          |
| Other contributions                                                        | 103                          | 69                           | –                          | –                          |
| Voluntary Planning Agreements                                              | 916                          | 994                          | –                          | –                          |
| Water Services                                                             | –                            | –                            | 49                         | –                          |
| Transport (Betterment Program)                                             | –                            | –                            | 4,225                      | –                          |
| <b>Total special purpose grants and non-developer contributions – cash</b> | <b>6,322</b>                 | <b>10,619</b>                | <b>21,710</b>              | <b>14,836</b>              |
| <b>Total special purpose grants and non-developer contributions (tied)</b> | <b>6,322</b>                 | <b>10,619</b>                | <b>21,710</b>              | <b>14,836</b>              |
| <b>Total grants and non-developer contributions</b>                        | <b>9,850</b>                 | <b>15,280</b>                | <b>21,710</b>              | <b>14,836</b>              |
| <b>Comprising:</b>                                                         |                              |                              |                            |                            |
| – State funding                                                            | 4,844                        | 8,073                        | 19,098                     | 14,089                     |
| – Commonwealth funding                                                     | 3,668                        | 5,965                        | 2,612                      | 567                        |
| – Other funding                                                            | 1,338                        | 1,242                        | –                          | 180                        |
| <b>Totals</b>                                                              | <b>9,850</b>                 | <b>15,280</b>                | <b>21,710</b>              | <b>14,836</b>              |

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## B2-3 Grants and contributions (continued)

|                                                           | Operating<br>2025<br>\$ '000 | Operating<br>2024<br>\$ '000 | Capital<br>2025<br>\$ '000 | Capital<br>2024<br>\$ '000 |
|-----------------------------------------------------------|------------------------------|------------------------------|----------------------------|----------------------------|
| Notes                                                     |                              |                              |                            |                            |
| <b>Developer contributions:</b>                           |                              |                              |                            |                            |
| <b>(s7.4 &amp; s7.11 - EP&amp;A Act, s64 of the LGA):</b> |                              |                              |                            |                            |
| <b>Cash contributions</b>                                 |                              |                              |                            |                            |
| S 7.11 – contributions towards amenities/services         | 26                           | –                            | 1,125                      | 576                        |
| S 64 – water supply contributions                         | –                            | –                            | 1,039                      | 156                        |
| S 64 – sewerage service contributions                     | –                            | –                            | 367                        | 135                        |
| <b>Total developer contributions – cash</b>               | <b>26</b>                    | <b>–</b>                     | <b>2,531</b>               | <b>867</b>                 |
| <b>Non-cash contributions</b>                             |                              |                              |                            |                            |
| S 7.11 – contributions towards amenities/services         | –                            | –                            | –                          | 6,650                      |
| S 64 – stormwater contributions                           | –                            | –                            | –                          | 379                        |
| Other developer contributions                             | –                            | –                            | 2,382                      | –                          |
| <b>Total developer contributions non-cash</b>             | <b>–</b>                     | <b>–</b>                     | <b>2,382</b>               | <b>7,029</b>               |
| <b>Total grants and contributions</b>                     | <b>9,876</b>                 | <b>15,280</b>                | <b>26,623</b>              | <b>22,732</b>              |
| <b>Timing of revenue recognition</b>                      |                              |                              |                            |                            |
| Grants and contributions recognised over time             | –                            | –                            | 21,710                     | 14,832                     |
| Grants and contributions recognised at a point in time    | 9,876                        | 15,280                       | 4,913                      | 7,900                      |
| <b>Total grants and contributions</b>                     | <b>9,876</b>                 | <b>15,280</b>                | <b>26,623</b>              | <b>22,732</b>              |

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## B2-3 Grants and contributions (continued)

## Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

|                                                                                                                   | Operating<br>2025<br>\$ '000 | Operating<br>2024<br>\$ '000 | Capital<br>2025<br>\$ '000 | Capital<br>2024<br>\$ '000 |
|-------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|----------------------------|----------------------------|
| Unspent funds at 1 July                                                                                           | 24,096                       | 17,672                       | 30,753                     | 27,802                     |
| <b>Add:</b> Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions | 5,580                        | 8,191                        | 2,013                      | 6,364                      |
| <b>Add:</b> Funds received and not recognised as revenue in the current year                                      | –                            | 1,179                        | 2,957                      | 3,792                      |
| <b>Less:</b> Funds recognised as revenue in previous years that have been spent during the reporting year         | (7,836)                      | (2,941)                      | (549)                      | (1,838)                    |
| <b>Less:</b> Funds received in prior year but revenue recognised and funds spent in current year                  | –                            | –                            | (7,442)                    | (5,372)                    |
| <b>Unspent funds at 30 June</b>                                                                                   | <b>21,840</b>                | <b>24,101</b>                | <b>27,732</b>              | <b>30,748</b>              |

## Material accounting policy information

## Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

## Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

## Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

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B2-3 Grants and contributions (continued)

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**Other grants and contributions**

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

**B3 Costs of providing services****B3-1 Employee benefits and on-costs**

|                                      | 2025<br>\$ '000 | 2024<br>\$ '000 |
|--------------------------------------|-----------------|-----------------|
| Salaries and wages                   | 25,196          | 23,903          |
| Employee leave entitlements (ELE)    | 2,813           | 1,810           |
| Superannuation                       | 3,114           | 2,838           |
| Workers' compensation insurance      | 385             | 497             |
| Fringe benefit tax (FBT)             | 27              | 8               |
| Payroll tax                          | 150             | 72              |
| Other                                | 64              | 236             |
| Less: capitalised costs              | (1,294)         | (1,418)         |
| <b>Total employee costs expensed</b> | <b>30,455</b>   | <b>27,946</b>   |

**Material accounting policy information**

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefits Plan under the Local Authorities Superannuation Fund (the Scheme), however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

## B3-2 Materials and services

|                                                     | Notes | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-----------------------------------------------------|-------|-----------------|-----------------|
| Raw materials and consumables                       |       | 22,059          | 18,457          |
| Contractor costs                                    |       | 3,429           | 3,046           |
| Development consultants                             |       | 179             | 151             |
| Audit Fees                                          | F2-1  | 114             | 169             |
| Internal Audit Services                             |       | 63              | 40              |
| Councillor and Mayoral fees and associated expenses | F1-2  | 449             | 443             |
| Computer software charges                           |       | 1,405           | 1,280           |
| Insurance                                           |       | 1,556           | 1,632           |
| Electricity and heating                             |       | 1,061           | 892             |
| Street lighting                                     |       | 335             | 396             |
| Subscriptions and publications                      |       | 141             | 86              |
| Telephone and communications                        |       | 216             | 232             |
| Training costs (other than salaries and wages)      |       | 724             | 586             |
| Gym and Swim management fee                         |       | 415             | 328             |
| Repairs and Maintenance                             |       | 2,154           | 1,930           |
| Legal expenses                                      |       | 235             | 174             |
| Other                                               |       | 190             | 257             |
| <b>Total materials and services</b>                 |       | <b>34,725</b>   | <b>30,099</b>   |



B3-3 Depreciation, amortisation and impairment of non-financial assets

|                                                                                 | Notes | 2025<br>\$ '000 | 2024<br>\$ '000 |
|---------------------------------------------------------------------------------|-------|-----------------|-----------------|
| <b>Depreciation and amortisation</b>                                            |       |                 |                 |
| Infrastructure, property, plant and equipment                                   | C1-6  | 15,111          | 14,437          |
| Right of use assets                                                             |       | 747             | 1,225           |
| Library books                                                                   | C1-8  | 98              | 98              |
| Tip assets                                                                      | C1-6  | 2,704           | 167             |
| <b>Total depreciation, amortisation and impairment for non-financial assets</b> |       | <b>18,660</b>   | <b>15,927</b>   |

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost over their estimated useful lives.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore, an impairment loss would be captured during this assessment.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-4 Other expenses

|                                                                                | 2025    | 2024    |
|--------------------------------------------------------------------------------|---------|---------|
|                                                                                | \$ '000 | \$ '000 |
| Impairment of receivables                                                      | –       | 50      |
| Contributions/levies to other levels of government:                            |         |         |
| - Donations, contributions and assistance to other organisations (Section 356) | 261     | 633     |
| - Department of planning levy                                                  | 37      | 89      |
| - Emergency services levy (includes FRNSW, SES, and RFS levies)                | 971     | 1,003   |
| - Waste levy (section 88)                                                      | 1,681   | 1,587   |
| Total other                                                                    | 2,950   | 3,312   |
| Total other expenses                                                           | 2,950   | 3,362   |

Material accounting policy information

Other expenses are recorded on an accruals basis when Council has an obligation for the expenses.

Impairment expenses are recognised when identified.

## B4 Performance against budget

### B4-1 Material budget variations

Council's original budget was adopted by the Council on 21 May 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

**Material variations of more than 10%** between original budget and actual results or where the variance is considered material by nature are explained below.

**Variation Key:** **F** = Favourable budget variation, **U** = Unfavourable budget variation.

| \$ '000                                                                                                                                                                                                                                                                                                                                                                                                                         | 2025<br>Budget | 2025<br>Actual | 2025<br>----- Variance ----- |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|------------------------------|-----------------|
| <b>Income</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                |                              |                 |
| <b>Rates and annual charges</b>                                                                                                                                                                                                                                                                                                                                                                                                 | <b>39,391</b>  | <b>39,287</b>  | <b>(104)</b>                 | <b>0% U</b>     |
| <b>User charges and fees</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>22,819</b>  | <b>27,855</b>  | <b>5,036</b>                 | <b>22% F</b>    |
| The variance is due to:                                                                                                                                                                                                                                                                                                                                                                                                         |                |                |                              |                 |
| <ul style="list-style-type: none"> <li>\$1.405m reallocation of tipping fee income which was previously incorrectly costed to Materials and Services expenditure</li> <li>\$762k tipping fee income received above budget</li> <li>\$1,114k state road contract income received above budget</li> <li>\$904k Gym and Swim fees received above budget</li> <li>\$672k water supply user charges received above budget</li> </ul> |                |                |                              |                 |
| <b>Other revenues</b>                                                                                                                                                                                                                                                                                                                                                                                                           | <b>308</b>     | <b>1,014</b>   | <b>706</b>                   | <b>229% F</b>   |
| The variance is due to:                                                                                                                                                                                                                                                                                                                                                                                                         |                |                |                              |                 |
| <ul style="list-style-type: none"> <li>\$254k fuel tax credit back payment for past four years that were under claimed</li> <li>\$216k in insurance claim income</li> </ul>                                                                                                                                                                                                                                                     |                |                |                              |                 |
| <b>Operating grants and contributions</b>                                                                                                                                                                                                                                                                                                                                                                                       | <b>9,178</b>   | <b>9,876</b>   | <b>698</b>                   | <b>8% F</b>     |
| <b>Capital grants and contributions</b>                                                                                                                                                                                                                                                                                                                                                                                         | <b>24,340</b>  | <b>26,623</b>  | <b>2,283</b>                 | <b>9% F</b>     |
| The variance is due to developer contributed cash and non cash assets conservatively budgeted for.                                                                                                                                                                                                                                                                                                                              |                |                |                              |                 |
| <b>Interest and investment revenue</b>                                                                                                                                                                                                                                                                                                                                                                                          | <b>4,963</b>   | <b>5,051</b>   | <b>88</b>                    | <b>2% F</b>     |
| <b>Net gains from disposal of assets</b>                                                                                                                                                                                                                                                                                                                                                                                        | <b>—</b>       | <b>266</b>     | <b>266</b>                   | <b>∞ F</b>      |
| The variance is due to \$1,537k in real estate gains which offset the budgeted loss of \$1,400k.                                                                                                                                                                                                                                                                                                                                |                |                |                              |                 |
| <b>Other income</b>                                                                                                                                                                                                                                                                                                                                                                                                             | <b>300</b>     | <b>3,378</b>   | <b>3,078</b>                 | <b>1,026% F</b> |
| The variance is due to \$3.109m increase in market value of investments.                                                                                                                                                                                                                                                                                                                                                        |                |                |                              |                 |

continued on next page ...

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## B4-1 Material budget variations (continued)

| \$ '000 | 2025<br>Budget | 2025<br>Actual | 2025<br>----- Variance ----- |  |
|---------|----------------|----------------|------------------------------|--|
|---------|----------------|----------------|------------------------------|--|

**Expenses**

|                                       |               |               |                |                |
|---------------------------------------|---------------|---------------|----------------|----------------|
| <b>Employee benefits and on-costs</b> | <b>26,365</b> | <b>30,455</b> | <b>(4,090)</b> | <b>(16)% U</b> |
|---------------------------------------|---------------|---------------|----------------|----------------|

The variance is due to:

- \$917k vacancy rate and efficiency gain rate only half achieved
- \$3.168m missed in original budget for transfer of employee benefits from Materials and Services. This transfer is required because the work order structure that staff cost their time to does not align with line items in the Income Statement.

|                               |               |               |                |                |
|-------------------------------|---------------|---------------|----------------|----------------|
| <b>Materials and services</b> | <b>30,309</b> | <b>34,725</b> | <b>(4,416)</b> | <b>(15)% U</b> |
|-------------------------------|---------------|---------------|----------------|----------------|

The variance is due to:

- \$1.071m Gym and Swim management contract expenses greater than budget. Offset with additional fee income.
- \$1.405m tipping fee income reallocated to User Charges and Fees. This income was incorrectly recognised as an expense rather than income in the past.
- \$1.112m expenditure for natural disaster clean up and emergency repairs.
- \$726k state road contract income budget shortfall.

|                        |            |            |              |                |
|------------------------|------------|------------|--------------|----------------|
| <b>Borrowing costs</b> | <b>592</b> | <b>710</b> | <b>(118)</b> | <b>(20)% U</b> |
|------------------------|------------|------------|--------------|----------------|

The variance is due to \$194k unwinding of discount on the waste management rehabilitation provision.

|                                                                          |               |               |                |                |
|--------------------------------------------------------------------------|---------------|---------------|----------------|----------------|
| <b>Depreciation, amortisation and impairment of non-financial assets</b> | <b>16,053</b> | <b>18,660</b> | <b>(2,607)</b> | <b>(16)% U</b> |
|--------------------------------------------------------------------------|---------------|---------------|----------------|----------------|

The variance is due to depreciation on waste disposal assets being greater than budget due to revaluation at the end of the 2024 financial year.

|                       |              |              |              |                |
|-----------------------|--------------|--------------|--------------|----------------|
| <b>Other expenses</b> | <b>2,417</b> | <b>2,950</b> | <b>(533)</b> | <b>(22)% U</b> |
|-----------------------|--------------|--------------|--------------|----------------|

The variance is due to \$667k EPA waste levy paid on additional tipping fee income.

|                                         |              |          |              |               |
|-----------------------------------------|--------------|----------|--------------|---------------|
| <b>Net loss from disposal of assets</b> | <b>1,400</b> | <b>–</b> | <b>1,400</b> | <b>100% F</b> |
|-----------------------------------------|--------------|----------|--------------|---------------|

The variance is due to \$1,537k in real estate gains which offset the budgeted loss of \$1,400k.

**Statement of cash flows**

|                                             |               |               |                 |                |
|---------------------------------------------|---------------|---------------|-----------------|----------------|
| <b>Cash flows from operating activities</b> | <b>41,616</b> | <b>26,399</b> | <b>(15,217)</b> | <b>(37)% U</b> |
|---------------------------------------------|---------------|---------------|-----------------|----------------|

The variance is due to:

- lower than budgeted receipts from grants
- higher than budgeted payments to employees
- higher than budgeted payments for materials and services

|                                             |                 |                 |               |                |
|---------------------------------------------|-----------------|-----------------|---------------|----------------|
| <b>Cash flows from investing activities</b> | <b>(54,705)</b> | <b>(39,157)</b> | <b>15,548</b> | <b>(28)% F</b> |
|---------------------------------------------|-----------------|-----------------|---------------|----------------|

The variance is due to:

- Receipts from sale of real estate assets that were not budgeted for
- Lower than budgeted payments for infrastructure projects

|                                             |              |              |                |                |
|---------------------------------------------|--------------|--------------|----------------|----------------|
| <b>Cash flows from financing activities</b> | <b>6,020</b> | <b>3,080</b> | <b>(2,940)</b> | <b>(49)% U</b> |
|---------------------------------------------|--------------|--------------|----------------|----------------|

The variance is due to lower than budgeted proceeds from borrowings.

**C Financial position****C1 Assets we manage****C1-1 Cash and cash equivalents**

|                                        | 2025<br>\$ '000 | 2024<br>\$ '000 |
|----------------------------------------|-----------------|-----------------|
| <b>Cash assets</b>                     |                 |                 |
| Cash on hand and at bank               | 2,198           | 15,303          |
| Cash equivalent assets                 |                 |                 |
| – Deposits at call                     | 8,585           | 8,408           |
| – Short-term deposits                  | 18,000          | 8,000           |
| – NCD's, FRN's                         | 1,000           | 7,750           |
| <b>Total cash and cash equivalents</b> | <b>29,783</b>   | <b>39,461</b>   |

**C1-2 Financial investments**

|                                           | 2025<br>Current<br>\$ '000 | 2025<br>Non-current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-current<br>\$ '000 |
|-------------------------------------------|----------------------------|--------------------------------|----------------------------|--------------------------------|
| <b>Debt securities at amortised cost</b>  |                            |                                |                            |                                |
| Managed funds                             | –                          | 29,919                         | –                          | 20,810                         |
| Long term deposits                        | 25,000                     | 7,000                          | 27,000                     | 2,000                          |
| NCD's, FRN's (with maturities > 3 months) | 6,400                      | 31,400                         | 7,000                      | 36,850                         |
| <b>Total financial investments</b>        | <b>31,400</b>              | <b>68,319</b>                  | <b>34,000</b>              | <b>59,660</b>                  |

**Material accounting policy information****Financial assets**

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

**Classification**

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

**Amortised cost**

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

## C1-3 Restricted and allocated cash, cash equivalents and investments

|                                                                                    | 2025<br>\$ '000 | 2024<br>\$ '000 |
|------------------------------------------------------------------------------------|-----------------|-----------------|
| (a) Externally restricted cash, cash equivalents and investments                   |                 |                 |
| <b>Total cash, cash equivalents and investments</b>                                | <b>129,502</b>  | <b>133,121</b>  |
| Less: Externally restricted cash, cash equivalents and investments                 | <b>(86,773)</b> | <b>(91,470)</b> |
| <b>Cash, cash equivalents and investments not subject to external restrictions</b> | <b>42,729</b>   | <b>41,651</b>   |

**External restrictions**

External restrictions included in cash, cash equivalents and investments above comprise:

|                                                                      |               |               |
|----------------------------------------------------------------------|---------------|---------------|
| Water fund                                                           | 30,012        | 30,108        |
| Sewer fund                                                           | 14,484        | 17,117        |
| Developer contributions – general fund                               | 6,154         | 4,813         |
| Developer contributions – water fund                                 | 12,714        | 10,903        |
| Developer contributions – sewer fund                                 | 6,543         | 5,779         |
| Specific purpose unexpended grants – general fund                    | 9,323         | 6,496         |
| Specific purpose unexpended grants – general fund - Capital projects | –             | 8,703         |
| Employee leave entitlements – water                                  | 268           | 229           |
| Employee leave entitlements – sewer                                  | 289           | 229           |
| Domestic waste management                                            | 5,357         | 5,378         |
| Stormwater management                                                | –             | 165           |
| Mt Thorley Warkworth Historic Heritage Conservation Fund             | 433           | 407           |
| Trust                                                                | 1,196         | 1,143         |
| <b>Total external restrictions</b>                                   | <b>86,773</b> | <b>91,470</b> |

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

|  | 2025<br>\$ '000 | 2024<br>\$ '000 |
|--|-----------------|-----------------|
|--|-----------------|-----------------|

## (b) Internal allocations

**Internal allocations**

At 30 June, Council has internally allocated funds to the following:

|                                                  |       |       |
|--------------------------------------------------|-------|-------|
| Plant and vehicle replacement                    | 2,123 | 726   |
| Financial assistance grant received in advance   | 2,714 | 4,372 |
| Property (formerly Land bank development)        | 2,683 | 755   |
| Local government elections                       | –     | 152   |
| Ravensworth VPA                                  | 608   | 382   |
| Rural fire services                              | 204   | 192   |
| Section 355 committees                           | 124   | 83    |
| Section 7.11 (formerly Section 94 plan revision) | –     | 108   |
| Sedgefield cemetery                              | 390   | 363   |
| Uncompleted Works - General Funds                | –     | 84    |
| Uncompleted Works - Unexpended Loans             | 1,604 | –     |
| Tidy towns                                       | 63    | 60    |
| Mt Owen VPA                                      | 66    | 42    |
| Liddell VPA                                      | 21    | 55    |
| Mt Thorley Warkworth VPA                         | 4,375 | 3,684 |
| Bulga Coal VPA                                   | 196   | 123   |
| United Collieries VPA                            | 1,114 | 1,075 |

continued on next page ...

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C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

|                                     | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-------------------------------------|-----------------|-----------------|
| Workplace Health & Safety           | 138             | 166             |
| Community Economic Development Fund | 6,581           | 6,026           |
| Roads Fund                          | 19,298          | 22,985          |
| <b>Total internal allocations</b>   | <b>42,302</b>   | <b>41,433</b>   |

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

## C1-4 Receivables

|                                       | 2025<br>Current<br>\$ '000 | 2025<br>Non-current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-current<br>\$ '000 |
|---------------------------------------|----------------------------|--------------------------------|----------------------------|--------------------------------|
| Rates and annual charges              | 1,464                      | 326                            | 1,020                      | 326                            |
| Interest and extra charges            | 315                        | 16                             | 300                        | 16                             |
| User charges and fees                 | 4,141                      | –                              | 3,552                      | –                              |
| Interest on investments               | 1,408                      | –                              | 1,323                      | –                              |
| Deferred debtors                      | –                          | 389                            | –                          | 13                             |
| Government grants and subsidies       | 2,222                      | –                              | 2,900                      | –                              |
| Net GST receivable                    | 999                        | –                              | 564                        | –                              |
| Road/bridge maintenance contributions | 111                        | –                              | –                          | –                              |
| Transport for NSW (RMCC)              | 1,397                      | –                              | –                          | –                              |
| Other debtors                         | 1,515                      | –                              | 699                        | –                              |
| <b>Total</b>                          | <b>13,572</b>              | <b>731</b>                     | <b>10,358</b>              | <b>355</b>                     |
| <b>Less: provision for impairment</b> |                            |                                |                            |                                |
| Rates and annual charges              | (7)                        | –                              | –                          | –                              |
| User charges and fees                 | (116)                      | –                              | (116)                      | –                              |
| <b>Total provision for impairment</b> | <b>(123)</b>               | <b>–</b>                       | <b>(116)</b>               | <b>–</b>                       |
| <b>Net receivables</b>                | <b>13,449</b>              | <b>731</b>                     | <b>10,242</b>              | <b>355</b>                     |

## Material accounting policy information

## Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council writes off a receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings, or when the receivables are over one year past due, whichever occurs first.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.



C1-5 Contract assets and Contract cost assets

Contract assets

|                                        | 2025<br>Current<br>\$ '000 | 2025<br>Non-current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-current<br>\$ '000 |
|----------------------------------------|----------------------------|--------------------------------|----------------------------|--------------------------------|
| Work relating to infrastructure grants | 6,184                      | –                              | –                          | –                              |
| Total contract assets                  | 6,184                      | –                              | –                          | –                              |

Significant changes in contract assets

Contract assets have been recognised for the following infrastructure grants:

- The Regional Roads and Transport Recovery Package - Betterment of Kilfoyles Bridge
- The Regional Roads and Transport Recovery Package - Betterment of Stanhope Road
- Investing In Our Communities Program - Alroy Oval Sports Precinct Upgrade
- NSW Disaster Assistance Arrangements - Essential Public Asset Reconstruction Works - Various Projects

## C1-6 Infrastructure, property, plant and equipment

| By aggregated asset class                                   | At 1 July 2024        |                                         |                     | Asset movements during the reporting period |                      |                             |                      |                                     |                          |                                 |             |                                        |                                        | At 30 June 2025       |                                         |                     |
|-------------------------------------------------------------|-----------------------|-----------------------------------------|---------------------|---------------------------------------------|----------------------|-----------------------------|----------------------|-------------------------------------|--------------------------|---------------------------------|-------------|----------------------------------------|----------------------------------------|-----------------------|-----------------------------------------|---------------------|
|                                                             | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount | Additions renewals <sup>1</sup>             | Additions new assets | Carrying value of disposals | Depreciation expense | WIP transfers renewals <sup>1</sup> | WIP transfers new assets | Transfers between asset classes | WIP Expense | Revaluation decrements to equity (ARR) | Revaluation increments to equity (ARR) | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount |
|                                                             | \$ '000               | \$ '000                                 | \$ '000             | \$ '000                                     | \$ '000              | \$ '000                     | \$ '000              | \$ '000                             | \$ '000                  | \$ '000                         | \$ '000     | \$ '000                                | \$ '000                                | \$ '000               | \$ '000                                 | \$ '000             |
| Capital work in progress                                    | 37,759                | —                                       | 37,759              | —                                           | 28,624               | —                           | —                    | (7,385)                             | (3,070)                  | —                               | (85)        | —                                      | —                                      | 55,843                | —                                       | 55,843              |
| Plant and equipment                                         | 16,101                | (11,940)                                | 4,161               | 122                                         | 30                   | (78)                        | (776)                | 527                                 | 229                      | —                               | —           | —                                      | —                                      | 16,256                | (12,041)                                | 4,215               |
| Office equipment                                            | 733                   | (726)                                   | 7                   | —                                           | —                    | —                           | (7)                  | —                                   | —                        | —                               | —           | —                                      | —                                      | 733                   | (733)                                   | —                   |
| Furniture and fittings                                      | 1,822                 | (1,729)                                 | 93                  | —                                           | —                    | —                           | (15)                 | —                                   | —                        | —                               | —           | —                                      | —                                      | 1,822                 | (1,744)                                 | 78                  |
| <b>Land:</b>                                                |                       |                                         |                     |                                             |                      |                             |                      |                                     |                          |                                 |             |                                        |                                        |                       |                                         |                     |
| – Operational land                                          | 27,848                | —                                       | 27,848              | —                                           | —                    | —                           | —                    | —                                   | —                        | —                               | —           | —                                      | —                                      | 27,848                | —                                       | 27,848              |
| – Community land                                            | 24,631                | —                                       | 24,631              | —                                           | —                    | —                           | —                    | —                                   | —                        | —                               | —           | —                                      | —                                      | 24,631                | —                                       | 24,631              |
| – Land under roads (post 30/6/08)                           | 16                    | —                                       | 16                  | —                                           | —                    | —                           | —                    | —                                   | —                        | —                               | —           | —                                      | —                                      | 16                    | —                                       | 16                  |
| Land improvements – non-depreciable                         | 2,943                 | —                                       | 2,943               | —                                           | —                    | (12)                        | —                    | —                                   | —                        | —                               | —           | —                                      | 117                                    | 3,048                 | —                                       | 3,048               |
| Land improvements – depreciable                             | 2,663                 | (1,198)                                 | 1,465               | —                                           | —                    | —                           | (89)                 | —                                   | —                        | —                               | —           | —                                      | 36                                     | 2,734                 | (1,322)                                 | 1,412               |
| <b>Infrastructure:</b>                                      |                       |                                         |                     |                                             |                      |                             |                      |                                     |                          |                                 |             |                                        |                                        |                       |                                         |                     |
| – Buildings                                                 | 90,570                | (23,593)                                | 66,977              | 32                                          | 1                    | (9)                         | (1,496)              | 44                                  | 1,590                    | —                               | —           | —                                      | 2,910                                  | 96,231                | (26,182)                                | 70,049              |
| – Other structures                                          | 9,024                 | (3,986)                                 | 5,038               | —                                           | —                    | —                           | (201)                | —                                   | —                        | —                               | —           | —                                      | 81                                     | 9,175                 | (4,257)                                 | 4,918               |
| – Roads                                                     | 371,181               | (115,707)                               | 255,474             | 2,183                                       | —                    | (589)                       | (4,831)              | 2,570                               | —                        | (4,806)                         | —           | —                                      | 53,495                                 | 488,609               | (185,113)                               | 303,496             |
| – Bridges                                                   | 82,182                | (29,471)                                | 52,711              | 788                                         | —                    | (197)                       | (598)                | 389                                 | —                        | —                               | —           | —                                      | 12,757                                 | 88,049                | (22,199)                                | 65,850              |
| – Footpaths                                                 | 18,975                | (3,770)                                 | 15,205              | —                                           | 216                  | —                           | (147)                | —                                   | 569                      | —                               | —           | —                                      | 2,846                                  | 22,209                | (3,520)                                 | 18,689              |
| – Other road assets                                         | 24,293                | (5,637)                                 | 18,656              | 150                                         | 139                  | (17)                        | (294)                | 404                                 | 43                       | —                               | —           | —                                      | 3,770                                  | 27,908                | (5,057)                                 | 22,851              |
| – Bulk earthworks (non-depreciable)                         | 306,368               | —                                       | 306,368             | 466                                         | 1,992                | (498)                       | —                    | 56                                  | —                        | 4,806                           | —           | (118,750)                              | —                                      | 194,459               | (19)                                    | 194,440             |
| – Stormwater drainage                                       | 156,946               | (31,959)                                | 124,987             | 526                                         | 281                  | (60)                        | (1,126)              | 29                                  | —                        | —                               | —           | —                                      | 29,919                                 | 192,720               | (38,164)                                | 154,556             |
| – Water supply network                                      | 194,413               | (84,026)                                | 110,387             | —                                           | —                    | —                           | (2,601)              | —                                   | —                        | —                               | —           | —                                      | 2,695                                  | 199,273               | (88,792)                                | 110,481             |
| – Sewerage network                                          | 109,714               | (44,406)                                | 65,308              | 3,986                                       | 322                  | —                           | (1,602)              | 1,448                               | —                        | —                               | —           | —                                      | 1,594                                  | 118,213               | (47,157)                                | 71,056              |
| – Swimming pools                                            | 6,034                 | (1,668)                                 | 4,366               | —                                           | —                    | —                           | (87)                 | —                                   | —                        | —                               | —           | —                                      | 72                                     | 6,136                 | (1,785)                                 | 4,351               |
| – Other open space/recreational assets                      | 53,552                | (25,741)                                | 27,811              | 546                                         | 387                  | (175)                       | (1,241)              | 1,918                               | 639                      | —                               | —           | —                                      | 456                                    | 57,491                | (27,150)                                | 30,341              |
| <b>Other assets:</b>                                        |                       |                                         |                     |                                             |                      |                             |                      |                                     |                          |                                 |             |                                        |                                        |                       |                                         |                     |
| – Library books                                             | 951                   | (762)                                   | 189                 | —                                           | —                    | —                           | (98)                 | —                                   | —                        | —                               | —           | —                                      | —                                      | 951                   | (860)                                   | 91                  |
| – Art collection                                            | 427                   | —                                       | 427                 | —                                           | —                    | —                           | —                    | —                                   | —                        | —                               | —           | —                                      | —                                      | 427                   | —                                       | 427                 |
| <b>Reinstatement, rehabilitation and restoration assets</b> |                       |                                         |                     |                                             |                      |                             |                      |                                     |                          |                                 |             |                                        |                                        |                       |                                         |                     |
| – Tip assets                                                | 20,801                | (4,115)                                 | 16,686              | —                                           | —                    | —                           | (2,704)              | —                                   | —                        | —                               | —           | (8,630)                                | —                                      | 20,801                | (15,449)                                | 5,352               |
| <b>Total infrastructure, property, plant and equipment</b>  | <b>1,559,947</b>      | <b>(390,434)</b>                        | <b>1,169,513</b>    | <b>8,799</b>                                | <b>31,992</b>        | <b>(1,635)</b>              | <b>(17,913)</b>      | <b>—</b>                            | <b>—</b>                 | <b>—</b>                        | <b>(85)</b> | <b>(127,380)</b>                       | <b>110,748</b>                         | <b>1,655,583</b>      | <b>(481,544)</b>                        | <b>1,174,039</b>    |

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

## C1-6 Infrastructure, property, plant and equipment (continued)

| By aggregated asset class                                                 | At 1 July 2023        |                                         |                     | Asset movements during the reporting period |                      |                             |                      |                                     |                           |                                        | At 30 June 2024       |                                         |                     |
|---------------------------------------------------------------------------|-----------------------|-----------------------------------------|---------------------|---------------------------------------------|----------------------|-----------------------------|----------------------|-------------------------------------|---------------------------|----------------------------------------|-----------------------|-----------------------------------------|---------------------|
|                                                                           | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount | Additions renewals <sup>1</sup>             | Additions new assets | Carrying value of disposals | Depreciation expense | WIP transfers renewals <sup>1</sup> | Adjustments and transfers | Revaluation increments to equity (ARR) | Gross carrying amount | Accumulated depreciation and impairment | Net carrying amount |
|                                                                           | \$ '000               | \$ '000                                 | \$ '000             | \$ '000                                     | \$ '000              | \$ '000                     | \$ '000              | \$ '000                             | \$ '000                   | \$ '000                                | \$ '000               | \$ '000                                 | \$ '000             |
| Capital work in progress                                                  | 27,450                | —                                       | 27,450              | —                                           | 21,527               | —                           | —                    | (8,786)                             | (2,432)                   | —                                      | 37,759                | —                                       | 37,759              |
| Plant and equipment                                                       | 16,475                | (11,316)                                | 5,159               | —                                           | —                    | (44)                        | (954)                | —                                   | —                         | —                                      | 16,101                | (11,940)                                | 4,161               |
| Office equipment                                                          | 733                   | (719)                                   | 14                  | —                                           | —                    | —                           | (7)                  | —                                   | —                         | —                                      | 733                   | (726)                                   | 7                   |
| Furniture and fittings                                                    | 1,822                 | (1,713)                                 | 109                 | —                                           | —                    | —                           | (16)                 | —                                   | —                         | —                                      | 1,822                 | (1,729)                                 | 93                  |
| <b>Land:</b>                                                              |                       |                                         |                     |                                             |                      |                             |                      |                                     |                           |                                        |                       |                                         |                     |
| – Operational land                                                        | 26,888                | —                                       | 26,888              | —                                           | 960                  | —                           | —                    | —                                   | —                         | —                                      | 27,848                | —                                       | 27,848              |
| – Community land                                                          | 24,631                | —                                       | 24,631              | —                                           | —                    | —                           | —                    | —                                   | —                         | —                                      | 24,631                | —                                       | 24,631              |
| – Land under roads (post 30/6/08)                                         | 16                    | —                                       | 16                  | —                                           | —                    | —                           | —                    | —                                   | —                         | —                                      | 16                    | —                                       | 16                  |
| Land improvements – non-depreciable                                       | 2,727                 | —                                       | 2,727               | —                                           | —                    | —                           | —                    | —                                   | —                         | 216                                    | 2,943                 | —                                       | 2,943               |
| Land improvements – depreciable                                           | 2,534                 | (1,055)                                 | 1,479               | —                                           | —                    | —                           | (85)                 | —                                   | —                         | 71                                     | 2,663                 | (1,198)                                 | 1,465               |
| <b>Infrastructure:</b>                                                    |                       |                                         |                     |                                             |                      |                             |                      |                                     |                           |                                        |                       |                                         |                     |
| – Buildings                                                               | 85,008                | (21,039)                                | 63,969              | —                                           | 1,023                | —                           | (1,360)              | —                                   | —                         | 3,345                                  | 90,570                | (23,593)                                | 66,977              |
| – Other structures                                                        | 8,481                 | (3,557)                                 | 4,924               | —                                           | —                    | —                           | (189)                | —                                   | —                         | 303                                    | 9,024                 | (3,986)                                 | 5,038               |
| – Roads                                                                   | 342,681               | (105,914)                               | 236,767             | 3,048                                       | 8,353                | (1,235)                     | (4,445)              | 659                                 | 359                       | 11,968                                 | 371,181               | (115,707)                               | 255,474             |
| – Bridges                                                                 | 77,994                | (27,580)                                | 50,414              | —                                           | 274                  | (323)                       | (575)                | —                                   | 384                       | 2,537                                  | 82,182                | (29,471)                                | 52,711              |
| – Footpaths                                                               | 18,058                | (3,451)                                 | 14,607              | —                                           | —                    | —                           | (137)                | —                                   | —                         | 735                                    | 18,975                | (3,770)                                 | 15,205              |
| – Other road assets (including bulk earthworks)                           | 22,465                | (5,090)                                 | 17,375              | 102                                         | 523                  | —                           | (275)                | 4                                   | 58                        | 869                                    | 24,293                | (5,637)                                 | 18,656              |
| – Bulk earthworks (non-depreciable)                                       | 290,471               | —                                       | 290,471             | 922                                         | 461                  | (338)                       | —                    | 52                                  | 5                         | 14,795                                 | 306,368               | —                                       | 306,368             |
| – Stormwater drainage                                                     | 146,883               | (29,371)                                | 117,512             | 1,275                                       | 1,572                | (328)                       | (1,056)              | 81                                  | 23                        | 5,908                                  | 156,946               | (31,959)                                | 124,987             |
| – Water supply network                                                    | 182,403               | (77,399)                                | 105,004             | 20                                          | —                    | —                           | (2,572)              | 2,610                               | —                         | 5,325                                  | 194,413               | (84,026)                                | 110,387             |
| – Sewerage network                                                        | 96,338                | (40,718)                                | 55,620              | 748                                         | 957                  | —                           | (1,546)              | 5,380                               | 1,040                     | 3,109                                  | 109,714               | (44,406)                                | 65,308              |
| – Swimming pools                                                          | 5,671                 | (1,486)                                 | 4,185               | —                                           | —                    | —                           | (82)                 | —                                   | —                         | 263                                    | 6,034                 | (1,668)                                 | 4,366               |
| – Other open space/recreational assets                                    | 49,445                | (23,150)                                | 26,295              | —                                           | 592                  | (26)                        | (1,138)              | —                                   | 563                       | 1,525                                  | 53,552                | (25,741)                                | 27,811              |
| <b>Other assets:</b>                                                      |                       |                                         |                     |                                             |                      |                             |                      |                                     |                           |                                        |                       |                                         |                     |
| – Library books                                                           | 951                   | (664)                                   | 287                 | —                                           | —                    | —                           | (98)                 | —                                   | —                         | —                                      | 951                   | (762)                                   | 189                 |
| – Art collection                                                          | 427                   | —                                       | 427                 | —                                           | —                    | —                           | —                    | —                                   | —                         | —                                      | 427                   | —                                       | 427                 |
| <b>Reinstatement, rehabilitation and restoration assets (refer C3-5):</b> |                       |                                         |                     |                                             |                      |                             |                      |                                     |                           |                                        |                       |                                         |                     |
| – Tip assets                                                              | 17,484                | (3,948)                                 | 13,536              | —                                           | —                    | —                           | (167)                | —                                   | —                         | 3,317                                  | 20,801                | (4,115)                                 | 16,686              |
| <b>Total infrastructure, property, plant and equipment</b>                | <b>1,448,036</b>      | <b>(358,170)</b>                        | <b>1,089,866</b>    | <b>6,115</b>                                | <b>36,242</b>        | <b>(2,294)</b>              | <b>(14,702)</b>      | <b>—</b>                            | <b>—</b>                  | <b>54,286</b>                          | <b>1,559,947</b>      | <b>(390,434)</b>                        | <b>1,169,513</b>    |

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

## C1-6 Infrastructure, property, plant and equipment (continued)

## Material accounting policy information

## Useful lives of IPPE

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their carrying amount over their estimated remaining useful lives as follows:

| Plant and equipment               | Years     | Other equipment                      | Years     |
|-----------------------------------|-----------|--------------------------------------|-----------|
| Office equipment                  | 5 to 10   | Playground equipment                 | 10 to 25  |
| Office furniture                  | 5 to 20   | Benches, seats etc.                  | 15 to 100 |
| Vehicles                          | 5 to 15   | <b>Buildings</b>                     |           |
| Heavy plant/road making equipment | 5 to 15   | Buildings: masonry                   | 30 to 180 |
| Other plant and equipment         | 5 to 35   | Buildings: other                     | 10 to 110 |
| <b>Water and sewer assets</b>     |           | <b>Stormwater assets</b>             |           |
| Dams and reservoirs               | 40 to 100 | Drains                               | 80 to 115 |
| Bores                             | 60        | Culverts                             | 70 to 80  |
| Reticulation pipes: PVC           | 70 to 80  | Flood control structures             | 50 to 80  |
| Reticulation pipes: other         | 25 to 140 |                                      |           |
| Pumps and telemetry               | 10 to 20  |                                      |           |
| <b>Transportation assets</b>      |           | <b>Other infrastructure assets</b>   |           |
| Sealed roads: surface             | 15 to 25  | Bulk earthworks                      | infinite  |
| Sealed roads: structure           | 60 to 120 | Swimming pools                       | 35 to 50  |
| Unsealed roads                    | 20 to 30  | Unsealed roads                       | 45 to 85  |
| Bridge: concrete                  | 80 to 185 | Other open space/recreational assets | 20 to 120 |
| Bridge: other                     | 50 to 100 | Other infrastructure                 | 20 to 50  |
| Road pavements                    | 60        |                                      |           |
| Kerb, gutter and footpaths        | 37 to 100 |                                      |           |

The assets' useful lives are reviewed, and adjusted if appropriate, at each reporting date.

## Revaluation model

Infrastructure, property, plant and equipment are held at fair value. Comprehensive valuations are performed at least every 5 years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Climate Change, Energy, the Environment and Water (DCCEEW).

## Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

## Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Where the Crown reserves are under a lease arrangement they are accounted for under AASB 16 Leases.

C2 Liabilities of Council

C2-1 Payables

|                                            | 2025    | 2025        | 2024    | 2024        |
|--------------------------------------------|---------|-------------|---------|-------------|
|                                            | Current | Non-current | Current | Non-current |
|                                            | \$ '000 | \$ '000     | \$ '000 | \$ '000     |
| Payables                                   |         |             |         |             |
| Interest on leases                         | 147     | –           | 64      | –           |
| Prepaid water charges                      | 216     | –           | 216     | –           |
| Prepaid rates                              | 838     | –           | 796     | –           |
| Goods and services – operating expenditure | 5,651   | –           | 4,324   | –           |
| Accrued Salaries and wages                 | 241     | –           | 317     | –           |
| Other expenditure accruals                 | 9       | –           | 789     | –           |
| Security bonds, deposits and retentions    | 1,357   | –           | 1,413   | –           |
| Trust                                      | 1,196   | –           | 1,143   | –           |
| Total payables                             | 9,655   | –           | 9,062   | –           |

## C2-2 Contract Liabilities

|                                              |       | 2025<br>Current<br>\$ '000 | 2025<br>Non-current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-current<br>\$ '000 |
|----------------------------------------------|-------|----------------------------|--------------------------------|----------------------------|--------------------------------|
|                                              | Notes |                            |                                |                            |                                |
| Funds to construct Council controlled assets | (i)   | 4,218                      | –                              | 8,703                      | –                              |
| Upfront fees                                 | (iii) | 128                        | –                              | 129                        | –                              |
| <b>Total contract liabilities</b>            |       | <b>4,346</b>               | <b>–</b>                       | <b>8,832</b>               | <b>–</b>                       |

**Notes**

(i) Council has received funding to construct assets including sporting facilities, bridges, library and other infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 being satisfied since the performance obligations are ongoing.

(iii) Upfront fees do not meet the definition of a performance obligation and therefore the funds received are recorded as a contract liability on receipt and recognised as revenue over the expected average membership life.

**Revenue recognised that was included in the contract liability balance at the beginning of the period**

|                                                                                                                    | 2025<br>\$ '000 | 2024<br>\$ '000 |
|--------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| Funds to construct Council controlled assets                                                                       | 7,442           | 5,372           |
| Upfront fees                                                                                                       | 129             | 83              |
| <b>Total revenue recognised that was included in the contract liability balance at the beginning of the period</b> | <b>7,571</b>    | <b>5,455</b>    |

## C2-3 Borrowings

|                         | 2025<br>Current<br>\$ '000 | 2025<br>Non-current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-current<br>\$ '000 |
|-------------------------|----------------------------|--------------------------------|----------------------------|--------------------------------|
| Loans – secured         | 2,457                      | 13,103                         | 1,736                      | 9,897                          |
| Other                   | 43                         | –                              | –                          | –                              |
| <b>Total borrowings</b> | <b>2,500</b>               | <b>13,103</b>                  | <b>1,736</b>               | <b>9,897</b>                   |

## (a) Changes in liabilities arising from financing activities

|                                                    | 2024                          | Non-cash movements    |                        |                                          | 2025                          |
|----------------------------------------------------|-------------------------------|-----------------------|------------------------|------------------------------------------|-------------------------------|
|                                                    | Opening<br>Balance<br>\$ '000 | Cash flows<br>\$ '000 | Acquisition<br>\$ '000 | Other<br>non-cash<br>movement<br>\$ '000 | Closing<br>balance<br>\$ '000 |
| Loans – secured                                    | 11,633                        | 3,927                 | –                      | –                                        | 15,560                        |
| Lease liability                                    | 1,880                         | (138)                 | –                      | –                                        | 1,742                         |
| Other                                              | –                             | 43                    | –                      | –                                        | 43                            |
| <b>Total liabilities from financing activities</b> | <b>13,513</b>                 | <b>3,832</b>          | <b>–</b>               | <b>–</b>                                 | <b>17,345</b>                 |

|                                                    | 2023                          | Non-cash movements    |                        |                                          | 2024                          |
|----------------------------------------------------|-------------------------------|-----------------------|------------------------|------------------------------------------|-------------------------------|
|                                                    | Opening<br>Balance<br>\$ '000 | Cash flows<br>\$ '000 | Acquisition<br>\$ '000 | Other<br>non-cash<br>movement<br>\$ '000 | Closing<br>balance<br>\$ '000 |
| Loans – secured                                    | 13,905                        | (2,272)               | –                      | –                                        | 11,633                        |
| Lease liability                                    | 1,214                         | 666                   | –                      | –                                        | 1,880                         |
| <b>Total liabilities from financing activities</b> | <b>15,119</b>                 | <b>(1,606)</b>        | <b>–</b>               | <b>–</b>                                 | <b>13,513</b>                 |

## (b) Financing arrangements

|  | 2025<br>\$ '000 | 2024<br>\$ '000 |
|--|-----------------|-----------------|
|--|-----------------|-----------------|

**Total facilities**

Total financing facilities available to Council at the reporting date are:

|                                     |              |              |
|-------------------------------------|--------------|--------------|
| Bank overdraft facilities           | 1,000        | 1,000        |
| Credit cards/purchase cards         | 200          | 200          |
| <b>Total financing arrangements</b> | <b>1,200</b> | <b>1,200</b> |

**Drawn facilities**

Financing facilities drawn down at the reporting date are:

|                                           |           |          |
|-------------------------------------------|-----------|----------|
| – Credit cards/purchase cards             | 45        | –        |
| <b>Total drawn financing arrangements</b> | <b>45</b> | <b>–</b> |

**Undrawn facilities**

Undrawn financing facilities available to Council at the reporting date are:

|                                             |              |              |
|---------------------------------------------|--------------|--------------|
| – Bank overdraft facilities                 | 1,000        | 1,000        |
| – Credit cards/purchase cards               | 155          | 150          |
| <b>Total undrawn financing arrangements</b> | <b>1,155</b> | <b>1,150</b> |

C2-3 Borrowings (continued)

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**Breaches and defaults**

During the current and prior year, there were no defaults or breaches on any of the loans.

**Security over loans**

Loans are secured by the general rating income of Council. Lease liabilities are secured by the underlying leased assets.

**Covenants**

There are no covenants over the loans held by Council.

**Bank overdrafts**

The bank overdraft facility is secured by the general rating income of Council. The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.



## C2-4 Employee benefit provisions

|                                          | 2025<br>Current<br>\$ '000 | 2025<br>Non-current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-current<br>\$ '000 |
|------------------------------------------|----------------------------|--------------------------------|----------------------------|--------------------------------|
| Annual leave                             | 2,449                      | –                              | 2,332                      | –                              |
| Long service leave                       | 2,574                      | 243                            | 2,217                      | 209                            |
| <b>Total employee benefit provisions</b> | <b>5,023</b>               | <b>243</b>                     | <b>4,549</b>               | <b>209</b>                     |

|                                                                                                     | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-----------------------------------------------------------------------------------------------------|-----------------|-----------------|
| <b>Current employee benefit provisions not expected to be settled within the next twelve months</b> | <b>4,518</b>    | 4,089           |
|                                                                                                     | <b>4,518</b>    | <b>4,089</b>    |

## Material accounting policy information

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

## Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

## Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

## On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

## C2-5 Provisions

|                                              | 2025<br>Current<br>\$ '000 | 2025<br>Non-Current<br>\$ '000 | 2024<br>Current<br>\$ '000 | 2024<br>Non-Current<br>\$ '000 |
|----------------------------------------------|----------------------------|--------------------------------|----------------------------|--------------------------------|
| Asset remediation/restoration (future works) | –                          | 26,071                         | –                          | 25,642                         |
| <b>Total provisions</b>                      | <b>–</b>                   | <b>26,071</b>                  | <b>–</b>                   | <b>25,642</b>                  |

## Movements in provisions

|  | Other provisions  |       |
|--|-------------------|-------|
|  | Asset remediation | Total |

continued on next page ...

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C2-5 Provisions (continued)

|                                       | \$ '000 | \$ '000 |
|---------------------------------------|---------|---------|
| 2025                                  |         |         |
| At beginning of year                  | 25,642  | 25,642  |
| Unwinding of discount (see Note B3-3) | 431     | 431     |
| Other                                 | (2)     | (2)     |
| Total provisions at end of year       | 26,071  | 26,071  |
| 2024                                  |         |         |
| At beginning of year                  | 25,528  | 25,528  |
| Unwinding of discount (see Note B3-3) | 114     | 114     |
| Total provisions at end of year       | 25,642  | 25,642  |

Nature and purpose of provisions

The asset remediation provision represents the present value estimate of future costs Council will incur to restore, rehabilitate and reinstate the waste management facility as a result of past operations.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

**D Council structure****D1 Results by fund**

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

**D1-1 Income Statement by fund**

|                                                                                                                                | <b>General<br/>2025<br/>\$ '000</b> | <b>Water<br/>2025<br/>\$ '000</b> | <b>Sewer<br/>2025<br/>\$ '000</b> |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| <b>Income from continuing operations</b>                                                                                       |                                     |                                   |                                   |
| Rates and annual charges                                                                                                       | 32,458                              | 1,725                             | 5,104                             |
| User charges and fees                                                                                                          | 18,399                              | 7,553                             | 1,903                             |
| Interest and investment revenue                                                                                                | 2,395                               | 1,758                             | 898                               |
| Other revenues                                                                                                                 | 801                                 | 189                               | 24                                |
| Grants and contributions provided for operating purposes                                                                       | 9,834                               | 13                                | 29                                |
| Grants and contributions provided for capital purposes                                                                         | 25,168                              | 1,039                             | 416                               |
| Net gains from disposal of assets                                                                                              | 266                                 | —                                 | —                                 |
| Other income                                                                                                                   | 2,114                               | 1,095                             | 574                               |
| <b>Total income from continuing operations</b>                                                                                 | <b>91,435</b>                       | <b>13,372</b>                     | <b>8,948</b>                      |
| <b>Expenses from continuing operations</b>                                                                                     |                                     |                                   |                                   |
| Employee benefits and on-costs                                                                                                 | 26,426                              | 2,159                             | 1,870                             |
| Materials and services                                                                                                         | 28,991                              | 3,854                             | 1,880                             |
| Borrowing costs                                                                                                                | 587                                 | 66                                | 57                                |
| Other expenses                                                                                                                 | 3,355                               | —                                 | —                                 |
| <b>Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets</b>   | <b>59,359</b>                       | <b>6,079</b>                      | <b>3,807</b>                      |
| <b>Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets</b> | <b>32,076</b>                       | <b>7,293</b>                      | <b>5,141</b>                      |
| Depreciation, amortisation and impairment of non-financial assets                                                              | 14,207                              | 2,758                             | 1,695                             |
| <b>Operating result from continuing operations</b>                                                                             | <b>17,869</b>                       | <b>4,535</b>                      | <b>3,446</b>                      |
| <b>Net operating result for the year</b>                                                                                       | <b>17,869</b>                       | <b>4,535</b>                      | <b>3,446</b>                      |
| <b>Net operating result attributable to each council fund</b>                                                                  | <b>17,869</b>                       | <b>4,535</b>                      | <b>3,446</b>                      |
| <b>Net operating result for the year before grants and contributions provided for capital purposes</b>                         | <b>(7,299)</b>                      | <b>3,496</b>                      | <b>3,030</b>                      |

## D1-2 Statement of Financial Position by fund

|                                               | General<br>2025<br>\$ '000 | Water<br>2025<br>\$ '000 | Sewer<br>2025<br>\$ '000 |
|-----------------------------------------------|----------------------------|--------------------------|--------------------------|
| <b>ASSETS</b>                                 |                            |                          |                          |
| <b>Current assets</b>                         |                            |                          |                          |
| Cash and cash equivalents                     | 203                        | 19,776                   | 9,804                    |
| Investments                                   | 64,525                     | (22,145)                 | (10,980)                 |
| Receivables                                   | 4,497                      | 6,416                    | 2,536                    |
| Inventories                                   | 1,246                      | —                        | —                        |
| Contract assets and contract cost assets      | 6,184                      | —                        | —                        |
| Other                                         | 4                          | (1)                      | —                        |
| <b>Total current assets</b>                   | <b>76,659</b>              | <b>4,046</b>             | <b>1,360</b>             |
| <b>Non-current assets</b>                     |                            |                          |                          |
| Investments                                   | 463                        | 45,364                   | 22,492                   |
| Receivables                                   | 731                        | —                        | —                        |
| Inventories                                   | 3,541                      | —                        | —                        |
| Infrastructure, property, plant and equipment | 969,112                    | 124,878                  | 80,049                   |
| Right of use assets                           | 1,917                      | —                        | —                        |
| <b>Total non-current assets</b>               | <b>975,764</b>             | <b>170,242</b>           | <b>102,541</b>           |
| <b>Total assets</b>                           | <b>1,052,423</b>           | <b>174,288</b>           | <b>103,901</b>           |
| <b>LIABILITIES</b>                            |                            |                          |                          |
| <b>Current liabilities</b>                    |                            |                          |                          |
| Payables                                      | 9,439                      | 216                      | —                        |
| Contract liabilities                          | 4,346                      | —                        | —                        |
| Lease liabilities                             | 726                        | —                        | —                        |
| Borrowings                                    | 1,719                      | 347                      | 434                      |
| Employee benefit provision                    | 4,485                      | 257                      | 281                      |
| <b>Total current liabilities</b>              | <b>20,715</b>              | <b>820</b>               | <b>715</b>               |
| <b>Non-current liabilities</b>                |                            |                          |                          |
| Lease liabilities                             | 1,016                      | —                        | —                        |
| Borrowings                                    | 8,796                      | 1,890                    | 2,417                    |
| Employee benefit provision                    | 224                        | 11                       | 8                        |
| Provisions                                    | 26,071                     | —                        | —                        |
| <b>Total non-current liabilities</b>          | <b>36,107</b>              | <b>1,901</b>             | <b>2,425</b>             |
| <b>Total liabilities</b>                      | <b>56,822</b>              | <b>2,721</b>             | <b>3,140</b>             |
| <b>Net assets</b>                             | <b>995,601</b>             | <b>171,567</b>           | <b>100,761</b>           |
| <b>EQUITY</b>                                 |                            |                          |                          |
| Accumulated surplus                           | 478,396                    | 73,974                   | 56,919                   |
| IPPE revaluation surplus                      | 517,205                    | 97,593                   | 43,842                   |
| <b>Council equity interest</b>                | <b>995,601</b>             | <b>171,567</b>           | <b>100,761</b>           |
| <b>Total equity</b>                           | <b>995,601</b>             | <b>171,567</b>           | <b>100,761</b>           |

## E Risks and accounting uncertainties

### E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manage the cash and Investments portfolio with the assistance of independent advisors. Council has an investment policy which complies with the S625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up and performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of receivables, loans, investments and financial liabilities approximates the carrying amount.

The risks associated with the financial instruments held are:

- Market risk - interest rate risk – the risk that movements in interest rates could affect returns
- Liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due
- Credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to NSW Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. NSW Council also seeks advice from its independent advisers before placing any cash and investments

#### (a) Market risk – interest rate and price risk

|                                                                                                                                                                                                                                                                                                | 2025<br>\$ '000 | 2024<br>\$ '000 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date. |                 |                 |
| Impact of a 1% movement in interest rates                                                                                                                                                                                                                                                      |                 |                 |
| – Equity / Income Statement                                                                                                                                                                                                                                                                    | 1,273           | 1,178           |
| Impact of a 10% movement in price of investments                                                                                                                                                                                                                                               |                 |                 |
| – Equity / Income Statement                                                                                                                                                                                                                                                                    | 6,872           | 7,241           |

#### (b) Credit risk

Council's major receivables comprise rates, annual charges, user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery policies. Council also encourages ratepayers to pay rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk other than Council has significant credit risk exposures in its local area given the nature of Council activities.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance. The balances of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

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## E1-1 Risks relating to financial instruments held (continued)

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

### Credit risk profile

#### Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

|                       | Not yet<br>overdue<br>\$ '000 | Overdue<br>< 5 years<br>\$ '000 | Overdue<br>≥ 5 years<br>\$ '000 | Total<br>\$ '000 |
|-----------------------|-------------------------------|---------------------------------|---------------------------------|------------------|
| <b>2025</b>           |                               |                                 |                                 |                  |
| Gross carrying amount | –                             | 1,631                           | 159                             | 1,790            |
| <b>2024</b>           |                               |                                 |                                 |                  |
| Gross carrying amount | –                             | 1,190                           | 156                             | 1,346            |

#### Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

|                        | Not yet<br>overdue<br>\$ '000 | Overdue<br>< 30 days<br>\$ '000 | Overdue<br>31 - 60 days<br>\$ '000 | Overdue<br>61 - 90 days<br>\$ '000 | Overdue<br>> 90 days<br>\$ '000 | Total<br>\$ '000 |
|------------------------|-------------------------------|---------------------------------|------------------------------------|------------------------------------|---------------------------------|------------------|
| <b>2025</b>            |                               |                                 |                                    |                                    |                                 |                  |
| Gross carrying amount  | 17,126                        | 507                             | 182                                | 66                                 | 816                             | 18,697           |
| Expected loss rate (%) | 0.04%                         | 1.40%                           | 11.40%                             | 28.40%                             | 50.40%                          | 2.49%            |
| <b>ECL provision</b>   | <b>7</b>                      | <b>7</b>                        | <b>21</b>                          | <b>19</b>                          | <b>411</b>                      | <b>465</b>       |
| <b>2024</b>            |                               |                                 |                                    |                                    |                                 |                  |
| Gross carrying amount  | 2,133                         | 1,165                           | 377                                | 591                                | 1,147                           | 5,413            |
| Expected loss rate (%) | 0.04%                         | 1.40%                           | 11.40%                             | 28.40%                             | 50.40%                          | 14.89%           |
| <b>ECL provision</b>   | <b>1</b>                      | <b>16</b>                       | <b>43</b>                          | <b>168</b>                         | <b>578</b>                      | <b>806</b>       |

### (c) Liquidity risk

Payables, lease liabilities and borrowings are subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities for lease liabilities and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

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## E1-1 Risks relating to financial instruments held (continued)

|                                    | Weighted<br>average<br>interest<br>rate<br>% | Subject<br>to no<br>maturity<br>\$ '000 | Due<br>≤ 1<br>Year<br>\$ '000 | Due<br>1 - 5<br>Years<br>\$ '000 | Due<br>> 5<br>Years<br>\$ '000 | Total<br>contractual<br>cash<br>outflows<br>\$ '000 | Carrying<br>values<br>\$ '000 |
|------------------------------------|----------------------------------------------|-----------------------------------------|-------------------------------|----------------------------------|--------------------------------|-----------------------------------------------------|-------------------------------|
| <b>2025</b>                        |                                              |                                         |                               |                                  |                                |                                                     |                               |
| Borrowings                         | 2.34%                                        | –                                       | 2,155                         | 8,513                            | 4,871                          | 15,539                                              | 15,603                        |
| Payables                           | 0.00%                                        | 1,357                                   | 8,149                         | –                                | –                              | 9,506                                               | 9,655                         |
| <b>Total financial liabilities</b> |                                              | <b>1,357</b>                            | <b>10,304</b>                 | <b>8,513</b>                     | <b>4,871</b>                   | <b>25,045</b>                                       | <b>25,258</b>                 |
| <b>2024</b>                        |                                              |                                         |                               |                                  |                                |                                                     |                               |
| Borrowings                         | 3.08%                                        | –                                       | 1,740                         | 8,260                            | 1,642                          | 11,642                                              | 11,633                        |
| Payables                           | 0.00%                                        | 1,413                                   | 6,360                         | –                                | –                              | 7,773                                               | 9,062                         |
| <b>Total financial liabilities</b> |                                              | <b>1,413</b>                            | <b>8,100</b>                  | <b>8,260</b>                     | <b>1,642</b>                   | <b>19,415</b>                                       | <b>20,695</b>                 |

## E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Financial assets
- Infrastructure, property, plant and equipment

All assets and liabilities measured at fair value are assigned to a "level" in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that Council can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Unobservable Inputs for the asset or liability.

The table below shows the assigned level for each asset and liability held at fair value by Council:

|                                                     |      | Fair value measurement hierarchy       |          |                                       |         |                                         |           |           |           |
|-----------------------------------------------------|------|----------------------------------------|----------|---------------------------------------|---------|-----------------------------------------|-----------|-----------|-----------|
| Notes                                               |      | Date of latest comprehensive valuation |          | Level 2 Significant observable inputs |         | Level 3 Significant unobservable inputs |           | Total     |           |
|                                                     |      | 2025                                   | 2024     | 2025                                  | 2024    | 2025                                    | 2024      | 2025      | 2024      |
|                                                     |      | \$ '000                                | \$ '000  | \$ '000                               | \$ '000 | \$ '000                                 | \$ '000   | \$ '000   | \$ '000   |
| Recurring fair value measurements                   |      |                                        |          |                                       |         |                                         |           |           |           |
| Financial assets                                    |      |                                        |          |                                       |         |                                         |           |           |           |
| Financial investments                               | C1-2 |                                        |          |                                       |         |                                         |           |           |           |
| At fair value through profit or loss                |      | 30/06/25                               | 30/06/24 | 59,067                                | —       | —                                       | —         | 59,067    | —         |
| Infrastructure, property, plant and equipment       |      |                                        |          |                                       |         |                                         |           |           |           |
|                                                     | C1-6 |                                        |          |                                       |         |                                         |           |           |           |
| Land – operational                                  |      | 30/06/23                               | 30/06/23 | 27,848                                | 27,848  | —                                       | —         | 27,848    | 27,848    |
| Land – community                                    |      | 30/06/23                               | 30/06/23 | —                                     | —       | 24,631                                  | 24,631    | 24,631    | 24,631    |
| Land under roads                                    |      | 30/06/22                               | 30/06/22 | —                                     | —       | 16                                      | 16        | 16        | 16        |
| Non depreciable land improvements                   |      | 30/06/21                               | 30/06/21 | —                                     | —       | 3,048                                   | 2,943     | 3,048     | 2,943     |
| Depreciable land improvements                       |      | 30/06/21                               | 30/06/21 | —                                     | —       | 1,412                                   | 1,465     | 1,412     | 1,465     |
| Buildings                                           |      | 30/06/23                               | 30/06/23 | 4,450                                 | —       | 65,600                                  | 66,977    | 70,050    | 66,977    |
| Other structures                                    |      | 30/06/21                               | 30/06/21 | —                                     | —       | 4,918                                   | 5,038     | 4,918     | 5,038     |
| Roads                                               |      | 30/06/25                               | 30/06/20 | —                                     | —       | 303,496                                 | 255,474   | 303,496   | 255,474   |
| Bridges                                             |      | 30/06/25                               | 30/06/20 | —                                     | —       | 65,850                                  | 52,711    | 65,850    | 52,711    |
| Footpaths                                           |      | 30/06/25                               | 30/06/20 | —                                     | —       | 18,689                                  | 15,205    | 18,689    | 15,205    |
| Other road assets                                   |      | 30/06/25                               | 30/06/20 | —                                     | —       | 22,851                                  | 18,656    | 22,851    | 18,656    |
| Bulk earthworks (non deprec.)                       |      | 30/06/25                               | 30/06/20 | —                                     | —       | 194,440                                 | 306,368   | 194,440   | 306,368   |
| Stormwater drainage                                 |      | 30/06/25                               | 30/06/20 | —                                     | —       | 154,556                                 | 124,987   | 154,556   | 124,987   |
| Water supply network                                |      | 30/06/22                               | 30/06/22 | —                                     | —       | 110,481                                 | 110,387   | 110,481   | 110,387   |
| Sewerage network                                    |      | 30/06/22                               | 30/06/22 | —                                     | —       | 71,056                                  | 65,308    | 71,056    | 65,308    |
| Swimming Pools                                      |      | 30/06/23                               | 30/06/23 | —                                     | —       | 4,351                                   | 4,366     | 4,351     | 4,366     |
| Other open space/recreational assets                |      | 30/06/21                               | 30/06/21 | —                                     | —       | 30,341                                  | 27,811    | 30,341    | 27,811    |
| Art Collection                                      |      | 30/06/23                               | 30/06/23 | —                                     | —       | 427                                     | 427       | 427       | 427       |
| Tip asset                                           |      | 09/02/25                               | 30/06/24 | —                                     | —       | 5,352                                   | 16,686    | 5,352     | 16,686    |
| Total infrastructure, property, plant and equipment |      |                                        |          | 32,298                                | 27,848  | 1,081,515                               | 1,099,456 | 1,113,813 | 1,127,304 |

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## E2-1 Fair value measurement (continued)

### Valuation techniques

#### Financial assets

Council holds units in TCorpIM Long Term Growth Fund which is comprised of investments in Australian Equities, Developed Market Equities, Emerging Market Equities, High Yield Credit, Differentiated Credit, Australian Nominal Bonds, Core Alternatives, Defensive Alternatives, Opportunistic, Cash, Foreign Currency and other derivatives strategies. Council measures this asset as the market value of the unit price at 30 June. Unit prices for the TCorpIM Long Term Growth Fund are calculated and published daily by TCorp. The unit price fluctuates based on the market value of the Funds' underlying assets. Level 2 inputs are used to measure the fair value of the TCorpIM Long Term Growth Fund. Prices are observable, however, no active market exists for these funds as they are only accessible to government agencies.

#### Infrastructure, property, plant and equipment (IPPE)

##### Operational Land

The last comprehensive valuation was undertaken in 2023, where the Market Approach was used. The Market Approach (Direct Comparison Approach) was used where there was a principal market which provides observable evidence. Evidence of market value was obtained from the sales evidence of similar or reference assets. The asset was assessed in terms of the factors relevant to a market participant and a value determined after adjusting for the difference in these factors embodied within the asset and the reference assets. Council deemed land valued under both the Market and Cost Approach to be level two of the valuation hierarchy. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

##### Community Land

Council fair values community land in-house using level three inputs based on either the Unimproved Capital Value (UCV) provided by the Valuer General or an average unit rate based on the UCV and allocated by Council against those properties where the Valuer General did not provide a UCV. The last comprehensive valuation undertaken was base dated 1 July 2022. Outside of comprehensive revaluation years, a desktop assessment is performed using appropriate indices (such as those from the NSW Valuer-General), to ensure the carrying values reflect fair values at each year-end.

##### Land Under Roads

The last comprehensive valuation of Council's land under roads was completed in 2022. Measurement was based on the unimproved capital value (UCV) provided by the Valuer-General. The 'Englobo' methodology was adopted with a rate per square metre determined through a comparison of surrounding urban and rural land sales. Outside of comprehensive revaluation years, a desktop assessment is performed using appropriate indices (such as those from the NSW Valuer-General), to ensure the carrying values reflect fair values at each year-end. This asset class sits at level three of the valuation hierarchy due to unobservable inputs.

##### Land Improvements

The last comprehensive valuation was undertaken in 2021 internally. Land improvements are valued under the cost approach by estimating the depreciated replacement cost. Inputs such as estimated pattern of consumption, residual value, asset condition and useful life required extensive professional judgement and impact significantly on the final determination of fair value. As such these assets were classified as having been valued using level three valuation inputs. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

##### Specialised Buildings

The last comprehensive valuation was undertaken in 2023. The Cost Approach has been used to value this asset class. This method is based on determining the Replacement Cost of the modern equivalent and then adjusting for the level of consumed obsolescence. This asset class sits at level three of the valuation hierarchy given unobservable inputs. Its value is based on a range of assumptions such as components, unit rates / overall value, consumption scores and valuation profiles. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

##### Non Specialised Buildings

The last comprehensive valuation was undertaken in 2023. The Market Approach (Direct Comparison Approach) has been used as there is a principal market which provides observable evidence. Evidence of market value was obtained from the sales evidence of similar or reference assets. The asset was assessed in terms of the factors relevant to a market participant and a value determined after adjusting for the difference in these factors embodied within the asset and the reference assets. Level

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## E2-1 Fair value measurement (continued)

two of the valuation hierarchy is apparent as there is observable market evidence. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Other Structures

Council's other structures assets were valued using the 'Cost Approach'. The last comprehensive revaluation was performed in 2021. Using the 'Cost Approach', Council estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. Inputs such as estimated pattern of consumption, residual value, asset condition and useful life required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level three valuation inputs. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Roads, Bridges, Footpaths and Other Road Assets

This asset class comprises the Road Carriageway, Bus Shelters, Car Parks, Guardrails, Kerb and Guttering, Bridges, Footpaths, and Traffic Facilities. The road carriageway is defined as the trafficable portion of a road, between but not including the kerb and gutter, and would include any paved markers parking places along roadside. Council's Asset Information Management System (AIMS) contains detailed dimensions and specification for all Council roads. Valuations for the road carriageway, comprising surface, pavement and formation were based on calculations carried out in 2025 utilising the in house Asset Management System for detailed pavement information residing in Council's AIMS. Council fair values, road infrastructure assets using, Level 3 inputs at a component level. The 'Cost Approach' is used to value roads by componentising the assets into significant parts and then rolling up these component values to provide an overall road valuation (for each road segment) within Council's Asset System. The level of componentisation adopted by Council is in accordance with AASB 116, OLG Circular 09-09 and the Institute of Public Work Engineers International Infrastructure Management Manual (IIMM) Inputs (such as estimated pattern of consumption, residual value, asset condition and useful life) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level three valuation inputs. This asset class was comprehensively revalued in 2025. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Bulk Earthworks

Council fair values bulk earthwork using Level 3 inputs. The 'Cost Approach' is used to componentise the assets into significant parts and then roll up these component values to provide an overall road valuation (for each road segment) within Council's Asset System. The level of componentisation adopted by Council is in accordance with AASB 116, OLG Circular 09-09 and the Institute of Public Work Engineers International Infrastructure Management Manual (IIMM) Inputs (such as estimated pattern of consumption, residual value, asset condition and useful life) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level three valuation inputs. This asset class was comprehensively revalued in 2025. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Stormwater Drainage

Council's Drainage Assets comprises pits, pipes, culverts, open channels, headwalls and various types of water quality devices used to collect, store and remove stormwater. Inputs (such as estimated pattern of consumption, residual value, asset condition and useful life) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level three valuation inputs. Physical visual inspection is carried out on all stormwater assets except pipes. For stormwater pipes, the Close Circuit Television (CCTV) Inspection approach is utilised for the condition assessment of randomly selected samples. This asset class was comprehensively revalued in 2025. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Water Supply Network

Council's water supply network comprises reservoirs, pumping stations and water pipelines. The 'Cost Approach' estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on linear metres of certain diameter pipes and prices per pit or similar may be supported from market evidence (Level 2) other inputs (such as estimates of pattern of consumption, residual value, asset condition and useful life) required extensive professional judgement and impacted significantly on the final determination of fair value. Additionally due to limitations in the historical records of very long lived assets there is uncertainty regarding the actual design, specifications and dimensions of some assets. These assets are indexed each year in line with the NSW Reference Rates Manual as published by the Department of Primary Industries Water. Council's water supply network was comprehensively revalued in 2022. Outside of comprehensive valuation, a desktop assessment is performed using appropriate indices (such as those published in the NSW Reference Rates Manual by DCCEEW), to ensure the carrying values reflect fair values at each year-end.

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## E2-1 Fair value measurement (continued)

### Sewerage Network

Assets within this class comprise treatment works, pumping stations and, sewerage mains. The 'Cost Approach' estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on linear metres of certain diameter pipes and prices per pit or similar may be supported from market evidence (Level 2) other inputs (such as estimates of pattern of consumption, residual value, asset condition and useful life) required extensive professional judgement and impacted significantly on the final determination of fair value. Additionally due to limitations in the historical records of very long lived assets there is uncertainty regarding the actual design, specifications and dimensions of some assets. Council's Sewer supply network was comprehensively revalued in 2022. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices (such as those published in the NSW Reference Rates Manual by DCCEEW), to ensure the carrying values reflect fair values at each year-end.

### Swimming Pools

The last comprehensive valuation was undertaken in 2023. The Cost Approach has been used to value this asset class. This method is based on determining the Replacement Cost of the modern equivalent and then adjusting for the level of consumed obsolescence. This asset class sits at level three of the valuation hierarchy given unobservable inputs. Its value is based on a range of assumptions such as components, unit rates / overall value, consumption scores and valuation profiles. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Other Open Space/Recreational Assets

The last valuation was undertaken in 2021. Land improvements are valued under the cost approach by estimating the depreciated replacement cost. Inputs such as estimated pattern of consumption, residual value, asset condition and useful life required extensive professional judgement and impact significantly on the final determination of fair value. As there is no observable inputs these assets were classified as having been valued using level three valuation inputs. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Art Collection

The last comprehensive revaluation was undertaken in 2023. The Market Approach has been used to value this asset class through the direct comparison approach. Evidence of market value was obtained from the sales evidence of similar or reference assets. The asset was assessed in terms of the factors relevant to a market participant and a value determined after adjusting for the difference in these factors embodied within the asset and the reference assets. Inputs are unobservable hence level three of the valuation hierarchy is apparent. Outside of comprehensive valuation years, a desktop assessment is performed using appropriate indices, to ensure the carrying values reflect fair values at each year-end.

### Tip asset

Council's Tip Asset was revalued in 2025. The fair value was determined under the income approach and based on remaining capacity using surveys and modelling techniques. This asset sits at level three of the valuation hierarchy due to various unobservable inputs used such as remaining landfill capacity, volume required for landfill capping, compaction rate, income rate, EPA levy, expected future tonnes to be received and landfilled at the site and the discount rate used to calculate net present value.

## E2-1 Fair value measurement (continued)

## Fair value measurements using significant unobservable inputs (level 3)

## Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

|                                                      | Fair value<br>2025<br>\$ '000 | AASB 13 Valuation technique                            | Unobservable inputs                                                                  |
|------------------------------------------------------|-------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Infrastructure, property, plant and equipment</b> |                               |                                                        |                                                                                      |
| Community Land                                       | 24,631                        | Values obtained from NSW Valuer General and discounted | Average Unit rate based on Unimproved capital value per square metre                 |
| Land Under Roads                                     | 16                            | Values obtained from NSW Valuer General and discounted | Average Unit rate based on Unimproved capital value per square metre                 |
| Land Improvements                                    | 4,460                         | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Specialised Buildings                                | 65,600                        | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Other Structures                                     | 4,918                         | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Roads                                                | 303,496                       | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Bridges                                              | 65,850                        | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Footpaths                                            | 18,689                        | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Other Road Assets                                    | 22,851                        | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Bulk Earthworks                                      | 194,440                       | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Stormwater Drainage                                  | 154,556                       | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Water Supply Network                                 | 110,481                       | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Sewer Network                                        | 71,056                        | Cost approach                                          | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |

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## E2-1 Fair value measurement (continued)

|                                         | Fair value<br>2025<br>\$ '000 | AASB 13 Valuation technique | Unobservable inputs                                                                  |
|-----------------------------------------|-------------------------------|-----------------------------|--------------------------------------------------------------------------------------|
| Swimming Pools                          | 4,351                         | Cost approach               | Components<br>Unit Rates / Overall Value<br>Consumption Scores<br>Valuation Profiles |
| Other open<br>space/recreational assets | 30,341                        | Cost approach               | Current Replacement Cost<br>Remaining useful life of asset<br>Residual Value         |
| Art Collection                          | 427                           | Market approach             | Market value                                                                         |
| Tip Asset                               | 5,352                         | Income approach             | Unit rates<br>Discount rate<br>Remaining life                                        |

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy by class of assets is provided below:

|                                                                | IPP&E            |                 |
|----------------------------------------------------------------|------------------|-----------------|
|                                                                | 2025<br>\$ '000  | 2024<br>\$ '000 |
| <b>Opening balance</b>                                         | <b>1,103,290</b> | 1,033,945       |
| <b>Total gains or losses for the period</b>                    |                  |                 |
| Recognised in other comprehensive income – revaluation surplus | (16,753)         | 54,288          |
| <b>Other movements</b>                                         |                  |                 |
| Purchases                                                      | 20,059           | 32,050          |
| Sales                                                          | (1,557)          | (2,293)         |
| Depreciation and impairment                                    | (16,863)         | (14,700)        |
| Other movement                                                 | (6,661)          | –               |
| <b>Closing balance</b>                                         | <b>1,081,515</b> | 1,103,290       |

There were some transfers from Level 3 valuation hierarchy to Level 2.

- these included Buildings with a Market Value.

## Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan. Following the 1 March 2025 merger of Local Government Super (LGS) and Local Authorities Superannuation Fund (known as Vision Super), Councils' defined benefit obligations have transferred to the Active Super Defined Benefit Division of Vision Super. The defined benefit plan has been deemed to be a 'multi-employer fund' for purposes of AASB 119 *Employee Benefits* for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

*Description of the funding arrangements*

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

|            |                                                                                         |
|------------|-----------------------------------------------------------------------------------------|
| Division B | 1.9 times member contributions for non-180 Point Members;<br>Nil for 180 Point Members* |
| Division C | 2.5% salaries                                                                           |
| Division D | 1.64 times member contributions                                                         |

\* For 180 Point Members, Employers are required to contribute 9.5% from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of Superannuation Guarantee contributions, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each actuarial investigation which will be conducted annually, the next of which is due effective 30 June 2025.

*Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan*

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding past service contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

*Description of agreed allocation of a deficit or surplus*

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### E3-1 Contingencies (continued)

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and Vision Super and recognised as an expense for the year ending 30 June 2025 was \$154,025.92.

Council's expected contribution to the plan for the next annual reporting period is \$48,777.92. This includes Past Service Liability credit of \$3,705.16 and regular contributions credit of \$20,874.48.

In respect of Councils' share of funding surplus or deficit, Mercer has advised 0.27% can be attributed to Council. This is based on the last formal valuation of the Fund undertaken by the Fund Actuary, Richard Boyfield FIAA as at 30 June 2024.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

| Defined Benefit reserves only * | \$millions | Asset Coverage |
|---------------------------------|------------|----------------|
| Assets                          | 2,197.6    |                |
| Past Service Liabilities        | 2,092.0    | 105.0%         |
| Vested Benefits                 | 2,130.4    | 103.2%         |

\* excluding other accumulation accounts and reserves in both assets and liabilities.

The key economic assumptions used to calculate the present value of accrued benefits are:

|                   |                |
|-------------------|----------------|
| Investment return | 6.0% per annum |
| Salary inflation  | 3.5% per annum |
| Increase in CPI   | 2.5% per annum |

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group. The estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Fund's Actuary, the final end of year review will be completed by December 2025.

#### (ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

#### (iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

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### E3-1 Contingencies (continued)

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Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

#### (iv) Other guarantees

Council has provided no other guarantees other than those listed above.

### 2. Other liabilities

#### (i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

### ASSETS NOT RECOGNISED

#### (i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30 June 2008.

#### (ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

#### (iii) Legal matters

Council has an ongoing legal matter that is before the Courts where at the current time the outcome and costs are unknown, however, there may be a contingent asset in the future.



F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

The aggregate amount of KMP compensation included in the Income Statement is:

|                          | 2025<br>\$ '000 | 2024<br>\$ '000 |
|--------------------------|-----------------|-----------------|
| <b>Compensation:</b>     |                 |                 |
| Short-term benefits      | 2,755           | 3,629           |
| Post-employment benefits | 345             | 403             |
| Other long-term benefits | 27              | 27              |
| <b>Total</b>             | <b>3,127</b>    | <b>4,059</b>    |

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of KMP using Council services (e.g. access to library or Council swimming pool) will not be disclosed.

F1-2 Councillor and Mayoral fees and associated expenses

|                                                                                                                                                             | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| <b>The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:</b> |                 |                 |
| Councillors' fees                                                                                                                                           | 249             | 217             |
| Mayoral fee                                                                                                                                                 | 49              | 47              |
| Councillors' expenses (including Mayor)                                                                                                                     | 151             | 179             |
| <b>Total</b>                                                                                                                                                | <b>449</b>      | <b>443</b>      |

## F1-3 Other related parties

|                                                         | Ref   | Transactions<br>during the year<br>\$ '000 | Outstanding<br>balances<br>including<br>commitments<br>\$ '000 | Terms and conditions | Impairment<br>provision on<br>outstanding<br>balances<br>\$ '000 | Impairment<br>expense<br>\$ '000 |
|---------------------------------------------------------|-------|--------------------------------------------|----------------------------------------------------------------|----------------------|------------------------------------------------------------------|----------------------------------|
| <b>2025</b>                                             |       |                                            |                                                                |                      |                                                                  |                                  |
| Legal Services Pty Ltd – legal services <sup>1</sup>    | 3702  | 46                                         | –                                                              | 7 day account        | –                                                                | –                                |
| Local Government Training Institute – training services |       | –                                          | –                                                              | 7 day account        | –                                                                | –                                |
| Hunter Resource Recovery – kerbside recycling service   | 3763  | 901                                        | –                                                              | 7 day account        | –                                                                | –                                |
| Hunter Joint Organisation                               | 11411 | 73                                         | –                                                              | 7 day account        | –                                                                | –                                |
| <b>2024</b>                                             |       |                                            |                                                                |                      |                                                                  |                                  |
| Legal Services Pty Ltd – legal services <sup>1</sup>    | 3702  | 78                                         | –                                                              | 7 day account        | –                                                                | –                                |
| Local Government Training Institute – training services |       | –                                          | –                                                              | 7 day account        | –                                                                | –                                |
| Hunter Council Inc.– training services <sup>1</sup>     | 3760  | –                                          | –                                                              | 7 day account        | –                                                                | –                                |
| Hunter Resource Recovery – kerbside recycling service   | 3763  | 909                                        | –                                                              | 7 day account        | –                                                                | –                                |
| Hunter Joint Organisation                               | 11411 | 67                                         | –                                                              | 7 day account        | –                                                                | –                                |

The Hunter Joint Organisation group entities include:

- **Hunter Joint Organisation** is a statutory body under the Local Government Act 1993 (NSW), established in 2018 to identify, advocate for and collaborate on regional strategic priorities for the Hunter.
- **Hunter Councils Incorporated** is an incorporated association under the Associations Incorporation Act 2009 (NSW) that holds property assets for the Hunter Joint Organisation group
- **Arrow Collaborative Services Limited (formerly Strategic Services Australia Limited)**, Council has an interest in Arrow Collaborative Services Limited, along with other member councils. The activities of the organisation are not controlled by any one Council. Arrow Collaborative Services has been established to improve the quality and efficiency of local government services through the Hunter.

#### Hunter Resource Recovery

Hunter Resource Recovery Pty Ltd (HRR) is the contract manager of kerbside collection, sorting and marketing of dry recyclables for Council. Singleton, Maitland, Cessnock and Lake Macquarie City Councils jointly own and operate the service.

(1) Arrow Collaborative Services Ltd

F2 Other relationships

F2-1 Audit fees

|                                                                                | 2025    | 2024    |
|--------------------------------------------------------------------------------|---------|---------|
|                                                                                | \$ '000 | \$ '000 |
| Audit and other assurance services: Auditors of Council - NSW Auditor-General: |         |         |
| Audit of financial statements                                                  | 114     | 169     |
| Total fees paid or payable to the Auditor-General                              | 114     | 169     |

**G Other matters****G1-1 Statement of Cash Flows information****(a) Reconciliation of Operating Result**

|                                                                                          | 2025<br>\$ '000 | 2024<br>\$ '000 |
|------------------------------------------------------------------------------------------|-----------------|-----------------|
| <b>Reconciliation of net operating result to cash provided from operating activities</b> | <b>25,850</b>   | <b>26,136</b>   |
| <b>Add / (less) non-cash items:</b>                                                      |                 |                 |
| Depreciation and amortisation                                                            | 18,660          | 15,927          |
| (Gain) / loss on disposal of assets                                                      | (266)           | 1,516           |
| Non-cash capital grants and contributions                                                | (2,382)         | (7,029)         |
| Losses/(gains) recognised on fair value re-measurements through the P&L:                 |                 |                 |
| – Investments classified as 'at fair value' or 'held for trading'                        | (3,109)         | (802)           |
| Unwinding of discount rates on reinstatement provisions <sup>1</sup>                     | 431             | 114             |
| <b>Movements in operating assets and liabilities and other cash items:</b>               |                 |                 |
| (Increase) / decrease of receivables                                                     | (3,214)         | (2,432)         |
| Increase / (decrease) in provision for impairment of receivables                         | 7               | 41              |
| (Increase) / decrease of inventories                                                     | (7)             | (20)            |
| (Increase) / decrease of contract asset                                                  | (6,184)         | –               |
| Increase / (decrease) in payables                                                        | 1,327           | 1,643           |
| Increase / (decrease) in accrued interest payable                                        | 83              | 62              |
| Increase / (decrease) in other accrued expenses payable                                  | (856)           | (1,350)         |
| Increase / (decrease) in other liabilities                                               | 39              | 1,731           |
| Increase / (decrease) in contract liabilities                                            | (4,486)         | (1,632)         |
| Increase / (decrease) in employee benefit provision                                      | 508             | (488)           |
| Increase / (decrease) in other provisions                                                | (2)             | –               |
| <b>Net cash flows from operating activities</b>                                          | <b>26,399</b>   | <b>33,417</b>   |

**(b) Non-cash investing and financing activities**

|                                                          |              |              |
|----------------------------------------------------------|--------------|--------------|
| Developer contributions 'in kind'                        | 2,382        | 7,029        |
| <b>Total non-cash investing and financing activities</b> | <b>2,382</b> | <b>7,029</b> |

G2-1 Commitments

Capital commitments (exclusive of GST)

|                                                                                                                        | 2025          | 2024         |
|------------------------------------------------------------------------------------------------------------------------|---------------|--------------|
|                                                                                                                        | \$ '000       | \$ '000      |
| Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities: |               |              |
| <b>Property, plant and equipment</b>                                                                                   |               |              |
| Buildings                                                                                                              | 515           | 190          |
| Plant and equipment                                                                                                    | 240           | 775          |
| Sewerage Assets                                                                                                        | 1,793         | 4,094        |
| Water Assets                                                                                                           | 1,470         | 2,511        |
| Roads and Bridges                                                                                                      | 5,732         | 400          |
| Other Structures                                                                                                       | 1,954         | 103          |
| Waste Facility                                                                                                         | 263           | 362          |
| <b>Total commitments</b>                                                                                               | <b>11,967</b> | <b>8,435</b> |

Details of capital commitments

Commitments reported above include the following material commitments:

- Kelso Street sewer rising main replacement
- Water main pipes renewal
- Rixs Creek Reservoir Refurbishment
- Road resealling
- Falbrook Road widening
- Box Gap Road rehabilitation
- Kilfoyles Creek bridge replacement
- Brunners Bridge replacement
- Boundary and Gibb Street drainage pipe renewal
- Gym & Swim splash pad, mechanical upgrades and amenities
- Alroy Oval amenities upgrade
- Village Amenity Project
- Waste management master plan
- Hino 300 Series plant replacement

G3-1 Events occurring after the reporting date

Council is not aware of any significant events occurring after the reporting date that are not disclosed.

## G4 Statement of developer contributions

## G4-1 Summary of developer contributions

|                                                  | Opening<br>balance at<br>1 July 2024<br>\$ '000 | Contributions received during the year |                          |                              | Interest and<br>investment<br>income earned<br>\$ '000 | Amounts<br>expended<br>\$ '000 | Internal<br>borrowings<br>\$ '000 | Held as<br>restricted<br>asset at 30 June 2025<br>\$ '000 | Cumulative<br>balance of internal<br>borrowings<br>(to)/from<br>\$ '000 |
|--------------------------------------------------|-------------------------------------------------|----------------------------------------|--------------------------|------------------------------|--------------------------------------------------------|--------------------------------|-----------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|
|                                                  |                                                 | Cash<br>\$ '000                        | Non-cash Land<br>\$ '000 | Non-cash<br>Other<br>\$ '000 |                                                        |                                |                                   |                                                           |                                                                         |
| Drainage                                         | 6                                               | –                                      | –                        | –                            | 1                                                      | –                              | –                                 | 7                                                         | –                                                                       |
| Roads                                            | 747                                             | 378                                    | –                        | –                            | 73                                                     | –                              | –                                 | 1,198                                                     | –                                                                       |
| Parking                                          | 1,170                                           | 252                                    | –                        | –                            | 86                                                     | (140)                          | –                                 | 1,368                                                     | –                                                                       |
| Open space                                       | 78                                              | 235                                    | –                        | –                            | 17                                                     | –                              | –                                 | 330                                                       | –                                                                       |
| Community facilities                             | 1,088                                           | 59                                     | –                        | –                            | 74                                                     | –                              | –                                 | 1,221                                                     | –                                                                       |
| Bushfire facilities                              | 1,548                                           | 201                                    | –                        | –                            | 113                                                    | –                              | –                                 | 1,862                                                     | –                                                                       |
| Waste facilities                                 | 59                                              | –                                      | –                        | –                            | 3                                                      | –                              | –                                 | 62                                                        | –                                                                       |
| Plan Administration                              | 108                                             | 26                                     | –                        | –                            | 6                                                      | (43)                           | –                                 | 97                                                        | –                                                                       |
| <b>S7.11 contributions – under a plan</b>        | <b>4,804</b>                                    | <b>1,151</b>                           | <b>–</b>                 | <b>–</b>                     | <b>373</b>                                             | <b>(183)</b>                   | <b>–</b>                          | <b>6,145</b>                                              | <b>–</b>                                                                |
| <b>Total S7.11 and S7.12 revenue under plans</b> | <b>4,804</b>                                    | <b>1,151</b>                           | <b>–</b>                 | <b>–</b>                     | <b>373</b>                                             | <b>(183)</b>                   | <b>–</b>                          | <b>6,145</b>                                              | <b>–</b>                                                                |
| S7.11 not under plans                            | 9                                               | –                                      | –                        | 2,382                        | 1                                                      | –                              | –                                 | 10                                                        | –                                                                       |
| S64 contributions                                | 16,682                                          | 1,406                                  | –                        | –                            | 1,168                                                  | –                              | –                                 | 19,256                                                    | –                                                                       |
| <b>Total contributions</b>                       | <b>21,495</b>                                   | <b>2,557</b>                           | <b>–</b>                 | <b>2,382</b>                 | <b>1,542</b>                                           | <b>(183)</b>                   | <b>–</b>                          | <b>25,411</b>                                             | <b>–</b>                                                                |

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

## G4-2 Developer contributions by plan

|                                               | Opening<br>balance at<br>1 July 2024<br>\$ '000 | Contributions received during the year |                          |                              | Interest and<br>investment<br>income earned<br>\$ '000 | Amounts<br>expended<br>\$ '000 | Internal<br>borrowings<br>\$ '000 | Held as<br>restricted<br>asset at 30 June 2025<br>\$ '000 | Cumulative<br>balance of internal<br>borrowings<br>(to)/from<br>\$ '000 |
|-----------------------------------------------|-------------------------------------------------|----------------------------------------|--------------------------|------------------------------|--------------------------------------------------------|--------------------------------|-----------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|
|                                               |                                                 | Cash<br>\$ '000                        | Non-cash Land<br>\$ '000 | Non-cash<br>Other<br>\$ '000 |                                                        |                                |                                   |                                                           |                                                                         |
| S7.11 contributions – under a plan            |                                                 |                                        |                          |                              |                                                        |                                |                                   |                                                           |                                                                         |
| Contribution Plan - No. 1                     |                                                 |                                        |                          |                              |                                                        |                                |                                   |                                                           |                                                                         |
| Drainage                                      | 6                                               | –                                      | –                        | –                            | 1                                                      | –                              | –                                 | 7                                                         | –                                                                       |
| Roads                                         | 15                                              | 24                                     | –                        | –                            | 3                                                      | –                              | –                                 | 42                                                        | –                                                                       |
| Parking                                       | 13                                              | –                                      | –                        | –                            | 1                                                      | –                              | –                                 | 14                                                        | –                                                                       |
| Open space                                    | 50                                              | –                                      | –                        | –                            | 3                                                      | –                              | –                                 | 53                                                        | –                                                                       |
| Community facilities                          | 417                                             | 8                                      | –                        | –                            | 27                                                     | –                              | –                                 | 452                                                       | –                                                                       |
| Plan Administration                           | 11                                              | 1                                      | –                        | –                            | 1                                                      | (3)                            | –                                 | 10                                                        | –                                                                       |
| Total                                         | 512                                             | 33                                     | –                        | –                            | 36                                                     | (3)                            | –                                 | 578                                                       | –                                                                       |
| Singleton Development Contributions Plan 2005 |                                                 |                                        |                          |                              |                                                        |                                |                                   |                                                           |                                                                         |
| Community facilities                          | 33                                              | –                                      | –                        | –                            | 2                                                      | –                              | –                                 | 35                                                        | –                                                                       |
| Waste facilities                              | 39                                              | –                                      | –                        | –                            | 2                                                      | –                              | –                                 | 41                                                        | –                                                                       |
| Plan Administration                           | 2                                               | –                                      | –                        | –                            | –                                                      | (1)                            | –                                 | 1                                                         | –                                                                       |
| Total                                         | 74                                              | –                                      | –                        | –                            | 4                                                      | (1)                            | –                                 | 77                                                        | –                                                                       |
| Singleton Development Contributions Plan 2008 |                                                 |                                        |                          |                              |                                                        |                                |                                   |                                                           |                                                                         |
| Roads                                         | 732                                             | 354                                    | –                        | –                            | 70                                                     | –                              | –                                 | 1,156                                                     | –                                                                       |
| Parking                                       | 1,157                                           | 252                                    | –                        | –                            | 85                                                     | (140)                          | –                                 | 1,354                                                     | –                                                                       |
| Open space                                    | 28                                              | 235                                    | –                        | –                            | 14                                                     | –                              | –                                 | 277                                                       | –                                                                       |
| Community facilities                          | 638                                             | 51                                     | –                        | –                            | 45                                                     | –                              | –                                 | 734                                                       | –                                                                       |
| Bushfire facilities                           | 1,548                                           | 201                                    | –                        | –                            | 113                                                    | –                              | –                                 | 1,862                                                     | –                                                                       |
| Waste facilities                              | 20                                              | –                                      | –                        | –                            | 1                                                      | –                              | –                                 | 21                                                        | –                                                                       |
| Plan Administration                           | 95                                              | 25                                     | –                        | –                            | 5                                                      | (39)                           | –                                 | 86                                                        | –                                                                       |
| Total                                         | 4,218                                           | 1,118                                  | –                        | –                            | 333                                                    | (179)                          | –                                 | 5,490                                                     | –                                                                       |

## G4-3 Contributions not under plans

**S7.11 CONTRIBUTIONS – NOT UNDER A PLAN**

|                      |          |          |          |              |          |          |          |           |          |
|----------------------|----------|----------|----------|--------------|----------|----------|----------|-----------|----------|
| Drainage             | –        | –        | –        | 281          | –        | –        | –        | –         | –        |
| Roads                | –        | –        | –        | 1,992        | –        | –        | –        | –         | –        |
| Traffic facilities   | –        | –        | –        | 109          | –        | –        | –        | –         | –        |
| Community facilities | 9        | –        | –        | –            | 1        | –        | –        | 10        | –        |
| <b>Total</b>         | <b>9</b> | <b>–</b> | <b>–</b> | <b>2,382</b> | <b>1</b> | <b>–</b> | <b>–</b> | <b>10</b> | <b>–</b> |

End of the audited financial statements



Independent Auditor's Reports:

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Independent Auditor's Reports:

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**SPECIAL PURPOSE  
FINANCIAL STATEMENTS**  
for the year ended  
30 June 2025



Singleton Council

Special Purpose Financial Statements  
for the year ended 30 June 2025

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Singleton Council

Special Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government, June 1996*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality, July 1997*
- The Local Government Code of Accounting Practice and Financial Reporting 2024/25
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Regulatory and assurance framework for local water utilities, July 2022*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 21 October 2025.

Sue Moore  
Mayor

Sue George  
Deputy Mayor

Justin Fitzpatrick-Barr  
General Manager

Kelly McGowan  
Responsible Accounting Officer

Singleton Council | Income Statement of Water Supply Business Activity | for the year ended 30 June 2025

## Singleton Council

Income Statement of Water Supply Business Activity  
for the year ended 30 June 2025

|                                                                            | 2025<br>\$ '000 | 2024<br>\$ '000 |
|----------------------------------------------------------------------------|-----------------|-----------------|
| <b>Income from continuing operations</b>                                   |                 |                 |
| Access charges                                                             | 1,725           | 1,624           |
| User charges                                                               | 7,553           | 8,312           |
| Interest and investment income                                             | 1,758           | 1,843           |
| Grants and contributions provided for operating purposes                   | 13              | 4               |
| Net gain from the disposal of assets                                       | –               | 31              |
| Other income                                                               | 1,284           | 2               |
| <b>Total income from continuing operations</b>                             | <b>12,333</b>   | <b>11,816</b>   |
| <b>Expenses from continuing operations</b>                                 |                 |                 |
| Employee benefits and on-costs                                             | 2,159           | 1,807           |
| Borrowing costs                                                            | 66              | 76              |
| Materials and services                                                     | 3,854           | 3,926           |
| Depreciation, amortisation and impairment                                  | 2,758           | 2,759           |
| <b>Total expenses from continuing operations</b>                           | <b>8,837</b>    | <b>8,568</b>    |
| <b>Surplus (deficit) from continuing operations before capital amounts</b> | <b>3,496</b>    | <b>3,248</b>    |
| Grants and contributions provided for capital purposes                     | 1,039           | 98              |
| <b>Surplus (deficit) from continuing operations after capital amounts</b>  | <b>4,535</b>    | <b>3,346</b>    |
| <b>Surplus (deficit) from all operations before tax</b>                    | <b>4,535</b>    | <b>3,346</b>    |
| <b>Surplus (deficit) after tax</b>                                         | <b>3,661</b>    | <b>2,534</b>    |
| <b>Plus opening accumulated surplus</b>                                    | <b>69,658</b>   | <b>66,312</b>   |
| <b>Plus adjustments for amounts unpaid:</b>                                |                 |                 |
| – Corporate taxation equivalent                                            | 874             | 812             |
| <b>Less:</b>                                                               |                 |                 |
| – Surplus dividend paid                                                    | (219)           | –               |
| <b>Closing accumulated surplus</b>                                         | <b>73,974</b>   | <b>69,658</b>   |
| <b>Return on capital %</b>                                                 | <b>2.9%</b>     | <b>2.7%</b>     |
| <b>Subsidy from Council</b>                                                | <b>1,633</b>    | <b>1,910</b>    |
| <b>Calculation of dividend payable:</b>                                    |                 |                 |
| Surplus (deficit) after tax                                                | 3,661           | 2,534           |
| Less: capital grants and contributions (excluding developer contributions) | (1,039)         | 58              |
| <b>Surplus for dividend calculation purposes</b>                           | <b>2,622</b>    | <b>2,592</b>    |
| <b>Potential dividend calculated from surplus</b>                          | <b>1,311</b>    | <b>1,296</b>    |

Singleton Council | Income Statement of sewerage business activity | for the year ended 30 June 2025

## Singleton Council

Income Statement of sewerage business activity  
for the year ended 30 June 2025

|                                                                            | 2025<br>\$ '000 | 2024<br>\$ '000 |
|----------------------------------------------------------------------------|-----------------|-----------------|
| <b>Income from continuing operations</b>                                   |                 |                 |
| Access charges                                                             | 5,104           | 4,688           |
| User charges                                                               | 1,667           | 1,601           |
| Liquid trade waste charges                                                 | 236             | 221             |
| Interest and investment income                                             | 898             | 1,105           |
| Grants and contributions provided for operating purposes                   | 29              | 27              |
| Net gain from the disposal of assets                                       | –               | 48              |
| Other income                                                               | 598             | 97              |
| <b>Total income from continuing operations</b>                             | <b>8,532</b>    | <b>7,787</b>    |
| <b>Expenses from continuing operations</b>                                 |                 |                 |
| Employee benefits and on-costs                                             | 1,870           | 1,566           |
| Borrowing costs                                                            | 57              | 71              |
| Materials and services                                                     | 1,879           | 1,715           |
| Depreciation, amortisation and impairment                                  | 1,695           | 1,648           |
| <b>Total expenses from continuing operations</b>                           | <b>5,501</b>    | <b>5,000</b>    |
| <b>Surplus (deficit) from continuing operations before capital amounts</b> | <b>3,031</b>    | <b>2,787</b>    |
| Grants and contributions provided for capital purposes                     | 416             | 203             |
| <b>Surplus (deficit) from continuing operations after capital amounts</b>  | <b>3,447</b>    | <b>2,990</b>    |
| <b>Surplus (deficit) from all operations before tax</b>                    | <b>3,447</b>    | <b>2,990</b>    |
| <b>Surplus (deficit) after tax</b>                                         | <b>2,689</b>    | <b>2,293</b>    |
| <b>Plus opening accumulated surplus</b>                                    | <b>53,658</b>   | <b>50,668</b>   |
| <b>Plus adjustments for amounts unpaid:</b>                                |                 |                 |
| – Corporate taxation equivalent                                            | 758             | 697             |
| Less:                                                                      |                 |                 |
| – Surplus dividend paid                                                    | (186)           | –               |
| <b>Closing accumulated surplus</b>                                         | <b>56,919</b>   | <b>53,658</b>   |
| <b>Return on capital %</b>                                                 | <b>3.9%</b>     | <b>3.8%</b>     |
| <b>Subsidy from Council</b>                                                | <b>242</b>      | <b>372</b>      |
| <b>Calculation of dividend payable:</b>                                    |                 |                 |
| Surplus (deficit) after tax                                                | 2,689           | 2,293           |
| Less: capital grants and contributions (excluding developer contributions) | (416)           | (68)            |
| <b>Surplus for dividend calculation purposes</b>                           | <b>2,273</b>    | <b>2,225</b>    |
| <b>Potential dividend calculated from surplus</b>                          | <b>1,137</b>    | <b>1,113</b>    |

Singleton Council | Statement of Financial Position of water supply business activity | as at 30 June 2025

## Singleton Council

## Statement of Financial Position of water supply business activity

as at 30 June 2025

|                                               | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-----------------------------------------------|-----------------|-----------------|
| <b>ASSETS</b>                                 |                 |                 |
| <b>Current assets</b>                         |                 |                 |
| Cash and cash equivalents                     | 9,888           | —               |
| Investments                                   | 10,424          | 16,348          |
| Receivables                                   | 6,416           | 4,774           |
| <b>Total current assets</b>                   | <b>26,728</b>   | <b>21,122</b>   |
| <b>Non-current assets</b>                     |                 |                 |
| Investments                                   | 22,682          | 24,892          |
| Infrastructure, property, plant and equipment | 124,878         | 121,710         |
| <b>Total non-current assets</b>               | <b>147,560</b>  | <b>146,602</b>  |
| <b>Total assets</b>                           | <b>174,288</b>  | <b>167,724</b>  |
| <b>LIABILITIES</b>                            |                 |                 |
| <b>Current liabilities</b>                    |                 |                 |
| Payables                                      | 216             | 524             |
| Borrowings                                    | 347             | 297             |
| Employee benefit provisions                   | 257             | 221             |
| <b>Total current liabilities</b>              | <b>820</b>      | <b>1,042</b>    |
| <b>Non-current liabilities</b>                |                 |                 |
| Borrowings                                    | 1,890           | 2,244           |
| Employee benefit provisions                   | 11              | 8               |
| <b>Total non-current liabilities</b>          | <b>1,901</b>    | <b>2,252</b>    |
| <b>Total liabilities</b>                      | <b>2,721</b>    | <b>3,294</b>    |
| <b>Net assets</b>                             | <b>171,567</b>  | <b>164,430</b>  |
| <b>EQUITY</b>                                 |                 |                 |
| Accumulated surplus                           | 73,974          | 69,658          |
| IPPE revaluation surplus                      | 97,593          | 94,772          |
| <b>Total equity</b>                           | <b>171,567</b>  | <b>164,430</b>  |



Singleton Council | Statement of Financial Position of sewerage business activity | as at 30 June 2025

## Singleton Council

## Statement of Financial Position of sewerage business activity

as at 30 June 2025

|                                               | 2025<br>\$ '000 | 2024<br>\$ '000 |
|-----------------------------------------------|-----------------|-----------------|
| <b>ASSETS</b>                                 |                 |                 |
| <b>Current assets</b>                         |                 |                 |
| Cash and cash equivalents                     | 4,901           | –               |
| Investments                                   | 5,169           | 9,167           |
| Receivables                                   | 2,536           | 1,500           |
| <b>Total current assets</b>                   | <b>12,606</b>   | <b>10,667</b>   |
| <b>Non-current assets</b>                     |                 |                 |
| Investments                                   | 11,246          | 13,958          |
| Infrastructure, property, plant and equipment | 80,049          | 75,126          |
| <b>Total non-current assets</b>               | <b>91,295</b>   | <b>89,084</b>   |
| <b>Total assets</b>                           | <b>103,901</b>  | <b>99,751</b>   |
| <b>LIABILITIES</b>                            |                 |                 |
| <b>Current liabilities</b>                    |                 |                 |
| Payables                                      | –               | 367             |
| Borrowings                                    | 434             | 377             |
| Employee benefit provisions                   | 281             | 221             |
| <b>Total current liabilities</b>              | <b>715</b>      | <b>965</b>      |
| <b>Non-current liabilities</b>                |                 |                 |
| Borrowings                                    | 2,417           | 2,887           |
| Employee benefit provisions                   | 8               | 8               |
| <b>Total non-current liabilities</b>          | <b>2,425</b>    | <b>2,895</b>    |
| <b>Total liabilities</b>                      | <b>3,140</b>    | <b>3,860</b>    |
| <b>Net assets</b>                             | <b>100,761</b>  | <b>95,891</b>   |
| <b>EQUITY</b>                                 |                 |                 |
| Accumulated surplus                           | 56,919          | 53,658          |
| IPPE revaluation surplus                      | 43,842          | 42,233          |
| <b>Total equity</b>                           | <b>100,761</b>  | <b>95,891</b>   |

## Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2021* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

### National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

### Declared business activities

In accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, Council has declared that the following are to be considered as business activities:

#### Category 1

(where gross operating turnover is over \$2 million)

##### a. Water Supplies

Provision of water for the communities of Singleton, Mount Thorley, Broke and Jerrys Plains.

##### b. Sewerage Services

Provision of sewerage treatment and disposal for the community of Singleton.

### Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

#### Notional rate applied (%)

Corporate income tax rate – 25% (23/24 25%)

Land tax – the first \$1,075,000 of combined land values attracts **0%**. For the combined land values in excess of \$1,075,000 up to \$6,571,000 the rate is \$100 + 1.6%. For the remaining combined land value that exceeds \$5,925,000 a premium marginal rate of 2.0% applies.

In accordance with DCCEEW's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

continued on next page ...

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## Note – Material accounting policy information (continued)

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to DCCEEW's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

### Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate.

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the 'Council' as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

### Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

### Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

#### (i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

#### (ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'. Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

#### (iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with DCCEEW's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with DCCEEW's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DCCEEW.

Singleton Council

Special Purpose Financial Statements  
for the year ended 30 June 2025

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**Independent Auditor's Report**

Please upift Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).



**SPECIAL SCHEDULES**  
for the year ended  
30 June 2025



**SINGLETON**  
COUNCIL

Singleton Council

Special Schedules  
for the year ended 30 June 2025

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| Report on infrastructure assets as at 30 June 2025 | 5    |

Singleton Council | Permissible income for general rates | for the year ended 30 June 2025

## Singleton Council

## Permissible income for general rates

|                                                                   | Notes           | Calculation<br>2024/25<br>\$ '000 | Calculation<br>2025/26<br>\$ '000 |
|-------------------------------------------------------------------|-----------------|-----------------------------------|-----------------------------------|
| <b>Notional general income calculation <sup>1</sup></b>           |                 |                                   |                                   |
| Last year notional general income yield                           | a               | 25,230                            | 26,730                            |
| Plus or minus adjustments <sup>2</sup>                            | b               | 59                                | 113                               |
| <b>Notional general income</b>                                    | c = a + b       | <b>25,289</b>                     | <b>26,843</b>                     |
| <b>Permissible income calculation</b>                             |                 |                                   |                                   |
| Percentage increase                                               | d               | 5.70%                             | 4.30%                             |
| Plus percentage increase amount <sup>3</sup>                      | f = d x (c + e) | 1,441                             | 1,154                             |
| <b>Sub-total</b>                                                  | g = (c + e + f) | <b>26,730</b>                     | <b>27,997</b>                     |
| Plus (or minus) last year's carry forward total                   | h               | 4                                 | 21                                |
| Less valuation objections claimed in the previous year            | i               | —                                 | (17)                              |
| <b>Sub-total</b>                                                  | j = (h + i)     | <b>4</b>                          | <b>4</b>                          |
| <b>Total permissible income</b>                                   | o = k + n       | <b>26,734</b>                     | <b>28,001</b>                     |
| Less notional general income yield                                | l               | 26,730                            | 28,001                            |
| <b>Catch-up or (excess) result</b>                                | m = k - l       | <b>4</b>                          | <b>—</b>                          |
| Plus income lost due to valuation objections claimed <sup>4</sup> | n               | 17                                | 1                                 |
| Less unused catch-up greater than 10 years <sup>5</sup>           | o               | —                                 | —                                 |
| <b>Carry forward to next year <sup>6</sup></b>                    | p = m + n + o   | <b>21</b>                         | <b>1</b>                          |

## Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer General. Councils can claim the value of the income lost due to valuation objections in any single year.
- (5) Unused catch-up amounts or the rate peg balance amounts will be deducted if they are not caught up within ten years. These amounts can be adjusted for when setting the rates in a future year.
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Permissible income for general rates

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Permissible income for general rates: PLUS PDF inserted here

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Singleton Council | Report on infrastructure assets as at 30 June 2025

## Singleton Council

## Report on infrastructure assets as at 30 June 2025

| Asset Class          | Asset Category                             | Estimated cost to bring assets to satisfactory standard | Estimated cost to bring to the agreed level of service set by Council | 2024/25 Required maintenance <sup>a</sup> | 2024/25 Actual maintenance | Net carrying amount | Gross replacement cost (GRC) | Assets in condition as a percentage of gross replacement cost |              |              |             |              |
|----------------------|--------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------|----------------------------|---------------------|------------------------------|---------------------------------------------------------------|--------------|--------------|-------------|--------------|
|                      |                                            | \$ '000                                                 | \$ '000                                                               | \$ '000                                   | \$ '000                    | \$ '000             | \$ '000                      | 1                                                             | 2            | 3            | 4           | 5            |
| Buildings            | Buildings                                  | 4,347                                                   | 2,174                                                                 | 1,756                                     | 2,426                      | 70,049              | 96,231                       | 22.0%                                                         | 37.0%        | 35.0%        | 6.0%        | 0.0%         |
|                      | <b>Sub-total</b>                           | <b>4,347</b>                                            | <b>2,174</b>                                                          | <b>1,756</b>                              | <b>2,426</b>               | <b>70,049</b>       | <b>96,231</b>                | <b>22.0%</b>                                                  | <b>37.0%</b> | <b>35.0%</b> | <b>6.0%</b> | <b>0.0%</b>  |
| Other structures     | Other structures                           | 190                                                     | 95                                                                    | 120                                       | 3,425                      | 4,918               | 9,175                        | 29.0%                                                         | 29.0%        | 19.0%        | 4.0%        | 19.0%        |
|                      | <b>Sub-total</b>                           | <b>190</b>                                              | <b>95</b>                                                             | <b>120</b>                                | <b>3,425</b>               | <b>4,918</b>        | <b>9,175</b>                 | <b>29.0%</b>                                                  | <b>29.0%</b> | <b>19.0%</b> | <b>4.0%</b> | <b>19.0%</b> |
| Roads                | Sealed roads                               | 14,143                                                  | 7,072                                                                 | 5,884                                     | 6,254                      | 289,748             | 468,718                      | 11.0%                                                         | 32.0%        | 53.0%        | 4.0%        | 0.0%         |
|                      | Unsealed roads                             | 3,307                                                   | 1,653                                                                 | 278                                       | 2,115                      | 13,748              | 19,891                       | 8.0%                                                          | 54.0%        | 30.0%        | 6.0%        | 2.0%         |
|                      | Bridges                                    | 2,598                                                   | 1,299                                                                 | 773                                       | 426                        | 65,850              | 88,049                       | 24.0%                                                         | 45.0%        | 24.0%        | 7.0%        | 0.0%         |
|                      | Footpaths                                  | 775                                                     | 387                                                                   | 239                                       | 604                        | 18,689              | 22,209                       | 65.0%                                                         | 21.0%        | 8.0%         | 3.0%        | 3.0%         |
|                      | Other road assets (incl. bulk earth works) | 927                                                     | 464                                                                   | 234                                       | 995                        | 217,291             | 222,367                      | 70.0%                                                         | 22.0%        | 5.0%         | 3.0%        | 0.0%         |
|                      | <b>Sub-total</b>                           | <b>21,750</b>                                           | <b>10,875</b>                                                         | <b>7,408</b>                              | <b>10,394</b>              | <b>605,326</b>      | <b>821,234</b>               | <b>29.8%</b>                                                  | <b>30.9%</b> | <b>35.1%</b> | <b>4.1%</b> | <b>0.1%</b>  |
| Water supply network | Water supply network                       | 4,388                                                   | 4,388                                                                 | 1,566                                     | 1,917                      | 110,481             | 199,273                      | 8.0%                                                          | 61.0%        | 24.0%        | 3.0%        | 4.0%         |
|                      | <b>Sub-total</b>                           | <b>4,388</b>                                            | <b>4,388</b>                                                          | <b>1,566</b>                              | <b>1,917</b>               | <b>110,481</b>      | <b>199,273</b>               | <b>8.0%</b>                                                   | <b>61.0%</b> | <b>24.0%</b> | <b>3.0%</b> | <b>4.0%</b>  |
| Sewerage network     | Sewerage network                           | 3,085                                                   | 3,085                                                                 | 1,027                                     | 690                        | 71,056              | 118,213                      | 22.0%                                                         | 43.0%        | 30.0%        | 3.0%        | 2.0%         |
|                      | <b>Sub-total</b>                           | <b>3,085</b>                                            | <b>3,085</b>                                                          | <b>1,027</b>                              | <b>690</b>                 | <b>71,056</b>       | <b>118,213</b>               | <b>22.0%</b>                                                  | <b>43.0%</b> | <b>30.0%</b> | <b>3.0%</b> | <b>2.0%</b>  |
| Stormwater drainage  | Stormwater drainage                        | 4,653                                                   | 2,326                                                                 | 790                                       | 1,285                      | 154,556             | 192,720                      | 58.0%                                                         | 22.0%        | 14.0%        | 1.0%        | 5.0%         |
|                      | <b>Sub-total</b>                           | <b>4,653</b>                                            | <b>2,326</b>                                                          | <b>790</b>                                | <b>1,285</b>               | <b>154,556</b>      | <b>192,720</b>               | <b>58.0%</b>                                                  | <b>22.0%</b> | <b>14.0%</b> | <b>1.0%</b> | <b>5.0%</b>  |

continued on next page ...

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Singleton Council

Report on infrastructure assets as at 30 June 2025 (continued)

| Asset Class                      | Asset Category                       | Estimated cost to bring assets to satisfactory standard | Estimated cost to bring to the agreed level of service set by Council | 2024/25 Required maintenance <sup>a</sup> | 2024/25 Actual maintenance | Net carrying amount | Gross replacement cost (GRC) | Assets in condition as a percentage of gross replacement cost |       |       |       |      |
|----------------------------------|--------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------|----------------------------|---------------------|------------------------------|---------------------------------------------------------------|-------|-------|-------|------|
|                                  |                                      | \$ '000                                                 | \$ '000                                                               | \$ '000                                   | \$ '000                    | \$ '000             | \$ '000                      | 1                                                             | 2     | 3     | 4     | 5    |
| Open space / recreational assets | Swimming pools                       | 2,946                                                   | 1,473                                                                 | 317                                       | 4,232                      | 4,351               | 6,136                        | 0.0%                                                          | 29.0% | 43.0% | 28.0% | 0.0% |
|                                  | Other Open Space/Recreational Assets | 1,064                                                   | 532                                                                   | 4,438                                     | 3,608                      | 30,341              | 57,491                       | 50.0%                                                         | 32.0% | 12.0% | 2.0%  | 4.0% |
|                                  | Sub-total                            | 4,010                                                   | 2,005                                                                 | 4,755                                     | 7,840                      | 34,692              | 63,627                       | 45.2%                                                         | 31.7% | 15.0% | 4.5%  | 3.6% |
|                                  | Total – all assets                   | 42,423                                                  | 24,948                                                                | 17,422                                    | 27,977                     | 1,051,078           | 1,500,473                    | 30.0%                                                         | 35.1% | 29.6% | 3.6%  | 1.7% |

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

| # | Condition           | Integrated planning and reporting (IP&R) description |
|---|---------------------|------------------------------------------------------|
| 1 | Excellent/very good | No work required (normal maintenance)                |
| 2 | Good                | Only minor maintenance work required                 |
| 3 | Satisfactory        | Maintenance work required                            |
| 4 | Poor                | Renewal required                                     |
| 5 | Very poor           | Urgent renewal/upgrading required                    |

## Singleton Council

## Report on infrastructure assets as at 30 June 2025

## Infrastructure asset performance indicators (consolidated) \*

|                                                                          | Amounts<br>2025<br>\$ '000 | Indicator<br>2025 | 2024    | Indicators<br>2023 | 2022    | Benchmark |
|--------------------------------------------------------------------------|----------------------------|-------------------|---------|--------------------|---------|-----------|
| <b>Buildings and infrastructure renewals ratio</b>                       |                            |                   |         |                    |         |           |
| Asset renewals <sup>1</sup>                                              | <b>24,913</b>              |                   |         |                    |         |           |
| Depreciation, amortisation and impairment                                | <b>17,026</b>              | <b>146.32%</b>    | 98.13%  | 118.97%            | 142.91% | > 100.00% |
| <b>Infrastructure backlog ratio</b>                                      |                            |                   |         |                    |         |           |
| Estimated cost to bring assets to a satisfactory standard                | <b>42,423</b>              |                   |         |                    |         |           |
| Net carrying amount of infrastructure assets                             | <b>1,106,921</b>           | <b>3.83%</b>      | 4.11%   | 4.41%              | 1.91%   | < 2.00%   |
| <b>Asset maintenance ratio</b>                                           |                            |                   |         |                    |         |           |
| Actual asset maintenance                                                 | <b>27,977</b>              |                   |         |                    |         |           |
| Required asset maintenance                                               | <b>17,422</b>              | <b>160.58%</b>    | 151.18% | 98.54%             | 96.97%  | > 100.00% |
| <b>Cost to bring assets to agreed service level</b>                      |                            |                   |         |                    |         |           |
| Estimated cost to bring assets to an agreed service level set by Council | <b>24,948</b>              |                   |         |                    |         |           |
| Gross replacement cost                                                   | <b>1,500,473</b>           | <b>1.66%</b>      | 1.60%   | 1.74%              | 1.47%   |           |

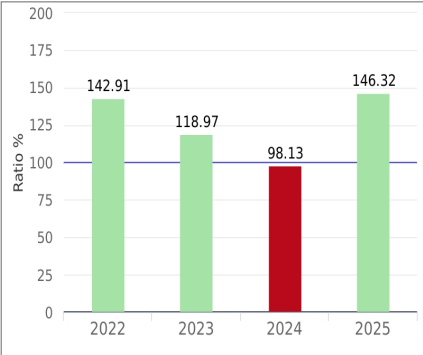
(\*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Singleton Council

Report on infrastructure assets as at 30 June 2025

Buildings and infrastructure renewals ratio



**Buildings and infrastructure renewals ratio**

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

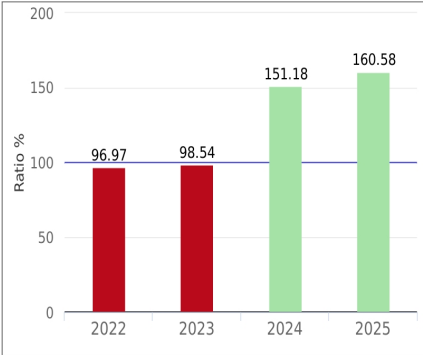
| Commentary on result                                                                                                               |         |
|------------------------------------------------------------------------------------------------------------------------------------|---------|
| 24/25 ratio                                                                                                                        | 146.32% |
| Council has committed to renewing existing assets faster than they decline to ensure that service levels to the community are met. |         |

Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark  
Ratio is outside benchmark

Asset maintenance ratio



**Asset maintenance ratio**

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.

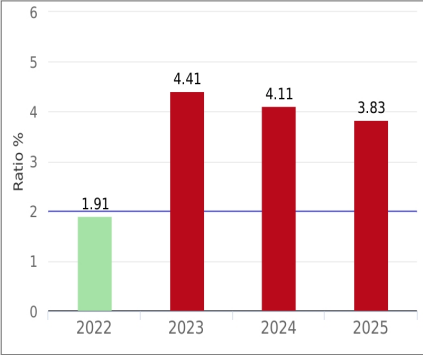
| Commentary on result                                                                                          |         |
|---------------------------------------------------------------------------------------------------------------|---------|
| 24/25 ratio                                                                                                   | 160.58% |
| Council has identified this as an important investment area which is reflected in the above benchmark result. |         |

Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark  
Ratio is outside benchmark

Infrastructure backlog ratio



**Infrastructure backlog ratio**

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

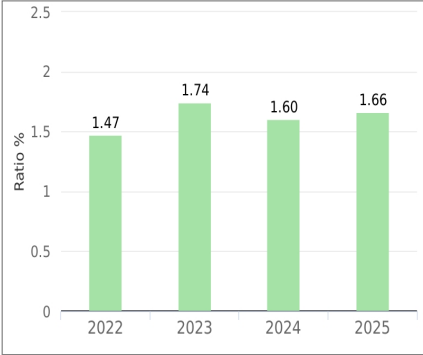
| Commentary on result                                                                                                                                    |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 24/25 ratio                                                                                                                                             | 3.83% |
| The impact of natural disasters has created the back log. This was evident during the condition assessment of the Road and Road related infrastructure. |       |

Benchmark: — < 2.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark  
Ratio is outside benchmark

Cost to bring assets to agreed service level



**Cost to bring assets to agreed service level**

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

| Commentary on result                                                                                                                                          |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 24/25 ratio                                                                                                                                                   | 1.66% |
| Council continues to invest in the asset renewals and maintenance costs however this is also impacted by the natural disasters which Council has experienced. |       |

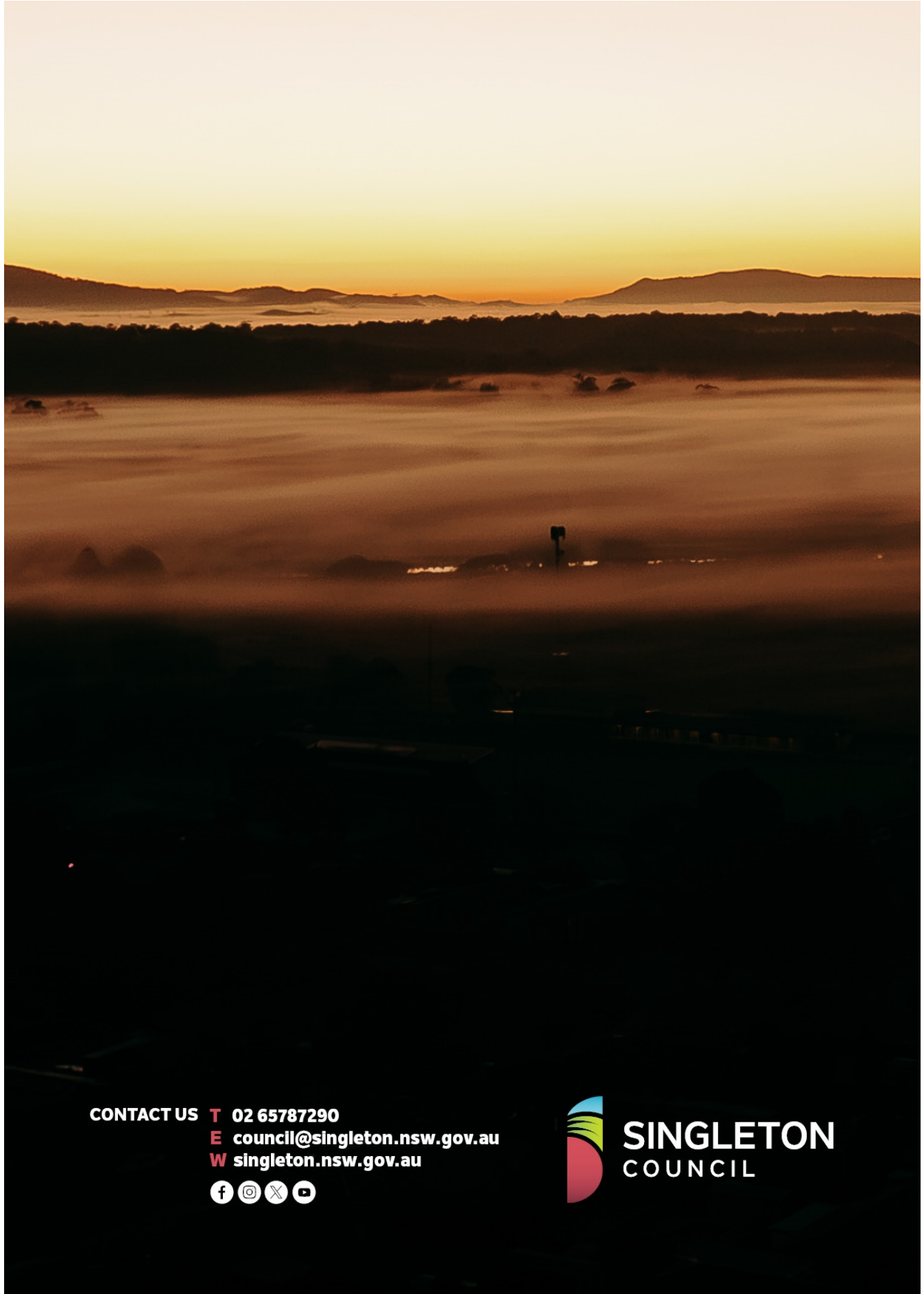
Singleton Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (by fund)

| \$ '000                                                                  | General fund |         | Water fund |         | Sewer fund |        | Benchmark |
|--------------------------------------------------------------------------|--------------|---------|------------|---------|------------|--------|-----------|
|                                                                          | 2025         | 2024    | 2025       | 2024    | 2025       | 2024   |           |
| Buildings and infrastructure renewals ratio                              |              |         |            |         |            |        |           |
| Asset renewals <sup>1</sup>                                              |              |         |            |         |            |        |           |
| Depreciation, amortisation and impairment                                | 153.10%      | 113.81% | 106.34%    | 67.19%  | 156.99%    | 55.76% | > 100.00% |
| Infrastructure backlog ratio                                             |              |         |            |         |            |        |           |
| Estimated cost to bring assets to a satisfactory standard                |              |         |            |         |            |        |           |
| Net carrying amount of infrastructure assets                             | 3.78%        | 3.18%   | 3.97%      | 8.47%   | 4.34%      | 9.02%  | < 2.00%   |
| Asset maintenance ratio                                                  |              |         |            |         |            |        |           |
| Actual asset maintenance                                                 |              |         |            |         |            |        |           |
| Required asset maintenance                                               | 171.08%      | 162.66% | 122.41%    | 101.49% | 67.19%     | 73.61% | > 100.00% |
| Cost to bring assets to agreed service level                             |              |         |            |         |            |        |           |
| Estimated cost to bring assets to an agreed service level set by Council |              |         |            |         |            |        |           |
| Gross replacement cost                                                   | 1.48%        | 1.30%   | 2.20%      | 2.57%   | 2.61%      | 3.10%  |           |

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.



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**DCCS39/25. Land Acquisition of Council Owned Land**  
**Author:** Property Services Officer

**FILE:** 25/00548

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### 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) (d) of the *Local Government Act, 1993*, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

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

### Attachments

There are no attachments for this report.

**DCCS37/25. Fee Waiver Request - Singleton High School - HSC Exams**  
**Author:** Coordinator Events

**FILE:**  
 20/00196/009

## Executive Summary

The purpose of this report is to seek Council's consideration of a request from Singleton High School to waive \$2068.50 of fees associated with the hiring of the Civic Centre for HSC exams which are scheduled to be held from Thursday 16 October to Wednesday 22 October 2025.

**RECOMMENDED** that Council does not support the request from Singleton High School to waive the \$2068.50 hire fees for the Civic Centre, in accordance with Council's adopted Fees and Charges Policy.

## Report

Singleton High School has submitted a request (Attachment 1) seeking the waiver of the hire fees charged for the use of the Civic Centre from Thursday 16 October to Wednesday 22 October 2025. The school has noted that:

- These fees are a direct, non-recoverable cost to Singleton High School.

Singleton High School has requested that Council waive the \$2068.50 fee (Invoice #85293) in recognition of their not-for-profit status and community contributions.

## Community Strategic Plan

|               |       |                                                                                                                                          |
|---------------|-------|------------------------------------------------------------------------------------------------------------------------------------------|
| Action:       | 1     | Our Community                                                                                                                            |
|               | 1.1   | Provide services and facilities that meet the needs of our community at different stages of life                                         |
|               | 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 |
| Deliverables: | 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                                     |
|               | 5.2   | Our Council is trusted, responsible and transparent                                                                                      |
|               | 5.2.2 | All council activities are managed in a financial sustainable way                                                                        |

## Council Policy/Legislation

This report relates to Singleton Council's Fees and Charges Policy, which outline fees applicable to Civic Centre hire and related services.



*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS37/25***Financial Implications**

The waiving of the \$2068.50 hiring fees 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 Venue & Events Officer
- Kristen Southwell of Singleton High School
- Liana Gill of Singleton High School

**Sustainability**

The event has minimal environmental impact on Council assets, with a requirement for power services.

**Risk Implications**

| <b>Risk</b>                                                                                                                                                                                                                                                                     | <b>Risk Ranking</b> | <b>Proposed Treatments</b>                                                                                                                                                                         | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|
| There is a risk that failure to support the Singleton High School may lead to public dissatisfaction and reputational damage to Council.                                                                                                                                        | Medium              | Adopt the recommendation and communicate outcome to applicant                                                                                                                                      | Low                          | Yes                               |
| There is a risk that waiving the Civic Centre hire fees and providing financial support may set a precedent, leading to future expectations from other community groups or for ongoing support beyond current capacity which may lead to negative financial impacts on Council. | Medium              | Clearly communicate the adopted fees and charges and that support is provided rarely on a case-by-case basis, with consideration of community significance and within existing budget constraints. | Low                          | Yes                               |

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS37/25***Options**

The following options are available to Council:

1. Council does not support the request from Singleton High School to waive the \$2068.50 hire fees for the Civic Centre, in accordance with Council's adopted Fees and Charges Policy.
2. Council approves the request and waive the \$2068.50 hire fees for the Civic Centre.

**Option one** is recommended.

**Conclusions**

This report presents a request from Singleton High School for a fee waiver for Civic Centre hire fees that delivered social benefit without impact on Council infrastructure. However, under Council's adopted policy, officers do not have discretion to waive fees. Council's direction is sought on whether to support this request.

**Attachments**

**AT-1** [!\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d\_img.jpg\)](#) Civic Centre Hire - Fee Waiver Request - Singleton High School



# Singleton High School

web: [singleton-h.schools.nsw.gov.au](http://singleton-h.schools.nsw.gov.au)  
email: [singleton-h.school@det.nsw.edu.au](mailto:singleton-h.school@det.nsw.edu.au)

TEL 02 6571 1199  
ABN 26 721 936 218

75-81 YORK STREET  
SINGLETON NSW 2330

Thursday 11 September 2025

## REQUEST FOR FEE WAIVER - CIVIC CENTRE

Dear Singleton Council

Singleton High School has a booking for the Civic Centre on the following dates for students to complete their HSC Examinations:

- Thursday 16 October: 8am to 1pm
- Friday 17 October: 8am to 12.30pm
- Wednesday 22 October: 8am to 2pm

The quoted cost to Singleton High School running these examinations is \$2068.50, comprising venue hire \$1510.50 and cleaning costs \$558.

I am writing to request a fee waiver of \$2068.50 for this booking, as these fees are a direct, non-recoverable cost to Singleton High School.

Thank you for your consideration.

Mrs Liana Gill  
Principal

**DCCS40/25. Fee Waiver - Lease to Scouts Apex Park Scout Hall**  
**Author:** Property Services Officer**FILE:** 25/00495

---

**Executive Summary**

The purpose of this report is to seek Council's consideration of a request from the Singleton Scout Group, to waive the minimum rent fee noted within the Lease/Licence of Council Land & Buildings to Community Groups Policy for the purposes of a new lease.

**RECOMMENDED** that Council does not support the request for a fee waiver of the minimal rent noted under the Lease/Licence of Council Land & Buildings to Community Groups Policy.

**Report**

The Lease agreement between the Singleton Scout Group for the Singleton Scout Hall located in Apex Park (14 Edward Street – Lot 1 DP 1146328) has expired. A new lease is currently being drafted for a five-year term. Historically, Council has leased the hall to the Scouts for a nominal (peppercorn) rent, in recognition of the fact that the Scouts originally constructed the hall and have continued to invest in its improvement, including maintenance and the recent addition of a disabled access ramp. It is noted under the expired lease that the Community Group may dismantle and remove the building at the end of the lease term.

Since the previous lease was executed, Council's Policy for the Lease/Licence of Council Land & Buildings to Community Groups has been updated to include a statutory minimum annual rent of \$577.00 for not-for-profit organisations. During negotiations for the new lease, the Singleton Scout Group has requested that this minimum rent be waived due to limited funding and have advised this would apply financial hardship on the community group. Waiving the policy fee would be consistent with historical lease arrangements.

**Community Strategic Plan**

|              |       |                                                                                                                                                                                |
|--------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy:    | 1     | Our Community                                                                                                                                                                  |
| Deliverable: | 1.3   | Our Community is connected, sustainable and prosperous                                                                                                                         |
|              | 1.1   | Provide services and facilities that meet the needs of our community at different stages of life                                                                               |
|              | 1.5.1 | Support and empower our youth to build their confidence and create opportunities for them to actively pursue their interests in social, recreational and employment activities |
|              | 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                                       |

**Council Policy/Legislation**

- Lease/Licence of Council Land & Buildings to Community Groups
- The land is operational land under the *Local Government Act, 1993*.

**Financial Implications**

Should Council waive the minimum rent as noted within the policy, Council would be waiving \$577.00 annually for 5 years amounting to \$2,885.00 over the 5-year lease term. Under the Policy terms, Council could potentially claim this amount as a donation to the community group.

Singleton Scouts complete and fund all maintenance and upkeep of the building which Council Officers estimate to cost the Scouts around \$3,000.00 annually.

Council currently pays all rates and charges on Lot 1 DP 1146328 which encompasses both the Scout Hall and a sewer pumping station. The portion of Lot 1 DP 1146328 dedicated to the Scout Hall is approximately 60% which equates to \$3,949 in rates and charges costs per annum.

Should the Scout Group not wish to enter a new lease, the Community Group are entitled, but not required, to remove the building at the end of the lease term. It is a possibility that the hall will be removed or that Council will be required to take over maintenance of the building should this occur.

**Consultation**

Lease negotiations with Scouts Australia have commenced and they have requested for the fee waiver pursuant to the historical arrangements.

*Corporate and Commercial Services Report (Items Requiring Decision) - DCCS40/25***Risk Implications**

| <b>Risk</b>                                                                                                                                                                                                                                                                                             | <b>Risk Ranking</b> | <b>Proposed Treatments</b> | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|------------------------------|-----------------------------------|
| There is a reputational risk to Council that should the fee waiver not be given, it could put the community group into financial hardship.                                                                                                                                                              | High                | Waive the minimum rent fee | Low                          | Yes                               |
| There is a risk that waiving the fee leads to other community groups requesting fee waivers, which could lead to negative financial implications for Council.                                                                                                                                           | High                | Adopt the recommendation   | Low                          | Yes                               |
| There is a risk that should Council not waive the minimum rent under the policy, the Scouts could seek another venue, and Council would be required to maintain the hall or the hall could be removed by the Scout Group leading to negative financial implications and reputational damage to Council. | High                | Waive the minimum rent fee | Low                          | Yes                               |

**Options**

The following options are available to Council:

1. That Council does not support the request for a fee waiver of the minimal rent noted under the Lease/Licence of Council Land & Buildings to Community Groups Policy.
2. Not adopt the recommendation and apply a fee waiver to the Singleton Scout Group.

Option one is recommended.

**Conclusions**

Singleton Scout Group constructed the Scout Hall in Apex Park and have maintained the hall since its construction. The not-for-profit Group have requested that the historical arrangements be continued and a fee waiver to the minimum rent under the policy be applied.

**Attachments**

There are no attachments for this report.

**DI&P61/25. Minutes - Sustainability Advisory Committee -  
11/09/2025**  
**Author:** Executive Assistant - Directors

**FILE:**  
25/00542/001

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## Executive Summary

The Sustainability Advisory committee held its ordinary meeting on 11 September 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

**RECOMMENDED** that Council:

1. Notes the minutes of the Sustainability Advisory Committee meeting held on 11 September 2025.
2. Adopts the following recommendations of the Sustainability Advisory Committee:

### 5.1 Singleton Sustainability Advisory Committee – Membership

1. Consider a resolution of Council from its ordinary meeting on 17 June 2025 to consider a report to expand membership, if required and noting that there is existing membership duplication, to include community representation with an interest in weed management.
2. Amend the current Terms of Reference for the Sustainability Advisory Committee to include *2 x members of the community with a demonstrated interest in sustainability and/or weed management and experience in community engagement.*
3. Support the Chair of the Sustainability Advisory Committee writing to the immediate past members of the Weeds Advisory Committee to advise of the change in the Terms of Reference, noting current membership of the Sustainability Advisory Committee includes representatives from the former Weeds Advisory Committee.

### 5.2 List of Operational Plan Strategies for Review in 2025/2026

That the Singleton Sustainability Advisory Committee seek presentations from council staff preparing strategies for review during the 2025/2026 Operational Plan on the following items:

- Electric Vehicle Charging Infrastructure Strategy
- Liveability Assessment Review
- Singleton Development Control Plan 2014
- Aboriginal Heritage Guidelines
- Report on constraints, opportunities and impacts associated with establishing renewable energy production facilities within the LGA (subject to funding)
- Post Mining Land Use Framework
- Singleton Sustainability Strategy

## 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

- Singleton Sustainability Strategy 2019 - 2027

## Financial Implications

Nil

## Risk Implications

| Risk                                                                                                                                                                                                        | Risk Ranking | Proposed Treatments      | Proposed Risk Ranking | Within Existing Resources? |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------|-----------------------|----------------------------|
| <b>5.1 Singleton Sustainability Advisory Committee – Membership</b>                                                                                                                                         |              |                          |                       |                            |
| There is a risk that the dissolution of the Weeds Advisory Committee will result in Committee members feeling that the management of weeds is not valued by Council, which may lead to reputational damage. | Medium       | Adopt the recommendation | Low                   | Yes                        |
| There is a risk that the community will not be supported in the management of weeds across the LGA, which may lead to reputational damage.                                                                  | Medium       | Adopt the recommendation | Low                   | Yes                        |
| <b>5.2 List of Operational Plan Strategies for Review in 2025/2026</b>                                                                                                                                      |              |                          |                       |                            |
| There is a risk that community members are not fully informed of Council strategies which may lead to reputational damage.                                                                                  | Medium       | Adopt the recommendation | Low                   | Yes                        |

## Attachments

**AT-1** [↓](#) Minutes - Sustainability Advisory Committee - 11 September 2025



**MINUTES**  
**SINGLETON SUSTAINABILITY ADVISORY COMMITTEE**  
**9:30AM THURSDAY 11 SEPTEMBER 2025**



|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b>          | Cr Godfrey Adamthwaite (Cr GA)<br>Cr Anne McGowan (Cr AM)<br>Jonathan Wood - Department of Planning & Environment (JW)<br>Wendy Lawson - Community Member (WL)<br>Sophie Nichols - Community Member (SN)<br>Irene Perez Lopez - University of Newcastle (IPL)<br>Meg Drinan – Landcare (MD)<br>Mary-Anne Crawford - Manager Development & Regulatory Services (MAC)<br>Frances Giepmans - Sustainability Projects Officer (FG) |
| <b>In Attendance</b>    | Katie Hardy – Acting Director Infrastructure and Development (KH)<br>Aaron Malloy – Manager Waste and Circular Economy (AM)<br>Briony O'Hara – Coordinator Communication and Engagement (BO)<br>Sania Afrose – Environmental Project Officer (SA)                                                                                                                                                                              |
| <b>Meeting Location</b> | Committee Room                                                                                                                                                                                                                                                                                                                                                                                                                 |

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Chris Knight and Chiala Hernandez Silva

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

**MOVED** Member A McGowan **SECONDED** Chairperson Adamthwaite

- The minutes of the Singleton Sustainability Advisory Committee meeting held on Thursday 12 June 2025, were confirmed.

### 4 Matters arising from the Minutes

- MAC – Follow up on Actions from meeting 31/07/2025
- AM – Recycle Smart brochures sent with FOGO caddy
- Increase in uptake of Recycle Smart program

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- Soft plastics the largest portion of material collected
- Presentation (attached) contains a breakdown of materials collected
- WL – Are blister packs included especially in regional areas?
- AM – Confirmed as part of contract that blister packs are included for the whole LGA
- Cr AM – Feedback received from community is positive
- SN – Has there been an increase in uptake of Recycle Smart program?
- AM – Yes, there has been an increase in uptake since the flyer went out with the FOGO caddies
- MAC – Confirmed Urban Forest has not been included in this year's Operational Plan.
- Proposing to have Urban Forest included in next year's Operational Plan
- Currently pursuing grants to support Urban Forests.
- Applying for a grant for Mini Urban Forest
- Reached out to Governance for a plaque for George Alexander
- Cr AM - Where is tiny forest to be located
- MAC – Cranston Park – Boonal Street
- FOGO Response
  - This estimated data is correct based on the most recent audit, however, prior to the introduction of FOGO no food waste was collected separately, and the entire contents of the red bin was landfilled so the actual monthly tonnes of food waste previously is unknown.
  - The introduction of FOGO and reduction in the red bin collection frequency are the main initiative to remove the food waste from the red bin. In addition, other waste and sustainability educational programs will continue to focus on reducing waste production including food waste.
  - Currently approximately 400 residents have opted to pay the additional cost for a weekly red bin collection, which is approximately 5% of urban properties.
  - The additional cost of \$185 for the weekly service covers the additional collection and disposal costs so there will be no budget implications for Council.
  - Council is aware of experiences some councils have had with fluctuations in waste volumes compared to their audit data with the introduction of FOGO and therefore went with a conservative approach in budgeting and allowed for a 10% drop in waste to landfill in the first year of FOGO, instead of the audit number of 25%.
  - To date since the introduction of FOGO, for the months of July and August:
    - 330 tonnes less of red bin waste (32% decrease) has been collected in 2025 compared to 2024
    - 106 tonnes more of organic waste (30% increase) has been collected in 2025 compared to 2024
  - Council does not have the August 2025 data for recycling yet but 8 tonnes more for July (3.5% increase) in 2025 compared to 2024

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**5 Agenda Items**

**5.1 Singleton Sustainability Advisory Committee - Membership**

**FILE:19/00046/003**

**Purpose:**

The purpose of this report is to provide an overview to the Sustainability Advisory Committee (Committee) on the dissolution of the Weeds Advisory Committee following a report to the 17 June 2025 Council Meeting.

**Discussion**

- MAC – In 2017 Council formed a Singleton Weeds Advisory Committee, the committee was formed in 2018
- June 2025 Council resolved to dissolve Committee
- Council staff continue to hold regular meetings with Local Land Services
- No change to current committee members
- WL – Attended first weeds committee, no option just that the committee would disband. Weeds would be included in Sustainability Committee agenda
- MAC – Funding is difficult to get for weeds management there is more funding available for biodiversity which the Sustainability Committee focus on

**Recommendation:**

That the Singleton Sustainability Advisory Committee:

1. Consider a resolution of Council from its ordinary meeting on 17 June 2025 to consider a report to expand membership, if required and noting that there is existing membership duplication, to include community representation with an interest in weed management.
2. Amend the current Terms of Reference for the Sustainability Advisory Committee to include *2 x members of the community with a demonstrated interest in sustainability and/or weed management and experience in community engagement.*
3. Support the Chair of the Sustainability Advisory Committee writing to the immediate past members of the Weeds Advisory Committee to advise of the change in the Terms of Reference, noting current membership of the Sustainability Advisory Committee includes representatives from the former Weeds Advisory Committee.

**Moved** Member A McGowan **Seconded** Mrs Lawson

**5.2 List of Operational Plan Strategies for Review in 2025/2026**

**FILE:19/00046/003**

**Purpose:**

The purpose of this report is to provide the Sustainability Advisory Committee with a list of strategies scheduled for review during the 2025/2026 Operational Plan and seek

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feedback from the Committee on which strategies the committee would like to be briefed and potentially provide input into.

**Discussion:**

- MAC – A review has been undertaken of the Operational Plan
- Seven strategies under review

**Recommendation:**

That the Singleton Sustainability Advisory Committee seek presentations from council staff preparing strategies for review during the 2025/2026 Operational Plan on the following items:

- Electric Vehicle Charging Infrastructure Strategy
- Liveability Assessment Review
- Singleton Development Control Plan 2014
- Aboriginal Heritage Guidelines
- Report on constraints, opportunities and impacts associated with establishing renewable energy production facilities within the LGA (subject to funding)
- Post Mining Land Use Framework
- Singleton Sustainability Strategy

**Moved** Mrs Lawson **Seconded** Member A McGowan

**5.3 SSAC 10 Year Anniversary Celebration Update FILE:19/00046/003**

The Singleton Sustainable Advisory Committee (SSAC) formally endorsed the agenda for its 10-Year Celebration Program during the extraordinary meeting held on 31 July 2025.

The celebrations will commence with a group photograph, headshots and a short address by committee members. This content will be featured on our Sustainability Hub and included via a link in the Singleton newsletter. **The group photo is scheduled to be taken during the committee meeting on 11 September, and we kindly request the presence of all members on the day.**

Following this, a series of sustainability-focused workshops and events will take place from late September through to December (Please refer to Sustainable Singleton Events September to November Agenda for details). A special celebration logo is currently being developed by our Communications Team and will be used to brand all associated activities. A recognition ceremony will be held on Council's ESSpecialist day in December.

The Sustainability Team will also participate in Christmas in John Street, Singleton Council's annual event. As part of our involvement, we will promote the 10-Year Celebration logo and engage with local businesses to highlight their sustainability practices.

**Discussion:**

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- SA – Appreciation for endorsement of celebration
- Committee members to provide speech
- List of events listed for September to December
- Request for feedback on card for business
- IPL – Consider world regulation
- No 1 of the comments had the most votes
- Communication team designed logo
- WL – Sent a letter to Council for time on Committee
- SA – Will check with Communications

**NOTED**

**5.4 Sustainable Singleton Events Recap - July and August 2025**

**FILE:19/00046/003**

Council's Plastic Free July and National Tree Day initiatives in July 2025 engaged staff and the community with practical actions, workshops, and events that built awareness and encouraged sustainable living.

**FOR INFORMATION**

**Plastic Free July Campaign 2025**

Council proudly supported the 2025 Plastic Free July campaign by encouraging the community to take the pledge to reduce their use of single-use plastics for a day, a week, or the month. Throughout July, the campaign was actively promoted via Council's online platforms, sharing practical tips to help locals reduce single-use plastics.

To further engage and educate the community, two free webinars were promoted through Council's social media channels:

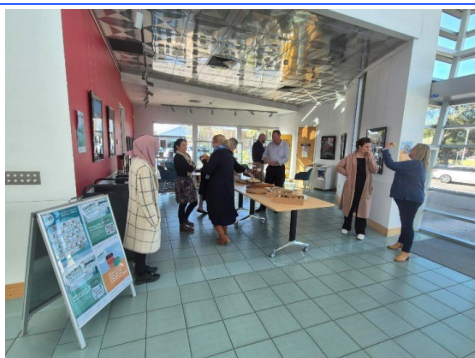
- Pantry to Plate: Meal Planning for Less Food & Plastic Waste, and
- Green Cleaning: Switching to Solutions that Work.

Plastic Free July content on the Singleton Council Facebook page received around 500 to 12K views and around 250 interactions during July 2025.

**Staff Plastic Free Morning Tea (16 July 2025)**

A Plastic-free Morning Tea was held at the library for Council staff to encourage internal campaign participation, highlighting that that collective imperfect action could have a greater impact than 'perfect' action by only a few individuals. Attendees enjoyed homemade and/or plastic-free packaged dishes and participated in a trivia game, with a beeswax wrap making kit awarded as a prize.

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Approximately 30 Council staff attended morning tea and signed up for the Plastic Free July Pledge, showing their commitment to reducing single-use plastics. Around 10 staff members also participated in the fun trivia game held during the event.



**'Gather & Grow: Stories, Tips & Local Wisdom' Community Event (30 July 2025)**

Council hosted an interactive community discussion at the library, giving locals the chance to explore sustainable living practices. Members of the Hunter Organic Growers Society and Community Gardens Australia shared local stories and practical tips for living more sustainably. The event created a relaxed, welcoming space where participants connected over morning tea, asked questions, and exchanged ideas with like-minded community members.

Around 11 attendees took part in a thoughtful discussion on simple lifestyle changes - such as reducing plastic use, avoiding harmful chemicals, and embracing smart initiatives like Recycle Smart.



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**National Tree Day 2025**

This year, Council marked National Tree Day with a Tree Care and Awareness Workshop held on 27 July at Robinson Reserve, in collaboration with the Singleton Tidy Towns Committee and the Singleton Lions Club. Specialists from Hunter Local Landcare Services led hands-on demonstrations, teaching practical techniques to care for trees planted during past National Tree Day events.

The day featured a sausage sizzle put on by the Lions Club, children's activities such as face painting and a colouring-in competition, and free backyard friendly native plant giveaway. Despite the chilly weather resulting in a smaller turnout (approximately 30 people), the event was well-received, with participants offering positive feedback.

Throughout the month, we also continued to engage the community by giving away free backyard-friendly native trees (around 400) at other our community events as well as to preschools throughout the Singleton LGA.



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**Discussion:**

- FG – overview of Plastic Free July, Community event – Gather and Grow and National Tree Day

**5.5 Sustainable Singleton Events September to November 2025**

**FILE:19/00046/003**

| Event / Activity                     | Date              | Summary                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Solar Home Battery workshop          | 20 September 2025 | This informative workshop by Your Energy Friend will introduce attendees to the basics of solar batteries and the benefits they can provide for their solar systems.                                                                                                                                                                                                              |
| Buzzing with Native Bees             | 2 October 2025    | A playful and engaging workshop delivered by the Groundswell Collective designed for young children and their carers to explore native bees through stories, craft and sensory play. Families will build mini bee hotels, make bee-friendly seed balls, and gain simple tips for supporting pollinators at home.                                                                  |
| Tiny Forest Story Time               | 9 October 2025    | The Groundswell Collective will host a reading of <i>The Tiny Forest</i> , a beautifully illustrated children's book about planting hope and taking action. Families will take part in creative, nature-based art activities led by the book's illustrator, Anna Scobie, and make seed balls to take home, inspiring young children to connect with and care for the environment. |
| Beginner Friendly Bicycling Workshop | 10 October 2025   | This beginner-friendly bike riding workshop by AusCycling will allow participants to develop essential riding skills, learn bike safety and road awareness, and build confidence on two wheels through fun, supervised activities. This session encourages active, sustainable transport habits from a young age.                                                                 |
| What Compost Needs Workshop          | 18 October 2025   | Compost Culture will run a What Compost Needs workshop, covering the basics of starting and maintaining compost. The session will explore air, water, food, and love, balancing "browns" and "greens," and the role of plant roots, giving participants practical tips to manage compost at home.                                                                                 |



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|                                                                            |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Garage Sale Trail                                                          | 8 & 9 and 15 & 16 November 2025 | The Garage Sale Trail returns on <b>8–9 &amp; 15–16 November 2025</b> , encouraging the Singleton community to host or visit garage sales. The event promotes reuse and recycling of pre-loved items, helping households declutter, find treasures, and reduce waste.                                                                                                                                           |
| Native Bees, Beneficial Insects & Pollinator Habitat Workshop              | 22 November 2025                | This hands-on workshop by the Groundswell Collective will explore native bees and other beneficial insects. Participants will learn to identify key pollinators, understand their role in healthy ecosystems, and build their own bee hotel and pollinator pot to take home (BYO pot). This session is ideal for gardeners, nature lovers, and community members interested in supporting biodiversity at home. |
| Backyard Habitat Part 2: Enhancing Biodiversity (including plant giveaway) | 29 November 2025                | Building on Part 1, the Groundswell Collective will run a workshop focused on deepening biodiversity in your garden. Participants will learn how to attract specific species, add habitat layers, and contribute to constructing a demonstration frog- and bee-friendly pond, designed to inspire local gardens and community spaces.                                                                           |

**NOTED**

**5.6 Agenda Items - Community Member - Sophie Nichols FILE:19/00046/01  
Executive Summary**

Community Member Sophie Nichols has provided a number of items for consideration by the Committee at the next meeting.

**Discussion:**

- Cr GA – SN did you get what you needed?
- SN – Question was answered
- AM – Increase of 400 urban residents opting in for weekly service, slowing down now
- Customers who opted in will be given a choice to reduce back to a fortnightly bin in May 2026

**NOTED**

**5.7 Agenda Item - Community Member - Wendy Lawson FILE:25/00542  
Executive Summary**

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Community Member Wendy Lawson has provided a number of items for consideration by the Committee at the next meeting.

**Discussion:**

- WL – Attended NSW Farmers Meeting for the Hunter about new transition line
- Has permission been given by Council?
- MAC - Council not the determining Authority the Minister for Planning will make decision
- MAC – Impact to Council, most of the transmission line will be on land owned by mines or defence but will cross roads
- Regular meetings
- Report for next meeting
- Request Hunter Transmission to attend Committee meeting to give briefing
- Encourage attendance of community consultation
- Encourage committee and community to raise concerns about projects
- Cr AM – Have any concerns been raised
- MAC – Concerns have been raised about easements and location of powerlines
- WL – Report at meeting didn't indicate amount of Contact with Council
- Cr GA – Council has been kept up to date
- WL – Council website difficult to navigate

**NOTED**

**5.8 Hunter Transmission Project - Environmental Impact Statement** **FILE:25/00542**

**Executive Summary**

The purpose of this report is to update the committee on the Hunter Transmission Project Environmental Impact Statement.

**Discussion:**

- On exhibition until 24/09, raised with proponent that this doesn't allow much time to make submissions
- List in report of consultation sessions

**NOTED**

**6 Other Business**

- Prior to Agenda 5.3 – Cr GA – asked SN if she was in a car with another person
- SN – Yes she was in a car with another person but speaker phone was not on

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- MAC advised that as per the Terms of Reference that it should be declared before the meeting starts if there was another person in the room during the meeting
- WL – Asked if the Singleton DCP is up to date
- MAC – No the DCP requires updating, as it is over a decade since it was adopted. Prior to review of the DCP there has been a number of strategies being developed. The review of the DCP will take an extended period of time. Meeting returned to item 5.3
- Cr AM – Possibility of equestrian centre. Prepared a concept report, with support of Cr Adamthwaite, for a sustainable equestrian centre - Action
- MAC – Add to next agenda and include those working internally on the project to attend meeting
- KH – Consultant is to be engaged to identify what can be accommodated
- Cr AM – Looking to focus on incorporating sustainable design elements into the centre
- WL – Does this include ponies and smaller horses?
- KH – The consultant will look at options considering suitability for different uses, space available and cost with a view to facilitate as many options as possible
- WL – Was there community consultation including the Singleton Show?
- KH – Yes, Council conducted a survey where over 60 people provided feedback including individuals, pony club and the Singleton show

## 7 Action List

| Pulse/Action No | Meeting Date | Action                                                                                                                                                                                           | Responsible Officer | Due Date   |
|-----------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------|
| <b>SAC25-1</b>  | 13/03/2025   | Seek further information while preparing NOM report                                                                                                                                              | MAC                 | 12/06/2025 |
| <b>SAC25-2</b>  | 13/03/2025   | <del>Gather proposals on how to celebrate 10-year anniversary with the community</del> <b>Complete</b>                                                                                           | All Members         | 12/06/2025 |
| <b>SAC25-3</b>  | 13/03/2025   | Approach CCC to obtain additional funding<br><b>Amended to:<br/>Provide key messages to GA and AM regarding supporting sustainability initiatives of Council through mining and related CCCs</b> | MAC                 | 31/07/2025 |
| <b>SAC25-4</b>  | 12/06/2025   | <del>Investigate the possibility of blister pack recycling with Recycle Smart</del>                                                                                                              | Chiala              | 11/09/2025 |

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|                |            |                                                                                                                                                                   |        |              |
|----------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
|                |            | <b>Complete</b>                                                                                                                                                   |        |              |
| <b>SAC25-5</b> | 12/06/2025 | Investigate the possibility of blister pack recycling with Pharmacycle<br><b>Complete</b>                                                                         | Chiala | 11/09/2025   |
| <b>SAC25-6</b> | 12/06/2025 | Follow up with waste services about disposal of soft plastic at the Waste Management Facility                                                                     | Chiala | 11/09/2025   |
|                | 31/07/2025 | Check operational Plan to confirm Urban Forest Strategy is included                                                                                               | MAG    | Next Meeting |
|                | 31/07/2025 | Investigate if a plaque for George Alexander could be placed at Wombo Hall of Fame                                                                                | MAG    | Next Meeting |
|                | 31/07/2025 | Provide a list of Operational Plan Review of strategies during 2025/2026 to determine whether there are any strategies that the Committee would like to engage on | MAG    | Next Meeting |
|                | 31/7/2025  | Investigate data collected through the Recycle Smart Program and report to the Committee                                                                          | MAG    | Next Meeting |
|                | 11/09/2025 | Confirm with Recycle Smart program that blister packs will be collected for whole LGA                                                                             | Aaron  | Next Meeting |
|                | 11/09/2025 | Research Report on Sustainable Equestrian Centre to be tabled at next meeting                                                                                     | MAG    | Next Meeting |
|                | 11/09/2025 | Request a presentation from EnergyCo on Hunter Transmission Project                                                                                               | MAG    | Next Meeting |

### 8 Next Meeting

- 11 December 2025, 9:30am, Council Committee Roome

The meeting closed at 10:42am.

**Cr Godfrey Adamthwaite**  
Chair

**DI&P62/25. Hunter Transmission Project - Submission on the Environmental Impact Statement**  
**Author:** Manager Development & Regulatory Services

**FILE:**  
150.2025.27/01

---

## Executive Summary

The purpose of this report is to provide councillors with a copy of the preliminary advice prepared by staff on the Hunter Transmission Project Environmental Impact Statement and seek endorsement of that advice.

**RECOMMENDED** that Council endorse the preliminary advice prepared by staff on the Environmental Impact Statement for the Hunter Transmission Project as provided at **Attachment 1** of this report.

## Report

The Hunter Transmission Project is being developed by the Energy Corporation of NSW (EnergyCo). EnergyCo is a statutory authority established under the *Energy and Utilities Administration Act, 1987* and is responsible for leading the delivery of Renewable Energy Zones (REZs) as part of the NSW Government's Electricity Infrastructure Roadmap (the Roadmap).

EnergyCo's role is to maximise the opportunities created by the transformation of the NSW electricity system by coordinating investment in Renewable Energy Zones (REZs) across the State.

The Hunter Central Coast Renewable Energy Zone (REZ) was declared in December 2022. Following this declaration, EnergyCo has commenced the process of developing key transmission infrastructure to support the development of the Renewable Energy Zones across the State.

The Hunter Transmission Project is a new transmission line connecting Bayswater Power Station to Olney where it will connect into the State's existing 500kV network. The Project is intended to unlock electricity supply from the Central-West Orana and New England Renewable Energy Zones and is an urgent Project seeking operational effectiveness by the end of 2029.

The Project has been declared as Critical State Significant Infrastructure, as such any development application will be assessed and determined by the Minister for Planning and will consist of:

- a new overhead 500 kV double circuit transmission line of around 110 kilometres
- two new switching stations (Bayswater South and Olney)
- upgrades to the existing Bayswater and Eraring substations
- adjustments and upgrades to existing transmission lines
- property adjustment works to facilitate access to the transmission lines and switching stations

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P62/25*

- utility adjustments required for the construction of the transmission network infrastructure
- ancillary works to support construction including road upgrades, establishment of new access tracks and upgrades to existing access tracks, construction support sites (some with temporary worker accommodation), and other construction facilities such as laydown areas.

The intent of the Hunter Transmission Project is to provide five (5) gigawatts of additional transfer capacity for electricity generated from the Central West Orana and New England Renewable Energy Zones to uses in the Hunter, Sydney and Illawarra (where 80% of NSW's electricity is consumed).

Within the Singleton Local Government Area (LGA), the Project corridor runs mostly through power station, mining and government land between Bayswater and Broke. It then traverses the Pokolbin, Corrabare, Watagan and Olney State forests where it joins the existing 500 kV transmission line running between Eraring and Kemps Creek in Western Sydney, traversing through parts of the Cessnock and Lake Macquarie LGAs.

The Project is a priority transmission infrastructure project under the NSW *Electricity Infrastructure Investment Act 2020* to secure the long-term electricity supply of renewable energy developments located in the Central West Orana and New England Renewable Energy Zones to the Hunter, Sydney and Illawarra regions of NSW. The Environmental Impact Statement for the Project was placed on public exhibition from 27 August 2025 to 24 September 2025.

Council staff have reviewed the Environmental Impact Statement and have prepared a preliminary advice. This advice has been provided to the Department of Planning, Housing and Infrastructure via the Major Projects Portal to ensure the submission was made in line with the exhibition period deadline and the Council Commissioning Payments Agreement with EnergyCo. The preliminary staff advice is at **Attachment 1**.

**Community Strategic Plan**

|              |       |                                                                                                                                                    |
|--------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy:    | 2     | Our Places                                                                                                                                         |
| Deliverable: | 2.3   | Our Places are thoughtfully designed to enhance the environment, heritage and investment outcomes                                                  |
| Action:      | 2.3.1 | Advocate and facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community |

**Council Policy/Legislation**

The advice aligns with Council's functions as an advisory agency under the *Environmental Planning and Assessment Act, 1979*.

The advice includes comments aligning with the draft Construction Workers Accommodation Policy (currently on exhibition) as well as Council's adopted Planning Agreements Policy and Engineering Standards.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P62/25***Financial Implications**

The preparation of the advice involved technical specialist staff time (25 hours) to review the assessments supporting the Environmental Impact Statement. This time is recoverable under the terms of the Council Commissioning Payments Agreement with EnergyCo.

**Consultation**

Internal consultation with relevant specialist technical staff was undertaken to prepare the advice.

The Project was also discussed at the Sustainability Advisory Committee at its meeting on 11 September 2025. The minutes of this meeting are included in the Agenda to the October Council Meeting.

**Sustainability**

The advice takes into consideration Council's adopted Sustainability Strategy and aligns with the objectives set out under Goal 7, Goal 11, Goal 12 and Goal 15 of that Strategy.

**Risk Implications**

| <b>Risk</b>                                                                                                                                                        | <b>Risk Ranking</b> | <b>Proposed Treatments</b>                                                     | <b>Proposed Risk Ranking</b> | <b>Within Existing Resources?</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------|------------------------------|-----------------------------------|
| There is a risk that Council has not identified the extent of consequences to the community from this proposal, which may lead to reputational damage for Council. | Medium              | Adopt the recommendation and continue consultation with DPHI and the Applicant | Low                          | Yes                               |
| There is a risk that council's advice may not be supported by the community which may lead to reputational damage for Council.                                     | Low                 | Adopt the recommendation and continue consultation with DPHI and the Applicant | Low                          | Yes                               |

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P62/25***Options**

The following options are available to Council:

1. Endorse the preliminary advice on the Environmental Impact Statement for the Hunter Transmission Project as provided at Attachment 1 of this report.
2. Not endorse the preliminary advice on the Environmental Impact Statement for the Hunter Transmission Project.

Option one is recommended.

**Conclusions**

The Hunter Transmission Project is a priority transmission infrastructure project under the NSW *Electricity Infrastructure Investment Act 2020* to secure the long term electricity supply of renewable energy developments located in the Central West Orana and New England Renewable Energy Zones to the Hunter, Sydney and Illawarra regions of NSW. The Environmental Impact Statement for the Project was placed on public exhibition from 27 August 2025 to 24 September 2025. Council staff have prepared a preliminary advice for submission to the Department of Planning, Housing and Infrastructure as part of the assessment of the Project under the *Environmental Planning and Assessment Act, 1979*.

**Attachments**

**AT-1** [↓](#) Singleton Council - Hunter Transmission Project Preliminary Staff Advice on the EIS



**Council Reference:**

24 September 2025

Energy Corporation of New South Wales  
GPO Box 5469  
Sydney  
NSW 2001

Dear Sir/Madam,

**Singleton Council - Response to Hunter Transmission Project Environmental Impact Statement Public Exhibition**

Singleton Council acknowledges receipt of the Environmental Impact Statement (EIS) for the Hunter Transmission Project (HTP), currently on public exhibition. The HTP is identified as a critical State significant infrastructure project, vital for New South Wales's energy security and transition to renewable energy.

Singleton Council acknowledges that, as Critical State Significant Infrastructure, the Minister for Planning and Public Spaces is the consent authority for the Hunter Transmission Project.

While recognising the strategic importance of this project, Singleton Council, on behalf of its community, has thoroughly reviewed the EIS to understand and address the significant local impacts anticipated within the Singleton Local Government Area (LGA).

The Singleton LGA is a key area for the HTP, encompassing substantial portions of the project impact area, including agricultural lands, mining operations, State forests, and the Singleton Military Area. This submission outlines Council's concerns regarding potential impacts during both the construction and operational phases of the project, drawing upon the assessments provided in the EIS and technical reports.

Council advocates for robust mitigation measures, ongoing transparent consultation, and a meaningful benefit-sharing program to ensure the long-term well-being of our community.

Council has a process of providing preliminary submission responses to requests for advice, pending endorsement of the submission at a subsequent Council meeting. It should be noted that amendments to council's submission, or a subsequent submission, may occur as a result of this process.

Councils' comments on specific aspects of the EIS are below:

**1. Traffic and Transport Impacts****a. Construction Traffic Volumes and Routes**

Council notes that several construction access routes and intersections within the Singleton LGA have been identified for use, including Lemington Road, Archerfield Road, Gouldsville Road, Long Point Road West, Comleroi Road, and sections of the Golden Highway and Putty Road. These routes already carry significant heavy vehicle volumes associated with mining and industrial activity.

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**Council has significant concerns about the cumulative impacts on the local network during the peak construction years (2027–2029), when a number of other major projects are also expected to be underway. The cumulative impacts on the local network must be considered.**

**b. Road Safety and Management of Stringing Works**

Council notes the proposal to undertake stringing works across Putty Road and Cessnock Road, with traffic stoppages proposed to be limited to 5–10 minutes and not more than six times per day. Council requires assurance that these works will be scheduled outside of peak mine shift-change periods to avoid undue disruption.

For example, the Hunter Valley Continued Operations Project proposes to relocate Lemington Road as part of its Project. Should the amended project obtain approval, the realignment timing for Hunter Valley Operations and use of the road for the Hunter Transmission Project are likely to coalesce.

**For local roads such as Lemington Road and Gouldsville Road, Council requires that traffic control measures be developed in consultation with Hunter Valley Operations, Council and local residents to ensure continued safe access for rural properties and emergency services.**

**c. Cumulative Impacts**

Council notes the TTIA identifies overlap with several large-scale projects, including the HVO Continuation Project, Bowmans Creek Wind Farm, and Maison Dieu Solar Farm. Cumulative impact mitigation will be critical to ensure serviceability of roads for local residents, emergency services and other road users. How each project will assess and determine responsibility for wear and tear is an important consideration.

**Council emphasises that cumulative traffic impacts must be addressed through coordinated planning across proponents to ensure the local road network is not subject to unacceptable strain.**

**d. Road Upgrades, Dilapidation and Maintenance**

Where construction traffic contributes to accelerated deterioration, EnergyCo must be responsible for funding appropriate remediation works. Any local or regional road upgrades associated with the project should be clearly defined, with agreed timing, design standards, and funding responsibilities in place prior to construction commencement.

**Council requires that all roads within the Singleton LGA proposed to be used for project construction traffic be subject to pre- and post-construction dilapidation surveys.**

**e. Heavy Vehicle and OSOM Movements**

Council notes the Traffic and Transport Impact Assessment identifies Over Size Over Mass (OSOM) movements through Singleton township and along the New England Highway, with reliance on the completion of the Singleton Bypass to avoid high-risk pinch points.



**Council strongly supports this approach and requires confirmation that OSOM movements will not be scheduled through Singleton's CBD prior to the bypass being operational.**

**f. Ongoing Engagement**

Council acknowledges previous project briefings (June 2024, November 2024, April 2025, June 2025).

**Council requests ongoing structured engagement which should include technical-level workshops with Council staff focusing on traffic management plans, haulage routes, and road condition monitoring, to ensure appropriate local input into the planning and management of project impacts.**

**2. Temporary Worker Accommodation**

Council notes that the EIS includes a proposed temporary worker accommodation facility at Gouldsville Road within the Singleton LGA, with a capacity for approximately 180 workers. We acknowledge EnergyCo's commitment to providing this accommodation to reduce pressure on local housing markets and its "Hunter-first procurement and employment" commitments, which align with Council's desire for local economic benefit.

However, Singleton Council has drafted a "Construction Workers Accommodation Policy" (Policy) which outlines clear guiding principles for the location, assessment, establishment, and management of such facilities within our LGA. We urge EnergyCo to ensure the proposed Gouldsville Road facility and its management plans fully align with, or adequately address, the requirements and objectives of this Policy. This draft Policy is currently on exhibition.

Council's review of the EIS regarding worker accommodation at Gouldsville Road identifies several areas where further clarification, commitment, or alignment with our policy is required:

**a. Site Location and Suitability (Flooding and Zoning)**

- i. **Flooding:** Council's draft policy explicitly states a preference for sites "Not located on the flood plain". The EIS, in contrast, identifies the Gouldsville Road construction support site as being "affected by local catchment flooding" with inundation expected during storm events more frequent than a 10% AEP. While the EIS suggests construction activities would generally have a minimal effect on flood behaviour for design storms up to 1% AEP, Council requires a detailed flood risk management strategy specific to the temporary worker accommodation structures, demonstrating consistency with Council's Floodplain Risk Management Manual and Local Flood Plan.

**Council requests further information on how personnel and assets will be protected, and how the temporary nature of the facility aligns with flood-prone land management.**

- ii. **Zoning:** Council's draft policy prioritises locations within existing Strategic Growth Areas, preferably zoned residential (R1 - General Residential' or R2 - Low-density Residential). The Gouldsville Road site is located in an area zoned RU1 – Primary Production.

**Although the HTP is critical State significant infrastructure, overriding local zoning, Council seeks robust justification for the selection of a RU1**



site over preferred residential zones and how this aligns with the long-term land-use objectives for primary production land.

**b. Infrastructure Provision and Servicing**

- i. **Water and Wastewater:** Council's draft policy promotes access to reticulated sewer/onsite sewer management systems and that infrastructure should be an "extension of existing servicing, to prevent isolated and costly service arrangements". The EIS states that the Gouldsville Road facility will be "fully self-contained" with a "water treatment plant," but also that wastewater (including sewage) would be "transported by an authorised and appropriately licensed wastewater contractor to an appropriately licensed facility for treatment and disposal". This approach of offsite transport for wastewater does not align with Council's preference for integrated or extended reticulated systems.

**Council requires a detailed water/sewer servicing strategy consistent with our adopted Engineering Standards and discussions with Council's Manager Water and Sewer to confirm the long-term implications and costs associated with this servicing model.**

- ii. **'Wet Mess' Facilities:** Council's draft policy explicitly states it "will not accept an application that includes a 'wet mess'" and supports a 'dry mess facility to encourage workers to use local retail and hospitality services. While the EIS notes "food and catering" facilities at the accommodation, it does not explicitly clarify if this constitutes a 'wet mess'.

**Council seeks explicit confirmation from EnergyCo that the food and catering services will operate as a 'dry mess' in accordance with our policy, to maximise local economic benefits.**

**c. Long-Term Legacy and Community Integration**

- i. **Repurposing:** Council's draft policy emphasizes the potential for Construction Workers Accommodation to provide a "long-term legacy" by being repurposed for broader community housing needs (e.g., short-term rentals for industry diversification, crisis services, essential workers) following construction. The EIS, however, states that "Future use of temporary worker accommodation following completion of construction is outside the scope of the EIS". This divergence is a significant concern.

The current NSW Guidelines for Construction Workers Accommodation (May 2025) state that amendments to the State Environmental Planning Policy (Housing) 2021 are designed *to promote temporary housing, that must be removed once it is no longer required. In general, all buildings and movable dwellings should be removed from the land after 2 years of being installed. However, there may be situations where it is appropriate for construction workers accommodation to remain beyond this timeframe. For example, if the construction phase of a development is longer than 2 years. In these circumstances, construction workers accommodation and related structures can remain on site for longer, depending on local council approval.*

What this effectively means is that use of temporary workers accommodation following the completion of construction would require a subsequent approval from Council. However, the Housing SEPP provides that



*development consent may be granted to development where all moveable dwellings and ancillary buildings will not be removed after 2 years if the consent authority is satisfied it is appropriate in the circumstances*

Council's preference is that the matter of construction workers accommodation be dealt with within the Critical State significant development approval process to avoid delay and the local approval pathway.

**Council requests EnergyCo to engage proactively with Council on potential repurposing plans for the Gouldsville Road facility, or to identify other possible locations for the Construction Workers Accommodation, to align with our draft Policy and Local Housing Strategy and contribute to addressing identified housing gaps.**

- ii. **Community Services:** While the EIS proposes self-contained facilities to "minimise reliance on surrounding health and social infrastructure", Council's policy aims for "no net impact to existing locally provided services" and encourages the use of available community services.

**Council seeks further detail on how EnergyCo will actively encourage workers to engage with local businesses, health, education, and sports services to ensure community integration and support, rather than merely avoiding reliance.**

**d. Noise Impacts and Worker Conduct**

- i. **Out-of-Hours Noise:** The EIS predicts that out-of-hours (OOH) operation of the Gouldsville Road accommodation facility will exceed the sleep disturbance screening level at nearby residential receivers. While deemed "unlikely to cause awakening reactions," this still indicates an impact on amenity.

**Council requests further detailed mitigation measures beyond a general "code of conduct" and "OOH work protocol" to address these specific noise impacts, particularly for the closest residences.**

- ii. **Code of Conduct:** We acknowledge the commitment to a "code of conduct for workers".

**Council expects this code to be rigorously enforced, with a zero-tolerance policy for anti-social behaviour, as outlined in our policy and supporting DPHI guidelines.**

**e. Ongoing Consultation and Coordination**

- i. Council welcomes the commitment in the EIS to developing a "temporary worker accommodation management plan(s)" prior to construction, informed by consultation with councils and other stakeholders.

**Council expects this plan to fully incorporate the principles and requirements outlined in our "Construction Workers Accommodation Policy" and the DPHI Guidelines for Construction Workers Accommodation (May 2025). We also expect continued, detailed consultation with our Planning, Infrastructure, Water and Sewer, and Biosecurity Officers during detailed design and prior to construction to**



**ensure all local requirements are met and cumulative impacts are managed effectively.**

### 3. Land Use and Property Impacts

The project impact area within Singleton LGA is predominantly zoned RU1 – Primary Production, alongside SP2 – Infrastructure (Bayswater Power Station) and SP2 – Defence (Singleton Military Area). The EIS identifies 125 private freehold landholdings within the project impact area. We acknowledge that some landowners have requested whole property acquisitions (7 private landowners).

The HTP will require temporary construction leases and permanent acquisition of freehold land for infrastructure, which places restrictions on land use within these easements. Approximately 245 hectares of the Singleton Military Area are within the project impact area, leading to impacts during construction and the establishment of an 85-hectare permanent easement and 25 hectares of access tracks during operation, placing restrictions on Department of Defence land use. Crown land (35 hectares) and Travelling Stock Reserves (TSRs) (less than 2 hectares) are also impacted, necessitating ongoing consultation with Local Land Services.

**Singleton Council requests to continue to work collaboratively with EnergyCo to ensure that these impacts are managed effectively and that the long-term sustainability and character of our land and properties are protected throughout the project's lifecycle.**

### 4. Agriculture Impacts

A significant concern for Singleton Council is that approximately 98% of the agricultural lands intersecting the HTP project impact area are located within the Singleton LGA. Livestock grazing is the predominant agricultural activity (91% of agricultural land use), and the LGA is also renowned for its viticultural and equine breeding industries. The gross value of agriculture in the Singleton LGA was estimated at \$48,382,626 in 2021.

While the majority (76%) of the impacted agricultural land is identified as very-low to moderate-low capability, a small but important 8% is high capability land, primarily along the Hunter River, including 213 hectares of mapped biophysical strategic agricultural land (BSAL). Construction activities carry a risk of increasing biosecurity risks to farms, which requires a robust management plan. Potential impacts to aerial agricultural activities will require consultation and compensation for affected landholders.

**Council seeks assurances that impacts to individual properties will be comprehensively managed through property management plans and that long-term agricultural productivity will be protected.**

### 5. Social Impacts

The Singleton LGA forms part of the project's social locality, where communities deeply value connection to place, heritage, and the natural environment. We note the EIS's assessment of medium significance for several construction impacts after mitigation, including:

- Perceived lack of influence over decision-making and concerns about transparency.
- Land use changes and potential loss/relocation for landowners.
- Temporary changes to residential amenity from noise, vibration, and dust.



- Perceptions of safety and community cohesion due to the construction workforce, as well as changed access to recreational infrastructure.
- Impacts on rural livelihoods and biosecurity risks.
- Diminished mental health and wellbeing due to project-related stressors.
- Impacts on environmental values.
- Changes to traffic movements potentially creating new road safety risks.
- Potential impacts to Aboriginal cultural heritage, cultural landscapes, and wellbeing.

Operationally, while the project promises a high to very high social benefit for energy transition, the permanent infrastructure will lead to a permanent change in the visual and physical landscape, affecting residents' sense of place, assessed as a medium social impact.

**Council requires robust mechanisms, including a Social Impact Management Plan and an equitable Community and Employment Benefit Program, to address these concerns and ensure benefits are shared with our local communities.**

## 6. Aboriginal Heritage Impacts

The Aboriginal Cultural Heritage Assessment (ACHA) highlights the rich and complex cultural landscapes within the Singleton LGA. 32 discrete Aboriginal sites or places have been identified within the project impact area, including stone artefact scatters, grinding grooves, rock shelters, and cultural places. We are concerned that around 14 of these sites are likely to be subject to direct impacts, resulting in complete or partial loss.

The Singleton Local Government Area has a history of disturbance through mining of items of local and State significance to First Nations peoples. The cumulative impacts of disturbance are significant.

We acknowledge EnergyCo's commitment to avoiding direct impacts on high significance sites and also note the refinements made to avoid a culturally modified scar tree near HVO South and minimise disturbance to the Warkworth sand system.

**Council stresses the need for continued, meaningful engagement with Registered Aboriginal Parties (RAPs), and the development of an Aboriginal Cultural Heritage Management Plan (ACHMP) prior to construction. This plan must ensure the proper management of archaeological mitigation, the handling of unexpected discoveries, and the protection of broader cultural landscape values, including cultural viewlines.**

## 7. Historic Heritage Impacts

The EIS identifies 12 historic heritage items within the project impact area, and 15 within the visual study area. Of particular note are five sites of Commonwealth heritage significance within the Singleton Military Area, including Oakley Estate (170126/170127) and Warringah Stud/Old Myrtle (170129). The HTP corridor will encroach into the curtilage of Oakley Estate, with moderate visual impact anticipated. 'Stafford' homestead and 'Clifford' homestead (ruins) (I142) will also experience minor direct impacts and moderate visual impacts.

**Council requires the proposed Historic Heritage Management Plan (HHMP) to be robustly developed in consultation with Council's Heritage Advisory Committee, Heritage NSW and NPWS and strongly supports the proposed installation of a commemorative plaque and ongoing consultation for preserving the water source.**





## 8. Groundwater Impacts

The groundwater study area covers the project impact area within the Singleton LGA. While the potential for the project to intercept groundwater is considered minor, and the assessment concluded negligible impacts under the NSW Aquifer Interference Policy (AIP), there is a medium risk of encountering contamination in areas like the Singleton Military Area if dewatering is required during piling activities. The Singleton Military Area is listed in the NSW EPA's per- and poly-fluoroalkyl substances (PFAS) investigation program and Unexploded Ordnance (UXO) database.

**Council requires stringent management plans for potential PFAS and UXO contamination, including site-specific risk assessments and consultation with the Department of Defence.**

## 9. Flooding Impacts

The project impact area crosses Mudies Creek within the Singleton Military Area. Laydown areas in the Singleton LGA, such as Old Lemington Road (L1 and L2), are identified as not being impacted by mainstream flooding but by local catchment runoff. Construction activities within laydown areas are expected to have only a minor impact on flood behaviour. However, the new monopole towers within the Singleton Military Area realignment, being up to 1.5 m in diameter on footings up to 4 m in diameter, have the potential to obstruct flow conveyance.

**While operation is predicted to have only minor and localised impacts on peak flood levels and flow velocities, Council seeks to ensure these assessments are conservative and that any impacts are comprehensively managed.**

## 10. Soils and Contamination Impacts

The northern part of the Singleton LGA within the project impact area is dominated by the Dochra and Ravensworth Soil Landscapes, which are extensively cleared for grazing and coal mining. Four soil landscapes have a localised salinity hazard (41% of project impact area) and significant sodicity, leading to a high erosion risk where surface disturbance occurs. Contamination concerns are identified at mining sites and the Singleton Military Area, with a medium to high potential risk due to PFAS and UXO.

**Council emphasises the need for stringent soil and contamination management plans, particularly for sodic soils and potential contaminants, to prevent environmental degradation and protect agricultural productivity.**

## 11. Surface Water Impacts

The majority of the project impact area ultimately drains to the Hunter River. Water quality in sub-catchments such as Glennies Creek to Glendon Brook, particularly near the Singleton Military Area, is influenced by coal mining, defence activities, and agriculture. Potential impacts to water quality during construction from concrete batching and chemical/hazardous material storage are rated as moderate in high sensitivity receiving environments. The project intersects with Wollombi Brook, Congewai Creek, Black Creek, and Monkey Place Creek, which are habitat for the endangered Southern Purple Spotted Gudgeon.

**While no significant impact is anticipated to drinking water for Singleton, Council requires comprehensive Soil and Water Management Plans to protect water quality, stream stability, and aquatic biodiversity, especially at watercourse crossings.**





## 12. Biodiversity Impacts

The project is a controlled action under the EPBC Act due to impacts on federally protected threatened species, ecological communities, and Commonwealth land (Singleton Military Area). Construction will result in direct impacts to approximately 762 hectares of native vegetation, with 546 hectares completely cleared. Direct impacts to 7 BC Act listed Threatened Ecological Communities (TECs) would be around 207 hectares, with the largest impact to the Central Hunter Grey Box-Ironbark Woodland (142 hectares).

The Singleton Military Area is mapped as important habitat for the critically endangered Regent Honeyeater and Swift Parrot. Ecological surveys recorded 18 threatened fauna species and predicted another 123 species in the SMA. Council notes the efforts to avoid SAll species like Brush-tailed Rock-Wallaby and Sooty Owl through alignment refinements.

The Singleton LGA has a fragmented biodiversity landscape. Council has an adopted Biodiversity Conservation Policy that should be considered when determining potential avoid, mitigate and offset strategies.

Council acknowledges the recent publication of the Hunter Conservation Investment Strategy and would seek to continue discussions regarding protection and enhancement of biodiversity values.

Council has adopted its Rural Lands Strategy in September 2025. This Strategy includes a series of actions to support landholders deliver biodiversity outcomes on rural lands.

**We seek strong assurances regarding the Strategic Offset Delivery Agreement (SODA) to address biodiversity offsets, as well as the implementation of a comprehensive Biodiversity Management Plan and connectivity strategy to mitigate habitat fragmentation and protect threatened species.**

**We seek ongoing and collaborative engagement with DCCEEW and EnergyCo on biodiversity opportunities that will meet our adopted strategic outcomes.**

## 13. Noise and Vibration Impacts

The EIS outlines that construction activities will generate temporary noise impacts across the Singleton LGA, affecting sensitive receivers such as residential properties. We note the identification of several Noise Catchment Areas (NCAs) within our LGA, including NCA01 (Liddell and Bayswater), NCA02 (Jerrys Plains West and Howick), NCA03 (Jerrys Plains), NCA04 (Maison Dieu West), NCA05 (Mount Thorley), NCA06 (Broke), and NCA08 (HTP Central).

During construction temporary but significant noise impacts are predicted during construction. Earthworks with rock breakers and intensive intersection upgrades are expected to lead to "highly noise affected" receivers in areas such as Jerrys Plains, Maison Dieu West and Mount Thorley. Additionally, local roads are likely to experience a "noticeable increase" in noise from construction traffic, and helicopter operations will also contribute to noise levels.

Construction activities are noted to pose a risk of cosmetic damage to buildings at 10 receivers and could cause human discomfort at 58 receivers

While general operational noise is expected to be low, corona discharge from transmission lines during light rain or mist (L50 conditions) is predicted to exceed night-time noise limits at 10 residential receivers. These impacts are categorised as "significant" at two residential receivers and "moderate" at six.



The Singleton LGA is identified as an area prone to "construction fatigue" due to the HTP potentially coinciding with other projects like the Hunter Valley Operations Continuation Projects and the Maison Dieu Solar Farm, leading to cumulative noise impacts for residents.

**Council calls for strict adherence to Construction Noise and Vibration Management Plans, community notification protocols, and ongoing monitoring to ensure operational noise remains within acceptable limits, with direct consultation and solutions for affected landowners. Adherence to Singleton Council's Construction Workers Accommodation Policy is also required for temporary worker facilities**

#### 14. Landscape and Visual Impacts

The Singleton LGA includes diverse landscape character zones (LCZs) such as Energy and Mining, Hunter River (Lemington) rural valley and Wollombi Brook rural valley. Moderate daytime construction and operational impacts are predicted in LCZ 7 (Wollombi Brook rural valley).

A detailed visual assessment identified potential high to moderate visual impacts for several private dwellings in areas like Maison Dieu, Long Point, Broke, and Mount Thorley. Council acknowledges the project's efforts to refine the alignment to minimise visual impacts on surrounding communities, including Broke.

**We expect the Landscape Character and Visual Impact Management Plan to include measures such as vegetation screening, sensitive lighting design, and tailored screening options for private properties to minimise these impacts. These measures should include measures to protect visual landscapes during construction, particularly where sight lines intersect high value landscapes.**

#### 15. Cumulative Impacts

The Singleton LGA is a significant focus for cumulative impact assessment due to numerous simultaneous projects, including new energy developments (e.g., Maison Dieu Solar Farm, Hunter-Central Coast REZ etc.), mining activities, and transport upgrades. Council is highly concerned about potential cumulative impacts, including:

- Traffic congestion.
- Community wellbeing and disruption.
- A pervasive sense of "construction fatigue" due to hosting a large proportion of future energy infrastructure projects.
- Overlapping heavy vehicle movements and minor noise exceedances with projects like the Hunter Valley Operations continuation projects and Maison Dieu Solar Farm.

**Council urges EnergyCo to commit to ongoing, proactive engagement and coordination with proponents of other relevant projects to identify, avoid, and mitigate cumulative impacts, especially concerning traffic, community amenity, and local services.**

#### 16. Waste Management

As identified in the EIS, the Singleton Waste Management Facility (Dyrring Road, Fern Gully) is an existing licensed facility that accepts a wide range of wastes.



**Council requires further consultation during detailed design to confirm the capacity of this facility to accept the indicative volumes of waste from the HTP, as well as the development of a Circular Economy Management Plan that provides for the long term and sustainable hierarchy of waste management.**

#### 17. Economic Impacts

The EIS identifies the potential for increased competition for workers, which could strain labour availability in the regional social locality.

**Council seeks mechanisms to support local businesses and ensure a balanced labour market, drawing on initiatives such as the proposed Local Business and Employment Strategy.**

#### 18. Aviation and Telecommunications Impacts

The Singleton Military Area is relevant for aviation impacts, requiring obstacle lighting for non-certified aerodromes and helicopter landing sites within 5.6 km of the HTP corridor. Potential radio frequency interference from transmission infrastructure on existing Telstra assets in the Singleton Military Area and Mount Thorley is also identified.

**Council requires full compliance with aviation safety requirements and mitigation of telecommunications interference.**

#### 19. Community Benefits Scheme

Despite being one of the most frequent concerns raised by Council and the community during consultation prior to submission of the EIS, the EIS is silent on the provision of Community Benefits. Council notes the engagement with the Regional Reference Group and discussions with that group on community benefits, noting that these discussions have not resulted in any defined benefit program.

Council acknowledges that EnergyCo is not proposing to develop an Access Scheme, and therefore any Community and Employment Benefit Program for the HCC REZ will unlikely replicate those provided for in other REZs (such as Central West Orana). Council notes that the HTP does not fall within the HCC REZ remit.

Council also notes that there is an existing Parliamentary 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 into this Inquiry in January 2025 which included comments regarding Community Benefits, noting that the Department of Planning, Housing and Infrastructure Benefit Sharing Guideline does not apply to electricity transmission infrastructure.

The Secretary's Environmental Assessment Requirements issued for the Project on 12 August 2024 include a requirement to provide *details of any proposed benefit sharing arrangements*. The Social Impact Assessment states that EnergyCo intends to *consult with relevant communities in 2026 to inform the design and delivery of the Community and Employment Benefit Program in the Hunter Central Coast region*.

The EIS lacks detail on the proposed framework for benefits, the governance structure and the timing for when these benefits will be provided and delivered. Council considers that delaying discussion regarding community benefits (to potentially a post approval environment) will result in commencement of impacts and lost benefits to communities directly affected by the hosting of the Hunter Transmission Project.



Singleton Council has advised EnergyCo that it has an adopted Planning Agreements Policy which sets a minimum 1.5% of Capital Investment Value for the negotiation of Planning Agreements within the LGA.

Additionally, from 1 July 2025, Council's adopted Local Infrastructure Contributions Plan applies a section 7.12 rate of 1% of Capital Investment Value for any development not covered by a section 7.11 rate. Council notes that the provisions of Division 7.1 of the *Environmental Planning and Assessment Act, 1979* do not apply to State significant infrastructure.

These policy frameworks are the minimum expectation Singleton Council has in relation to the provision of community benefit for any development within the Singleton LGA and would encourage EnergyCo to commence discussions with council on this matter as soon as possible.

**Council requires a response to its enquiries regarding community benefits, how the Project intends to meet Council's adopted policy framework, or otherwise, and transparently provide both Council and the community with adequate time to assess and determine the impacts and consequences of any proposed benefit, program or scheme across the three impacted LGAs.**

### Conclusion and Recommendations

Singleton Council acknowledges the extensive assessment undertaken by EnergyCo. However, the sheer scale and scope of impacts within the Singleton LGA necessitate a resolute commitment to local impact management and benefit delivery.

Singleton Council strongly requests EnergyCo to:

- Continue proactive and transparent engagement with Singleton Council, directly affected landowners, Aboriginal communities, businesses, and community groups throughout all project phases.
- Ensure any Construction Workers Accommodation fully aligns with the principles of our adopted *Construction Workers Accommodation Policy* to ensure that the facility is appropriately located, managed, and integrated into the Singleton community, while maximising benefits and minimising risks during and after construction.
- Implement robust and independently verifiable mitigation and management measures for all identified impacts, particularly in traffic and transport, land use, agriculture, biodiversity, and heritage.
- Develop and implement a comprehensive Aboriginal Cultural Heritage Management Plan and Historic Heritage Management Plan in full collaboration with Traditional Owners and heritage experts, ensuring the avoidance of culturally significant sites and meaningful interpretation where impacts are unavoidable.
- Finalise and deliver a meaningful and equitable Community and Employment Benefit Program that directly addresses the unique impacts and needs of the Singleton LGA, including support for local employment, businesses, and community infrastructure.
- Ensure ongoing coordination with other major projects in the LGA to manage and mitigate cumulative impacts effectively, preventing "construction fatigue" and undue strain on local resources.
- Provide clear communication channels for complaints and feedback, with timely and effective responses.



- Commit to adaptive management strategies, allowing for adjustments to plans based on real-time monitoring and community feedback.

Singleton Council looks forward to continued dialogue with EnergyCo and DPHI to ensure the HTP is delivered in a manner that respects and benefits the Singleton community, while contributing to the State's energy future.

Yours sincerely,



**Mary-Anne Crawford**  
Manager Development and Environmental Services



**DI&P59/25. Council Determination - 8.2024.268.1 - Farm Building and Ancillary Structures - Lot 1 DP 748856 - 119A Minimbah Drive, Whittingham**  
**Author:** Manager Development & Regulatory Services

**FILE:**  
8.2024.268/06

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**Applicant:** Perception Planning Pty Ltd  
**Owner:** Gareng Super Pty Ltd  
**Land and Location:** 119A Minimbah Drive, Whittingham – Lot 1 DP 748856  
**Zoning:** RU1 – Rural Lands  
**Proposal:** Farm Building and ancillary structures  
**Date of Application:** 14/10/2024

### Executive Summary

Council is in receipt of a development application (8.2024.268) seeking consent for the construction of a farm building. The proposal involves the construction of a 11.5 metre by 12 metre by 4.5 metre farm building, along with associated site improvements to support agricultural operations.

These works include the installation of a fixed closed-circuit television (CCTV) surveillance system, construction of a timber stockyard for managing livestock, and the installation of internal steel relocatable fencing to provide flexible stock handling areas. The development also comprises new fencing and gates, as well as earthworks to establish a mound ranging from 600mm to 1000mm in height (to create a flat base for the farm building), and an associated driveway to facilitate access and site functionality.

The proposed development seeks to vary the section 88B instrument imposed under the *Conveyancing Act, 1919* which includes restriction that prohibits the construction of buildings on the land to allow the construction and use of buildings and structures that are ancillary to the primary use of the land, that being extensive agriculture, which is a use permitted without consent.

Council staff have undertaken a detailed review of the historical files associated with subdivision in and around Minimbah House to determine the original intent for the restriction. This review has concluded that the intent of the original restriction was to prevent construction of dwellings within the viewshed of Minimbah House, following completion of a Visual Impact Assessment in the mid-1980s. Advice from the Heritage Council of NSW at the time of subdivision supported higher intensity development outside the viewshed, specifically to the north-west of Minimbah House.

The proposed farm building is not a dwelling, is located at least 305m from Minimbah House and is outside the viewshed of the “Visual Impact Assessment” and is consistent with the historical agricultural use of the land. Amendment of the restriction is required to make clear the original intent and allow for agricultural uses, including ancillary uses.

Council staff have reviewed clause 1.9A of the *Singleton Local Environmental Plan, 2013* (SLEP 2013) and consider that this pathway is not relevant for the application. This is

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because the clause does not apply to a covenant imposed by the Council or that the Council requires to be imposed.

Having regard to the above, a proposed condition of consent to vary the section 88B restriction has been included to provide clarity regarding the type of development and location within Lot 1 DP 748856 development can take place, noting that in any circumstance, assessment of impact under clause 5.10 of the SLEP 2013 will be required. This variation would be required prior to the issue of a construction certificate, to allow development under DA8.2024.258 to be lawfully undertaken.

If approved, the terms of the section 88B will be varied by way of a variation prepared and registered with NSW Land Registry Services.

The requirements for development approval under the SLEP 2013 and assessment of impact under clause 5.10 of the SLEP 2013, which requires detailed heritage assessment to be undertaken, remain as standard requirements for all development in the vicinity of a heritage item.

The application was publicly notified from 24 April 2025 to 8 May 2025. Twelve (12) submissions were received during this period. A redacted copy of these submissions is included in **Attachment 1**. The primary concerns regarding the proposed development relate to the use of the land for donkey rearing as part of the Last Stop Donkey Program. Council has investigated several compliance related matters raised prior to and during the assessment of the development application regarding the use of the land for the Last Stop Donkey Program. These investigations have determined that the land is currently used for extensive agriculture, which is a use permitted without consent in the RU1 zone. As this is a permitted use without consent, an assessment of the impacts is not required.

Submissions also raised the following concerns:

- Visual impact of the proposal on Minimbah House
- Land use and operations that will occur on site
- Impacts resulting from the farm buildings and associated animal management area such as noise, odour and traffic
- Suitability of the proposed buildings, including temporary vs permanent structures
- Aboriginal significance of the site

Standard conditions of consent for rural sheds have been proposed to address these matters.

Submissions also raised concerns regarding health and wellbeing of community and donkeys, privacy with regard to the proposed CCTV installation and noise associated with the grazing of donkeys on the site. These matters are not considerations for the assessment of the proposed development, however a proposed condition requiring an operational plan of management has been included to ensure controls are in place to minimise impacts.

Council staff have undertaken a detailed assessment of the impacts of the proposed development. The concerns raised in the submissions have been considered, and appropriate mitigation measures have been recommended as conditions of consent.

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In accordance with the *Determination of Development Applications by Council Policy*, this application is required to be determined by Council, as the section 88B restriction on title names the Council of the Shire of Singleton as the party empowered to release, vary, or modify the restriction that prohibits the construction of buildings on the land.

Following assessment, it is considered that the impacts of the development as identified in the submissions received will not adversely affect the amenity of the neighbourhood, the public domain or the nearest residential receivers, provided that mitigation measures are put in place.

Based upon this assessment, the proposed development is consistent with the *Singleton Local Environmental Plan 2013* (SLEP 2013) and the provisions of the Singleton Development Control Plan 2014. Accordingly, the application is recommended for approval subject to conditions. The draft Notice of Determination is provided as **Attachment 2** to this report.

**RECOMMENDED** that Council approve the proposed development subject to the conditions set out below:

## General Conditions

|   |                                                                                                                                                                         |                 |                     |                       |              |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|-----------------------|--------------|
| 1 | <b>Approved plans and supporting documentation</b>                                                                                                                      |                 |                     |                       |              |
|   | Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise. |                 |                     |                       |              |
|   | Approved plans                                                                                                                                                          |                 |                     |                       |              |
|   | Plan number                                                                                                                                                             | Revision number | Plan title          | Drawn by              | Date of plan |
|   | DA02                                                                                                                                                                    |                 | Proposed Site Plan  | Contemporary Heritage | 20.03.2025   |
|   | DA03                                                                                                                                                                    |                 | Proposed Floor Plan | Contemporary Heritage | 20.03.2025   |
| 2 | DA04                                                                                                                                                                    |                 | Proposed Floor Plan | Contemporary Heritage | 20.03.2025   |
|   | DA05                                                                                                                                                                    |                 | Proposed Elevations | Contemporary Heritage | 20.03.2025   |
|   | DA06                                                                                                                                                                    |                 | Proposed Elevations | Contemporary Heritage | 20.03.2025   |
|   | In the event of any inconsistency between the approved plans and documents, the approved plans prevail.                                                                 |                 |                     |                       |              |
|   | In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.                                                      |                 |                     |                       |              |
|   | <b>Condition reason:</b> To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.                            |                 |                     |                       |              |
|   | <b>Appointment of Principal Certifier and issue of Construction Certificate</b>                                                                                         |                 |                     |                       |              |
|   | Work shall not commence in connection with this Development Consent until:                                                                                              |                 |                     |                       |              |
|   | a) A Construction Certificate for the building work has been issued by:                                                                                                 |                 |                     |                       |              |



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|   | <ul style="list-style-type: none"> <li>i. The Consent Authority (Singleton Council; or</li> <li>ii. A Principal Certifier (PC); and</li> </ul> <p>b) The person having the benefit of the development consent has:</p> <ul style="list-style-type: none"> <li>i. Appointed a Principal Certifier (PC) for the building work, and</li> <li>ii. Notified the Principal Certifier (PC) that the person will carry out the work as an owner builder, if that is the; and</li> </ul> <p>c) The PC has, no later than 2 days before the building work commences:</p> <ul style="list-style-type: none"> <li>i. Notified the Council of their appointment, and</li> <li>ii. Notified the person having the benefit of the development consent of any critical stage inspections that are to be carried out in respect of the building work; and</li> </ul> <p>d) The person having the benefit of the development consent, if not carrying out the work as an owner-builder, has</p> <ul style="list-style-type: none"> <li>i. Appointed a Principal Contractor for the building work who must be the holder of a contractor licence if any residential building work involved, and</li> <li>ii. Notified the Principal Certifier of such an appointment, and</li> <li>iii. Unless that person is the Principal Contractor, notified the principal contractor of any critical stage inspections and other inspections that are to be carried out in respect of the building work, and</li> </ul> <p>e) The person having the benefit of the development consent has given at least two (2) days notice to the Council of the person's intention to commence the erection of the building.</p> <p>Note: If Council is appointed as the PC, the nomination will be subject to the payment of a fee for the service to cover the cost of undertaking all necessary inspections and the issue of the appropriate certificates. Completion of a contract for appointment of Council as the PC is required to be submitted to Council prior to commencement of any works.</p> <p><b>Condition reason:</b> To ensure the development complies with the requirement to appoint a Principal Certifier and gain a Construction Certificate.</p> |
| 3 | <p><b>Construction Certificate, Principal Certifier &amp; Notice of Commencement</b></p> <p>In accordance with the provisions of Section 6.6 of the Environmental Planning and Assessment Act 1979 construction works approved by this consent must not commence until:</p> <ul style="list-style-type: none"> <li>a) A Construction Certificate has been issued by the consent authority, Council or an accredited certifier; and</li> <li>b) A Principal Certifier has been appointed by the person having benefit of the development consent in accordance with Section 109E of the EP&amp;A Act 1979</li> <li>c) If Council is not the Principal Certifier, notify Council no later than two (2) days before building work commences as to who is the appointed Principal Certifier; and</li> <li>d) At least two (2) days before commencement of building work, the person having benefit of the development consent is to notify Council as to the intention to commence building work.</li> </ul> <p><b>Condition reason:</b> To ensure a Construction Certificate is approved before building work commences.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4 | <p><b>Energy Efficiency - Class 3, 5,6, 7, 8 and 9 Buildings</b></p> <p>The proposed building(s) must be constructed in accordance with the current requirements for efficient energy use. The Principal Certifier is to be satisfied that the proposed building(s) will comply with Section J and NSW Subsection J(B) of the Building Code of Australia.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|   | <b>Condition reason:</b> To ensure the buildings satisfy the relevant energy efficiency requirement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5 | <b>Section 138 Approval</b><br>Any work within a public road must be inspected and approved by Council under the <i>Roads Act 1993</i> as the Roads Authority. The applicant is to submit an application in order to obtain a permit with conditions prior to starting any works on the Council Road Reserve.<br><b>Condition reason:</b> To ensure the work complies with the <i>Road Act 1993</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6 | <b>Compliance with Recommendations of Report</b><br>All recommendations as outlined in the approved Statement of Heritage Impact prepared by Contemporary Heritage dated 16/04/2025, including the following: <ul style="list-style-type: none"> <li>• All fences and gates proposed are to be of a simple rural nature, and match those in the vicinity, being largely of timber post and rail or picket and wire or a combination of both with a maximum height of 1.2m.</li> <li>• The proposed gates should match existing rural type gates in the vicinity with a maximum height of 1.2m.</li> <li>• The proposed new driveway works and levelled area for the proposals shall match the existing dirt/gravel driveway surface.</li> <li>• The shed shall be clad with a Custom Orb corrugated profile sheet.</li> <li>• Quad gutter profiles with no slots are preferable with circular downpipes.</li> <li>• The shed walls, roof, windows, doors and rainwater goods shall be simple grey colours including Colorbond Basalt, Windspray or Shale Grey.</li> </ul> <b>Condition reason:</b> To ensure compliance with the recommendations of relevant reports                                                                                                                                                                                                                                                                                                                              |
| 7 | <b>Operation Plan of Management</b><br><b>Prior to the issue of any Occupation Certificate, an Operational Plan of Management must be submitted to and approved by Singleton Council. The Operational Plan of Management shall include, but not be limited to, the following:</b> <ol style="list-style-type: none"> <li>1. Employee Numbers - total number of staff on-site during peak and off-peak periods.</li> <li>2. Visitor numbers - anticipated maximum number of customers or patrons on-site at any one time.</li> <li>3. Waste Management – procedures for storage, collection, and disposal of waste, including recycling and organic waste.</li> <li>4. Traffic Generation – expected vehicle movements, parking arrangements, and measures to manage traffic impacts.</li> <li>5. Chemical Use or Storage – types and quantities of chemicals used or stored on-site, and associated safety and containment measures.</li> <li>6. Emissions – identification and management of any emissions (e.g. noise, odour, dust, light) generated by the development.</li> <li>7. CCTV and Surveillance – locations and purpose of CCTV cameras, signage, data management protocols, and compliance with the Surveillance Devices Act 2007.</li> <li>8. Community Liaison – mechanisms for community feedback, complaint handling procedures, and contact details for operational concerns.</li> <li>9. Emergency Procedures – site-specific emergency response plans, evacuation</li> </ol> |

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|  | <p>procedures, and contact details for emergency services.</p>                                                                                                                                                        |
|  | <p>The Operational Plan of Management must be implemented upon commencement of operations and maintained for the life of the development unless otherwise approved by Council.</p>                                    |
|  | <p><b>Condition reason:</b> To ensure the development operates in a manner that protects the amenity of the surrounding area, manages environmental impacts, and complies with relevant legislative requirements.</p> |

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## Building Work

## Before issue of a construction certificate

|    |                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 8  | <b>Building Waste</b>                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Prior to any construction work commencing, containment of building waste materials shall be provided within the boundaries of the building site, above natural or excavated ground level, by a screened area of silt stop fabric or shade cloth, having minimum dimensions of 2.4 x 2.4 x 1.2 metres high OR equivalent size waste disposal bin.                                                       |
|    | <b>Condition reason:</b> To require records to be provided, during site work, documenting the lawful disposal of waste.                                                                                                                                                                                                                                                                                |
| 9  | <b>Drainage Design</b>                                                                                                                                                                                                                                                                                                                                                                                 |
|    | Before the issue of a construction certificate the applicant shall submit details of stormwater disposal with supporting calculations for the development to the Principal Certifier for approval.                                                                                                                                                                                                     |
|    | <b>Condition reason:</b> To ensure stormwater is disposed of appropriately.                                                                                                                                                                                                                                                                                                                            |
| 10 | <b>Sediment and Erosion Control Plan</b>                                                                                                                                                                                                                                                                                                                                                               |
|    | Before to the issue of a Construction Certificate, a sediment and erosion control plan is to be submitted and approved by the nominated Principal Certifier. The sediment and erosions control plan shall be prepared in accordance with Council's Development Engineering Specifications and Landcom's 'Soil and Construction – Managing Urban Stormwater - Current edition.                          |
|    | <b>Condition reason:</b> To ensure stormwater is disposed of appropriately.                                                                                                                                                                                                                                                                                                                            |
| 11 | <b>Water and Sewer Services – Compliance Requirements</b>                                                                                                                                                                                                                                                                                                                                              |
|    | <b>Make Application</b><br>Before the issue of a construction certificate application is to be made to Council's Water and Sewer Group for requirements for compliance with Section 307, <i>Water Management Act 2000</i> (NSW).                                                                                                                                                                       |
|    | In response to this application, Council's Water and Sewer Group will issue a Notice of Requirements under Section 306 of the <i>Water Management Act 2000</i> (NSW), which will detail conditions, which must be satisfied.                                                                                                                                                                           |
|    | <b>Comply with Pre-Construction Requirements</b><br>Provide evidence of compliance with pre-construction requirements of the s306 Notice of Requirements. The Notice of Requirements will include conditions which must be satisfied prior to release of a Construction Certificate including any requirements for completion of water and sewer servicing strategies and associated detailed designs. |
|    | <b>Condition reason:</b> To ensure the development complies with Singleton Council Water and Sewer Requirements.                                                                                                                                                                                                                                                                                       |
| 12 | <b>Variation of 88B Instrument</b>                                                                                                                                                                                                                                                                                                                                                                     |
|    | The applicant must prepare an amendment to the existing Section 88B Instrument with all relevant signatures and company seals (where applicable) to the satisfaction of Council. The 88B instrument must be registered with NSW Land Registry Services prior to issue of the Construction Certificate.                                                                                                 |

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|                                                       | <p>The Section 88B Instrument must incorporate the following easements and restrictions to user where necessary:</p> <ul style="list-style-type: none"> <li>a) right of carriageway;</li> <li>b) restriction as to user which defines a restricted building zone;</li> <li>c) restriction as to user directing that the burdened lot must not be developed other than in accordance with the approved plan.</li> </ul> <p><b>Condition reason:</b> To make clear the original intent of the restriction, to allow for permitted agricultural uses, and to conserve the heritage significance of heritage items, including associated fabric, settings and views.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |           |                               |     |                                                       |      |                     |    |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|-------------------------------|-----|-------------------------------------------------------|------|---------------------|----|
| 13                                                    | <p><b>Fixed Development Contributions</b></p> <p>A monetary contribution is to be paid to Council, pursuant to Section 7.12 of the <i>Environmental Planning &amp; Assessment Act 1979</i> and the Singleton Local Infrastructure Contributions Plan 2020, related to the cost of the development as determined in accordance with clause 208 of the <i>Environmental Planning and Assessment Regulation 2021</i> and outlined in the table below.</p> <table border="1" data-bbox="467 734 1345 902"> <thead> <tr> <th>Cost of development</th><th>Levy Rate</th></tr> </thead> <tbody> <tr> <td>Up to and including \$100,000</td><td>Nil</td></tr> <tr> <td>More than \$100,000 and up to and including \$200,000</td><td>0.5%</td></tr> <tr> <td>More than \$200,000</td><td>1%</td></tr> </tbody> </table> <p>The payment of the fixed development consent levy is to be accompanied by a Cost Summary Report Form setting out an estimate of the cost of development in accordance with the Singleton Council Local Infrastructure Contributions Plan.</p> <p>Where the estimated cost of carrying out the whole of the development is more than \$1,000,000, the Cost Summary Report Form must be completed by a Quantity Surveyor who is a Registered Associate member or above, of the Australian Institute of Quantity Surveyors.</p> <p>This condition cannot be taken to be satisfied until a payment has been made in accordance with the cost of development stated on a cost summary report submitted to Council in accordance with this condition.</p> <p>Payment of the above amount must apply to Development Applications as follows:</p> <ul style="list-style-type: none"> <li>a) Building work only – prior to issue of the Construction Certificate.</li> </ul> <p><b>Condition reason:</b> To ensure contributions are levied in accordance with the approved Local Infrastructure Contributions Plan in effect at the time of determination.</p> | Cost of development | Levy Rate | Up to and including \$100,000 | Nil | More than \$100,000 and up to and including \$200,000 | 0.5% | More than \$200,000 | 1% |
| Cost of development                                   | Levy Rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |           |                               |     |                                                       |      |                     |    |
| Up to and including \$100,000                         | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |           |                               |     |                                                       |      |                     |    |
| More than \$100,000 and up to and including \$200,000 | 0.5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |           |                               |     |                                                       |      |                     |    |
| More than \$200,000                                   | 1%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |           |                               |     |                                                       |      |                     |    |

**Before building work commences**

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| 14 | <p><b>Construction Certificate</b></p> <p>Before the commencement of any Subdivision construction work, a Construction Certificate shall be obtained from a Principal Certifying Authority.</p> <p>Note: If the Construction Certificate is issued by a Principal Certifier that is not Council it will be necessary to lodge the Construction Certificate and other approved documents with Council within two days of such approval.</p> <p><b>Condition reason:</b> To ensure a construction certificate is submitted as required.</p> |
| 15 | <p><b>Critical Stage Inspections</b></p> <p>Critical stage inspections must be called for by the Principal Contractor or Owner Builder as required by the Principal Certifier (PC), and PC Service Agreement, and the Act and Regulation.</p> <p>Work must not proceed beyond each critical stage until the PC is satisfied that work is proceeding in accordance with this consent, the Construction Certificate(s) and the Act. Critical stage</p>                                                                                      |

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|    | <p>inspections, means the inspection prescribed by the Regulations for the purpose of section 6.5 of the Act or as by the PC and PC Service Agreement.</p> <p><b>Condition reason:</b> To ensure critical stage inspections are undertaken as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 16 | <p><b>National Construction Code</b></p> <p>To ensure that the proposed building, when constructed will comply with the National Construction Code, relevant Australian Standards, the approved plans and specifications and to enable progress inspections as required, the following details will need to be provided to the Principal Certifier at least two (2) working days before the relevant inspection.</p> <p><b>Condition reason:</b> To ensure the development is compliant with the National Construction Code.</p>                                                                                                                                                                                                                                                                                                                                                                        |
| 17 | <p><b>Notice of Builders Details</b></p> <p>Before to the commencement of any development or excavation works, the Principal Certifier shall be notified in writing of the name and contractor license number of the owner/builder intending to carry out the approved works.</p> <p><b>Condition reason:</b> To ensure the development is compliant with the National Construction Code.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 18 | <p><b>Notice of Commencement</b></p> <p>At least 48 hours prior to the commencement of any development (including demolition, excavation, shoring or underpinning works), a notice of commencement of building or subdivision work form and appointment of the Principal Certifier form shall be submitted to Council.</p> <p><b>Condition reason:</b> To ensure notice of commencement received before work commences.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 19 | <p><b>Principal Certifier Signage and Details</b></p> <p>Prior to the commencement of works, a sign must be erected in a prominent position on the site on which the proposal is being carried out. The sign must state:</p> <ul style="list-style-type: none"> <li>a) Unauthorised entry to the work site is prohibited;</li> <li>b) The name of the principal contractor (or person in charge of the site) and a telephone number on which that person may be contacted at any time for business purposes and including outside working hours; and</li> <li>c) The name, address and telephone number of the Principal Certifier for the work.</li> </ul> <p>Any such sign must be maintained while the work is being carried out, but must be removed when the work has been completed.</p> <p><b>Condition reason:</b> To ensure Principal Certifier contact details are displayed as required.</p> |
| 20 | <p><b>Sediment and Erosion Control</b></p> <p>The control of erosion and the prevention of silt discharge into drainage systems and waterways will be necessary in accordance with Council's Development Engineering Specifications, Landcom's 'Soil and Construction – Managing Urban Stormwater - Current edition. Sediment and erosion control measures are to be implemented before the commencement of any earthworks and shall be maintained until satisfactory completion and restoration of site earthworks, including revegetation of all exposed areas.</p> <p><b>Condition reason:</b> To ensure sediment and erosion control measures are appropriately put in place.</p>                                                                                                                                                                                                                   |
| 21 | <p><b>Temporary Closet Requirements</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|  | <p>A temporary closet shall be provided on site from the commencement of building work. No inspections will be made until the closet is installed.</p> <p>A temporary closet shall be:-</p> <ul style="list-style-type: none"> <li>a) A water closet connected to the sewerage system to Council approval; or</li> <li>b) A water closet connected to an approved septic tank; or</li> <li>c) A chemical closet supplied by a contractor approved by Council.</li> </ul> |
|  | <b>Condition reason:</b> to ensure temporary closets are provided as required.                                                                                                                                                                                                                                                                                                                                                                                           |

**During building work**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 | <p><b>Discovery of relics and Aboriginal objects</b></p> <p>While site work is being carried out, if a person reasonably suspects a relic or Aboriginal object is discovered:</p> <ul style="list-style-type: none"> <li>a) the work in the area of the discovery must cease immediately;</li> <li>b) the following must be notified <ul style="list-style-type: none"> <li>i. for a relic – the Heritage Council; or</li> <li>ii. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the National Parks and Wildlife Act 1974, section 85.</li> </ul> </li> </ul> <p>Site work may recommence at a time confirmed in writing by:</p> <ul style="list-style-type: none"> <li>a) for a relic – the Heritage Council; or</li> <li>b) for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the <i>National Parks and Wildlife Act 1974</i>, section 85.</li> </ul> |
|    | <b>Condition reason:</b> To ensure the protection of objects of potential significance during works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 23 | <p><b>Placement of fill</b></p> <p>Filling must not be placed in such a manner that natural drainage from adjoining land will be obstructed or in such a manner that surface water will be diverted.</p> <p>Further, any alterations to the natural surface contours must not impede or divert natural surface water runoff so as to cause a nuisance to adjoining property owners.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|    | <b>Condition reason:</b> To ensure fill is appropriately placed during works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 24 | <p><b>Site Management</b></p> <p>All possible and practical steps shall be taken to prevent nuisance to the occupants of the surrounding neighbourhood from windblown dust, debris, noise and the like during the demolition, excavation and building works.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <b>Condition reason:</b> To protect Health and amenity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 25 | <p><b>Waste Management</b></p> <p>Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off site.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | <b>Condition reason:</b> Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 26 | <p><b>Noise – Construction Sites</b></p> <p>The operating noise level of construction site operations, including machinery, plant and equipment when measured at any affected premises, shall be evaluated and comply with the requirements of the NSW Office of Environment and Heritage publication “Interim Construction Noise Guideline” July 2009.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Approved Construction Times</p> <p>The approved hours for construction of this development are:</p> <p>Monday to Friday - 7.00am to 6.00pm.<br/>Saturday – 8am to 1pm.</p> <p>No construction work shall take place on Sundays or Public Holidays.</p> <p><b>Condition reason:</b> To specify when works are able to be undertaken and to minimise construction noise impacts on surrounding environment.</p>                                                                                             |
| 27 | <p><b>Retention of Trees and Native Vegetation</b></p> <p>All native vegetation on the site shall be retained and protected unless it:</p> <p style="padding-left: 40px;">a) has been identified for removal on the approved plans or documentation</p> <p>All reasonable measures shall be undertaken to protect all other native vegetation on the site and on adjoining lands from damage during construction.</p> <p><b>Condition reason:</b> To ensure native vegetation is retained and protected.</p> |

**Before issue of an occupation certificate**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28 | <p><b>Repair of infrastructure</b></p> <p>Before the issue of an Occupation Certificate:</p> <ol style="list-style-type: none"> <li>1. any public infrastructure damaged as a result of the carrying out of work approved under this consent (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) must be fully repaired to the written satisfaction of Council, and at no cost to Council; or</li> <li>2. if the works in (a) are not carried out to Council's satisfaction, Council may carry out the works required and the costs of any such works must be paid as directed by Council and in the first instance will be paid using the security deposit required to be paid under this consent.</li> </ol> <p><b>Condition reason:</b> To ensure any damage to public infrastructure is rectified.</p> |
| 29 | <p><b>Driveway Access – Rural Areas</b></p> <p>Before issue of an Occupation Certificate, the driveway access to the property boundary shall include an all-weather suitably drained 2 coat bitumen sealed surface. The driveway access is to be designed and constructed in accordance with Council Development Engineering design and construction specifications.</p> <p>Note: This work within the road reserve will required a section 138 application</p> <p><b>Condition reason:</b> To ensure Driveway Access is appropriately provided.</p>                                                                                                                                                                                                                                                                                                                                            |
| 30 | <p><b>Fire Safety Certificate</b></p> <p>A Final Fire Safety Certificate must be obtained in accordance with Part 11 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, before the issue of an Occupation Certificate for the building.</p> <p>A copy of the Fire Safety Certificate and Fire Safety Schedule must be:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <p>a) Forwarded to Singleton Council;</p> <p>b) Forwarded to the Commissioner of NSW Fire and Rescue; and</p> <p>c) Prominently displayed in the building</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                   | <b>Condition reason:</b> To ensure a fire safety certificate is obtained prior to occupation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 31                                | <p><b>Issue of Occupation Certificate</b></p> <p>The Principal Certifier shall only issue an Occupation Certificate when the building has been constructed in accordance with the approved plans, specifications and conditions of consent. No occupational use is permitted until the Principal Certifier issues an Occupation Certificate.</p> <p>Note: If an registered certifier approves occupation of a dwelling the certifier is to immediately notify Council in writing.</p> <p><b>Condition reason:</b> To ensure the occupation certificate is only issued in accordance with the approved documentation.</p>                                                                                                                                         |
| 32                                | <p><b>Occupation Certificate – Principal Certifier</b></p> <p>Every building or part of a building shall not be occupied or used until an Occupation Certificate has been issued by the Principal Certifier.</p> <p>Please be advised that Section 6.10 of the Environmental Planning and Assessment Act, 1979 prevents the Principal Certifier from issuing an Occupation Certificate until all conditions of Development Consent have been completed.</p> <p><b>Condition reason:</b> To ensure the development is not occupied before an occupation certificate is obtained.</p>                                                                                                                                                                              |
| 33                                | <p><b>Stormwater Disposal</b></p> <p>Stormwater shall be disposed of through a system designed to the satisfaction of the Principal Certifier in accordance with Australian Standard 3500 and be conveyed to:</p> <p>a) An existing approved stormwater system</p> <p>b) The street gutter or kerb inlet pit</p> <p>c) An existing easement to which the land has entitlement to use</p> <p>d) An inter allotment drainage system to which the land has entitlement to use</p> <p>Immediately after completion of any roof, a disposal system shall be installed which disposes of the stormwater without causing any adverse environmental impacts.</p> <p><b>Condition reason:</b> To ensure stormwater from the development is disposed of appropriately.</p> |
| 34                                | <p><b>Water and Sewer Certificate of Compliance</b></p> <p>Prior to the issue of an Occupation Certificate, a certificate of compliance with requirements of Section 307, <i>Water Management Act 2000 (NSW)</i> must be obtained from Council's Water and Sewer group.</p> <p>A Section 307 Certificate of Compliance will be issued, upon application to the Water and Sewer Group, after all requirements detailed in the Section 306 Notice of Requirements have been satisfied.</p> <p><b>Condition reason:</b> To ensure the development complies with Water and Sewer Requirements</p>                                                                                                                                                                    |
| <b>Occupation and ongoing use</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 35                                | <p><b>Use of CCTV Surveillance</b></p> <p>Use of CCTV within the site shall comply with the Surveillance Devices Act 2007. Clear and visible signage must be displayed at all site entrances and areas under surveillance, notifying individuals that CCTV is in operation.</p> <p><b>Condition reason:</b> To ensure use of CCTV within the site shall comply with the <i>Surveillance Devices Act 2007</i></p>                                                                                                                                                                                                                                                                                                                                                 |

## 1. Report

### 1.1. Introduction

The report provides an assessment of the application which has been made in accordance with the Environmental Planning and Assessment Act 1979 (EP&A Act), SLEP 2013 (SLEP) and Singleton Development Control Plan 2014 (DCP).

The proposal involves the construction of a 11.5 metre by 12 metre farm building, along with associated site improvements to support rural operations.

These works include the installation of a fixed closed-circuit television (CCTV) surveillance system, construction of a timber stockyard for managing livestock, and the installation of internal steel relocatable fencing to provide flexible stock handling areas. The development also comprises new fencing and gates, as well as earthworks to establish a mound ranging from 600mm to 1000mm in height, and an associated driveway to facilitate access and site functionality.

The proposed development seeks to vary the section 88B instrument restriction that prohibits the construction of buildings on the land to allow the construction and use of buildings and structures that are ancillary to the primary use of the land, that being agriculture, which is a use permitted without consent. The application is proposing to vary the terms of the s88B restriction to remove the prohibition on the construction of any building.

### 1.2. Site History, Location and Context

The site is Lot 1 DP 748856 and is located at 119a Minimbah Drive, Whittingham, NSW, 2330 (Site). The Site has a total area of 43 hectares and is located within Whittingham, in the Singleton Local Government Area (LGA).

The site is bordered by R5 Large Lot Residential and RU1 Primary Production to the north, RU1 Primary Production zoned properties to the south and east, and neighbouring R5 Large Lot Residential zoned properties to the west.

The site is currently used for primary production for the grazing of livestock alongside activities ancillary to the management of land for this purpose, including (but not limited to) weed spraying, stock rotation, slashing and fertilisation.

Wholly contained within the site is 119b Minimbah Drive, identified as Lot 1 DP 355861, zoned RU1 Primary Production with a reduced lot size of 2.83 hectares and comprising "Minimbah House" which is a locally listed item of heritage significance. Minimbah House consists of a residential dwelling and ancillary outbuildings and is located over 300 metres from the proposed farm building.

The site is truncated by a Right of Way, imposed as a restriction on title, to enable access to Minimbah House from Minimbah Drive.

The site is relatively flat and consists of managed grassland, with a small number of existing trees across the property. There are two primary watercourses impacting the property, bordering the proposed building area at the northern side of the site.

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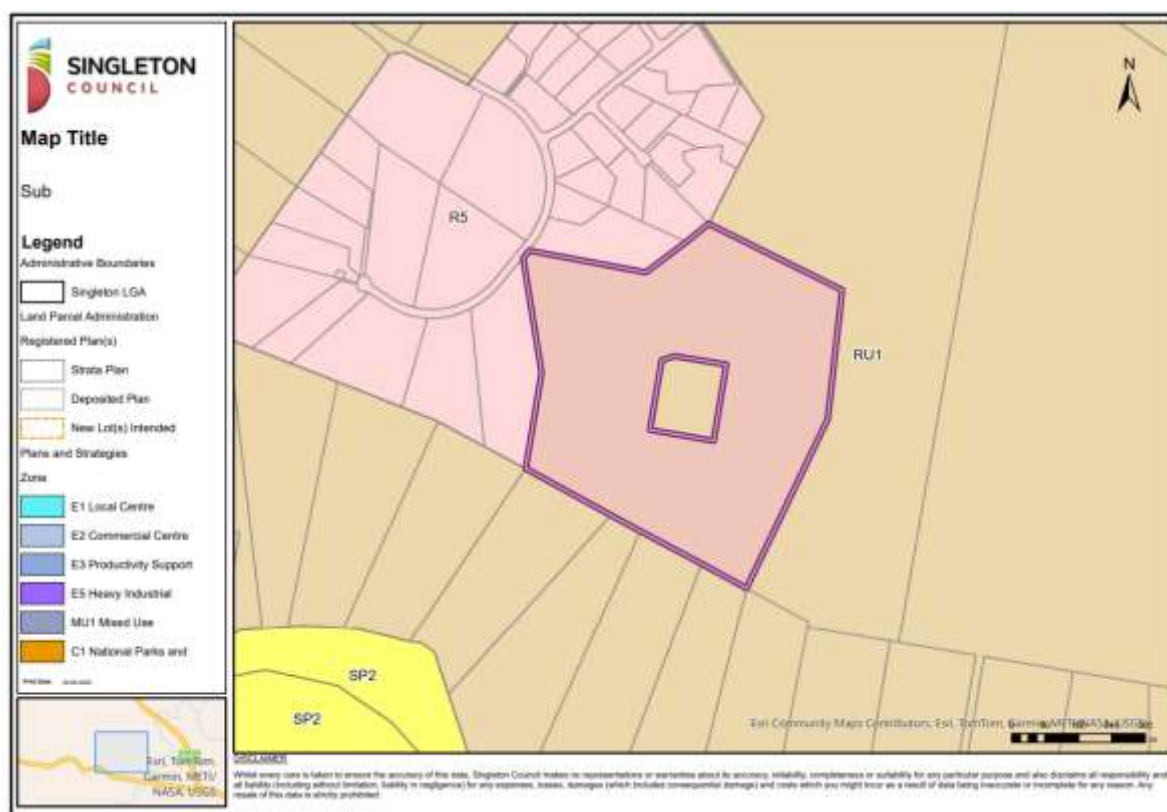
The nearest sensitive receptors are located approximately 150 metres to the north and 250 metres to the southwest of the proposed farm building. Grazing of livestock is expected to occur across the site.

The site consists of several internal livestock fences with a disused grape vineyard located to the east of Minimbah House. There are no other structures currently on the site.

The site is bushfire prone and within the Singleton Military Area Buffer Zone.

The site was the subject of a development application (DA8.2023.466) that was originally submitted as a Farm Building, then amended to an Animal Boarding or Training Establishment. This application was subsequently withdrawn.

Figure 1 below shows the location and zoning for the site.



**Figure 1: Site Location and Zoning**

Figure 2 shows the aerial image of the site.

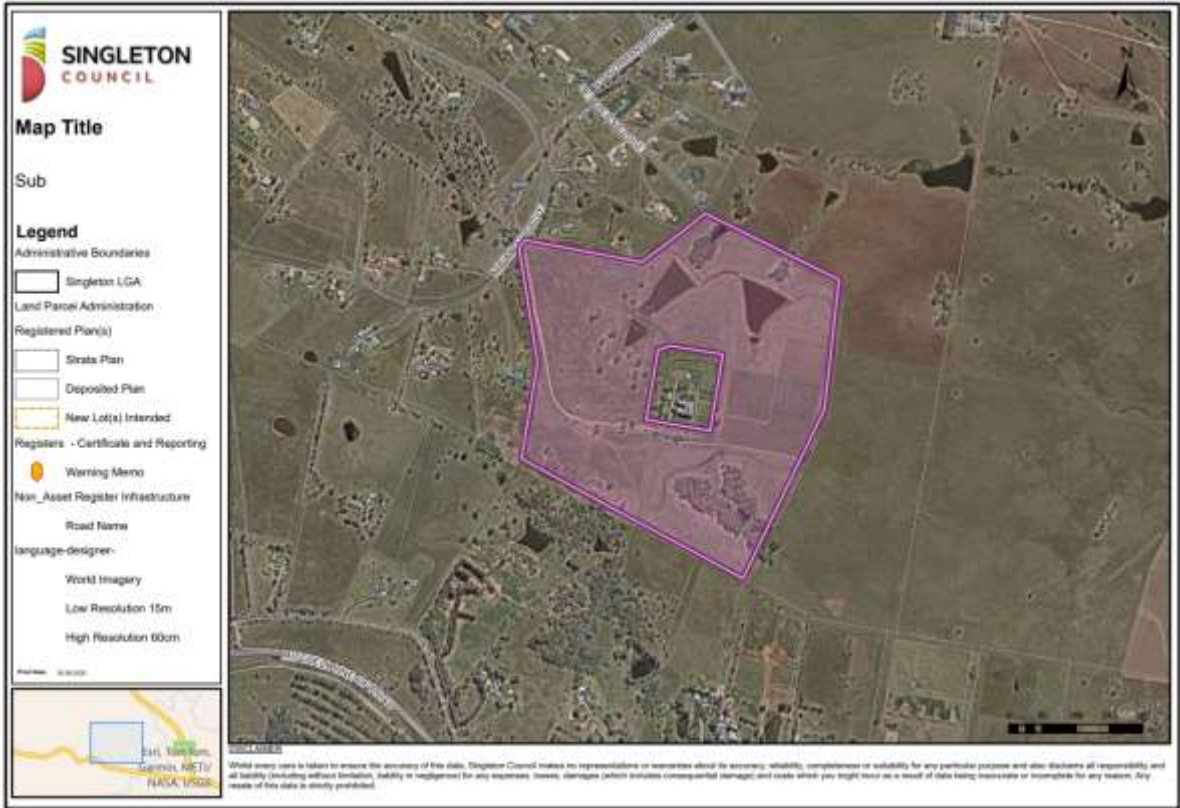


Figure 2: Aerial Image of Site

The proposed farm building is located to the northwest of Minimbah House and is depicted in Figure 3 below.

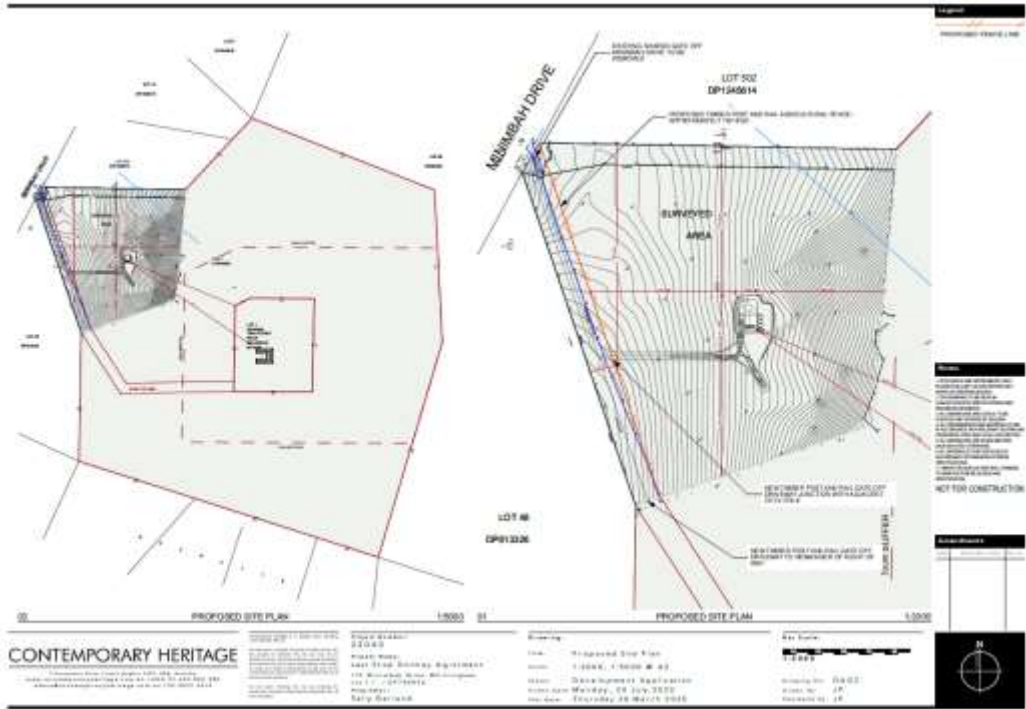
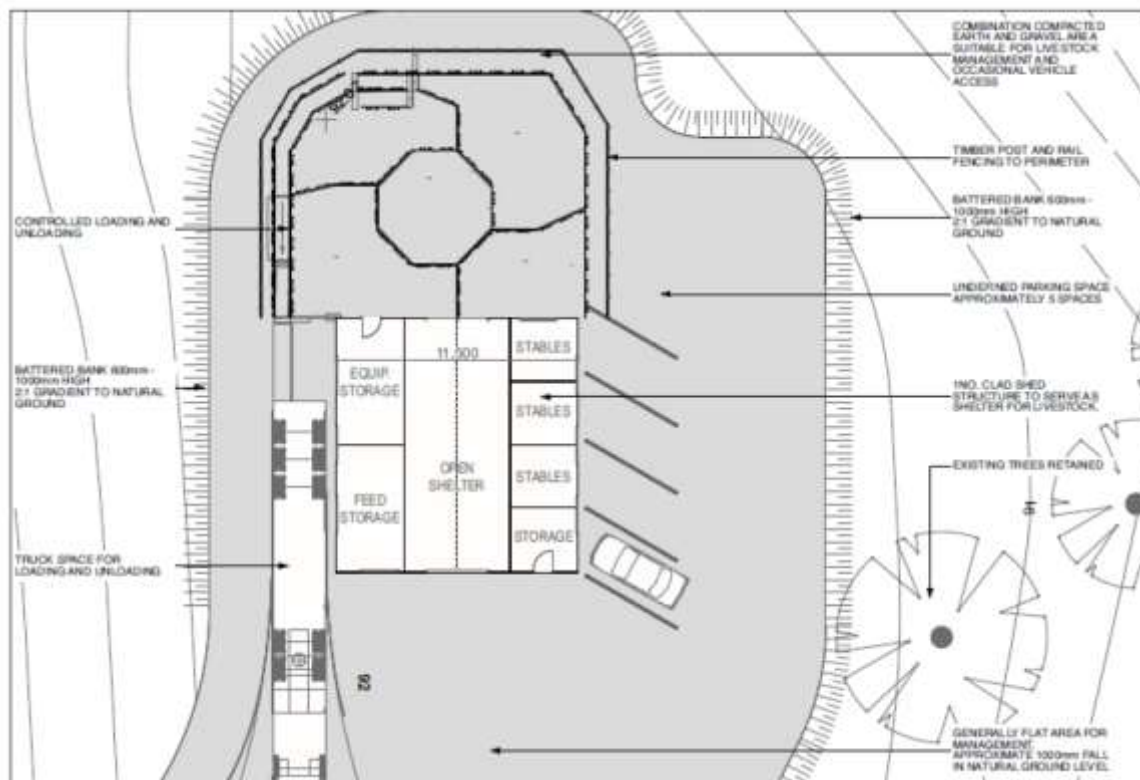


Figure 3: Proposed Site Layout

Figure 4 shows the proposed internal layout of the farm building, stockyards and surrounds.

A copy of the architectural plans is shown in **Attachment 3**.



**Figure 4: Proposed Internal Layout**

## 2. The Proposed Development

Council is in receipt of DA8.2024.258 for the construction of a farm building and ancillary structures to support the agricultural activities undertaken on the site.

The proposed development will see the establishment of a farm building with a floor area of 138m<sup>2</sup>. The proposed farm building will incorporate several section areas including a main through area for open shelter, four stable bays are proposed to the eastern side and storage for equipment and feed to the western side. The proposed farm building will provide shelter for livestock and undercover area for general animal husbandry.

The proposal also incorporates the provision of stock holding yards to the north of the proposed farm building. This will be enclosed by a timber and rail fence with the internal configuration required for stock separation to be undertaken with a relocatable steel fencing. The relocatable fencing system is proposed in order to manage and rotate livestock as necessary for their ongoing care. Steel fencing is required to provide secure and durable holding spaces for the livestock.

### 2.1. Previous Relevant Approvals

The site was the subject of a development application (DA8.2023.466) that was originally submitted as a Farm Building, then amended to an Animal Boarding or Training Establishment. This application was subsequently withdrawn.

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A development application (DA115/2016) was submitted in 2016 for the construction of a machinery shed and was subsequently withdrawn.

The site has been subdivided a number of times, as detailed in section 4.1.2 below.

### **3. Consultation and Submissions**

The application was notified to adjacent and adjoining landholders from 24 April 2025 to 8 May 2025. Twelve (12) objecting submissions were received.

The application was internally referred to council's water/sewer engineer, development engineer, building surveyor and heritage advisor. No external referrals were made.

A summary of submissions received is included in section 4.7 of this report.

### **4. Statutory Considerations**

The proposed development is subject to the environmental assessment requirements specified in the Environmental Planning and Assessment Act 1979, specifically the provisions of section 4.15.

#### ***4.1. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(a)(i)***

##### ***4.1.1. Permissibility***

The proposed development is permissible with consent under the *Singleton Local Environmental Plan, 2013*. The site is zoned RU1 and the zone objectives set out the SLEP identifies the following:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.

The site is currently used for extensive agriculture which is permitted without consent. Extensive agriculture is defined as:



**extensive agriculture** means any of the following—

(a) the production of crops or fodder (including irrigated pasture and fodder crops) for commercial purposes,

(b) the grazing of **livestock** (other than pigs and poultry) for commercial purposes on living grasses and other plants on the land as their primary source of dietary requirements, and any supplementary or emergency feeding, or temporary agistment or housing for weaning, dipping, tagging or similar husbandry purposes, of the livestock,

(c) bee keeping,

(d) a dairy (pasture-based) where the animals generally feed by grazing on living grasses and other plants on the land as their primary source of dietary requirements, and any supplementary or emergency feeding, or temporary agistment or housing for weaning, dipping, tagging or similar husbandry purposes, of the animals.

Livestock is not a defined term in the SLEP 2013. The NSW Department of Primary Industries defines livestock as a *diverse range of domestic animals kept for agricultural purposes, including cattle, sheep, goats, pigs, deer, buffalo, camelids, and equines (horses and donkeys).*

Under the SLEP 2013, farm buildings are permitted in the zone with consent. A **farm building** means a structure the use of which is ancillary to an agricultural use of the landholding on which it is situated and includes a hay shed, stock holding yard, machinery shed, shearing shed, silo, storage tank, outbuilding or the like, but does not include a dwelling.

The proposed farm building and associated structures are ancillary to the agricultural use of the land, and the building will be used for storing machinery, farm produce and supplies, while the stockyards will provide a safe yarding space for livestock.

The proposed development is permissible in the zone and will not result in any deviation from the zone objectives.

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The following table identifies the clauses relevant to the proposed development:

| Relevant Clauses                                                | Compliance with clause objectives                                                                                                                                                                                                                                                                                                                        | Comments/Rationale                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clause 1.9A Suspension of covenants, agreements and instruments | To enable development on land in any zone to be carried out in accordance with the LEP or with a consent granted under the Act. Any restriction to the carrying out of development does not apply to the extent necessary to serve the purpose.<br>This does not apply to a covenant imposed by the Council or that the Council requires to be imposed.  | The application is supported by a rationale to suspend the restriction regarding the erection of buildings on the burdened lot.<br><br>Council staff have determined that clause 1.9A is not applicable to the development, however a condition requiring amendment to the s88B has been proposed. This is detailed in section 4.1.2 below. |
| Clause 5.10 – Heritage conservation                             | The consent authority may, before granting consent to any development, on land that is within the vicinity of land on which a heritage item is located, require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significant of the heritage item. | The applicant has prepared a Heritage Impact Statement consistent with the requirement of this clause.<br><br>Heritage considerations are detailed in section 4.1.2 below.                                                                                                                                                                  |
| Clause 7.1 – earthworks                                         | Prior to granting consent, the consent authority must consider the likely impacts of cut/fill and associated works on drainage, future use, amenity and waterways.                                                                                                                                                                                       | Cut/fill for the proposed development is considered to be minimal in nature (600mm to 1000mm).                                                                                                                                                                                                                                              |
| Clause 7.6 Riparian lands and watercourses                      | Prior to determining a development application, the consent authority must consider whether or not the development will have any adverse impact on water quality and flow, stability, species, habitats and ecosystems, passage of fish, rehabilitation.                                                                                                 | The proposed development is located sufficiently far away from watercourses to result in no adverse effects.                                                                                                                                                                                                                                |
| Clause 7.10 Essential                                           | Development consent must                                                                                                                                                                                                                                                                                                                                 | Services will be extended to                                                                                                                                                                                                                                                                                                                |



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| Relevant Clauses | Compliance with clause objectives                                                                                                                                                  | Comments/Rationale                                                       |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| services         | not be granted to development unless the consent authority is satisfied that essential services are available or that adequate arrangements have been made to make them available. | support the farm building, including water, electricity and site access. |

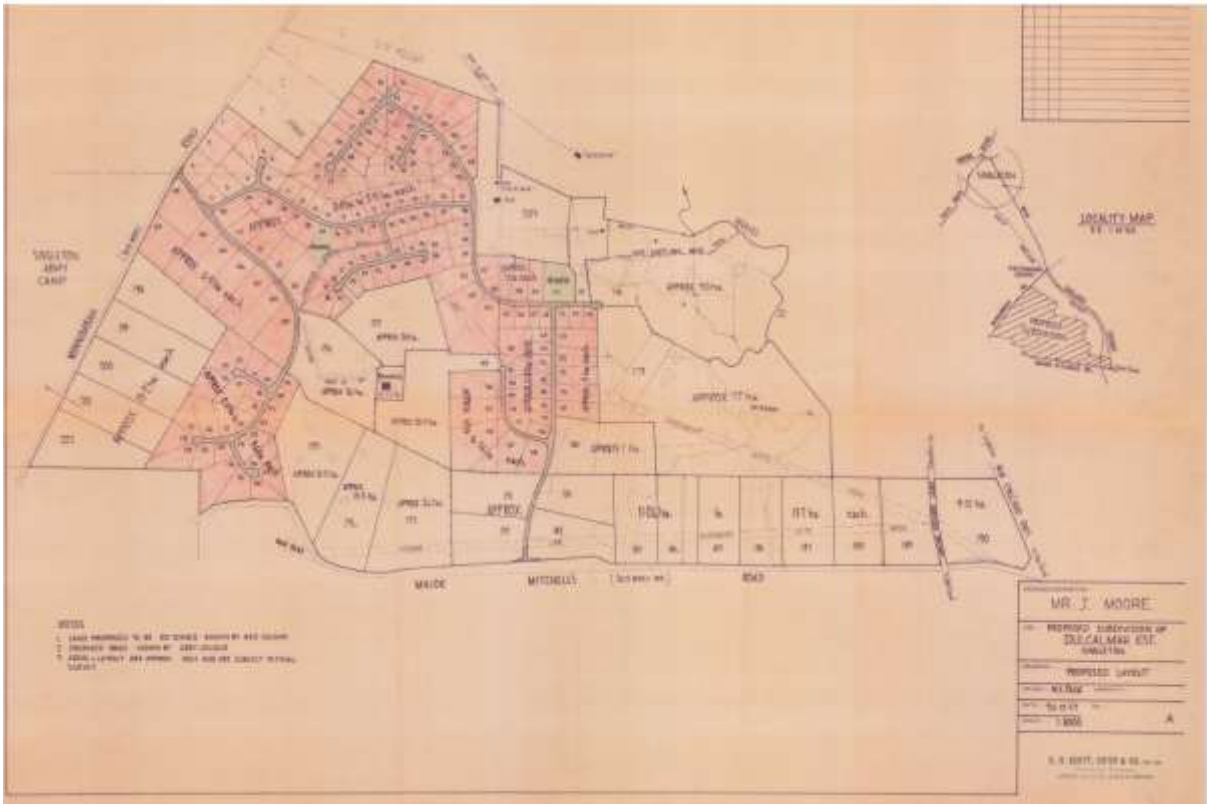
4.1.2. Relevant Clauses

Clause 1.9A – Suspension of covenants, agreements and instruments

The proposed development is seeking to suspend and vary the Restriction of Use within the section 88B instrument for Lot 1 DP 748856. The restriction states that *no building shall be erected on the lot burdened*. This restriction was imposed as part of SA86/44 granted on 5 December 1986 the details of which are documented below.

Lot 1 DP 355861 was likely created during World War II as part of a larger military operation in the vicinity of the Singleton Military Area.

The land surrounding Minimbah House has been the subject of a number of subdivisions. An initial subdivision application (SA9/1977) was made seeking to amend the non-urban zoning to allow a mix of 2-10 acre, 25 acre and larger allotments across an area of approximately 700 hectares. Figure 5 shows the original subdivision layout.



**Figure 5: Subdivision application layout DA9/1977**

Following extensive consultation, including with the National Trust of Australia, the original subdivision layout was amended to take into consideration the viewshed of Minimbah, Barooka and Dulcalmah estates. The application was amended to *subdivide the subject land into a 55 x 10 hectare (25 acre), 3 x 40 hectare (100 acre) 2 x 20 hectare (50 acre) and 1 x 35 hectare (87.5 acres). The proposed development provides for a 305 metre (1000 feet) buffer zone around Miniinbah House in which no dwellings will be erected and at least one dam per lot for stock water supply.*

SA9/1977 was approved on 24 March 1981 (**Attachment 4**) with the following condition requiring a restriction on title as it related to Minimbah House *no buildings being erected within a 305 metre wide buffer surrounding Minimbah House*. Additionally, condition xviii(h) *allowed development may be carried out for the purposes of agriculture (other than cattle feed lots, dog breeding and boarding establishments, pig keeping establishments or poultry farms) ...*

Following determination of SA9/1977, council considered further refinement within the conditions of consent, noting that *subdivision need to be precluded from the buffer zone, but the erection of buildings or structures within the buffer zone would require detailed control such as is foreshadowed in Council's conditions xviii)-f) and xxiv) regarding the siting of development.*

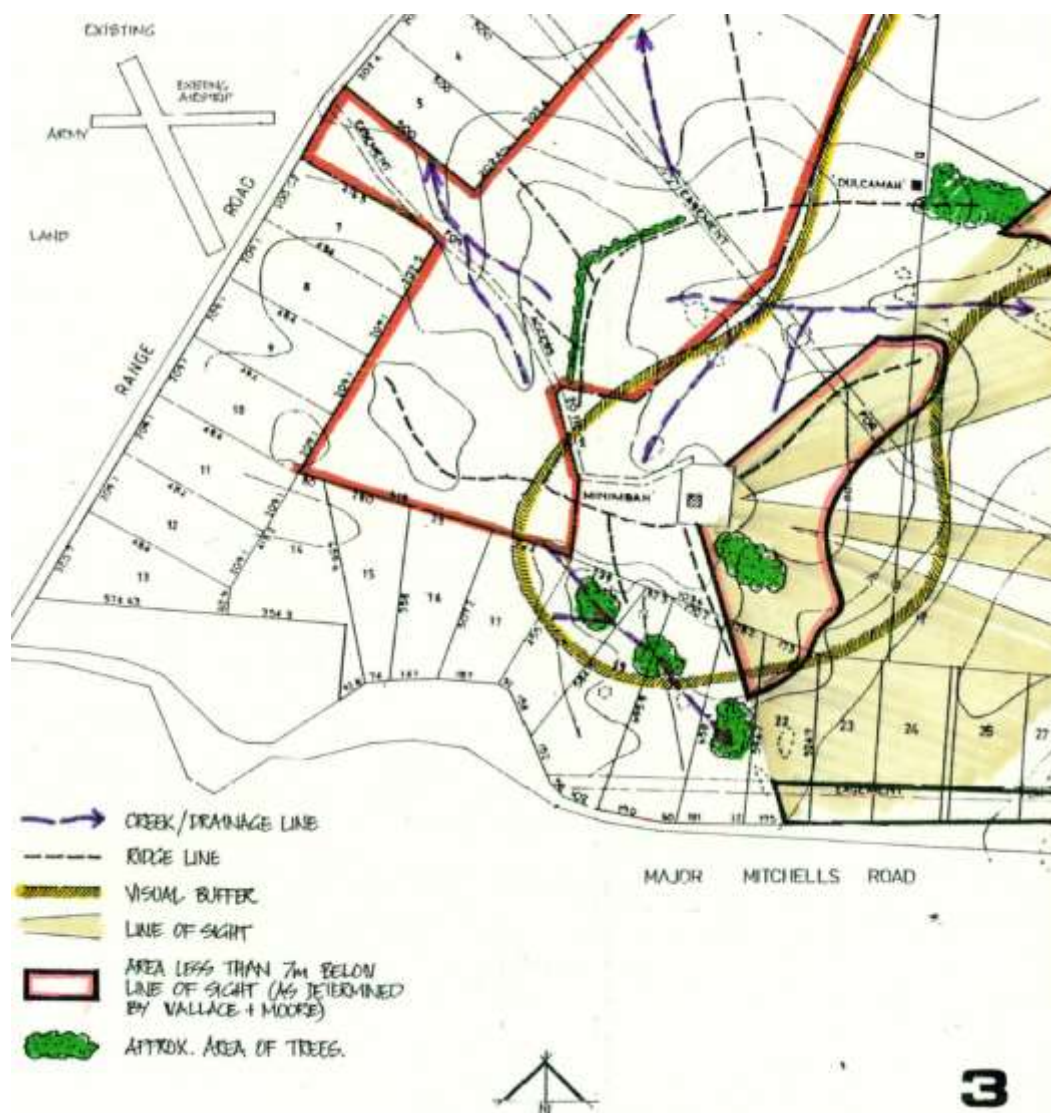
SA9/1977 establishes the buffer zone as 1000 feet or 305 metres surrounding Minimbah House.

In December 1981, the Heritage Council of NSW wrote to council seeking assistance in guiding development in the subdivision through conditions (xiv), (xviii) part c, (xviii) part f and (xxiv). Specifically, these conditions related to internal roads, building outside the buffer, siting of dwellings within the approved subdivision and protection of visual amenity.

At its meeting on 27 July 1982 (**Attachment 5**), Council resolved to amend the conditions of consent to remove (xviii) part b, c and f, and impose the following condition as a restriction on title:

*The erection of dwelling houses be prohibited in areas identified by the "visual impact assessment" report as intruding into sight lines to Minimbah House, as shown on a plan held in the offices of the Council.*

The plan referred to in this condition is shown in Figure 6.



**Figure 6: Visual Buffer within the Visual Impact Assessment**

In 1986 a subdivision application (SA86/44) was made to council seeking to subdivide Lot 231 DP 706921 into two lots. The original intent of this subdivision was to subdivide *approximately 45 hectares of land for purchase by the owner of Minimbah*. The right of way now serving as access to Minimbah will be extinguished and a public road 20 metres wide created for access to Minimbah. The residue land, Lot 2, will be retained by our client for future subdivision [231 hectares].

The subdivision layout forming the application is set out in Figure 7 below.

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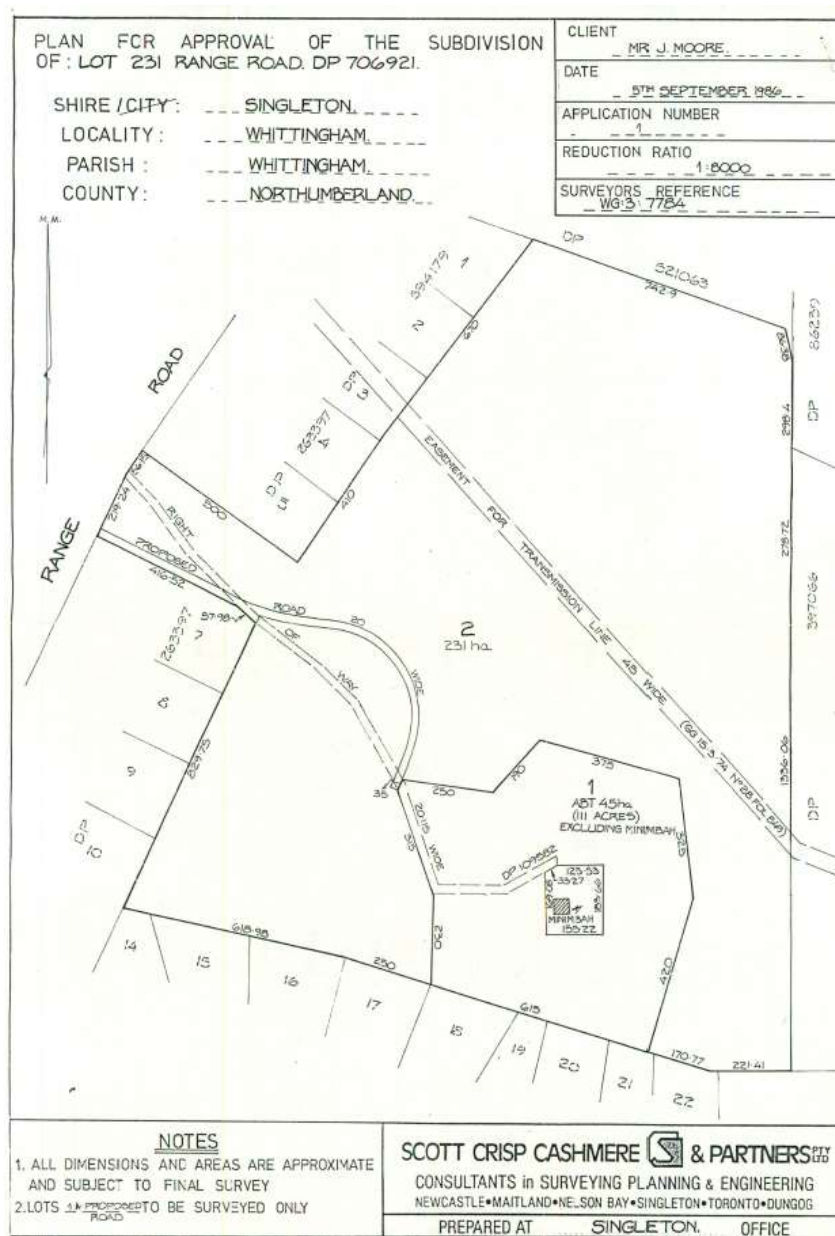


Figure 7: SA86/44 Subdivision Layout

Conditions of consent for SA86/44 (**Attachment 6**) included a requirement to consolidate Lot 1 DP 748856 with Lot 1 DP 355861 (Minimbah House). There was no condition of consent requiring a buffer be created around Minimbah House. Correspondence on file indicates that this requirement was removed and a restriction on title imposed. There are no records that can be found on file to indicate what the approved restriction of council was at that time, or the rationale for the imposition of the restriction as it appears on title today. No records have been provided to council in the application or submissions that identifies the intent of the restriction.

Notwithstanding this, the intend of SA86/44 was to consolidate the two lots, creating one lot resulting in the buffer area for Minimbah House measured from the corner of the house, not the lot boundary, as the lot boundary would no longer exist.

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The intent of SA86/44, to subdivide such that a portion of Lot 231 DP 706921 could be sold to the owners of Minimbah House, was not realised and Lot 1 DP 748856 (the subject of this application) is in separate ownership.

In 1987, council received a development application to rezone and subdivide a portion of SA9/1977 into smaller lots, a large proportion of which was the residual 231 hectare lot the subject of SA86/44. This application (DA40/1987) considered the impacts to the Minimbah House viewshed and recommended maintaining development to the northwest of Minimbah House, outside the viewshed identified in Figure 6.

During the consultation and assessment of these applications, various restrictions regarding construction in the vicinity of Minimbah House were approved. These included restricting construction of dwellings within 1000 feet (305 metres) and the viewshed defined by a "Visual Impact Assessment". Consistently, the advice from the Heritage Council of NSW focussed on the impact of the construction of dwellings and buildings within the viewshed. The assessment of DA9/1977 specifically did not restrict development, rather required considered assessment for the placing of development within the buffer area around Minimbah House.

Concerns raised by Heritage NSW at the time focussed on restricting dwelling construction within the viewshed identified within the "Visual Impact Assessment". As such, the proposed amendment to the s88B restriction regarding *no building shall be erected on the lot burdened* can be supported as the proposed farm building is not a dwelling, is located at least 305m from Minimbah House and is outside the viewshed of the "Visual Impact Assessment". Further, the proposed development is in keeping with the intent to maintain an agricultural land use on the site.

It should be noted that:

- there is no similar restriction on title for Minimbah House. Heritage items are not typically prohibited from the construction of alterations and additions or outbuildings. Minimbah House has been contemporaneously modified with the removal of an outbuilding and construction of additional buildings. DA47/2016 – demolition of garage and construction of a barn, pool and pool house was approved by Council staff under delegation on 8 June 2016 to allow for contemporary uses ancillary to the dwelling. Supporting this application was a Heritage Impact Assessment to ensure the new construction was sympathetic to the character of Minimbah House, consistent with clause 5.10 of the SLEP 2013.
- There are no restrictions on title regarding the construction of dwellings or other structures on land outside Lot 1 DP 748856 but within the Minimbah House viewshed.

Council staff have reviewed clause 1.9A and consider that this pathway is not relevant for the application. This is because the clause does not apply to a covenant imposed by the Council or that the Council requires to be imposed.

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Having regard to the above, a proposed condition of consent to vary the s88B restriction has been included to provide clarity regarding the type of development and location within Lot 1 DP 748856 development can take place, noting that in any circumstance, assessment of impact under clause 5.10 of the SLEP 2013 will be required. The proposed condition of consent is:

*The applicant must prepare an amendment to the existing Section 88B Instrument with all relevant signatures and company seals (where applicable) to the satisfaction of Council. The 88B instrument must be registered with NSW Land Registry Services prior to issue of the Construction Certificate.*

*The Section 88B Instrument must incorporate the following easements and restrictions to user where necessary:*

- a) right of carriageway;*
- b) restriction as to user which defines a restricted building zone;*
- c) restriction as to user directing that the burdened lot must not be developed other than in accordance with the approved plan.*

**Clause 5.10 – Heritage conservation**

The site is not located within a Heritage Conservation Area and does not contain any heritage items. The site is located adjacent to the SLEP 2013 Heritage Item I149 “Minimbah House and outbuildings”, which is located on Lot 1 DP 355861. A Statement of Heritage Impact has been prepared by the applicant to comply with clause 5.10(5) of the SLEP. Clause 5.10(5) requires:

*The consent authority may, before granting consent to any development—*

- (a) on land on which a heritage item is located, or*
  - (b) on land that is within a heritage conservation area, or*
  - (c) on land that is within the vicinity of land referred to in paragraph (a) or (b),*
- require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.*

The Heritage Impact Assessment for the applicant states:

*The proposed roof pitch of the shed is 15-degree. Although it would normally be recommended that the pitch match that of the local Heritage Item, in this instance with the large visual detachment of the building within the rural setting, the lower roof pitch is preferable to minimise potential visual impacts as well as the building presentation as a agricultural structure that does not mimic, detract or dominate visually from the neighbouring Heritage Item. The drawings include indicative views added below. These views demonstrate the rural setting of the proposal, whilst also demonstrating the extensive distance between the Heritage Item and the proposed shed structure.*

The proposed farm building is located over 300 metres from the nearest corner of Minimbah House, which is considered sufficient distance to ensure minimal impact to the amenity and landscape location of Minimbah House. In addition, similar shed structures are located in the vicinity of the proposed development, including at Minimbah House.



*Infrastructure & Planning Report (Items Requiring Decision) - DI&P59/25*

The Heritage Impact Assessment accompanying the application concluded that the proposed development would provide functional improvements to the use of the site with no impact on the adjacent heritage item. The removal of the restriction that no building shall be erected on the lot burdened can be suitably managed with the remaining LEP requirements regarding no building can be erected without the approval of Council.

**4.1.3. State Environmental Planning Policy (Biodiversity and Conservation) 2021 – Chapter 4 – Koala Habitat Protection 2021**

The proposed development does not include vegetation removal and as such there is no impact identified on koala habitat and the free-living population.

**4.1.4. State Environmental Planning Policy (Resilience and Hazards) 2021 – Chapter 4 – Remediation of Land**

The site is currently zoned for primary production purposes and it is not expected that the site or proposed location of the farm building will have the potential to be contaminated.

**4.1.5. State Environmental Planning Policy (Primary Production) 2021 – Chapter 2 – Primary production and rural development**

The aim of the SEPP is to facilitate the orderly economic use and development of lands for primary production, reduce land use conflict and sterilisation of rural land by balancing primary production, residential development and protection of the environment.

The proposed development will facilitate the objectives of the SEPP through enabling ongoing use of the land for agricultural purposes. The proposed development complies with the requirements of Part 2, Schedule 4 of the SEPP through compatibility with surrounding land uses and posing no adverse environmental, social, economic or visual impacts. The proposed farm building has been designed to be sympathetic to the historical use of the land.

**1.1. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(a)(ii)**

There are no draft Environmental Planning Instruments relevant to the development application.

**1.2. Environmental Planning and Assessment Act 1979 Section 4.15(1)(a)(iii)**

The Singleton Development Control Plan 2014 applies to the land with the following clauses of particular relevance to the proposal:

| Relevant Clauses                                                                            | Compliance with Clause Objectives                                                                                                                                                                                                                                     | Comments/Rationale                                                                                                                                                              |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.4 Stormwater drainage system                                                              | Post development runoff from the land will not exceed the predevelopment runoff for all storm durations for the 5 year, 20 year and 100 year ARI                                                                                                                      | Stormwater will be managed through Council's standard conditions of consent regarding drainage design.<br><br>Complies                                                          |
|                                                                                             | The design of stormwater drainage and discharge system must comply with the Council's Engineering Design Specifications and be consistent with the approaches adopted by the Engineers Australia publications titled Australian Guide to Water Sensitive Urban Design | Drainage design will be undertaken in accordance with standard conditions of consent.<br><br>Complies                                                                           |
| 2.9 Maximum building height                                                                 | The site has a maximum building height of 9m                                                                                                                                                                                                                          | The building is 3.65m in height.<br><br>Complies                                                                                                                                |
| 2.10 - Building line for land in certain rural, residential, business and industrial zones  | The building line setback for the RU1 zone is 40m                                                                                                                                                                                                                     | The farm building is set back 114m and 112m respectively from the side and rear boundaries.<br><br>Complies                                                                     |
| 2.11 – Side and rear setbacks for buildings in certain rural and environmental living zones | The minimum side and rear setbacks for the RU1 zone is 10m                                                                                                                                                                                                            | The proposed development is designed, sited and will be managed to avoid any significant adverse impacts.<br><br>Complies                                                       |
| 2.16 – Environmental outcomes                                                               | To avoid impact, maintain biodiversity, minimise land degradation and encourage environmentally responsible design.                                                                                                                                                   | The proposed development has been sited to avoid impacts, maintain biodiversity and meets contemporary design guidelines in keeping with the heritage values of Minimbah House. |



*Infrastructure & Planning Report (Items Requiring Decision) - DI&P59/25*

| Relevant Clauses                                                                               | Compliance with Clause Objectives                                                                                                                                                                                                                                                                                                                                                                     | Comments/Rationale                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                       | Complies                                                                                                                                                                                                       |
| 2.17 – Preservation of trees and vegetation on certain residential, business and heritage land | To preserve trees and vegetation that positively contributes to the amenity of the area, avoid clearing where possible and encourage biodiversity conservation                                                                                                                                                                                                                                        | The proposed development will not adversely impact vegetation and has been sited to minimise impacts to biodiversity.<br><br>Complies                                                                          |
| 2.21 – Earthworks and retaining                                                                | Development consent should not be granted for retaining walls greater than 600mm in height, within 1m of the lot boundary, unless the consent authority is satisfied that the design incorporates suitable drainage measures and the design life is not less than 50 years.                                                                                                                           | Earthworks associated with the proposed development will be minimal in nature and restricted to levelling of the ground for the proposed farm building and driveway improvements.<br><br>Complies              |
| 2.23 – Building appearance                                                                     | The building appearance should not detract from the visual quality of the streetscape, be appropriate in scale, provide a sense of address to the street, suitably integrates with the natural features of the site, incorporate design measures that enhance appearance, include appropriate colour treatments and materials, and is compatible with any heritage qualities of the building or area. | The Heritage Impact Assessment includes recommendations for building treatment to ensure this clause of the DCP can be satisfied. These requirements will form conditions of consent.<br><br>Complies          |
| 2.30 – Sheds in certain rural, residential and environment protection zones                    | Where practical sheds should be built to the rear of existing buildings to screen from public view, not be sited in prominent locations or extend above ridgelines, be sympathetic to other buildings in the landscape and include mitigation measures to screen visual impacts.                                                                                                                      | The proposed farm building has been located at the rear of Minimbah House outside the viewshed. The proposed farm building is consistent with similar structures in the vicinity of the site.<br><br>Complies. |

**1.3. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(a)(iia)**

There is no planning agreement relevant to this proposal.

**1.4. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(b)****1.4.1. Key Assessment Issues**

The proposed development will not negatively impact on visual amenity, access, traffic and services.

The proposed development will result in minimal earthworks and no trees and vegetation are proposed to be removed as part of the development. The AHIMS database search (27 July 2023) did not identify any sites or places of Aboriginal heritage. Appropriate conditions requiring works to cease should any Aboriginal objects be uncovered during the works have been proposed.

There are no proposed impacts to stormwater. Standard conditions of consent will be imposed to manage minor impacts associated with the construction and use of the farm building.

The key assessment items are impacts to the heritage item and removal of the restriction on title which have been addressed in section 4.1.2 of this report.

**1.4.2. Internal Referrals**

Internal referrals were provided by development compliance, development engineering, water/sewer, building surveying and heritage as summarised below:

**Development compliance:** council's development compliance officer has responded to several complaints regarding the use of the site for the Last Stop Donkey Program and associated structures to support the agricultural use of the land. The proposed development will regularise council's advice and response in relation to these compliance matters and provide clarity to current and future users of the site.

**Development engineering:** An internal referral was prepared by council's development engineer who supported approval of the proposed development with conditions.

**Water and sewer:** the proposed development is located within the Singleton water and sewer servicing area. An internal referral was prepared by council's water and sewer development engineer who supported approval of the proposed development with conditions.

**Building surveyor:** An internal referral was prepared by council's building surveyor who supported approval of the proposed development with conditions.

**Heritage:** an internal referral was prepared by council's heritage advisor who supported approval of the proposed development with conditions.

**1.4.3. External Referrals**

No external referrals were made for this development application.

**1.5. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(c)**

The proposed development is in the RU1 zone and is permissible with consent. The proposed development is ancillary to the primary land use, extensive agriculture, and can be supported by internal referral officers with relevant conditions of consent.

Whilst there is a restriction on title that prohibits the construction of any building, the intent of this imposition is unclear and has been assumed to be to preserve the heritage significance of Minimbah House. However, the title for Lot 1 DP 355861 does not include any such restriction and a development application for the demolition of a garage and construction of a barn, pool and pool house was approved by council staff in 2016.

The applicant's Heritage Impact Statement meets the requirements of clause 5.10(5) and includes an assessment of impact of both the lifting of the restriction and the proposed development.

**1.6. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(d)**

The application was publicly notified from 24 April 2025 to 8 May 2025. Twelve submissions were received during this period. The primary concerns regarding the proposed development relate to the use of the land for donkey rearing as part of the Last Stop Donkey Program. This issue has been addressed in section 4.1.1 of this report.

The key issues raised in submissions have been summarised in the table below.

| Concern Raised                                                                                                                                                                                                                    | Council Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visual impact the proposal will have on the Heritage Item Minimbah House through the buffer area required by the current s88B restriction, including development within the 305m buffer area created through historical approvals | <p>The Statement of Heritage Impact supporting the application included a views analysis. This analysis identified that the views to and from Minimbah House will remain largely unaffected.</p> <p>There is sufficient separation distance between the proposed farm building and Minimbah House and the proposed farm building is located outside the viewshed as described in section 4.1.2 of this report.</p> <p>Council's heritage advisor has reviewed the application noting it can be approved with conditions.</p> |
| Land use and operations that will occur on site and to which the proposed farm building and associated works are                                                                                                                  | <p>The site has operated as a grazing venture for the last six (6) years. Extensive agriculture is a use that is</p>                                                                                                                                                                                                                                                                                                                                                                                                         |

## Infrastructure &amp; Planning Report (Items Requiring Decision) - DI&amp;P59/25

| Concern Raised                                                                                                    | Council Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| associated with                                                                                                   | <p>permitted without development consent on site. Any other use would require approval from Council.</p> <p>Council has undertaken an investigation into the use of the site for the Last Stop Donkey Program and has concluded that investigation without taking further action. The proposed amendment to the restriction on title will provide clarity to current and future users of the site regarding protection of the Minimbah House viewshed.</p>                                                                                                                |
| Impacts resulting from the farm buildings and associated animal management area such as noise, odour and traffic. | <p>The proposed development is expected to result in improved livestock management practices which will not contribute to adverse amenity impacts.</p> <p>Conditions of consent have been proposed that require an operational plan of management for the building to ensure impacts are minimised.</p>                                                                                                                                                                                                                                                                   |
| Suitability of the proposed buildings, including temporary vs permanent structures                                | <p>The proposed development was amended to become a permanent farm building in response to suitability. With the exception of moveable yards and the CCTV tower, all other features of the proposed development are permanent.</p> <p>It is considered appropriate for both stockyards and CCTV tower to be moveable to facilitate the safe functioning of the site (noting no dwelling is permitted).</p> <p>A condition of consent requiring CCTV to comply with the requirements of the <i>Surveillance Devices Act 2007</i> has been proposed, including signage.</p> |
| Aboriginal significance of the site                                                                               | <p>The AHIMs search undertaken as part of the application did not identify any known Aboriginal features or sites within 50 metres of the proposed farm building. A condition of consent requiring works to cease in the event items are uncovered has been proposed.</p>                                                                                                                                                                                                                                                                                                 |

Standard conditions of consent for rural sheds have been proposed to address concerns raised within submissions received.

Submissions also raised concerns regarding health and wellbeing of community and donkeys, privacy with regard to the proposed CCTV installation and noise associated with the grazing of donkeys on the site. These matters are not considerations for the assessment of the proposed development. However, a proposed condition requiring an operational plan of management has been included to ensure controls are in place to minimise impacts.

### **1.7. *Environmental Planning and Assessment Act 1979 section 4.15 (1)(e)***

Council staff have undertaken a detailed review of the historical files associated with development in the vicinity of Minimbah House. This review determined that it is in the public interest to create clarity regarding the restriction on title is required to ensure development remains consistent with the Visual Impact Assessment that established the Minimbah House viewshed.

The proposal is considered to be in the public interest for the following reasons:

- The proposed development and conditions of consent will provide for the erection of structures to support the use of the land for its primary agricultural purpose and maintain the objectives of the RU1 zone.
- The proposed development and conditions of consent will provide clarity to current and future land users of the development that can be undertaken on the site to support the primary use, and development that requires additional approval from Council.
- The proposed development has been supported by council's heritage advisor as being in sympathy with the heritage significant of Minimbah House.
- The proposed development is permissible in the zone, regardless of the current restriction on title.
- The proposed development is consistent with the relevant provisions of the *Singleton Local Environmental Plan, 2013* and *Singleton Development Control Plan 2014*.

## **2. Other Matters to Consider Under the *Environmental Planning and Assessment Act 1979* and Regulations**

### **2.1. *Section 7.12 – Development Contributions***

Section 7.12 Contributions are payable on the proposed development and appropriate conditions of consent have been applied.

### 3. Conclusions

The Council has assessed the merits of the proposal taking into consideration the issues raised in all submissions and is satisfied the impacts have been satisfactorily addressed within the proposal and the recommended conditions. The proposed development, as described in section 2 of this assessment report does generally satisfies the relevant objectives and provisions of the Singleton LEP (2013) and Singleton DCP (2014). The environmental, social and economic impacts and benefits of the proposed development are acceptable, and the proposed development is recommended for approval subject to the proposed conditions contained in **Attachment 2** to this report.

#### **Attachments**

- AT-1** [↓](#) Collated Submissions Received (Redacted)
- AT-2** [↓](#) Draft Conditions of Consent
- AT-3** [↓](#) Architectural Plans
- AT-4** [↓](#) SA9/1977 Minutes of Council Meeting 24 March 1981
- AT-5** [↓](#) SA9/1977 Minutes of Council Meeting 27 July 1982
- AT-6** [↓](#) SA86/44 Development Approval 5 December 1986

**From:** [REDACTED]  
**Sent:** Tuesday, 6 May 2025 7:32 PM  
**To:** Singleton, Council  
**Cc:** [REDACTED]  
**Subject:** Submission on DAM8.2024.268.1 Farm Buildings at Lot 1, 119A Minimbah Drive, Whittingham  
**Attachments:** Donkey's - Last Stop Donkey Program - 119A Minimbah Drive Whittingham - Importing Feral Donkey into NSW -Threat to children and pets - a serious threat to NSW environment; RE: Donkey's - Last Stop Donkey Program - 119A Minimbah Drive Whittingham - Importing Feral Donkey into NSW -Threat to children and pets - a serious threat to NSW environment

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Sir/Madam

I place this submission into the Singleton Council via email, with emails between myself and the Local Land Services General Manager Brett Miner with regard to the application for farm buildings

### 3 Permitted with consent

Agriculture; Airstrips; Animal boarding or training establishments; Aquaculture; Bed and breakfast accommodation; Boat launch; Building identification signs; Business identification signs; Camping grounds; Caravan parks; Cellar door premises; Cemeteries; Crematoria; Dual occupancies; Dwelling houses; Environmental facilities; Environmental protection works; Extractive industries; Flood mitigation works; Hazardous industries; Heavy industrial storage establishments; Helipads; Highway child care; Home businesses; Home industries; Information and education facilities; Intensive livestock agriculture; Jetties; Landfill; Open cut mining; Places of public worship; Plant nurseries; Recreation areas; Recreation facilities (outdoor); Roads; Roadside workers' dwellings; Service stations; Sewerage systems; Truck depots; Turf farming; Veterinary hospitals; Water supply systems

**From:** [REDACTED]  
**Sent:** Tuesday, 6 May 2025 9:21 PM  
**To:** Singleton, Council  
**Cc:** [REDACTED]  
**Subject:** Submission on DAm8.2024.268.1 Farm Buildings at Lot 1, 119A Minimbah Drive, Whittingham  
**Attachments:** Donkey's - Last Stop Donkey Program - 119A Minimbah Drive Whittingham - Importing Feral Donkey into NSW -Threat to children and pets - a serious threat to NSW environment; RE: Donkey's - Last Stop Donkey Program - 119A Minimbah Drive Whittingham - Importing Feral Donkey into NSW -Threat to children and pets - a serious threat to NSW environment

**CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.**

Dear Sir/Madam

I place this submission into the Singleton Council via email, with emails between myself and the Local Land Services (LLS) General Manager Brett Miner about the threats posed by the donkey farm that are important and form part of this application. Please include my email and Mr Miners reply in my submission.

The application for farm buildings in this DA are only to facilitate the Last Stop Donkey Program, (LSDP) which has no DA authority to operate as a business, that trains and sells donkeys that are a genuine hazard to the neighbouring residential properties, as required by Singleton LEP and NSW Legislation RU1.

My initial complaint is about the failure to provide a Development Application and gain approval for the LSDP to be located at 119A Minimbah Drive, Whittingham, on a RU1 property.

The LSDP states on its "Our Mission" to provide training, which requires it to be provided with a DA to undertake this mission by NSW Legislation.

RU1 requires that any training establishment requires a DA for this to be established.

The LSDP trains animals at the property because its mission states they train the animals at the property, their admission means they require a DA to operate their business, not negotiable by NSW legislation.

Within my email to the LLS a detailed set of information is provided to confirm that donkeys, even domesticated donkeys are a territorial aggressive animal that have caused death and injury throughout the world.

The simple fact the animal is used for protection purposes; means they are aggressive to any intrusion into their "territory" means they provide a hazard to any local children or animals that for whatever reason stray into their territory. They are effectively a Hazardous Industry located next to residential properties full of young children.

This provision, the donkeys being a hazardous animal, requires a DA should have been undertaken for this business to proceed.

If the Singleton Council can provide a Risk Assessment or Occupational Health Assessment, that the LSDP has provided the SCC to confirm these formally feral donkey's are not a threat to children and pets in the area, I am happy to withdraw this part of my objection.



But the 30- to 50-year-old dilapidated fence, unsuitable for horses or donkeys tells me no such assessment exists, as any such assessment would require the fencing be upgraded by the LSDP to horse fencing.

The LSDP sells donkeys, they provide donkey for sale and to gain a profit for that sale. That simple fact places the LSDP into the category of Rural Industries, an industry designed to sell its product. It would be difficult for SCC to argue it's not a rural industry, as the LSDP outlines this information in their mission statement.

Again another reason for the actual business that the LSDP is, a rural industry, should require it to have a DA to conduct this business before it sold one donkey.

The application for the DA for farm buildings is simply a means of circumventing the requirement to provide the DA for the actual LSDP to exist.

The current farmland, that neighbours my property has been cattle grazing land for three decades to my knowledge and required no farm buildings for its original purposes as a rural property.

The only change that requiring farm buildings is the LSDP, which hasn't been approved by DA to conduct its new business, is a training establishment and harbours hazardous animals next to residential properties without any improvement to 30-year-old fencing.

Who is the PCBU for the site, what is their emergency plan for an escaped animal into the residential premises, a small child entering their property, the plan for animal welfare of 140 donkey's located on the property at one time, without a shelter being built for any of the donkeys, etc.

Singleton Council should have every single plan required for the LSDP to conduct its business.

The LSDP is a small business under the NSW Definition.

Clearly, Singleton Council has obligations that it has not fulfilled yet, because the Mission statement of the LSDP is at odds with the requirements of the Singleton LEP and NSW Planning.

#### LSDP Mission Statement

## Our Mission

To repurpose donkeys classified as pests and destined to be culled by aerial shooting, to provide training and education so they are suitable to be sold to properties suffering stock losses due to wild dogs, or to families as much loved pets.

#### Conditions for RU1 Land in NSW

##### 3 Permitted with consent

Agriculture; Airstrips; Animal boarding or training establishments; Aquaculture; Bed and breakfast accommodation; Boat launch; Building identification signs; Business identification signs; Camping grounds; Caravan parks; Cellar door premises; Cemeteries; Crematoria; Dual occupancies; Dwelling houses; Environmental facilities; Environmental protection works; Extractive industries; Flood mitigation works; Hazardous industries; Heavy industrial storage establishments; Helipads; Highway child care; Home businesses; Home industries; Information and education facilities; Intensive livestock agriculture; Jetties; Land open cut mining; Places of public worship; Plant nurseries; Recreation areas; Recreation facilities (outdoor); Roads; Roadsides; workers' dwellings; Service stations; Sewerage systems; Truck depots; Turf farming; Veterinary hospitals; Water supply systems;

**Animal Welfare:**

The Local Land Services details that donkey come under the same legislation as horses, not my words but the words from their chief veterinarian.

Now if a local farmer, with 43 hectares went to open a business for horse breeding, training, sale, for up to 140 horses in the paddocks without the requirements of the NSW DPI Animal Welfare for horses.

Would Singleton Council simply approve the project without a DA being required once such negative information became available?

No, a DA would be required, because that the current legislation.

The horses, have no shelter, no birthing areas, are roaming freely on the property, next to residential housing, and no real means of being able to care for as required.

The point being the donkeys require the exact same care and consideration as horses, with slight variations.

This property was never suitable for the LSDP and should never have been allowed to operate upon this land.

I attach the NSW animal welfare site, and the fact 140 donkeys won't fit into any farm shed, there is no shelter, the fences are barbed wire and have been for years.

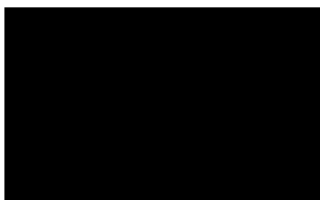
Clearly these animals are neglected by NSW DPI's own standards.

The LSDP is not a suitable business for this location, it cannot operate with the numbers of donkeys to be financially sustainable without the volume of donkeys, the area lacks very significant infrastructure and is located next to residential premises, full of young children.

Link to NSW DPI Animal Welfare

<https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/animal-care-and-welfare/other/companion-animal-files/caring-for-horses>

For your consideration.



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 5 May 2025 1:03 PM  
**To:** Singleton, Council  
**Subject:** Application [8.2024.268.1]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Begin forwarded message:

[REDACTED]

Dear Sir/ Madam

Thank you for the opportunity to respond to the latest Development Application for 119A Minimbah Drive Whittingham. I have no objections to the land being used for grazing livestock and understand the need for yards, trucks and associated equipment which are all temporary and easily removed when needed. The Last Stop Donkey Program has been using the property for the last two years.

The previous Development Application and indeed the current one indicates the site of the shed to be approximately 110 metres from my property according to the diagrams. I am rather confused by the photos of the existing view A and the proposed view showing a shed near the dam below my property. As there is no shed there is this the proposed new site?





Either site is a cause for concern as the proximity to the residential properties will have a detrimental effect due to noise levels. At present there are approximately 40 donkeys on the property and have numbered over 60. The braying has been likened to a foghorn and can be heard for 3 kilometres. The braying is worse when there are male donkeys on the property and when weaning the young ones. If they are going to be in stables and yards close to homes there will be further noise issues for the residents in the area. The

My main concern however has always been the proposal of the application to vary the Section 88B Instrument on the land surrounding Minimbah House to allow the construction of buildings. Any alteration opens up the possibility in the future of seeing Minimbah House in the middle of a housing development which I feel current and future generations would not thank us for. There are other blocks for building houses and grazing livestock. There is only one Minimbah House and the historical significance as one of the finest grazing properties in the district needs to be protected. Minimbah House does deserve to sit proudly on the hill for the next 150 years.

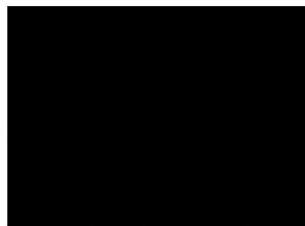
Yours sincerely











6 May 2025

The General Manager  
Singleton Council  
PO Box 314  
SINGLETON NSW 2330

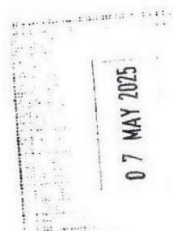
Dear Sir

**Objection to Variation to Section 88B Restrictive Covenant and Development Application For Farm Buildings on 119A (Lot 1 DP 748856) Minimbah Drive, Whittingham. Council Reference 8.2024.268.1**

I refer to a notification letter from Council dated 17 April 2025 but not received until 29 April 2025 relating to 119A Minimbah Drive, Whittingham to vary the Section 88B restrictive covenant on that property prohibiting buildings and the submission of a Development Application for farm buildings. I advise I strongly object to the removal of the 88B instrument and the Development Application.



When my wife and I considered the purchase of our property in 2015, we conducted research on the neighbouring property (119A Minimbah Drive) and ascertained that there was an 88B restrictive covenant which prohibited buildings. We ascertained that the reason for the imposition of the 88B restriction prohibiting buildings was to protect the heritage of Minimbah House which is listed as a heritage item in Singleton Council's LEP and the State Heritage Register. We also learnt that this condition was requested by Singleton Council itself as part of a consent of subdivision in 1986/87 (SA 86/44). We also ascertained that the land was zoned RU1 under the Singleton



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LEP 2013 and that the property could not be subdivided due to the minimum lot size being 40 hectares.

Bearing in mind these matters we purchased our property with the knowledge that the rural views and quiet amenity of our property could only be altered subject to a successful rezoning of 119A Minimbah Drive and / or if Council decided that the heritage of Minimbah House no longer warranted protection by the prohibition of buildings on 119A Minimbah Drive. We consider that the value of our property when purchased reflected the restrictions on 119A Minimbah Drive. Any removal of these restrictions will have an impact not only on the enjoyment of our property but also its value.

**Section 88B and Visual Corridors Protection for Minimbah House**

When 119A Minimbah Drive (Lot 1 DP 748856) was created by subdivision of Lot 231 DP706921 in 1986/87 (SA 86/44) the original Subdivision Notice of Determination dated 5 December 1986 required Lot 1 DP 748856 to be consolidated with Lot 1 DP 355861 – this lot being the land on which Minimbah House stands. Such was the significance placed by Council on the protection of the heritage visual corridors from and to Minimbah House. This was later changed to a condition of Subdivision Consent to the imposition of an 88B instrument burdening Lot 1 DP 748856 with a prohibition on any buildings.

The boundaries of Lot 1 DP 748856 in relation to the positioning of and views to and from Minimbah House were determined based upon Visual Impact Assessments on Council files relating to the rezoning of lands surrounding Minimbah House. Visual corridors are a significant aspect of the heritage value of buildings. It was therefore determined by Council in 1986 that the entirety of Lot 1 DP 748856 was indeed to be restricted by prohibiting buildings of any kind regardless of the fact that existing trees could screen buildings from the view of Minimbah House if appropriately positioned.

The significance of Minimbah House has only increased since that decision by Council. It is now some 39 years older and significant funding has been expended on maintaining and improving the property. Nothing has changed that should influence Council to reverse its decision in 1986/87 in relation to the heritage value of Minimbah House. Minimbah House is now 148 years old with construction completed between 1874 to 1877. 2024 was the 150<sup>th</sup> anniversary of the commencement of construction of Minimbah House.



Indeed in 2015, 2017 and again in 2023 Council has enforced the 88B by requiring buildings which were placed on Lot 1 DP 748856 in breach of the 88B and Council's LEP to be removed. This is a clear indication that Council still adheres to the principle that the 88B restriction is as applicable today as it was in 1986/87.

Minimbah House and indeed all heritage items within the Singleton Council area have significant public interest considerations. Such are these considerations that Council specifically lists heritage items in its LEP and has specific provisions to protect heritage items for the benefit of current and future generations. Council should do all within its powers to protect the heritage items in its LGA. The public's interest and appreciation of heritage items are increasing not decreasing.

Singleton Council's website states –

Heritage

***Under the Environmental Planning and Assessment Act 1979, Council has responsibility for identifying the area's heritage assets and protecting them through environmental planning instruments.***

In the 2022/23 Singleton Guide, The Singleton Mayor, Councillor Moore is quoted – ***"There is a lot of value in our heritage buildings and we've only recently realised how significant some of these old pubs and churches are and that people are visiting town to look at those and are enjoying looking at those"***.

The Singleton State of the Environment Report 2017 -2021 stated -

***The number of development applications (DA) for heritage properties referred and approved has been increasing over time. This positive trend reflects the community's desire to protect, renew and ensure ongoing maintenance of these significant sites.***

A 6 June 2023 media release by Singleton Council stated :-

***"Damian Morris, Singleton Council's Acting Director Infrastructure and Planning Services Group said the grant program recognised the importance***

*of conserving local heritage assets, and celebrated the stories, places and values of our local community.*

*“Heritage is integral to understanding Singleton’s story – its history, its identity and its people,” he said.*

*“The retention of our heritage places in Singleton has an important role to play in protecting environment, supporting our vibrant community and sustaining our local economy.*

*“As a community, we share a responsibility to identify and respect the importance of these building so that they can be enjoyed by future generations.*

*“Council appreciates our role in ensuring that heritage is recognised, respected and promoted — not only does the Singleton Mount Thorley Warkworth Heritage Fund mean we can invest in protecting and conserving these valuable assets, but it also means we’re giving more people the opportunity to appreciate our local history. “*

This is but a small sample of the Council’s statements over the years on the importance of heritage items and the need to preserve such items for current and future generations and reinforces the public interest in the preservation and conservation of heritage buildings.

Curtilage plays a significant part in the value of heritage items – see *Joyce v Ku-Ring-Gai Council* (NSW Land and Environment Court 2002) where curtilage was considered to be of such significant interest to refuse a DA. Indeed, the Statement of Heritage Impact prepared for this DA /88B Variation states on page 12 that the State Heritage Register records:-

***Integrity / Intactness***

***Minimbah retains its original integrity and the important aspects of building which make it significant under the historical, aesthetic, social and scientific criteria identified above including, its original fabric, internal and external detailing, the prominent towers, its landmark qualities and visual appeal from the New England Highway, its curtilage and associated landscaping, its***

***sheer size and Filigree elegance and its ability to demonstrate a high quality residential achievement by wealthy landowners***

It is to be noted that it is recorded that Minimbah House retains its ***“original integrity”*** as a result of ***“its curtilage”*** – that curtilage being visual corridors unimpeded by buildings outside the original buildings of the homestead. This curtilage has been maintained by Council being vigilant in its use of planning and enforcement powers and subdivision consent conditions to prohibit buildings.

On 5 July 2023, I received the following advice from Council :-

***“Council does not have in our electronic file any records relating to whether the Heritage Council of NSW was consulted on the s88B restriction placed on 119A Minimbah Drive. There is evidence that a Visual Impact Assessment was completed, to take into consideration protection for the line of sight to Minimbah House.”***

The Statement of Heritage Impact prepared by Contemporary Heritage and now before Council as part of the DA application does not acknowledge the existence of nor does it address the issues raised in this Visual Impact Assessment upon which Council based its decision to require the imposition of an 88B prohibiting buildings on 119A Minimbah Drive. This is a significant flaw in the Statement of Heritage Impact and casts doubts over the validity of the document to adequately address the issues surrounding the heritage of Minimbah House and the veracity of the documents’ claims that there is no impact on Minimbah House. Its validity as a document upon which Council can rely to approve an 88B Variation is seriously questionable and should therefore be rejected by Council.

A rezoning application for part Lot 231 DP 706921 (DA 87/40) was submitted to Council in 1986. Lot 1 DP 748856 ( 119A Minimbah Drive) was subdivided from Lot 231 DP 706921 (SA 86/44) To support the rezoning application, the applicant submitted a Proposed Rezoning report prepared by GHD -Vogan Pty Ltd dated 18 November 1986. Page 12 of that report reads as follows :-



**5:1:3 Visual Amenity**

***The visual amenity of "MINIMBAH" and "DULCAMAH" is considered by both the Heritage Council and the Heritage and Conservation Branch of the Department of Environment and Planning to be of prime importance for heritage conservation. Accordingly, these authorities require that:***

***a) Any subdivision provide an adequate buffer zone surrounding "MINIMBAH" and "DULCAMAH".***

***b) All buildings be excluded from the major ridge lines from the New England and Major Mitchells Road."***

Page 15 of the same Report continues : \_

***"In addition agreement has also been made with the owner of "MINIMBAH" to enlarge the lands surrounding this house by acquiring some 40 hectares to ensure the future buffer areas are maintained around this historic home."***

It is quite clear from this Report by GHD -Vogan Pty Ltd that the visual corridors around Minimbah House were considered extremely important by both the Heritage Council (now known as Heritage NSW) and the Heritage and Conservation Branch of the Department of Environment and Planning to be of prime importance for heritage conservation. It should be particularly noted that the report used the word ***"require"*** when referring to the Heritage Council and the Heritage and Conservation Branch of the Department of Environment and Planning's views on a buffer zone around Minimbah House. The existence of trees, which could potentially partially screen buildings from the view of Minimbah House, were in existence at that time and yet the decision to prohibit buildings totally from 119A Minimbah Drive was still made. The visual corridors remain as important for heritage conservation today, if not even more so due to the passing of time, than they did in 1986. Council should therefore abide by these rulings by these two preeminent authorities on heritage matters and uphold the prohibition on buildings on 119A Minimbah Drive.

In light of Council's strict adherence of prohibiting buildings over many decades to maintain the visual corridors of Minimbah House, why would it now even seriously consider allowing buildings to impact on Minimbah House's heritage and historical value to the Singleton and wider communities. What factors would influence the notion that buildings no longer pose a significant

impact on Minimbah House? The DA has provided no justifiable reasons for removing the 88B restriction.

Public interest is a matter for consideration by Council when assessing DAs in accordance with Section 4.15 Evaluation - NSW Environmental Planning and Assessment Act 1979. The public interest will not be served by allowing a heritage item to be impacted in the way proposed by this DA and 88B variation. Indeed, in 1986/87 Council considered that the public interest would be best served by totally prohibiting buildings on Lot 1 DP 748856.

We have many visitors to our property who comment on the fact that they can view Minimbah House and the surrounding lands unencumbered by any buildings.

The owners of Minimbah House and their visitors should also be entitled to traverse the right of way on Lot 1 DP 748856 which leads to Minimbah House from Minimbah Drive without the impact of stark, modern buildings upon their visual enjoyment of Minimbah House as they approach it in the same way the original owners approached the House unencumbered by out buildings in the 1800s.

#### **Proposed Buildings**

The proposed buildings are not in keeping with the original buildings of the era in which Minimbah House was constructed and operated as a farming homestead. Large metal sheds, metal stockyards, large gravel pads, truck turning bays, car parks and cctv metal and concrete towers with solar panels are not typical building structures of that time i.e. 150 years ago. The proposed buildings not only by their proposed location, but by their materials and design, detract from the heritage value of the Minimbah House property and its curtilage. The proposed 1,500 square metre gravel pad upon which the farm shed, stockyards, car parking spaces and truck turning area will be located is also not in keeping with the rural landscape.

The proposed metal cctv pole is 4.3 metres high with a concrete base covering 2.4 square metres with large solar panels. This structure is certainly not in keeping with the structures which would have been visual around Minimbah



House in the 1800s. It is also certainly not in keeping with any other similar structure in this area of Whittingham at the present time.

In historical terms, outbuildings were not located too distant from the main homestead for logistical reasons. A farm building would not have been and wasn't located in the location now proposed when Minimbah was a working agricultural property of a much larger landholding and is therefore not in keeping with the historical relevance of the Minimbah property.

Page 28 of the Statement of Heritage Impact states :-

***The proposal is first, to vary the S88B Instrument in order to allow the construction of buildings with Council approval, and second, to allow the installation of temporary buildings and structures required to run the business.***

***The proposal includes some permanent installations, such as new fences and gates between the shared driveway and the property. The proposal includes temporary and permanent structures generally as follows:***

- 1 x Shed structure to serve as shelter for livestock and storage of feed and equipment***
- Stockyards for managing livestock***
- Timber posts and rails fencing along the stockyard perimeter***
- Combination compacted earth and gravel area***
- Informal vehicle parking for livestock carers and managers***
- A CCTV camera / security pole***
- New timber post and rail agricultural fence along driveways***
- Removal of shared gate off Minimbah Drive, with a new timber post and rail gate off driveway to remainder of right of way***

This is quite confusing. Firstly, it states that the buildings and structures are temporary. If so, no timeframes have been provided as to the length of time the applicant requires approval for. Then the statement is made that the proposal includes some permanent structures and then another statement indicates that the proposal includes some temporary and some permanent structures and provides a list of structures but does not assign which are temporary and which are permanent. How can submitters make an informed

submission on such conflicting information? How can Council staff make any assessment on such statements? The DA should be rejected and the applicant informed that it needs to be reviewed and resubmitted with clear and unambiguous statements and then residents re-notified with time to make further submissions based on sensible and clear statements about the temporary and /or permanent nature of buildings and fencing.

The DA has provided no plans, surveys, pictures, drawings, images, montages or details other than words to show the view of the proposed shed, stock yards and cctv tower from Minimbah House and its curtilage or for that matter from any public place. The montage and diagrams on page 35 of the Heritage Impact Statement are showing the perspective from neither Minimbah House nor a public area. They are only showing perspectives from the property 119A Minimbah Drive itself. Photographs of the views to Minimbah House from Minimbah Drive and 119A Minimbah Drive provide no context of the impact of the scale and nature of the proposed buildings /structures on Minimbah House. The elevation of the shed is 4.5 metres high but no documentation / montage has been produced showing the visual impact of such large buildings from Minimbah House or looking to Minimbah House from Minimbah Drive. Whilst the Heritage Impact Statement claims that the trees screen the buildings from Minimbah House there is no substantiation of this claim. There is no evidence that the author of the Statement has ever been on the land on which Minimbah House stands or inside the House to make such claims. The onus of proof is on the applicant to provide evidence of their claims.

In deed the montage on page 35 of the Heritage Impact Statement is questionable in 2 regards. Firstly, page 38 (e) of the Heritage Impact Statement states that ***"the proposal has been carefully sited within a natural depression at AHD91.00"*** however the architectural plans show the base level of the gravel pad to be at 92ahd. So, is the montage based upon a floor level at 91 or 92ahd. Secondly the montage appears to show the farm shed in a different location to the architectural plans. The architectural plans show it at a location in front of the southern dam whereas the montage appears to show it in front of the northern dam.

At a floor level of 92ahd and a height of 4.5 metres, the farm shed will be 1.5 metres higher than the floor level of Minimbah House which the Heritage Impact Statement says is at 95ahd. The view of Minimbah House from



Minimbah Drive quite clearly places the proposed buildings in the field of vision of any public viewers.

It is suggested that the buildings will be screened from the view of Minimbah House by existing trees and therefore reduce the visual impact from Minimbah House. What happens if those trees for some reason no longer exist ? Trees do not live forever. Our property recently had a tree in excess of 10 metres high killed by a lightning strike. The cctv tower is certainly not screened by any trees. Council has already decided in 1986 by prohibiting buildings from the entire site that screenings by trees was not sufficient protection of the curtilage of Minimbah House. These trees existed in 1986 but Council, the Heritage Council and the NSW Department of Environment and Planning still required a buffer zone prohibiting buildings from the entire site.

Trees are also subject to destruction from high wind events and even from animals. The Donkey Society of Queensland made the following statement on its website :-

**Will donkeys eat my trees and shrubs?**

***It's likely. The importance of a donkey's need for roughage cannot be underestimated. Donkeys have evolved to eat more than just grass. They happily eat browse (woody shrubs, trees and broadleaf plants) and forbs (flowering plants) as well. Donkeys have such a strong desire to browse that they can become quite destructive when forage is limited and sometimes even when it's freely available. Providing sources of browse, such as brambles as well as tree branches and twigs, from safe tree species can give a donkey something to do and reduce destructive tendencies.***

The buildings proposed (metal sheds and cctv towers with solar panels ) and the huge gravel pad ( over 1,500 square metres) for buildings, truck turning and car parking are certainly not the sort of buildings that would have been constructed and in use when Minimbah House was constructed and used as the main residence for a much larger area of farm land. The buildings and gravel pad will not enhance in any way the heritage value of Minimbah House. Currently there are 2 trucks, 2 tractors, 2 quad bikes, 2 horse floats, 2 earth moving vehicles and large amounts of unapproved metal stockyard and unapproved fencing on the site which are an eyesore and detract significantly

from the view to and from Minimbah House. These stored items do not resemble anything like what would have been on this site in the past when 119A Minimbah Drive was part of the larger Minimbah property.

The plans show 5 car parking spaces ( Plan on page 30 Heritage Impact Statement) which assumes that there may be at least 5 persons on site at any one time. And yet there is no indication of the provision of amenities such as toilets, first aid room, etc... Persons are on site currently at 119A Minimbah Drive for sometimes in excess of 8 hours continuously.

Page 37 Section (gg) of the Heritage Impact Statement states :-

***The proposal will enable a more suitable management of livestock within a defined area, managed through the use of stockyards and preventing livestock from free roaming within any close proximity to neighbouring dwellings. This should be considered positively and should mitigate any noise or odour concerns. Whilst not strictly a heritage consideration, this is included as it relates somewhat to the setting of the Heritage Item.***

This statement indicates that the animals on the site will be restricted to the stables and stockyards which are part of the farm shed and there will be no free roaming of livestock. If this is in fact correct, then the DA has provided no details on how waste and odour from the animals will be managed given the small space in which they will be enclosed. Will there be staff onsite everyday to clear the stables and stockyards of waste? In addition, the stables and stockyards are indicated to be on gravel which is a pervious base and will absorb liquid animal waste. The stables are only 27 square metres in area and yet there is no indication of the type and quantity of animals to be on the site other than the description of bovines and equines provided in the DA documentation although the Architectural Plans show a Project name of " Last Stop Donkey Agistment". Given the site is 43 hectares it seems quite incomprehensible that livestock / donkeys / equines / bovines will be prevented from free roaming to graze. There are currently approximately 50 donkeys on site plus 6 bovines.



The documentation of the DA indicates livestock of equines and bovines to graze on the property. The grazing activity is contradictory to having the animals confined to the stables and stockyard area. How will the exercise of animals be managed. The Donkey Society of Queensland website states :-

***Donkeys may be small (apart from Mammoths) but they need more room to exercise and graze than most people think. After all, this is an animal which has evolved to move constantly and travel between 40-60kms a day. Standing around and not doing much makes obesity and its associated problems that much harder to manage. According to the Good Samaritan Donkey Sanctuary NSW, a donkey needs a minimum of several acres to enable him to exercise – no less than five acres for the first donkey and no less than 8 acres to carry two donkeys. Any less than this will soon turn into a dust bowl or in wet weather will reduce to muddy ground potentially resulting in feet problems.***

The intention to confine the donkeys to the stables /stockyards is very problematic and raises serious animal welfare issues and is therefore certainly not achievable.

#### **Earthworks**

The proposed earthworks are substantial ( covering an area of approximately 1.500 to 2,000 square metres) and yet there are no indications of the impact on the flow of water over the land to a large dam and any potential soil erosion or effect on the vegetation of the site. The pad for the buildings and car parks and truck turning area is in a water flow area feeding a large dam. This water flow has a fall of 9 metres from its high point to the low point of the dam (96M ahd to 87M ahd). The gravel pad on its western side has a high point of 93M ahd whilst the eastern side of the pad is between the 92m ahd and 91m ahd. There is a fall in elevation as indicated in the Statement of Heritage Impact Assessment (page 36) of 1.2 metres across the natural ground on which the pad will be located. The site plans of the DA indicate a base level at 92 ahd for the gravel pad but the DA fails to indicate what earthworks will be undertaken and the magnitude of the works in terms of the estimated amounts of earth / gravel to be moved / removed / brought to the site to achieve this level gravel base at 92ahd. Will water pond around the gravel pad on its high side and if not how will it flow around the pad down hill to the dam ? There is no stormwater plan to show how the flow of water will be achieved.

A substantial amount of vegetation is to be covered by gravel but there has been no assessment of the impact of these earthworks on the vegetation of the site. I believe one tree may be required to be removed to construct the gravel pad but this is not mentioned.

Then Architectural Plans show no gutters or down pipes to divert rainfall from the shed roof away from the gravel pad. The roof will have an area of approximately 200 square metre with all stormwater flowing directly from the sides of the shed onto the gravel pad which will certainly cause significant issues in the event of a heavy storm event. The DA does not address this issue.

No consideration has been given in the DA to the dust potential from such a large, unsealed gravel pad. This is of particular concern given the high velocity winds and high summer temperatures experienced in this area and the movement of cars, trucks, equipment and livestock on the pad.

Council's DCP Clause 2.21 (7) requires that batters should not be steeper than 1V 4H but the DA architectural plans show a steeper batter of 2:1 but the DA does not address the requirements of the DCP for Council to consent to such a steep batter.

Council's DCP Clause 2.21 requires the following, none of which is addressed in the DA including a geotechnical report for Council's consideration to approve such a proposed steep batter. Indeed there are no plans to show how any drainage will be achieved or erosion prevented:-

(b) the design incorporates suitable drainage measures to ensure that ponding or nuisance from stormwater runoff does not occur, and

(c) the design incorporates suitable stabilisation and erosion control measures, and

(f) the steeper batter is supported by a geotechnical report, prepared by a suitably qualified geotechnical engineer.

Indeed with such large earthworks proposed there should be a detailed hydrology / geotechnical report from an accredited / qualified engineer specialising in such matters.



**Traffic**

The plans indicate a gravel pad for truck movements to load and unload animals. The Architectural Plans also indicate 5 undefined car parking spaces. However, there is no assessment of the traffic movements to and from the site and along Minimbah Drive and the impact of such traffic movements on the local amenity or on the ability of Minimbah Drive to cope with such traffic. There is no indication of the quantity of vehicular movements or the times at which such movements will take place.

Whilst there is no worded indication of the size of the trucks involved in the operations on the site, the architectural plans show scaled stock transport vehicles to be 17.5 metres long with 12 wheels. This is a quite significantly large vehicle. Minimbah Drive is a quiet rural road with no centre line markings, no kerb and gutter and no street lighting. The sealed road pavement is only 2.5 metres wide. There also exists the possibility of damage to the road surface from large truck movements and conflict with residential vehicular and school bus traffic. There is no assessment of the potential for dust for adjoining properties as a result of the traffic movements onsite. There is no indication on the number of truck movements or the timing of such movements. The access from 119A Minimbah Drive onto Minimbah Drive is problematic given that it is on a blind bend in the road. Large trucks pose a danger exiting the site.

**CCTV Tower and Privacy**

The cctv tower is quite large and intrusive on the landscape. Whilst a reason of security has been provided for the need for cctv, no reasons have been given for its location. The location provides for the cameras to directly focus on the living and bedroom area windows of our house and into our home and into other adjoining homes. The current existing unlawful cctv tower on 119A Minimbah Drive has the potential to view into our lounge room, bedrooms and sunroom. The proposed position of the cctv tower in the DA will have, by its proposed location, a similar capability to intrude into our privacy and the privacy of other surrounding homes. These cameras have the capability of focusing on small detail over a long range and intruding into privacy. The current unlawful cctv tower is only 2 metres from our side boundary and only 9 metres from a horse arena which was used by our young grandchildren for

horse riding. Our grandchildren no longer use this arena due to their parents' concerns of the possibility of being viewed and filmed by these cctvs.

Council's DCP Clause 2.34 (4) states :-

(4) Development consent should not be granted to development on any land to which this Plan applies, unless the consent authority is satisfied that the development will not have significant adverse impacts on the privacy of residences.

The DA is totally silent on addressing the privacy issue. The only reason provided for the necessity for cameras (page 14 of the Statement of Environmental Effects) indicates "to monitor animal welfare and ensure site security". The cctv tower's proposed location is not screened from direct view from Minimbah House. The proposed location is in direct view from our house to distant mountains and impacts those views significantly.

Currently there is a cctv tower approximately 100 metres from our house with the capability of viewing directly into the windows of our two main living areas and bedrooms. This cctv tower contravenes the 88B as it is a structure / building. It also contravenes the Council's DCP as it is only 2 metres from our side boundary – the DCP requires it to be 10 metres from a side boundary. It also contravenes the LEP as no DA approval has been granted. This structure was installed on 4 May 2023 but is still positioned there today despite complaints to Council and Council staff having sighted the tower on 3 separate occasions during visits to the site. The Council has taken no action to enforce its removal. Indeed Council staff admitted in correspondence dated 8 May 2023 that the tower was unlawful and must be removed.

I am very concerned that given the past history of unapproved developments on the site and Council's use of its discretion not to enforce removal of some unlawful developments on this site that should approval be given for a cctv tower in the location as indicated in the Architectural Plans for the DA that it may be relocated closer to our house and in contravention of the DCP and that Council will not take enforcement action. This is a major privacy issue for the quality of enjoyment of our and other properties in the area. It is also a major concern over Council's use of its discretionary enforcement powers to allow



unlawful buildings to remain when in contravention of an 88B, the LEP and DCP.

**Precedent of Decision to Allow this DA and 88B Variation**

Once the nexus between preserving the visual corridors of Minimbah House and the prohibition of buildings on 119A Minimbah Drive has been broken by allowing some buildings, then that decision will establish a precedent to allow further approvals of buildings. Council staff are already establishing a serious precedent by allowing buildings on this site which contravene the 88B, the LEP and DCP. Indeed, in theory, once the 88B prohibition on buildings is removed there is no compulsion to proceed with this DA but instead lodge a different DA for other types of buildings including dwellings which Council will find problematic to refuse given it has already provided DA consent for farm buildings in the same location.

In addition, if the principle to approve this DA and 88B variation is that the buildings are screened by vegetation from the view of Minimbah House then that leaves it open for screenings to be planted around the site and then application made for additional buildings including dwellings on locations hidden from the view of Minimbah House.

Such precedents could also trigger an application to rezone the land for smaller lots with dwelling entitlements.

**Heritage Impact Statement Deficiencies**

Statements within the Heritage Impact Statement are incorrect, unsubstantiated, inconclusive and at times contradictory.

For example :-

Page 8 shows a photograph with a description date of 1943 but it is a photograph of a much later date as it shows homes and roads built in the 1980s and later.

Page 14 indicates a 100 metre buffer zone around Minimbah House but is silent on how this buffer zone will be made effective and managed. There is no visual impact assessment of why an arbitrary figure of 100 metres has been selected.

Photographs on pages 19,23,25,35 and 42 are outdated as they show structures on the site which are no longer there.

Page 16 - Heading 3.1 – the heading is “NSW Local Environmental Plan 2013”. No such plan exists.

Page 33 6.2 (a) refers to “another existing 88B Instrument” – there is no other existing 88B.

Page 34 6.2 (e) is totally incorrect. The 88B prohibition on buildings was placed on 119A Minimbah Drive to protect the heritage of Minimbah House. The statement contradicts the Statement of Environmental Effects which states that the 88B was put in place to protect the heritage of Minimbah House.

Page 34 6.2 (i) is incorrect. The 88B totally prohibits buildings so it is a far greater protection than the LEP.

Page 36 (aa) states that there is “very little disturbance” but the DA indicates a gravel pad area of in excess of 1,500 square metres with no indication of the earth works required or quantities of materials to be taken from and brought to the site to achieve a level base for the gravel pad.

Page 38 6.3.2 (b) This is incorrect – farm buildings on RU1 land require DA consent.

Page 38 (d) the distance of the proposed cctv tower is not 225 metres from our house. So this statement is incorrect.

Page 44 7 (e) States – ***“The proposed works are entirely temporary and removable or reversible.”*** This contradicts statements on page 28 which statements themselves (as explained earlier in my submission) are also totally contradictory by stating some structures are temporary and some are permanent. If they are temporary no timeframe has been indicated in the DA for the buildings to remain on site.

Page 38 (e) States – ***“The proposal has been carefully sited within a natural depression at AHD91.00, Minimbah Drive is at AHD93.00 at the entrance to the site and rises to the south along the driveway to approximately AHD97.00. Minimbah House is positioned on a natural rise in the landscape at a level of approximately AHD95.00.”***

However, the architectural plans show the base level of the gravel pad upon which the farm shed is situated as being 92 ahd. With a height of 4.5 metres, the farm shed highest point will be 96.5 ahd which is 1.5 metres higher than the ground level of Minimbah House. This is misleading to state that the proposal is sited at 91ahd.



### Statement of Environmental Effects

Page 13 states that there will be 4 stable bays but the architectural plans show only 3.

Page 13 also states there are no known compliance issues. There have been unlawful buildings acknowledged by Council on the site since April 2023. The unlawful buildings contravene the DCP ( setbacks from side boundaries) , LEP (no DA approval ) and 88B restriction prohibiting buildings

Page 13 has failed to identify a DA for an animal boarding and training facility and an application to remove the 88B restriction prohibiting buildings submitted to Council in 2023 and subsequently withdrawn by the applicant also in 2023.

Page 25 – 7.10 (b) ***“Electricity services will be extended to support the proposed surveillance system and farm building.”*** However, there are no details in the DA about whether the electricity will be connected by overhead wires or underground. If it is by overhead wires, then this will provide further impact on the heritage of Minimbah House which has not been addressed. The proposed cctv tower is supported by solar panels but there is no indication anywhere else in the DA documentation that the tower will be connected to a mains electricity supply.

Page 28 4.3. There is no evidence of how it is concluded that ***“the proposal will contribute positively to the social elements of the locality”***. No community consultation via meetings, surveys, etc.. has been conducted with local residents to make such a statement. In fact, a search of council files will show numerous objections to previous DAs for buildings and the removal of the 88B on the site. There have been noise complaints to Council. There have been numerous complaints to council relating to unlawful development on the site over decades and numerous site visits by Council staff relating to the unlawful developments. Police records will also reveal they have attended the site plus neighbouring properties. In response to the similar DA and application to revoke the 88B prohibiting buildings submitted to Council back in 2023, my wife and I invited local residents to a meeting at our home on 3

December 2023. Approximately 30 local residents attended, many of whom indicated a concern with the applications to Council.

Minimbah House was the site of a significant Aboriginal Inland Mission for many years. There is no evidence that the Singleton Aboriginal community has been consulted on their views on the Aboriginal social impact of this development. Indeed, there is some evidence that an Aboriginal person who died at the Mission is buried in an unmarked grave on 119A Minimbah Drive. Aboriginal heritage items include "evidence of past occupation" – "built sites e.g Reserves and Missions". ( see Facilitation and Summary Report by Markwell Consulting for a Reform of NSW Aboriginal Culture and Heritage Legislation Community Consultation held in Singleton on 30 November 2011 page 10). Council should insist upon an Aboriginal Heritage Study and consultation with the Wanaruah Aboriginal Land Council similar to the request made by Singleton Council to the NSW Department of Environment and Planning for an Aboriginal Heritage Study and consultation with the Wanaruah Aboriginal Land Council to be conducted for the proposed solar farm at Maison Dieu in 2022.

Heritage is also for everyone in the community not just a few local residents and so the public interest will be adversely affected by impacting a heritage item. There is no evidence of a wider community consultation on the social impact of this proposed DA and 88B removal. There is no evidence that organisation such as the National Trust, Heritage NSW and Singleton Museum and Historical Society were consulted.

**Further matters :-**

Neither the Statement of Environmental Effects nor the Statement of Heritage Impact have detailed what conditions have changed to justify or nullify the original intention of the existing Section 88B which was to protect Minimbah House from encroaching development. There is substantial evidence on Council files that the original S88B was seen as a method to provide an extended curtilage surrounding Minimbah to give future generations an idea of the wealth, scale and grandeur of the original land grant holding as well as to protect it in all directions from building encroachment. Indeed, as previously mentioned in the GHD Vogan Rezoning Submission it was a **requirement** of both the Heritage Council of NSW and the NSW Department of Environment and Planning that there be a buffer zone in all directions around Minimbah



House. Council should require the applicant to demonstrate why it would be beneficial / suitable / proper and in the public interest to now remove this element of the planning control.

#### **Suitability of the Site**

Extensive agriculture is permissible without consent on this site and we have witnessed extensive agriculture (cattle grazing) being conducted on the site from 2015 when we purchased our property. From 2015 to April 2023, such extensive agriculture (cattle grazing) did not require any buildings or structures. It is only since a change in the nature of the use of the land for donkey grazing, training and breeding that buildings, fences and structures have been installed to facilitate these activities. 119A Minimbah Drive will not be sterilised from extensive agriculture activities by the continuation of the 88B prohibiting buildings as evidenced by cattle grazing from 2015 to April 2023.

With an 88B restriction prohibiting buildings, extensive agriculture which cannot be conducted without buildings is therefore unsuitable for the site. The principle should be that unlawful development should not be conducted nor condoned merely to facilitate a lawful activity.

#### **Proposed Restrictions on Buildings on the Site**

The DA documentation proposes that even with the removal of the 88B restriction prohibiting buildings there are other restrictions to prevent buildings without Council approval such as the LEP requirement that any buildings on RU1 land requires development consent. However, the existing 88B prohibiting buildings does act as a warning to future prospective owners of the issue of buildings affecting the heritage value of visual corridors of Minimbah House whereas the proposal to leave it to the LEP requirement does not provide such a warning and is therefore ineffective and should be rejected by Council.

The DA fails to address Clauses 2.21 (7), 2.28 and 2.34 of the Singleton DCP 2014. The batter of the gravel pad banks do not conform with DCP 2.21 (7)

and no documentation / justification for a deviation from that requirement has been provided. 5 car parking spaces and manoeuvring areas for trucks 17.5 metres long (Plans in the Heritage Impact Statement page 30) but the matters raised in DCP Clause 2.28 are not addressed. Privacy issues for surrounding residences from the proposed cctv tower are not addressed in accordance with Clause 2.34.

#### **DA Consultation**

Given that Minimbah House and Barooka are arguably the two most significant heritage and iconic buildings in the Singleton LGA it would have been most appropriate for Council to advertise this DA via its website and local newspapers to seek wider community engagement and input / submissions other than letters to only properties in close proximity to 119A Minimbah Drive. Heritage is for the whole community not just a select few property owners. Many local residents would have made visits to Minimbah House and would have appreciated the opportunity to know about this DA and proposal to remove the 88B restriction and have input.

In the case of Joyce v Ku-Ring-Gai Council mentioned earlier in my submission, Council sought the advice of the NSW Heritage Office and the National Trust. This case involved an application for a DA on the curtilage of a property of local heritage significance within the Council's LEP. Will Council seek the advice of both these pre-eminent authorities on heritage conservation as did Ku-Ring-Gai Council ?

Minimbah House was a significant Aboriginal Mission. It would be most appropriate for Council to seek advice from the Wanaruah Aboriginal Local Land Council. Will Council seek such advice / input ?

#### **Summary**

It is not in the public interest to allow buildings on 119A Minimbah Drive to impact on the heritage listed Minimbah House. Council has already made a considered subdivision consent condition to prohibit buildings on Lot 1 DP 748856 and Council should abide by that decision. That decision in 1986 was

supported **and required** by the Heritage Council of NSW and the Heritage and Conservation Branch of the NSW Department of Environment and Planning. Council in 2015 and 2017 acted to enforce the 88B when unlawful buildings were being erected and shipping containers delivered to the site. In 2023 Council enforced the removal of other structures from the site.

No justification or reasoning for removing the 88B has been provided.

There is a lack of significant information in the DA in regards to traffic, buildings, staff facilities, privacy, sight lines, connection of electricity to structures, stormwater, drainage and earthworks and the indication that buildings may be temporary and / or permanent is not acceptable given the possible impact on the heritage listed Minimbah House and adjoining properties.

Montages and diagrams do not show the visual effect of the structures looking from Minimbah House or looking to Minimbah House from public view points. There is doubt over the floor levels selected for the montages provided.

There are numerous factual errors in the DA.

The Heritage Impact Statement and Statement of Environmental Effects are deficient in many regards and statements contained therein are incorrect, unsubstantiated, inconclusive and contradictory.

Many DCP 2014 issues have not been addressed.

Extensive agriculture can be conducted on the property without buildings as demonstrated by cattle grazing from 2015 to April 2023.

The guiding principle for councils in all land use planning is that people wishing to undertake business activities need to source land which has the applicable LEP and other land use planning requirements for their planned business activity.

tion.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, 7 May 2025 7:15 PM  
**To:** Singleton, Council  
**Subject:** Development objection

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[REDACTED]

7/5/2025

Singleton Council  
Queen St  
Singleton 2330

Re: Objection to Development Application – Reference Nos. 8.2024.368.2  
PN10049

To Whom It May Concern,

I am writing once again to formally object to the development application referenced above, which appears to relate to the construction of unspecified farm buildings in our neighbourhood. This is now the third time we have submitted objections to similar proposals, and I would like to express our ongoing concerns.

Our objections remain unchanged from our previous correspondence. We are very concerned about the potential impact this development may have on the character, environment, and amenity of our neighbourhood. Despite our previous efforts to seek clarity, there remains a lack of transparency about what type of buildings are actually proposed. The term “farm buildings” is vague and could refer to shipping containers, sheds, or structures that are incompatible with the area’s rural-residential nature.

It is distressing and confusing for residents to repeatedly engage in this process, particularly when we feel that our concerns are not being taken into account. We respectfully ask the Council to consider the repeated community objections and the lack of clear information provided in the application.

We urge you to deny this application .

Thank you for your attention to this matter.



Yours faithfully,

[Redacted Signature]



**From:**

**Sent:**

**To:**

**Subject:**

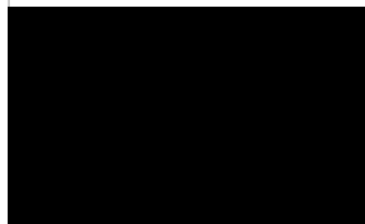
Wednesday, 7 May 2025 7:12 PM

Singleton, Council

8.2024.268.1 - Farm Buildings -Submission - Lot: 1 DP: 748856 - 119A Minimbah Drive WHITTINGHAM

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

## Objection letter



The General Manager

Singleton Council

PO Box 314

Singleton NSW 2330

Dear Sir

**Re: Objection to Variation to Section 88B Covenant and Development Application for Farm Buildings on 119A (Lot 1 DP 748856) Minimbah Drive, Whittingham Ref 8.2024.268.1**

I am writing to express my strong objection to the buildings proposed (shipping containers, canopies, cctv towers with solar panels ) and the huge gravel pad ( over 1,500 square metres) for buildings, truck turning and car park on Minimbah Drive. Application for farm buildings and variation on the 88B .

I believe that this project has several negative aspects that will adversely affect the community and the surrounding environment.

Firstly, I am concerned about the visual impact of the buildings on the scenic beauty of the area. The construction of these structures will undoubtedly alter the character of the historic Minimbah House, which is currently enjoyed by residents and visitors alike. It is crucial to maintain the aesthetics and tranquility of our neighbourhood and our history. Quite often visitors to our property comment on Minimbah House and how well it is preserved and how the surrounding paddocks enhance its appeal . Allowing any buildings will take away that heritage appeal.

Secondly, the increased traffic that will accompany the operations poses a significant problem that will not only

disrupt the peace and quiet of the area but also present a safety hazard to pedestrians and other drivers on Minimbah Drive.

The application says that “The proposed development is in the public interest”. We disagree. The 88B prohibiting buildings was a condition of subdivision consent in 1986/87.

Lastly I must express my concern about the noise disturbances caused by the donkeys. The noise generated by the donkeys, especially during feeding and throughout all

Hours of the night is already a nuisance to us and nearby residents. This will affect their quality of life and all of our property values.

I kindly request that the council reconsiders the project at the proposed location. I believe that there must be a more suitable location that minimizes the negative impacts on this historical heritage homestead “Minimbah House” Est 1877

I kindly ask the council to address these concerns and thoroughly evaluate the potential drawbacks of this project. Please consider the views and interests of the residents who call Minimbah Drive their home.

Thank you for your attention to this matter. I look forward to your response and hope that my concerns are taken into account during the decision-making process.

This is not the first time we have objected to a proposal from 119A , the circumstances have not changed and therefore neither should the outcome.

Sincerely,

[Redacted]

[Redacted]

Singleton Shire Council

P O Box 314

Singleton NSW 2330

5<sup>th</sup> May 2025

Dear Sir/Madam

**Re: Development Application 8.2024.268.1 - dated 17<sup>th</sup> April 2025**

As our objections raised to council on development application 8.2023.466.1 at the same address lodged in 3<sup>rd</sup> November 2023 and 18 October 2024 where we raised our concerns re noise level, traffic and great concern re the heritage of Minimbah House still stands.

The **traffic** with which this business will bring to our road is another area of concern. The road width is minimal and has no centre lines to follow and with big trucks and school excursions coming backwards and forwards we feel this will compromise safety of local residents. As an ongoing business the size of which we feel will grow substantially if Council pass this application.

## **We totally object to**

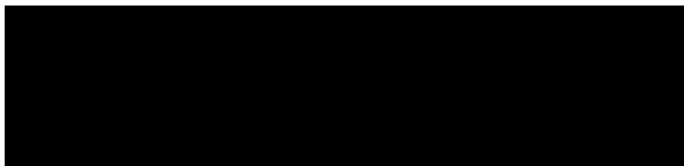
The **Suspension of covenant regarding the "Restriction to Use" within s88B instrument of DP748856/Lot1.**

We strongly urge Council to enforce the terms of the s88B and prohibit the erection of any permanent buildings on this site.

We need to preserve the heritage of Minimbah House, as this house and others in this area are Singleton's iconic dwellings dating back to the late 1870's. The house has been really well maintained and is on the market for sale.

We do think there could be properties elsewhere that would suit this business not on the doorstep of a beautiful heritage house which could be used for Weddings, a B&B, a function centre etc. There is endless ideas which our town would benefit from but the idea of driving through a donkey farm is not desirable for potential buyers or visitors to this iconic homestead.

**We wish to again lodge our OBJECTION to this development application.**





Our Ref.: 23024

7 May 2025

General Manager  
Singleton City Council  
PO Box 314  
SINGLETON NSW 2330

**ATTENTION:** Sarah Boyton

Dear Sarah,

**RE: Development Application (8.2024.268.1) – Proposed Farm Buildings; 119A Minimbah Drive, Whittingham**

1. I have been engaged by [REDACTED] and an adjacent landowner, to assess the Development Application (DA) and provide my professional evaluation. I am an expert town planner with 35 years of experience, currently appointed by the Minister for Planning as a State Member to the Regional Planning Panels and Strategic Planning Review Panels and an expert and Chair to the Local Planning Panels.
2. I have consequently undertaken a review of the DA and accompanying documentation available for viewing on the Council's website, namely:
  - a) Notification letter;
  - b) Statement of Environmental Effects prepared by 'Perceptive Planning';
  - c) Exhibition plans prepared by 'Contemporary Heritage';
  - d) Statement of Heritage Impact prepared by 'Contemporary Heritage';
  - e) Submission to DA prepared by Robin Graham Architect
  - f) Submission prepared by adjoining owner David Dwyer
3. This submission should be read alongside our original submission dated 31 October 2024, the expert heritage submission prepared by Mr. Robin Graham (Architect and Heritage Consultant) dated 5 May 2025, and the adjoining landowner submission from [REDACTED] dated 6 May 2025. Together, these documents provide a comprehensive and detailed case against the proposal.

#### **Overview of the Proposal and Context**

4. The development seeks approval to construct a large metal shed for animal husbandry purposes, stockyards, fencing, vehicle parking, truck turning facilities, and a CCTV tower. It is supported by a Statement of Environmental Effects (SoEE) and a Statement of Heritage Impact (SoHI), both of which advocate for the removal of the long-standing and critical Section 88B restriction.

5. The subject site was created by subdivision in 1986/87 (SA 86/44) and, because of the subdivision, was burdened with a Section 88B Instrument prohibiting the erection of any building on the land. Singleton Council imposed this restriction to protect the visual curtilage, integrity, and setting of the heritage-listed Minimbah House. **The rationale for this restriction remains entirely valid today.**

#### Legal Characterisation and Jurisdictional Fact

6. The permissibility of the proposed development hinges on the proper characterisation of the use. The DA proposes a "farm building" for the purpose of animal husbandry (bovines and equines). However, the operational details and intensity of the activity suggest a use more aligned with boarding, training, and/or breeding for commercial purposes.
7. In our October 2024 submission, we highlighted the principles established in *Chamwell v Strathfield Council* and *Botany Bay City Council v Pet Carriers*, which require a determination of jurisdictional facts. The current SoEE fails to engage with these authorities or provide sufficient detail to resolve the question of permissibility.
8. The lack of a detailed operational management plan, stocking rates, waste management practices, and specifics of commercial activity undermines the ability to lawfully characterise the development. This legal threshold has not been met.
9. The **relocatable closed-circuit television (CCTV) surveillance system** – The application fails to establish how the **privacy of the landowners of Minimbah House**, who use the access easement, will be protected. As set out in my original submission, this structure is already erected, and the DA seeks to have it approved retrospectively; this cannot be legally done. Furthermore, no plans for this structure are on exhibition, making it impossible to determine precisely what it is, whether it is the CCTV structure already located on the site, and what its impact would be.

#### Heritage Impact and the 88B Instrument

10. The proposed development is situated within the critical view corridor and curtilage of Minimbah House, a heritage item of state significance.
11. Robin Graham's submission provides a detailed heritage analysis concluding that:
  - The proposal introduces buildings into the original Home Paddock view corridor;
  - The new structures are inconsistent with the historic siting pattern of agricultural buildings;
  - The proposed elements (shed, CCTV tower, gravel hardstand) visually disrupt the carefully designed approach to the house;
  - The applicant's SoHI lacks justification for reducing the established 305m curtilage to 100m;
  - No justification has been provided for removing the existing Section 88B restriction, which has protected the heritage value of Minimbah House since 1986.
12. **As Mr. Graham concludes, any weakening of the covenant or approval of this DA poses a permanent and irreversible risk to the heritage values of Minimbah House.**



**Inadequate Response to Previous Submissions**

13. The updated Soe, dated March 2025, does not adequately address the issues raised in our October 2024 submission. Specifically:
- **Biodiversity and Vegetation:** No flora assessment has been conducted to determine whether native grasses or vegetation are present.
  - **Contamination:** The land has been used for agricultural purposes; however, no preliminary site investigation has been prepared as required under SEPP (Resilience and Hazards).
  - **Cultural Heritage:** The Wonnarua people have not been consulted, despite the known Aboriginal use of Minimbah House.
  - **Visual Impact:** The revised SoEE minimises the effect of built form on key sightlines. No photomontages or accurate view assessments have been provided from or to Minimbah House.

**Public Interest and Precedent**

14. The public interest is not served by allowing incremental degradation of the curtilage and setting of a heritage item. As Mr Dwyer articulates, removing the 88B covenant sets a dangerous precedent, allowing further creep of built form and potential rezoning pressures. The Council's past enforcement of the restriction (2015, 2017, 2023) supports its continued validity.
15. The restriction's original intent—to preserve Minimbah House's pastoral setting and visual dominance—is even more relevant today as the building's age and historical value continue to increase.

**Failure to Comply with Council DCP and Assessment Criteria**

16. The DA fails to satisfy relevant planning controls, including:
- **Clause 2.21 of Singleton DCP 2014:** No erosion, drainage or stormwater plan has been submitted despite significant cut/fill and gravel work.
  - **Clause 2.28 (Car Parking and Access):** No traffic generation or turning path analysis is provided.
  - **Clause 2.34 (Privacy):** No assessment of the visual and privacy impact of the proposed CCTV tower.
17. Additionally, basic design errors and inconsistent plans undermine the application's credibility. For example, the SoEE states that the development site is at AHD 91.0m, while plans indicate 92.0m. The height of the shed, at 4.5m, results in a visual intrusion at or above the level of Minimbah House.

**Conclusion and Recommendation**

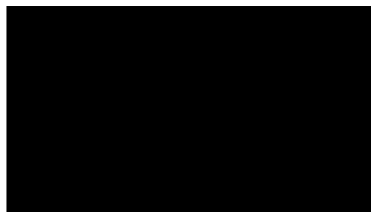
18. The proposed development should be refused on both legal and merit grounds. It fails to:
- Establish a jurisdictional fact to prove permissibility;
  - Adequately assess and mitigate heritage impacts;

- Address legitimate planning and amenity issues raised in public submissions;
  - Justify the removal of a long-standing and well-considered Section 88B restriction;
  - Demonstrate that it serves the public interest.
19. Council must act to uphold its responsibility to protect Singleton's most iconic heritage asset. The application and associated request to vary the Section 88B Instrument should be **refused in full**.

Yours sincerely



Stephen Leathley REGISTERED PLANNER (FELLOW)  
**PLANNING DIRECTOR**



May 8, 2025

Singleton Council  
Planning and Regulatory Services  
PO Box 314  
SINGLETON NSW 2330

Dear Sir/Madam,

**RE: DEVELOPMENT APPLICATION 8.2024.268.1 (Lot: 1 DP: 748856, 119A Minimbah Drive, WHITTINGHAM 2330)**

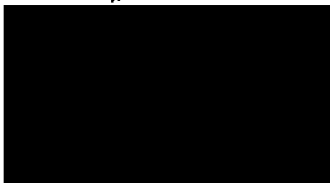
As adjoining landowners, we strongly object to the **Development Application 8.2024.268.1, Lot: 1 DP: 748856, 119A Minimbah Drive, WHITTINGHAM**, for the following reasons:

1. We disagree with the ***Statement of Heritage Impact (Revision 4)*** and the ***Statement of Environmental Effects (SEE) (version 4)*** reports indicating there will be no impact on Minimbah Homestead from this proposed development.
  - a. Minimbah Homestead has significant historical value to the Hunter Valley. The Homestead exemplifies the Victorian Filigree style, characterised by elaborate cast iron verandah detailing and is a prominent example of its type in NSW, portraying the influence and wealth of its owners. As such, it has state aesthetic significance.
  - b. As noted in **6.2 Assessment of Impacts Vary S88B Instrument (c) and (d)** of the document, Council has previously placed conditions on SA86/44 resulting in the **"Restriction as to User"** registration. In **(e)** of the same Section, the authors have assumed the restriction has not been applied as a heritage mitigation measure to protect the significance of Minimbah House.
  - c. As the REGISTERED PROPRIETOR and SIGNATORY of this "Restriction as to User", (and the original sub-dividers of the property), this restriction **WAS** solely applied as a heritage mitigation measure. Lot 1 on DP748856 was always intended to be a parcel of land **without any buildings** constructed (temporary or otherwise), for the sole intent to protect Minimbah Homesteads heritage and history Therefore, the authors assessment is incorrect in the ***Statement of Heritage Impact (Revision 4)***.
  - d. The "Restriction to use (3)" within S88b of DP748856/Lot 1 is a **fundamental and necessary** instrument to ensure the protection of Minimbah Homestead.

- e. The entire 43 hectares of Lot 1 on DP748856 must be preserved as a solid buffer area (a buffer is an area of land **set aside** to minimise the impact of land uses on each other) around the Homestead.
- f. The covenant is the most suitable protection measure for the heritage conservation of Minimbah Homestead and must remain in place.
- g. The **Statement of Environmental Effects (SEE)** clearly indicates that “the intention of the covenant is to protect Minimbah House from encroaching development and to give future generations an idea of the wealth, scale and grandeur of the original land grant holding”.
- h. During the original sub-division of the land around Minimbah Homestead, a condition of the sub-division approval was a 1000ft buffer zone (from the boundary of Lot 1 DP355861) to protect the Homestead. This 1000ft (305m) buffer zone was **NEVER** to have construction of any type of house, farm building or stock facilities. The **Statement of Heritage Impact (Revision 4)** shows a significantly reduced buffer zone of 100m. This reduced 100m buffer zone is far from adequate to protect the tranquillity and grandeur of the Homestead and should be at least 300m or the entire 43 hectares of Lot 1 on DP748856 (which was the original purpose of this Lot).
- i. The proposed development will detract from the wealth, scale, beauty and grandeur of Minimbah Homestead and the proposed development is not suitable for this site.
- j. The tranquil setting of Minimbah Homestead is at risk if the proposed development goes ahead. Such large, impressive country mansions of the late Victorian era designed by an important architect (Benjamin Backhouse) are rare. The historic value of Minimbah Homestead cannot be underestimated. The proposed development will impact the grand scale, elegance and historical value of the Homestead.
- k. The driveway entrance to Minimbah Homestead **forms part** of the heritage grandness and scale upon arrival at the property. As the proposed development is located near the entrance driveway to the Homestead, there will be negative impacts to the visual amenity upon arrival to Minimbah. The proposal will be a blemish (i.e. an eyesore) to the grandness and historical beauty of the Homestead.

Minimbah is significant because it represents a rare aspect of NSW's social and cultural environment and contributes to the NSW community's identity. The historical importance of Minimbah Homestead cannot be understated. The grandiosity and majestic nature of the Homestead must be preserved, and this proposal **must be rejected**.

Yours truly,



# OBJECTION TO DEVELOPMENT APPLICATION

|                   |                                                                           |
|-------------------|---------------------------------------------------------------------------|
| <b>Date</b>       | 05/05/25                                                                  |
| <b>TO:</b>        | SINGLETON COUNCIL                                                         |
| <b>ATTENTION:</b> |                                                                           |
| <b>COPY TO:</b>   |                                                                           |
| <b>FROM:</b>      | Robin Graham                                                              |
| <b>DA NO:</b>     | DA 8.2024.268.1<br>119A Minimbah Drive,<br>Whittingham<br>LOT 1 DP 748856 |

# R O B I N G R A H A M A R C H I T E C T

ARCHITECT AND HERITAGE  
CONSULTANT

113 TAYLORS LANE, BADAGARANG, N.S.W 2540  
P.O. BOX 2008, BOMADERRY NSW 2541  
MOBILE 0403 98 17 13  
E MAIL [rgarch@bigpond.net.au](mailto:rgarch@bigpond.net.au)

Number of pages including cover sheet

I write in response to the above application Council is currently considering for the removal of the protective covenant and construction of farm buildings and associated infrastructure at the above property which surrounds the heritage listed property known as "Minimbah House" at 119B Minimbah Road, Whittingham. I write for, and on behalf of [REDACTED]

[REDACTED] I am an architect and heritage consultant with over 30 years specialist experience in the field including the provision of heritage advice to Sydney City, Woollahra, Kiama, Shoalhaven, Shellharbour, Albury City and Greater Hume Shire Councils, and continue to provide heritage advice to Albury City Council, and until recently provided advice to Shoalhaven City Council which comprise substantive rural properties. I have been providing these owners with continuous specialist heritage and design advice for their ongoing restoration and conservation works at the property since they purchased it in March of 2013.

The proposal is for the removal of the protective covenant and the construction of one 11.5m x 12m metal clad two shed, a gravelled animal stockyard area, a mobile camera surveillance platform, along with associated extensive areas of hard paving to provide truck manoeuvring areas, driveways, and parking for four motor vehicles. It is proposed that the facility will be surrounded on all sides by a 0.6 to 1.0 meter high earth embankment, and has a total site area of about 30m x 51m. The facility is proposed to be located about 250m northwest of "Minimbah House" and grounds, between the house and its entry gates off Minimbah Drive, and to the east, north east, and north of its "L" shaped entry drive approach. Physically the application is on the same footprint as the earlier application lodged late last year with the primary change being the substitution of a shed for the previously proposed pair of sea containers with a canopy between.

The proposed development also seeks to extinguish the valid section 88B Instrument restriction on it which **prohibits the construction of buildings** on the land in order to allow buildings to be constructed on this land, and seek consent for such buildings.

R E G I S T E R E D I N N S W 5 8 3 9  
A B N 1 7 8 1 5 1 1 4 9 2 7

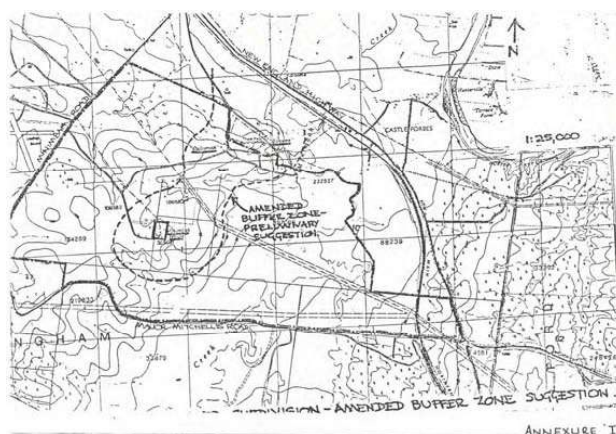
The subject section 88B Instrument restriction was placed on the subject land as a result of the considerations of Singleton Council in its assessment of the 27 September 1977 application (SA 77/9) to Singleton Council to subdivide the approximately 2,000 acres (800 hectares) land title of the land around the "Minimbah House" allotment into 83 No. off, 2 to 5 acre residential allotments (the higher land), a number of 15 to 20 acre large lot residential allotments, and a residual area of farmland on the lower more flood prone lands. The existing seven acre "Minimbah House" allotment was created by it being subdivided off from the larger land title which surrounds it on all sides sometime prior to 1969. It was placed as a result of representations and recommendations of both, the National Trust, and the Heritage Council of NSW, as well as two visual assessment reports and representations of other local residents, in assessing this application. **It was placed on the subject property specifically to protect the rural setting and context, configuration, architectural expression, and views both to and from "Minimbah House" including from along its drive approach.**

The owners of "Minimbah House" at the time objected to the subdivision, and set out that a 1,000ft (305m) "buffer zone" should be set to "protect" the rural setting and views to and from the house in order to preserve its heritage value and ensure its long term conservation. Both the NSW Heritage Office and the National Trust supported and recommended the creation of a "buffer" or "scenic" protection zone around all sides of the house, and the retention of the existing driveway alignment as the access to the property for these same reasons. They both concurred that a 1,000 ft (305m) restricted "No Build Buffer Zone", was essential to achieve the conservation objectives. Council agreed that the recommended "Buffer Zone" was reasonable, and not too restrictive on the subdivision. They subsequently approved the subdivision subject to the creation of the recommended 1,000ft (305m) "Buffer Zone" by way of a Section 88b instrument to **prohibit the construction of any buildings/structures** on any of the surrounding allotments that fell within this zone. An extract of the Shire Engineers' report 41/78 dated 28 November 1978 includes the following recommendation.

**Recommendation**

***The provision of a buffer zone around Minimbah House by prohibiting the erection of all structures within a distance of 1000 feet from this dwelling, unless otherwise visually separated by the topography***

A visual impact assessment undertaken by WALLIS & MORE PTY LTD in 1981 also identified/recommended the need for such a zone, and proposed a visual; "Buffer Zone" as below where no structures/dwelling houses should be built to protect the views to and from "Minimbah House".



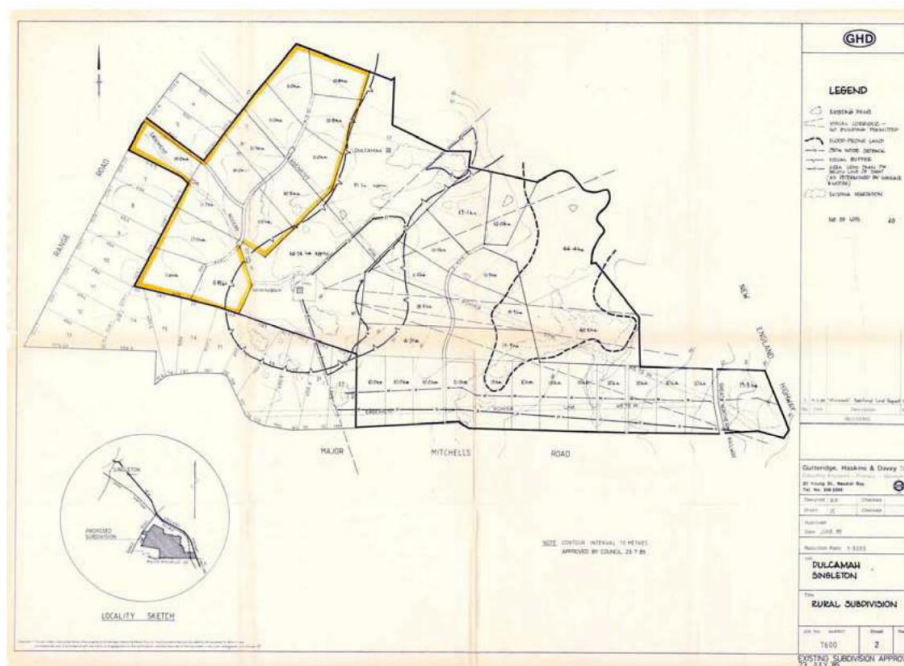
*Extract pp 21 from "Visual Impact Assessment Dulcimah Estate Singleton" undertaken by WALLIS & MORE PTY LTD shows the recommended visual "Buffer Zone"*

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| A | B | N |   |   |   |   |   |   |   |   |   |   |   |   | 1 | 7 | 8 | 1 | 5 | 1 | 4 | 9 | 2 | 7 |



*Extract pp 20 from "Visual Impact Assessment Dulcimah Estate Singleton"  
undertaken by WALLIS & MORE PTY LTD  
shows the recommended visual "Buffer Zone" as it related to the proposed allotments*

A visual impact assessment undertaken by GHD Yogan Pty Ltd in 1981 also identified / recommended the need for such a zone, and proposed a visual; "Buffer Zone" as below where no structures/dwelling houses should be built to protect the views to and from "Minimbah House"



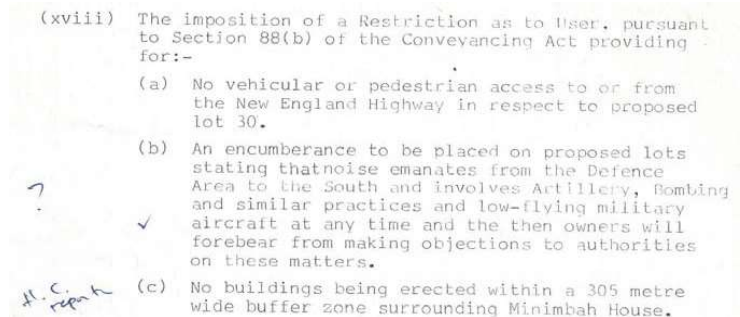
*Extract pp 30 from "Proposed rezoning part lot 231 DP 706921 Range Rd Singleton for dated 18/11/1986 prepared by GHD Yogan Pty Ltd*

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |   |    |   |    |   |    |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|----|---|----|---|----|
| R | E | G | I | S | T | E | R | E | D | I | N | N | S | W  | 5 | 8  | 3 | 9  |   |    |
| A | B | N |   |   |   |   |   |   |   |   |   |   |   | 17 | 8 | 15 | 1 | 14 | 9 | 27 |



Between 1977, when the subdivision was first proposed, and 1988 when the final version of the subdivision was given consent, numerous reports, visual assessments, and representations from both NSW Heritage Office and the National Trust were undertaken and submitted to Council. Records of all of these submissions are held by Council, or can be made available to Council, and should be used and referred to in the assessment of this matter. All of these reports and submissions continued to advocate for the creation of a minimum 305m **"no build buffer"** or scenic protection zone around all sides of the house, and the retention of the existing driveway alignment as the access to the property, to ensure the long term protection of the essential heritage values of the property and its long term conservation

The consent was subsequently granted 31 March 1981, and included the following very clear condition No. (xviii ( c )) as below.



The majority of the land which is the subject of this current application is within that recommended **"no build buffer"** visual protection or **"Buffer Zone"**. It was resolved that this consent condition was best realized if it was transferred/resolved into a section 88B instrument on the relevant land title with the final registration of the land.. **At the time the instrument was placed, it was determined that this was the best way to achieve the recommended protection of the setting and context of Minimbah House" from the kind of encroaching development that was being proposed in an enduring way.** This subsequent restriction was transferred across to all of the new land titles created through several re-subdivisions over the intervening 42 years. There would appear to be no change to the circumstances to warrant the removal of such covenant except for the development wishes of the owner of the affected property.

The statement in the applicants earlier correspondence to Singleton Council of 10/10/23 (as below) inferring that this is not the case, and that there has been no assessment of this matter is entirely disingenuous and misinformed, and they are clearly not appraised of the lengthy considerations over the last 36 years on this very matter.

#### Intention of the existing Section 88b

To our knowledge, there is no previous heritage report, assessment, curtilage assessment or recommendation that provides detail that the intent of the existing Section 88b instrument was to protect Minimbah House from encroaching development.

The protection of Minimbah House is not through the provision of the S88b instrument "Restriction to use (3)", prohibiting the erection of any building on site, but rather through its listing as a Heritage Item through which it is afforded protection through LEP Clause 5.10 which requires the preparation of a heritage management document. It appears therefor that the intent of "Restriction to use (3)" is to prevent exempt, complying or unauthorised erection of buildings and that the erection of other buildings could still be considered with Council approval.

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- **Visual Impact Assessment Dulcalmah Estate Singleton prepared by Wallis & Moore Pty Ltd**

There would appear to be no justification for the removal of this protective instrument, and the applicant has, in my assessment, not provided any sufficient justification for this change other than their desire for this development proposal to be approved. There has been no heritage report, curtilage or visual impact assessment prepared or submitted to Council between then and that contained within this application that would support such a change. **It is my assessment that the applicant has not provided a sufficiently reasoned or supportable report to justify the removal of such protection.**

It is noted that at the time this instrument was applied, The NSW Heritage Act 1977 was in effect and applied to “Minimbah House”. Despite the protection afforded by this Act, Council still deemed the property to be of such merit that the instrument needed to be applied to afford it absolute and enduring protection. Whilst it can be argued that since the time of the instrument being applied, a number of local planning controls such as DCP’s and LEP’s have been put in place which offer a similar level of protection, **they will not, and cannot, provide the same absolute and enduring level of protection afforded by this instrument. It is my experience that without such protection, over time the protection and setting of the house may be eroded.** I am not aware of any circumstances which would change this position, and the need for this protective instrument to be maintained.

It is my assessment that “Minimbah House” is one NSW’s, if not the country’s, grandest and finest rural mansion houses. To this day it remains highly intact, both in its internal and external fabric and its rural setting and context. A house of this outstanding quality and style which retains its character as a private residence set in a broad rural pastoral setting on all sides with its original visual approach procession nearly intact is exceptionally rare. It is my assessment that the property is of exceptional significance and worthy of listing as a **state significant asset** for that reason. The following Statement of Significance written by this author in 2015, is provided:

Criteria A  
The subject property is assessed as having exceptional historic, and social and scientific significance at a state level under this criterion as a highly intact and original mansion house and remnant altered immediate grounds of one of the early land grant settlers to the hunter region, and through this an understanding of the historical development of the area.

The subject building (Minimbah House) and adjacent brick stables building is assessed as having exceptional historical and aesthetic at a state level under this criterion as a highly intact and substantially original example of a fine and elaborately constructed late C 19th rural mansion house constructed by a wealthy land owner to display their wealth.. The prominent sitting of the house on a local rise and in the setting in a rural pastoral landscape are considered to be highly contributory elements to that significance



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**Criteria B**

The subject property is assessed as having high local historical and social significance under this criterion for its association with and as the home of eminent Australian pastoral families of Mackay and Cobb.

The subject building (Minimbah House) is assessed as having high local historical and aesthetic significance under this criterion as a visually prominent early mansion house which contributes to both a historical understanding of the development of the area and its importance in the Australian economy and to the special visual qualities of the area. The prominent sitting of the house on a local rise and in the setting in a rural pastoral landscape are considered to be highly contributory elements to that significance.

The subject building (Minimbah House) is assessed as having high state historical and aesthetic significance under this criterion as a highly intact and original example of one of the more outstanding works of the eminent Sydney Architect Benjamin Backhouse. It is noted that none of the original landscape treatments of the place survive intact.

The subject property has some local social and historic significance under this criterion for its role as the home and place of an aboriginal mission from 1945 until 1972.

The subject property has some local social and historic significance under this criterion for its association with Bliss Ryan (The C 1954 Miss Australia) as her home from 1994 to 2007.

**Criteria C**

The subject building (Minimbah House) and adjacent brick stables building is assessed as having exceptional scientific, historical and aesthetic significance at a state level under this criterion as a highly intact and substantially original example of a fine and elaborately constructed late C 19th rural mansion house which through its fabric provides potential to contribute to an understanding of building techniques, design, and aesthetic values of the time.

The subject building (Minimbah House) is assessed as having high historical and aesthetic at a state level under this criterion as a highly intact and substantially original example of a mansion house in the Victorian Filigree Style.

**Criteria D**

The subject property is assessed as having high local social and historical significance under this criterion for its association with the Mackay and Cobb Families, who were notable and prominent landholders in the region.

The subject property is assessed as having high local social and historical significance under this criterion as the core and remnant portion of one of the original and largest grazing properties in the area which is part of the storey of the early pre mining and tourism economy of the local area and contributes to the understanding of that history.

The subject property has some local social and historic significance under this criterion for its role as the home and place of an aboriginal mission from 1945 until 1972.

**Criteria E**

The subject property is assessed as having high local scientific and historical significance under this criterion as the core and remnant portion of one of the original and largest grazing properties and land grants in the area which is part of the storey of the early pre mining and tourism economy of the local area and contributes to the understanding of that history.

The subject building (Minimbah House) is assessed as having high scientific, historical and aesthetic significance at a state level under this criterion as a highly intact and substantially original example of a fine and elaborately constructed late C 19th rural mansion house which through its fabric provides potential to contribute to an understanding of building techniques, design, and aesthetic and social values of the time.

**Criteria F**

The subject building (Minimbah House) and adjacent brick stables building are assessed as having exceptional scientific, historical and aesthetic significance at a state level under this criterion as a rare and highly intact and substantially original example of a fine and elaborately constructed late C 19th rural mansion house and outbuilding which through its fabric provides potential to contribute to an understanding of building techniques, design, and aesthetic and social values of the time.

The subject building (Minimbah House) is assessed as having high social and historic significance at a state level under this criterion as a rare and highly intact original example of a fine and elaborately constructed late C 19th rural mansion house and outbuilding which through their fabric provides potential to contribute to an understanding of social values of the time and the class and wealth of the early landholders in the local region.

**Criteria G**

The subject building (Minimbah House) and adjacent brick stables building is assessed as having representative historical and social and scientific significance at a local level under this criterion as through their fabric they provides potential to contribute to an understanding of social values of the time and the influence and standing of a wealthy family. The integrity of the fabric of the place and its setting in the landscape make a substantive contribution to that significance.

**Summary of significance**

The subject property is assessed as being primary of significance under all categories at a state level for the fabric, form detailing and setting of the primary building at the property known as Minimbah House as a highly intact and original, rare example of a fine and elaborately constructed large Victorian filligree styled mansion house sited in a prominent position with a notable landscape presence.

The subject property is assessed as being secondly of social and historic significance at a state level for its association as the home of the eminent and wealthy Mackay and Cobb families. Within this it is also of social and scientific significance for its ability through its substantially intact fabric and setting to contribute to an understanding of the social values of the time and standing of a wealthy family in the community.

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The property is also assessed as being of secondly of scientific and social significance at a state level as the remnant portion and original homestead of one of the original and wealthy landholders of the area. It is also of scientific and historic significance within this as part of the lands of one of the original grazing properties of the local region which defined much of the early historical and economic development of the area.

The property is also assessed as being of some additional historic and social significance at a local level for its use as a local aboriginal mission from 1945 until 1972, and as the home of The C 1954 Miss Australia winner Bliss Ryan from 1994 to 2007.

The subject property is assessed as being of state level representative significance as the remnant portion and original homestead of one of the original and wealthy landholders of the area. It is also of scientific and historic significance within this as part of the lands of one of the original grazing properties of the local region which defined much of the early historical and economic development of the area.

CONSIDERATIONS OF HERITAGE IMPACT OF THE PROPOSAL

Mlinimbah House was originally developed as the principal homestead of a farm property featuring cattle and crops on a large property of several 100 acres. Typically farm properties such as this featured what is often referred to as the “Home Paddock”. This “Home Paddock” was typically located either near the centre of the property, or near to the highest part of the property, and contained the house, stables, and all of the working buildings and structures of the farm. it would normally be defined by a perimeter fence and substantial entrance gate way. Generally all of the farm buildings were grouped close to each other within the “Home Paddock”, and very seldom were any buildings placed outside of this area, especially if it was within a short distance of the “Home Paddock”. This was done for practical reasons as below;

- It allowed the farmer to have easy and immediate visual and aural oversight of the farm buildings so he/she could monitor activity or any respond to bad events.
- It allowed the farmer quick physical access (especially for early mornings or late night activities) from the house to work in these parts of the farm to save time and money,
- It allowed the farmer quick physical access to the house for meals
- It reduced the amount and cost of providing access roadways and marshalling areas
- It allowed for maximum flexibility to rearrange, reorganise, or reconfigure crop or pasture paddocks without to need to account for buildings or roadways.

“Minimbah House” clearly followed this pattern of development, and it is highly probable that the existing lot boundary is on the line of the original “Home Paddock” fence line, as it likely still existed in 1969 when the lot was created. Evidence in the fabric of the place would appear to support that conjecture, and it would appear logical. It is considered that the placement of buildings outside of this “Home Paddock”, especially where within few hundred meters of the house as is proposed, is highly inappropriate. **It is assessed that such a proposal will visually degrade the setting, overall pattern of rural development, visual integrity, and the arrangement of this exceptionally significant place. Such a proposal should not, and cannot be supported.**



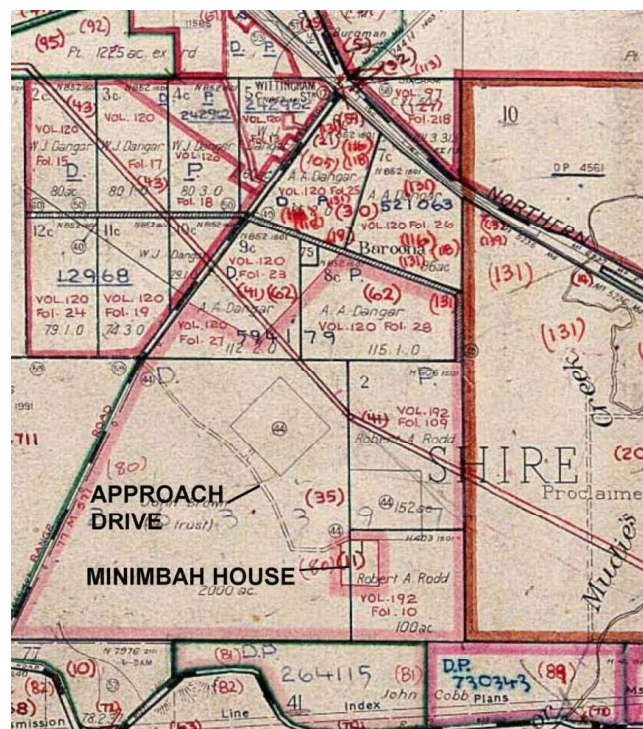
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## EARLY PICTURE OF THE HOUSE SHOWING ITS HOME PADDOCK FENCE

The design, alignment, and configuration of the driveway approach to a grand house like “Minimbah House” was typically a well considered and deliberately set-out aspect of the house, and was intrinsic to its overall aesthetic and setting. Typically the driveway was lengthy and deliberately configured in response to the natural topography to reveal the house slowly with selected glimpses of the house along the route, whilst giving broad uncluttered views of the pastoral holdings as a display of prosperity, before leading to a final reveal once you arrive at the inner gate at the home or house paddock. Often houses were approached from the rear to allow the surprise of the front to be revealed to guests as they rounded the house itself, and ensure the primary outlook from the house was free from visual clutter such as driveways. Inside this inner gate the drive typically gave immediate side access to stabling facilities and an internal drive line (often travelled along on foot) circumnavigating the house to show off its best aspects, before arriving to a central entry and carriage loop typically on axis to the front elevation, front door, and entry hall.

“Minimbah House” would appear to have closely followed this pattern. The line of the original drive can be clearly seen on parish maps dating from C1933 through to 1975, and part of this original drive approach still exists and is in use to this day. It would appear the drive originally lead to the northwest west corner of the home paddock (which likely explains the spayed alignment of the home paddock in this corner) whereas it now leads to the southeast corner. This said however, most of the current drive approach including the entry point off Minimbah Drive is on the alignment of the original drive, such that much of the original design intent and visual aspect of the approach to the house has been retained. There is currently also the potential to re-establish the original final alignment and close approach and inner gate entry point to the house. If this were to happen, it would be of substantial conservation benefit. This potential would likely be lost should the proposed development proceed.



Portion of 1969 Parish Map

Note 7 acre lot (Volume 192 Folio 10) of Minimbah House approach drive off Range Road clearly shown as still existing and was originally from the rear northwest corner

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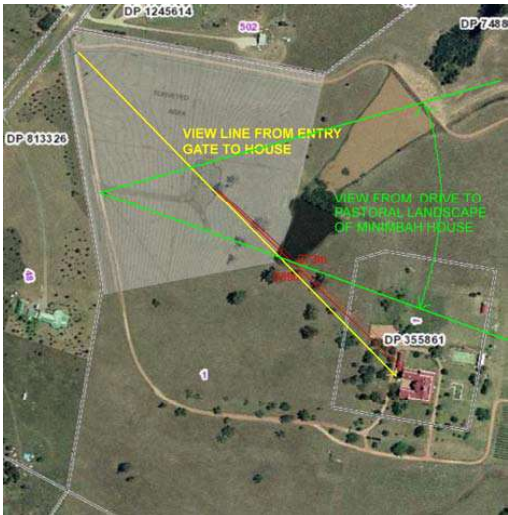


C 1933 parish map overlaid with current lot layout. Line of the original drive marked out in red Minimbah House shaded yellow



Closer view of the original drive alignment  
Property boundaries shown in yellow (MINIMBAH HOUSE & its home paddock) and green (the surrounding subject property). The existing drive can be seen south of original drive alignment (marked in red)

The collection of proposed farm buildings and its associated infrastructure will be visible from this driveway from multiple points as it wraps around its western and southern sides. Additionally, as proposed it is located directly in the view line from the entry gateway to “Minimbah House”. If the potential to reinstate the original driveline was to be realized it would result in the driveway being within 50m, and uphill of the proposed development, which would result in it being highly visible and intrusive. It is considered that the placement of sheds, or any structures, in places where they are visible in the rural landscape from the drive, or are within, or interrupt the view line from the drive (at any point), or its entry gate and “Minimbah House” would be highly inappropriate, and will visually degrade the setting and overall design intent and integrity of the house both in its setting and in its approach, thereby reducing its heritage value and significance..



Aerial view showing the proposed Donkey facility relative to Minimbah House. Note view from gate to house passes directly through the proposed facility



Aerial view showing the proposed Donkey facility relative to the original driveway alignment (shown in green)

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As set-out the existing driveway runs along the original driveway alignment for the first third of its length past the entry gates, and as such retains the original aspect and approach to the house and its associated surrounding rural grounds as seen from the driveway and entry point. This is an essential component of the original setting and design intent of the house. With this in mind it is assessed that if the proposed shed and associated infrastructure was to be built/constructed/placed it would have a substantial negative heritage impact in that it would degrade the setting, context and design integrity of the exceptionally significant place. **It is my conclusion based on this, that the proposal should not, and cannot be supported.**



VIEW TO MINIMBAH HOUSE FROM THE APPROACH DRIVE  
LOOKING OVER THE SITE OF THE PROPOSED BUILDINGS



VIEW TO MINIMBAH HOUSE FROM THE APPROACH DRIVE

**ASSESSMENT OF THE APPLICANTS HERITAGE IMPACT STATEMENT “HIS”  
PREPARED BY “CONTEMPORARY HERITAGE” and DATED MARCH 2025**

In the first instance it should be noted that the “HIS” appears to be predicated and titled on the proposed buildings and infrastructure being “**TEMPORARY**”, where clearly the design and construction of the proposal is of a permanent nature, being a building on a concrete slab. Any assessment that concludes that as the proposal is not permanent, that any impact will not be lasting or enduring is clearly misleading and inaccurate.

The “HIS” appears to conclude that an “expanded curtilage” around the house of 100m to the north, west and south and to the boundary to the east (section 2.2.1 “g” and “h” pp 14 ) is appropriate, without any substantive argument in support of this conclusion. It also concludes that the construction of buildings within that curtilage should not necessarily be prohibited (section 2.2.1 “j” pp 15) again without any substantive argument in support of this conclusion. These conclusions directly conflict all previous visual assessments which recommended a curtilage of 305m and the prohibition of buildings within that cartilage without providing any justification or substantive argument for this revised/reduced curtilage from these previous recommendations. This reduced curtilage, noted as an “expended curtilage” appears to be the basic rationale of the report used to support its assessment of impact. This conclusion and rationale and its use in assessing the impact of the proposal is thus not supported.

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Whilst the applicants HIS includes over 53 photographs taken around the subject property and Minimbah House, only four of those photos look towards the house from the approach drive and entry gates and only one over the site of the proposed development from the drive. The lack of a map showing the direction and where the photos were taken from makes it difficult to determine what the images depict. Given this is a highly significant and integral aspect of the context and design of the house, it would appear that this aspect of the setting of the house and its significance has not been given due consideration. It also noted that the application does not include any photomontage work to properly assess the visual impact on this aspect of the context and design of Minimbah House and its significance. As such a full assessment of this impact cannot be accurately determined.

The document sets out in section 6.2 (a) that the proposal to remove the section 88B instrument has an acceptable impact as “there remains alternative measures for the suitable protection of Minimbah House in the vicinity” but fails to set out exactly what these will be, other than setting out that an additional Instrument which allows for Council to determine if building on the lot within the visual cutillage of Minimbah house is acceptable or not, based on their assessment of the impact. It should be noted that Council assessed just this issue in 1981, and determined that such activity was not acceptable and instigated the section 88b instrument to prohibit such activity. Council did require the subject lot and the Minimbah House lots to be consolidated to protect Minimbah House by the subsequent restriction to development that this consolidation would impact on the combined lot. As set-out out in the submitted HIS, this did not occur and the existing instrument was subsequently and specifically established to overcome that issue. Nothing has changed in the intervening period to make what was once considered to have an unacceptable impact to now be acceptable not acceptable now. The applicant fails to acknowledge that situation suggesting the matter should be reinvestigated without setting out many reason for this to be done other than the owners development aspirations as noted earlier.

It further notes in section 6.2 (f) that heritage listing would not prohibit construction of buildings and that any such development proposal must be accompanied by a heritage management document which assesses the potential impacts to mitigate those impacts suitably so as not to diminish the significance of the item. As set out, it is our contention that construction of any buildings within the 305m curtilage of the house, which are external to the “Home Paddock” and which may disrupt the sight lines to the house from anywhere along the drive will have a substantive negative impact. The proposal fails to assess or respond to this issue.

The applicant sets out in section 6.2 (g) that Minimbah House already has a number of later and ancillary buildings close to it. These building are all within the “Home Paddock” which is highly typical for this type of house and are, we would argue, appropriate and have an acceptable impact. Buildings outside of the “Home Paddock” yet close to the house as are proposed are not considered to have an acceptable impact. The existence of ancillary buildings and structures within the “Home Paddock” cannot and should not be used to justify the proposal to erect buildings outside of the “Home Paddock” yet close to the house.

Whist the proposed buildings may be of “ a modest scale”, as setout in 6.2 (h), they will disrupt the sight lines to Minimbash House from a substantial length of the drive to the house and will thus have a substantive negative impact and cannot be considered as acceptable. The separation distance from the house is not relevant as it is its location along that sight line that creates the impact and distance will not ameliorate that impact.

The applicant sets out out in 6.2(i) that the instrument does not provide any further protection than would the normal provisions and controls from its listing under S 5.10 of the LEP. This statement is clearly false as the instrument provides an enduring and absolute protect that cannot be disputed or degraded as could be the case with just the provision of S5.10 of the LEP and does thus offer further or enhanced protection.

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The HIS sets out in 6.2 (w) that the proposed buildings and surrounding infrastructure are temporary and of a minor nature given the size of the site and could be removed at some future date thus implying their visual impact need not be considered. It does not set out a timeline for their removal and they could well end up being permanent. They would thus have a lasting visual impact that needs to be considered and their placement on a critical view line has not been considered.

The applicant sets out in section 6.2 (x,y) that the proposed buildings and surrounding infrastructure are typical rural structures and will thus not diminish the significance of Minimbah House or have any negative impact. These statements fail to address the points regarding the appropriateness of placing structures in this location where they will have a lasting visual on the critical view line between the drive and the house and the impact this has on the design intent of the house and its setting and context.

Whilst the conclusions set out in 6.2 (aa), and 6.2 (ee) are generally concurred with, the conclusions as set out in 6.2 (cc) and 6.2 (dd) are not. This is for the reasons as set out above, I.E the placing structures in this location where they are both outside of the "home Paddock" and will have a lasting visual on the critical view line between the drive and the house has a negative impact on the design intent of the house, its setting and context, and its visual integrity and will thus diminish its outstanding significance.

The statements and conclusions set out in 6.2 (gg), are not considered relevant to the heritage issues.

Section 6.3 view analysis provide the most essential considerations and the conclusions set out are not fully supported by any analysis or evidence. The points as set out in 6.3.2 (a through f), are generally supported as statements of fact 6.3.3 (f and g), the assessment and conclusion made in 6.3.3 (h), and 6.3.4 (b,c and d) are however not supported. The assessment that the proposed development will have a MODERATE and acceptable visual impact on the critical view line between the drive and the house as it is not significant is disputed. This view line and unbuilt upon landscape approach to the house contributes substantially to the design intent of the house, its setting and context, and its visual integrity is disputed. The assessment fails to provide any useful assessment of this issue and it is assessed that the proposal will diminish the outstanding significance of Minimbah house due to this negative impact. The HIS fails to, give a proper consideration of this essential and intrinsic aspect of the significance of Minimbah House and its setting. The impact on the view lines from the New England Highway as set out are not disputed.

## CONCLUSION

Council has a public responsibility to offer the greatest degree of protection afforded to this exceptionally significant property, consistent with the rationale of the original "Buffer Zone" imposed by Council at the time of subdivision. The resultant existing section 88b instrument is the most absolute and enduring way of achieving this, and any consideration to remove or dilute this instrument would be highly detrimental to the public interest, and should not be considered. Additionally, I conclude that the proposed new buildings / structures will visual degrade the setting, context, and surviving traditional and representative general configuration and arrangement of the property and the quality of the essential approach views of the house.

It is considered that this proposal will have a substantive negative heritage impact on "Minimbah House", and should not, and cannot be supported. I would additionally set out concerns that should Council consider the approval of this proposal and seek to modify the or remove the section 88B instrument it could set an unfortunate precedent that could open the door to further similar applications which could, if allowed, cause even greater loss of significance over time than would this application. It should also be noted that the owners of "Minimbah House" are intending to seek the listing on the State Register as an item of State Significance the house and its surrounding curtilage of 305m, the view corridor between the

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house and the New England Highway, and Dulcalmah House,. and the entry gateway and approach drive.

ROBIN GRAHAM



architect and heritage consultant

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**From:** [REDACTED]  
**Sent:** Wednesday, 7 May 2025 2:53 PM  
**To:** Singleton, Council  
**Cc:** [REDACTED]  
**Subject:** Application (8.2024.268.1)

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Council,

I am writing to express my objections to the Development Application for 119A Minimbah Drive Whittingham, lodged under DA 8.2024.268.1.

I live at [REDACTED] and have expressed my objections to several previous development applications that have been made for 119A Minimbah Drive under various guises of intended purpose, however, the purpose remains the same - which is to conduct a business for breeding and sale of donkeys, and as a tourist venture under the business name of 'Last Stop Donkey Program'.

My concerns surround issues that were raised in October last year, and also in December of 2023, when a similar DA was lodged to construct buildings on this land, and this was rejected following substantial serious complaints from our Minimbah Drive community. These complaints included, but are not limited to, the following:

- In the current DA Application Tracker, Council have published mine and my husband's name and address on the example letter to neighbouring properties, and have published this on the DA Tracker for public viewing. Ours are the only names and address visible, and this is a serious breach of our personal privacy. I contacted Council via phone about this today and spoke with Laura in Planning & Administration who apologised and explained that this was a clerical error, and removed the letter immediately.

- The current usage of the land at 119A Minimbah Drive, via the adjustment or leasing arrangement for Last Stop Dokey Program, is for commercial usage, which is in contravene of the land usage regulations for all land in this area. The Last Stop Donkey Program (LSDP) who lease the land are running a breeding program for the sole intent of profiting from the sale of the donkeys - therefore commercial usage. The current DA, requesting to build permanent stable facilities will only increase the commercial production of donkeys on this land, and provide a hub for their tourist ventures which are widely promoted on their facebook page (hens parties, farm tours, children's parties etc).

- The intended placement of the permanent farm building is on the street frontage of Minimbah Drive, meaning that it will restrict the views of the historic Minimbah House, and take up a significant portion of the land which is currently a shared access road, which would have easement restrictions for permanent structures so as to preserve safe carriageway on a shared access road. This will allow for access to existing infrastructure such as water and electricity from the street, and truck access. I also note in the plan drawings that there are several parking spots identified, again further revealing the commercial usage of this development.

- The LSDP program has received multiple noise complaints from neighbours over the past few years, as the donkeys disrupt the peace of our quiet, rural neighbourhood all day and all night. Donkeys are known to be one of the loudest animals, with their noise potentially reaching 120decibels, and can be heard over

3kms away from the animal. This is a significant noise concern in a quiet rural neighbourhood, and has had various negative effects on residents already.

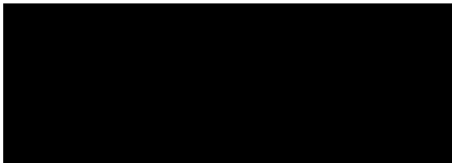
- The LSDP is devaluing the significant historical site of Minimbah House, a crucial part of the history of Singleton, and should they be allowed to build farm infrastructure this will ruin the surrounding landscape and the beauty of Minimbah House.

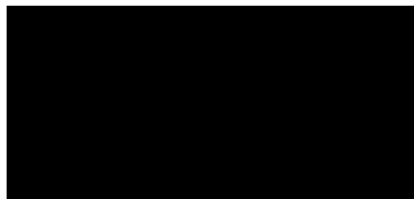
- It is the belief of our community that should this DA be approved, it will be just the start of large scale subdivision of this land (the surrounding 100 acres of rural land around Minimbah House), further devaluing the surrounding property's historical significance.

- The LSDP intends to run school tours and farm visits for commercial purposes, again contravening the regulations for land use. This would also mean increased traffic on our rural, unmarked road, and be a safety hazard to all of the families with young children out here, including my own.

- The behaviour of the woman who operates LSDP has been nothing short of criminal towards the neighbours over the past two years. She has installed surveillance cameras that look directly into my house, she has made death threats on several occasions to other neighbours, she has engaged in stalking and intimidation tactics towards our older neighbours (including shining bright headlights into their houses at all hours of night for an extended period of time), she has taken photographs of the private property and persons in neighbouring properties, and been generally disrespectful.

This DA application was placed on hold last year, and rejected 18 months ago, and needs to be rejected now. It is an abhorrent use of rural grazing land, and there is no need for buildings to be erected that will taint this beautiful and historic part of Singleton's history. I urge all counsellors to take all of the concerns raised by our community seriously, and to please reject this DA application.





5 May 2025

Mr Justin Fitzpatrick-Barr  
The General Manager  
Singleton Council  
PO Box 314  
SINGLETON NSW 233

Dear Sir

**Objection to Variation to Section 88B Covenant and Development Application for Farm Buildings on 119A (Lot 1 DP 748856) Minimbah Drive, Whittingham Ref 8.2024.268.1**

We are writing in response to a letter received from Council dated 17 April 2025.

We strongly object to this DA.

We believe that the covenant was placed on the land surrounding Minimbah house to protect its heritage value, we believe a DA on the same site was rejected about 10 years ago for that very reason. The current landowner purchased the land with the covenant in place.

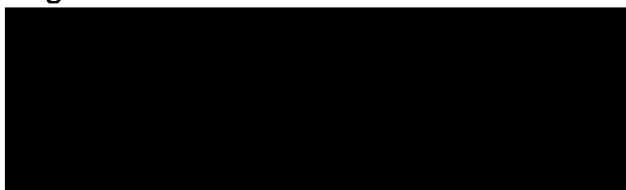
Nothing has changed that would justify removing the covenant.

Our view is that the applicant is trying to get this DA approved by making it look like a rescue operation when it is really a donkey farm, they are bred to be sold for money. It is a business not a charity.

Their presence in our street has created extra traffic and noise. The donkeys are noisy, most often at night.

Removing the covenant paves the way for more development to the site and we strenuously object We would like council to continue to show respect for the beautiful heritage protected Minimbah House instead of approving a donkey farm which will have a negative impact for those who live in Minimbah Drive.

Regards





NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

|                                                    |                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------|
| Application number                                 | 8/2024/268/1<br>PAN-476475                                              |
| Applicant                                          | Perception Planning Pty Ltd<br>PO Box 107 Clarence Town, NSW 2321       |
| Description of development                         | Farm Buildings and Ancillary Structures                                 |
| Property                                           | 119A MINIMBAH DRIVE WHITTINGHAM<br>1/-/DP748856                         |
| Determination                                      | Approved<br>Consent Authority - Council staff under delegated authority |
| Date of determination                              | 21/10/2025                                                              |
| Date from which the consent operates               | 21/10/2025                                                              |
| Date on which the consent lapses                   | 21/10/2030                                                              |
| Building Code of Australia building classification |                                                                         |

Under section 4.18(1) of the EP&A Act, notice is given that the above development application has been determined by the granting of consent using the power in section 4.16(1)(a) of the EP&A Act, subject to the conditions specified in this notice.

Reasons for approval

The proposed development, subject to the recommended conditions, is consistent with the objectives of the applicable environmental planning instruments, being; Singleton Local Environmental Plan 2013 (SLEP), State Environmental Planning Policy (Resilience and Hazards) 2021.

The proposed development, subject to the recommended conditions, is consistent with the objectives of

the Singleton Development Control Plan 2014 (SDCP).

Subject to the recommended conditions the proposed development will be provided with adequate essential services required under the SLEP.

The proposed development is considered to be of an appropriate scale and form for the site and the character of the locality.

The proposed development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environments.

The proposed development is a suitable and planned use of the site and its approval is within the public interest.

Council has given due consideration to community views when making the decision to determine the application.

#### **Right of appeal / review of determination**

If you are dissatisfied with this determination:

#### **Request a review**

You may request a review of the consent authority's decision under section 8.3(1) of the EP&A Act. The application must be made to the consent authority within 6 months from the date that you received the original determination notice provided that an appeal under section 8.7 of the EP&A Act has not been disposed of by the Court.

#### **Rights to appeal**

You have a right under section 8.7 of the EP&A Act to appeal to the Court within 6 months after the date on which the determination appealed against is notified or registered on the NSW planning portal.

The Dictionary at the end of this consent defines words and expressions for the purposes of this determination.

Person on behalf of the consent authority

## Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

## General Conditions

|   |                                                                                                                                                                         |                 |                     |                       |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|-----------------------|
| 1 | <b>Approved plans and supporting documentation</b>                                                                                                                      |                 |                     |                       |
|   | Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise. |                 |                     |                       |
|   | Approved plans                                                                                                                                                          |                 |                     |                       |
|   | Plan number                                                                                                                                                             | Revision number | Plan title          | Drawn by              |
|   | DA02                                                                                                                                                                    |                 | Proposed Site Plan  | Contemporary Heritage |
|   | DA03                                                                                                                                                                    |                 | Proposed Floor Plan | Contemporary Heritage |
|   | DA04                                                                                                                                                                    |                 | Proposed Floor Plan | Contemporary Heritage |
|   | DA05                                                                                                                                                                    |                 | Proposed Elevations | Contemporary Heritage |
|   | DA06                                                                                                                                                                    |                 | Proposed Elevations | Contemporary Heritage |
|   |                                                                                                                                                                         |                 |                     |                       |
| 2 | Approved documents                                                                                                                                                      |                 |                     |                       |
|   | Document title                                                                                                                                                          | Version number  | Prepared by         | Date of document      |
|   |                                                                                                                                                                         |                 |                     |                       |
|   | In the event of any inconsistency between the approved plans and documents, the approved <Plans / Documents> prevail.                                                   |                 |                     |                       |
|   | In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.                                                      |                 |                     |                       |
|   | <b>Condition reason:</b> To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.                            |                 |                     |                       |
|   | <b>Appointment of Principal Certifier and issue of Construction Certificate</b>                                                                                         |                 |                     |                       |
|   | Work shall not commence in connection with this Development Consent until:                                                                                              |                 |                     |                       |
|   | a) A Construction Certificate for the building work has been issued by:                                                                                                 |                 |                     |                       |
|   | i. The Consent Authority (Singleton Council; or                                                                                                                         |                 |                     |                       |
|   | ii. A Principal Certifier (PC); and                                                                                                                                     |                 |                     |                       |
|   | b) The person having the benefit of the development consent has:                                                                                                        |                 |                     |                       |
|   | i. Appointed a Principal Certifier (PC) for the building work, and                                                                                                      |                 |                     |                       |
|   | ii. Notified the Principal Certifier (PC) that the person will carry out the work as an owner builder, if that is the; and                                              |                 |                     |                       |



|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>c) The PC has, no later than 2 days before the building work commences:</p> <ul style="list-style-type: none"> <li>i. Notified the Council of their appointment, and</li> <li>ii. Notified the person having the benefit of the development consent of any critical stage inspections that are to be carried out in respect of the building work; and</li> </ul> <p>d) The person having the benefit of the development consent, if not carrying out the work as an owner-builder, has</p> <ul style="list-style-type: none"> <li>i. Appointed a Principal Contractor for the building work who must be the holder of a contractor licence if any residential building work involved, and</li> <li>ii. Notified the Principal Certifier of such an appointment, and</li> <li>iii. Unless that person is the Principal Contractor, notified the principal contractor of any critical stage inspections and other inspections that are to be carried out in respect of the building work, and</li> </ul> <p>e) The person having the benefit of the development consent has given at least two (2) days notice to the Council of the person's intention to commence the erection of the building.</p> <p>Note: If Council is appointed as the PC, the nomination will be subject to the payment of a fee for the service to cover the cost of undertaking all necessary inspections and the issue of the appropriate certificates. Completion of a contract for appointment of Council as the PC is required to be submitted to Council prior to commencement of any works.</p> <p><b>Condition reason:</b> To ensure the development complies with the requirement to appoint a Principal Certifier and gain a Construction Certificate.</p> |
| 3 | <p><b>Construction Certificate, Principal Certifier &amp; Notice of Commencement</b></p> <p>In accordance with the provisions of Section 6.6 of the Environmental Planning and Assessment Act 1979 construction works approved by this consent must not commence until:</p> <ul style="list-style-type: none"> <li>a) A Construction Certificate has been issued by the consent authority, Council or an accredited certifier; and</li> <li>b) A Principal Certifier has been appointed by the person having benefit of the development consent in accordance with Section 109E of the EP&amp;A Act 1979</li> <li>c) If Council is not the Principal Certifier, notify Council no later than two (2) days before building work commences as to who is the appointed Principal Certifier; and</li> <li>d) At least two (2) days before commencement of building work, the person having benefit of the development consent is to notify Council as to the intention to commence building work.</li> </ul> <p><b>Condition reason:</b> To ensure a Construction Certificate is approved before building work commences.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4 | <p><b>Energy Efficiency - Class 3, 5,6, 7, 8 and 9 Buildings</b></p> <p>The proposed building(s) must be constructed in accordance with the current requirements for efficient energy use. The Principal Certifier is to be satisfied that the proposed building(s) will comply with Section J and NSW Subsection J(B) of the Building Code of Australia.</p> <p><b>Condition reason:</b> To ensure the buildings satisfy the relevant energy efficiency requirement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 5 | <p><b>Section 138 Approval</b></p> <p>Any work within a public road must be inspected and approved by Council under the Roads Act 1993 as the Roads Authority. The applicant is to submit an application in order to obtain a permit with conditions prior to starting any works on the Council Road Reserve.</p> <p><b>Condition reason:</b> To ensure the work complies with the Road Act 1993.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6 | <p><b>Compliance with Recommendations of Report</b></p> <p>All recommendations as outlined in the approved Statement of Heritage Impact prepared by Contemporary Heritage dated 16/04/2025, including the following:</p> <ul style="list-style-type: none"> <li>• All fences and gates proposed are to be of a simple rural nature, and match those in the vicinity, being largely of timber post and rail or picket and wire or a combination of both with a maximum height of 1.2m.</li> <li>• The proposed gates should match existing rural type gates in the vicinity with a maximum height of 1.2m.</li> <li>• The proposed new driveway works and levelled area for the proposals shall match the existing dirt/gravel driveway surface.</li> <li>• The shed shall be clad with a Custom Orb corrugated profile sheet.</li> <li>• Quad gutter profiles with no slots are preferable with circular downpipes.</li> <li>• The shed walls, roof, windows, doors and rainwater goods shall be simple grey colours including Colorbond Basalt, Windspray or Shale Grey.</li> </ul> <p><b>Condition reason:</b> To ensure compliance with the recommendations of relevant reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7 | <p><b>Operation Plan of Management</b></p> <p><b>Prior to the issue of any Occupation Certificate, an Operational Plan of Management must be submitted to and approved by Singleton Council. The Operational Plan of Management shall include, but not be limited to, the following:</b></p> <ol style="list-style-type: none"> <li>1. Employee Numbers - total number of staff on-site during peak and off-peak periods.</li> <li>2. Visitor numbers - anticipated maximum number of customers or patrons on-site at any one time.</li> <li>3. Waste Management – procedures for storage, collection, and disposal of waste, including recycling and organic waste.</li> <li>4. Traffic Generation – expected vehicle movements, parking arrangements, and measures to manage traffic impacts.</li> <li>5. Chemical Use or Storage – types and quantities of chemicals used or stored on-site, and associated safety and containment measures.</li> <li>6. Emissions – identification and management of any emissions (e.g. noise, odour, dust, light) generated by the development.</li> <li>7. CCTV and Surveillance – locations and purpose of CCTV cameras, signage, data management protocols, and compliance with the Surveillance Devices Act 2007.</li> <li>8. Community Liaison – mechanisms for community feedback, complaint handling procedures, and contact details for operational concerns.</li> <li>9. Emergency Procedures – site-specific emergency response plans, evacuation procedures, and contact details for emergency services.</li> </ol> <p>The Operational Plan of Management must be implemented upon commencement of operations and maintained for the life of the development unless otherwise approved by Council.</p> <p><b>Condition reason:</b> To ensure the development operates in a manner that protects the amenity of the surrounding area, manages environmental impacts, and complies with relevant legislative requirements.</p> |

## Building Work

## Before issue of a construction certificate

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | <p><b>Building Waste</b></p> <p>Prior to any construction work commencing, containment of building waste materials shall be provided within the boundaries of the building site, above natural or excavated ground level, by a screened area of silt stop fabric or shade cloth, having minimum dimensions of 2.4 x 2.4 x 1.2 metres high OR equivalent size waste disposal bin.</p> <p><b>Condition reason:</b> To require records to be provided, during site work, documenting the lawful disposal of waste.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 9  | <p><b>Drainage Design</b></p> <p>Before the issue of a construction certificate the applicant shall submit details of stormwater disposal with supporting calculations for the development to the Principal Certifier for approval.</p> <p><b>Condition reason:</b> To ensure stormwater is disposed of appropriately.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10 | <p><b>Sediment and Erosion Control Plan</b></p> <p>Before to the issue of a Construction Certificate, a sediment and erosion control plan is to be submitted and approved by the nominated Principal Certifier. The sediment and erosions control plan shall be prepared in accordance with Council's Development Engineering Specifications and Landcom's 'Soil and Construction – Managing Urban Stormwater - Current edition.</p> <p><b>Condition reason:</b> To ensure stormwater is disposed of appropriately.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11 | <p><b>Water and Sewer Services – Compliance Requirements</b></p> <p><b>Make Application</b></p> <p>Before the issue of a construction certificate application is to be made to Council's Water and Sewer Group for requirements for compliance with Section 307, <i>Water Management Act 2000 (NSW)</i>.</p> <p>In response to this application, Council's Water and Sewer Group will issue a Notice of Requirements under Section 306 of the <i>Water Management Act 2000 (NSW)</i>, which will detail conditions, which must be satisfied.</p> <p><b>Comply with Pre-Construction Requirements</b></p> <p>Provide evidence of compliance with pre-construction requirements of the s306 Notice of Requirements. The Notice of Requirements will include conditions which must be satisfied prior to release of a Construction Certificate including any requirements for completion of water and sewer servicing strategies and associated detailed designs.</p> <p><b>Condition reason:</b> To ensure the development complies with Singleton Council Water and Sewer Requirements.</p> |
| 12 | <p><b>Variation of 88B Instrument</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                       | <p>The applicant must prepare an amendment to the existing Section 88B Instrument with all relevant signatures and company seals (where applicable) to the satisfaction of Council. The 88B instrument must be registered with NSW Land Registry Services prior to issue of the Construction Certificate.</p> <p>The Section 88B Instrument must incorporate the following easements and restrictions to user where necessary:</p> <ul style="list-style-type: none"> <li>a) right of carriageway;</li> <li>b) restriction as to user which defines a restricted building zone;</li> <li>c) restriction as to user directing that the burdened lot must not be developed other than in accordance with the approved plan.</li> </ul> <p><b>Condition reason:</b> To make clear the original intent of the restriction, to allow for permitted agricultural uses, and to conserve the heritage significance of heritage items, including associated fabric, settings and views.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |           |                               |     |                                                       |      |                     |    |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|-------------------------------|-----|-------------------------------------------------------|------|---------------------|----|
| 13                                                    | <p><b>Fixed Development Contributions</b></p> <p>A monetary contribution is to be paid to Council, pursuant to Section 7.12 of the <i>Environmental Planning &amp; Assessment Act 1979</i> and the Singleton Local Infrastructure Contributions Plan 2020, related to the cost of the development as determined in accordance with clause 208 of the <i>Environmental Planning and Assessment Regulation 2021</i> and outlined in the table below.</p> <table border="1" data-bbox="502 750 1220 896"> <thead> <tr> <th>Cost of development</th><th>Levy Rate</th></tr> </thead> <tbody> <tr> <td>Up to and including \$100,000</td><td>Nil</td></tr> <tr> <td>More than \$100,000 and up to and including \$200,000</td><td>0.5%</td></tr> <tr> <td>More than \$200,000</td><td>1%</td></tr> </tbody> </table> <p>The payment of the fixed development consent levy is to be accompanied by a Cost Summary Report Form setting out an estimate of the cost of development in accordance with the Singleton Council Local Infrastructure Contributions Plan.</p> <p>Where the estimated cost of carrying out the whole of the development is more than \$1,000,000, the Cost Summary Report Form must be completed by a Quantity Surveyor who is a Registered Associate member or above, of the Australian Institute of Quantity Surveyors.</p> <p>This condition cannot be taken to be satisfied until a payment has been made in accordance with the cost of development stated on a cost summary report submitted to Council in accordance with this condition.</p> <p>Payment of the above amount must apply to Development Applications as follows:</p> <ul style="list-style-type: none"> <li>a) Building work only – prior to issue of the Construction Certificate.</li> </ul> <p><b>Condition reason:</b> To ensure contributions are levied in accordance with the approved Local Infrastructure Contributions Plan in effect at the time of determination.</p> | Cost of development | Levy Rate | Up to and including \$100,000 | Nil | More than \$100,000 and up to and including \$200,000 | 0.5% | More than \$200,000 | 1% |
| Cost of development                                   | Levy Rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |           |                               |     |                                                       |      |                     |    |
| Up to and including \$100,000                         | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |           |                               |     |                                                       |      |                     |    |
| More than \$100,000 and up to and including \$200,000 | 0.5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |           |                               |     |                                                       |      |                     |    |
| More than \$200,000                                   | 1%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |           |                               |     |                                                       |      |                     |    |

**Before building work commences**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 | <p><b>Construction Certificate</b></p> <p>Before the commencement of any Subdivision construction work, a Construction Certificate shall be obtained from a Principal Certifying Authority.</p> <p>Note: If the Construction Certificate is issued by a Principal Certifier that is not Council it will be necessary to lodge the Construction Certificate and other approved documents with Council within two days of such approval.</p> |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|    | <b>Condition reason:</b> To ensure a construction certificate is submitted as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15 | <p><b>Critical Stage Inspections</b></p> <p>Critical stage inspections must be called for by the Principal Contractor or Owner Builder as required by the Principal Certifier (PC), and PC Service Agreement, and the Act and Regulation.</p> <p>Work must not proceed beyond each critical stage until the PC is satisfied that work is proceeding in accordance with this consent, the Construction Certificate(s) and the Act. Critical stage inspections, means the inspection prescribed by the Regulations for the purpose of section 6.5 of the Act or as by the PC and PC Service Agreement.</p> <p><b>Condition reason:</b> To ensure critical stage inspections are undertaken as required.</p>                                                                                                                                                                                               |
| 16 | <p><b>National Construction Code</b></p> <p>To ensure that the proposed building, when constructed will comply with the National Construction Code, relevant Australian Standards, the approved plans and specifications and to enable progress inspections as required, the following details will need to be provided to the Principal Certifier at least two (2) working days before the relevant inspection.</p> <p><b>Condition reason:</b> To ensure the development is compliant with the National Construction Code.</p>                                                                                                                                                                                                                                                                                                                                                                        |
| 17 | <p><b>Notice of Builders Details</b></p> <p>Before to the commencement of any development or excavation works, the Principal Certifier shall be notified in writing of the name and contractor license number of the owner/builder intending to carry out the approved works.</p> <p><b>Condition reason:</b> To ensure the development is compliant with the National Construction Code.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 18 | <p><b>Notice of Commencement</b></p> <p>At least 48 hours prior to the commencement of any development (including demolition, excavation, shoring or underpinning works), a notice of commencement of building or subdivision work form and appointment of the Principal Certifier form shall be submitted to Council.</p> <p><b>Condition reason:</b> To ensure notice of commencement received before work commences.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 19 | <p><b>Principal Certifier Signage and Details</b></p> <p>Prior to the commencement of works, a sign must be erected in a prominent position on the site on which the proposal is being carried out. The sign must state:</p> <ul style="list-style-type: none"> <li>a) Unauthorised entry to the work site is prohibited;</li> <li>b) The name of the principal contractor (or person in charge of the site) and a telephone number on which that person may be contacted at any time for business purposes and including outside working hours; and</li> <li>c) The name, address and telephone number of the Principal Certifier for the work.</li> </ul> <p>Any such sign must be maintained while the work is being carried out, but must be removed when the work has been completed.</p> <p><b>Condition reason:</b> To ensure Principal Certifier contact details are displayed as required.</p> |
| 20 | <b>Sediment and Erosion Control</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>The control of erosion and the prevention of silt discharge into drainage systems and waterways will be necessary in accordance with Council's Development Engineering Specifications, Landcom's 'Soil and Construction – Managing Urban Stormwater - Current edition. Sediment and erosion control measures are to be implemented before the commencement of any earthworks and shall be maintained until satisfactory completion and restoration of site earthworks, including revegetation of all exposed areas.</p> <p><b>Condition reason:</b> To ensure sediment and erosion control measures are appropriately put in place.</p> |
| 21 | <p><b>Temporary Closet Requirements</b></p> <p>A temporary closet shall be provided on site from the commencement of building work. No inspections will be made until the closet is installed.</p> <p>A temporary closet shall be:-</p> <ol style="list-style-type: none"> <li>A water closet connected to the sewerage system to Council approval; or</li> <li>A water closet connected to an approved septic tank; or</li> <li>A chemical closet supplied by a contractor approved by Council.</li> </ol> <p><b>Condition reason:</b> to ensure temporary closets are provided as required.</p>                                          |

### During building work

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 | <p><b>Discovery of relics and Aboriginal objects</b></p> <p>While site work is being carried out, if a person reasonably suspects a relic or Aboriginal object is discovered:</p> <ol style="list-style-type: none"> <li>the work in the area of the discovery must cease immediately;</li> <li>the following must be notified <ol style="list-style-type: none"> <li>for a relic – the Heritage Council; or</li> <li>for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the National Parks and Wildlife Act 1974, section 85.</li> </ol> </li> </ol> <p>Site work may recommence at a time confirmed in writing by:</p> <ol style="list-style-type: none"> <li>for a relic – the Heritage Council; or</li> <li>for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the <i>National Parks and Wildlife Act 1974</i>, section 85.</li> </ol> <p><b>Condition reason:</b> To ensure the protection of objects of potential significance during works.</p> |
| 23 | <p><b>Placement of fill</b></p> <p>Filling must not be placed in such a manner that natural drainage from adjoining land will be obstructed or in such a manner that surface water will be diverted.</p> <p>Further, any alterations to the natural surface contours must not impede or divert natural surface water runoff so as to cause a nuisance to adjoining property owners.</p> <p><b>Condition reason:</b> To ensure fill is appropriately placed during works.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 24 | <p><b>Site Management</b></p> <p>All possible and practical steps shall be taken to prevent nuisance to the occupants of the surrounding neighbourhood from windblown dust, debris, noise and the like during the demolition, excavation and building works.</p> <p><b>Condition reason:</b> To protect Health and amenity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 25 | <p><b>Waste Management</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off site.</p> <p><b>Condition reason:</b> Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off site.</p>                                                                                                                                                                                                                                                                                                                                                       |
| 26 | <p><b>Noise – Construction Sites</b></p> <p>The operating noise level of construction site operations, including machinery, plant and equipment when measured at any affected premises, shall be evaluated and comply with the requirements of the NSW Office of Environment and Heritage publication “Interim Construction Noise Guideline” July 2009.</p> <p>Approved Construction Times</p> <p>The approved hours for construction of this development are:</p> <p>Monday to Friday - 7.00am to 6.00pm.<br/>Saturday – 8am to 1pm.</p> <p>No construction work shall take place on Sundays or Public Holidays.</p> <p><b>Condition reason:</b> To specify when works are able to be undertaken and to minimise construction noise impacts on surrounding environment.</p> |
| 27 | <p><b>Retention of Trees and Native Vegetation</b></p> <p>All native vegetation on the site shall be retained and protected unless it:</p> <p>a) has been identified for removal on the approved plans or documentation</p> <p>All reasonable measures shall be undertaken to protect all other native vegetation on the site and on adjoining lands from damage during construction.</p> <p><b>Condition reason:</b> To ensure native vegetation is retained and protected.</p>                                                                                                                                                                                                                                                                                             |

**Before issue of an occupation certificate**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28 | <p><b>Repair of infrastructure</b></p> <p>Before the issue of an Occupation Certificate:</p> <ol style="list-style-type: none"> <li>any public infrastructure damaged as a result of the carrying out of work approved under this consent (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) must be fully repaired to the written satisfaction of Council, and at no cost to Council; or</li> <li>if the works in (a) are not carried out to Council's satisfaction, Council may carry out the works required and the costs of any such works must be paid as directed by Council and in the first instance will be paid using the security deposit required to be paid under this consent.</li> </ol> <p><b>Condition reason:</b> To ensure any damage to public infrastructure is rectified.</p> |
| 29 | <p><b>Driveway Access – Rural Areas</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Before issue of an Occupation Certificate, the driveway access to the property boundary shall include an all-weather suitably drained 2 coat bitumen sealed surface. The driveway access is to be designed and constructed in accordance with Council Development Engineering design and construction specifications.</p> <p>Note: This work within the road reserve will required a section 138 application</p> <p><b>Condition reason:</b> To ensure Driveway Access is appropriately provided.</p>                                                                                                                                                                                                                                                                                              |
| 30 | <p><b>Fire Safety Certificate</b></p> <p>A Final Fire Safety Certificate must be obtained in accordance with Part 11 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, before the issue of an Occupation Certificate for the building.</p> <p>A copy of the Fire Safety Certificate and Fire Safety Schedule must be:</p> <ol style="list-style-type: none"> <li>Forwarded to Singleton Council;</li> <li>Forwarded to the Commissioner of NSW Fire and Rescue; and</li> <li>Prominently displayed in the building</li> </ol> <p><b>Condition reason:</b> To ensure a fire safety certificate is obtained prior to occupation.</p>                                                                                                            |
| 31 | <p><b>Issue of Occupation Certificate</b></p> <p>The Principal Certifier shall only issue an Occupation Certificate when the building has been constructed in accordance with the approved plans, specifications and conditions of consent. No occupational use is permitted until the Principal Certifier issues an Occupation Certificate.</p> <p>Note: If an registered certifier approves occupation of a dwelling the certifier is to immediately notify Council in writing.</p> <p><b>Condition reason:</b> To ensure the occupation certificate is only issued in accordance with the approved documentation.</p>                                                                                                                                                                              |
| 32 | <p><b>Occupation Certificate – Principal Certifier</b></p> <p>Every building or part of a building shall not be occupied or used until an Occupation Certificate has been issued by the Principal Certifier.</p> <p>Please be advised that Section 6.10 of the Environmental Planning and Assessment Act, 1979 prevents the Principal Certifier from issuing an Occupation Certificate until all conditions of Development Consent have been completed.</p> <p><b>Condition reason:</b> To ensure the development is not occupied before an occupation certificate is obtained.</p>                                                                                                                                                                                                                   |
| 33 | <p><b>Stormwater Disposal</b></p> <p>Stormwater shall be disposed of through a system designed to the satisfaction of the Principal Certifier in accordance with Australian Standard 3500 and be conveyed to:</p> <ol style="list-style-type: none"> <li>An existing approved stormwater system</li> <li>The street gutter or kerb inlet pit</li> <li>An existing easement to which the land has entitlement to use</li> <li>An inter allotment drainage system to which the land has entitlement to use</li> </ol> <p>Immediately after completion of any roof, a disposal system shall be installed which disposes of the stormwater without causing any adverse environmental impacts.</p> <p><b>Condition reason:</b> To ensure stormwater from the development is disposed of appropriately.</p> |
| 34 | <p><b>Water and Sewer Certificate of Compliance</b></p> <p>Prior to the issue of an Occupation Certificate, a certificate of compliance with requirements of Section 307, <i>Water Management Act 2000 (NSW)</i> must be obtained from Council's Water and Sewer group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



|                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A Section 307 Certificate of Compliance will be issued, upon application to the Water and Sewer Group, after all requirements detailed in the Section 306 Notice of Requirements have been satisfied. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| <b>Condition reason:</b> To ensure the development complies with Water and Sewer Requirements |
|-----------------------------------------------------------------------------------------------|

**Occupation and ongoing use**

|    |                                                                                                                                                                                                                                   |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35 | <b>Use of CCTV Surveillance</b>                                                                                                                                                                                                   |
|    | Use of CCTV within the site shall comply with the Surveillance Devices Act 2007. Clear and visible signage must be displayed at all site entrances and areas under surveillance, notifying individuals that CCTV is in operation. |
|    | <b>Condition reason:</b> To ensure use of CCTV within the site shall comply with the Surveillance Devices Act 2007                                                                                                                |

### Dictionary

The following terms have the following meanings for the purpose of this determination (except where the context clearly indicates otherwise):

**Approved plans and documents** means the plans and documents endorsed by the consent authority, a copy of which is included in this notice of determination.

**AS** means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the consent is issued.

**Building work** means any physical activity involved in the erection of a building.

**Certifier** means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018*.

**Construction certificate** means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation and *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

**Council** means SINGLETON COUNCIL.

**Court** means the Land and Environment Court of NSW.

**EPA** means the NSW Environment Protection Authority.

**EP&A Act** means the *Environmental Planning and Assessment Act 1979*.

**EP&A Regulation** means the *Environmental Planning and Assessment Regulation 2021*.

**Independent Planning Commission** means Independent Planning Commission of New South Wales constituted by section 2.7 of the EP&A Act.

**Occupation certificate** means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

**Principal certifier** means the certifier appointed as the principal certifier for building work or subdivision work under section 6.6(1) or 6.12(1) of the EP&A Act respectively.

**Site work** means any work that is physically carried out on the land to which the development the subject of this development consent is to be carried out, including but not limited to building work, subdivision work, demolition work, clearing of vegetation or remediation work.

**Stormwater drainage system** means all works and facilities relating to:  
- the collection of stormwater.

- the reuse of stormwater,
- the detention of stormwater,
- the controlled release of stormwater, and
- connections to easements and public stormwater systems.

**Strata certificate** means a certificate in the approved form issued under Part 4 of the *Strata Schemes Development Act 2015* that authorises the registration of a strata plan, strata plan of subdivision or notice of conversion.

**Sydney district or regional planning panel** means Hunter and Central Coast Regional Planning Panel.

Issue:  
Revision:  
Plot Date: 20/3/2025

Alterations and  
Additions  
23040

119 Minimbah Drive, Whittingham | Lot 1 / - / DP748856 | Development Application

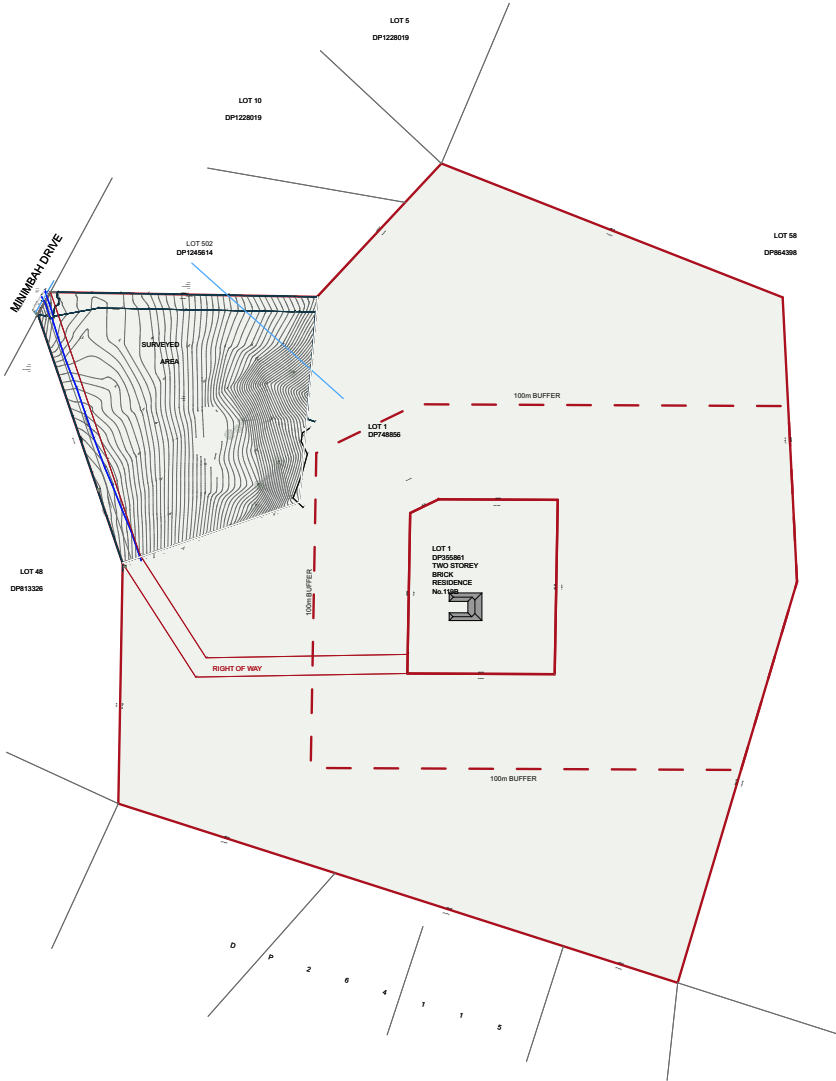
|      |                       |
|------|-----------------------|
| DA00 | Cover Sheet           |
| DA01 | Existing Site Plan    |
| DA02 | Proposed Site Plan    |
| DA03 | Proposed Floor Plan   |
| DA04 | Proposed Floor Plan   |
| DA05 | Proposed Elevations   |
| DA06 | Proposed Elevations   |
| DA07 | Proposed Perspectives |
| DA08 | Proposed Views        |



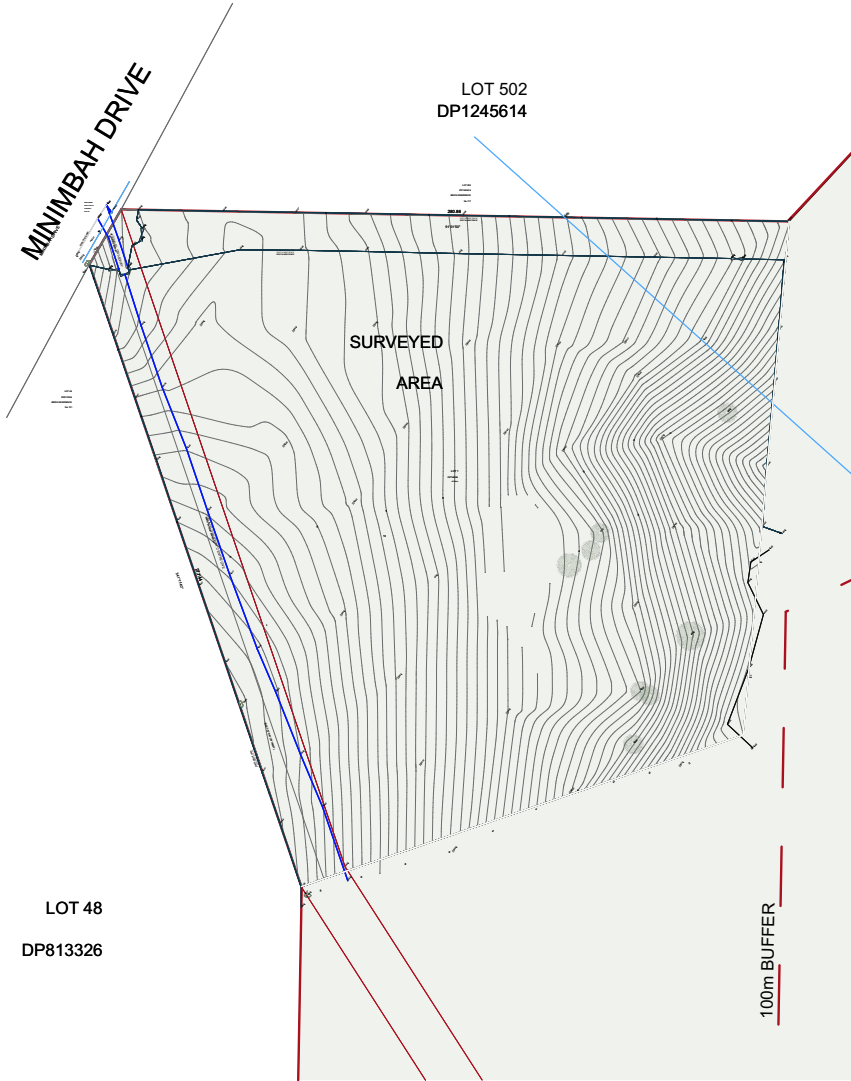
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Legend



01 EXISTING SITE PLAN 1:5000 02



EXISTING SITE PLAN 1:2000

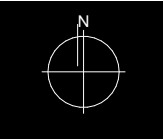
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Amendments

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Project Number:  
23040

Project Name:  
Last Stop Donkey Agistment

119 Minimbah Drive, Whittingham  
Lot 1 / - / DP748856

Proprietor:  
Sally Garland

Drawing:

Title: Existing Site Plan

Scale: 1:5000, 1:2000 @ A3

Status: Development Application

Drawn Date: Monday, 24 July 2023

Plot Date: Thursday 20 March 2025

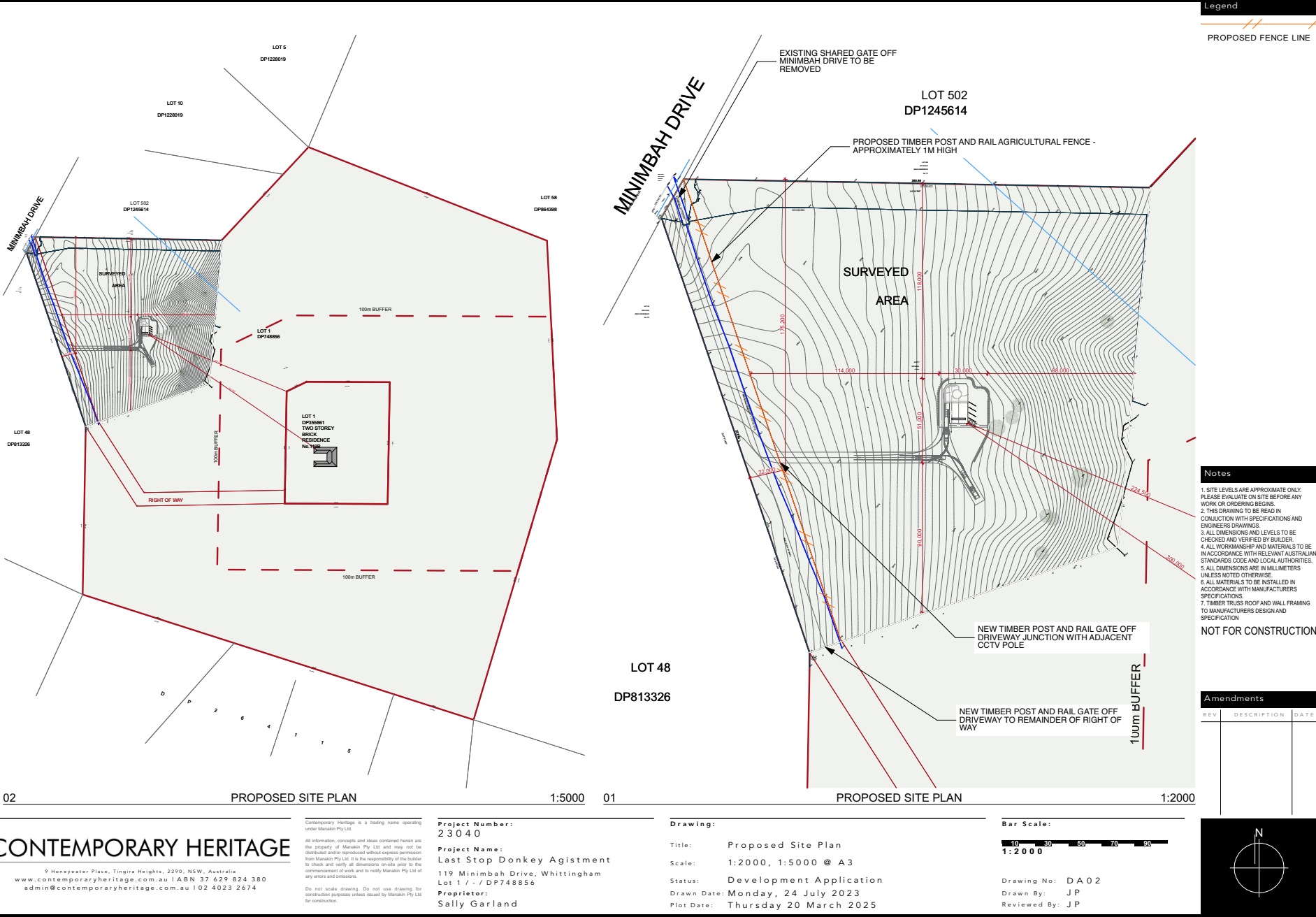
Bar Scale:



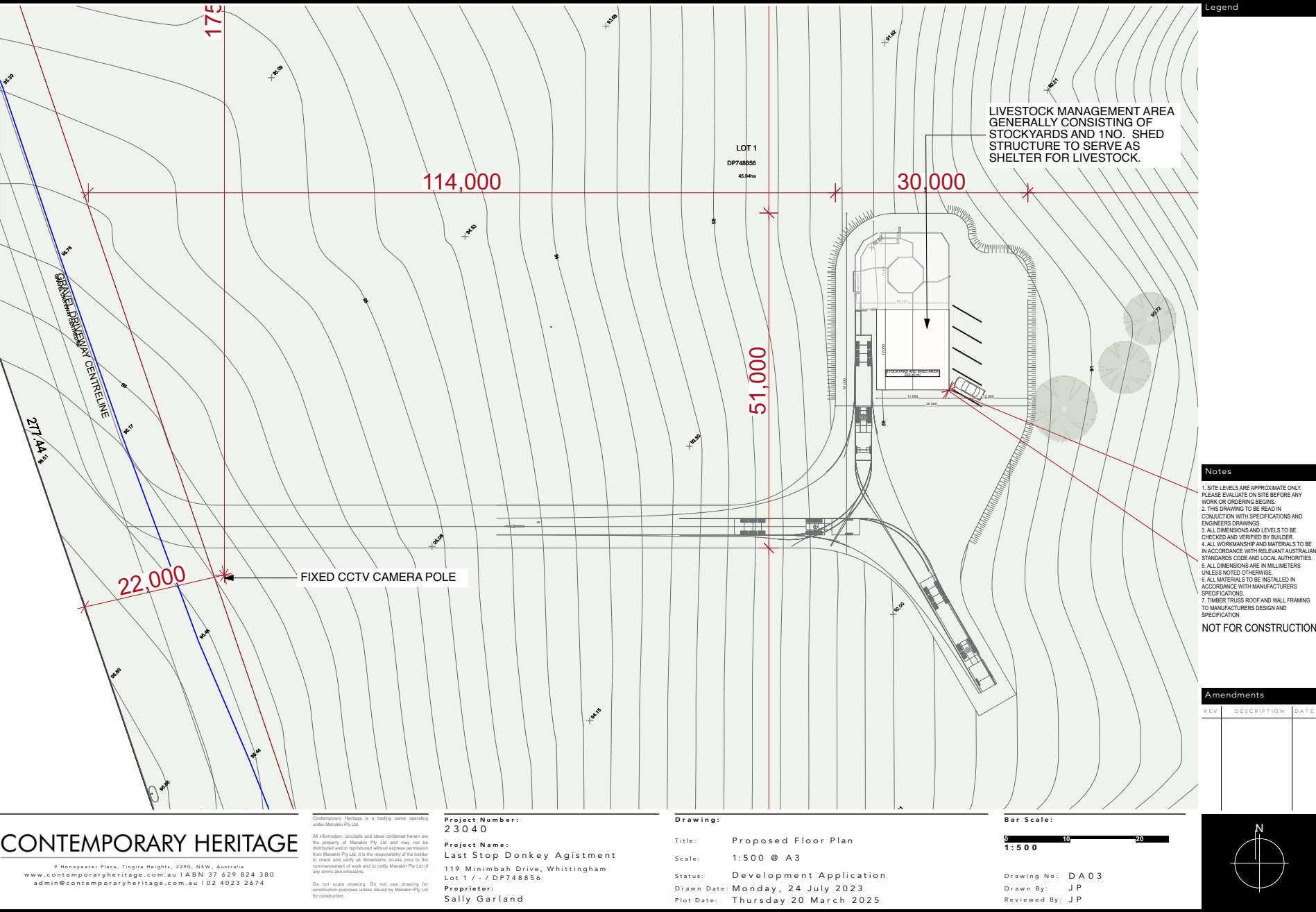
Drawing No: DA 01

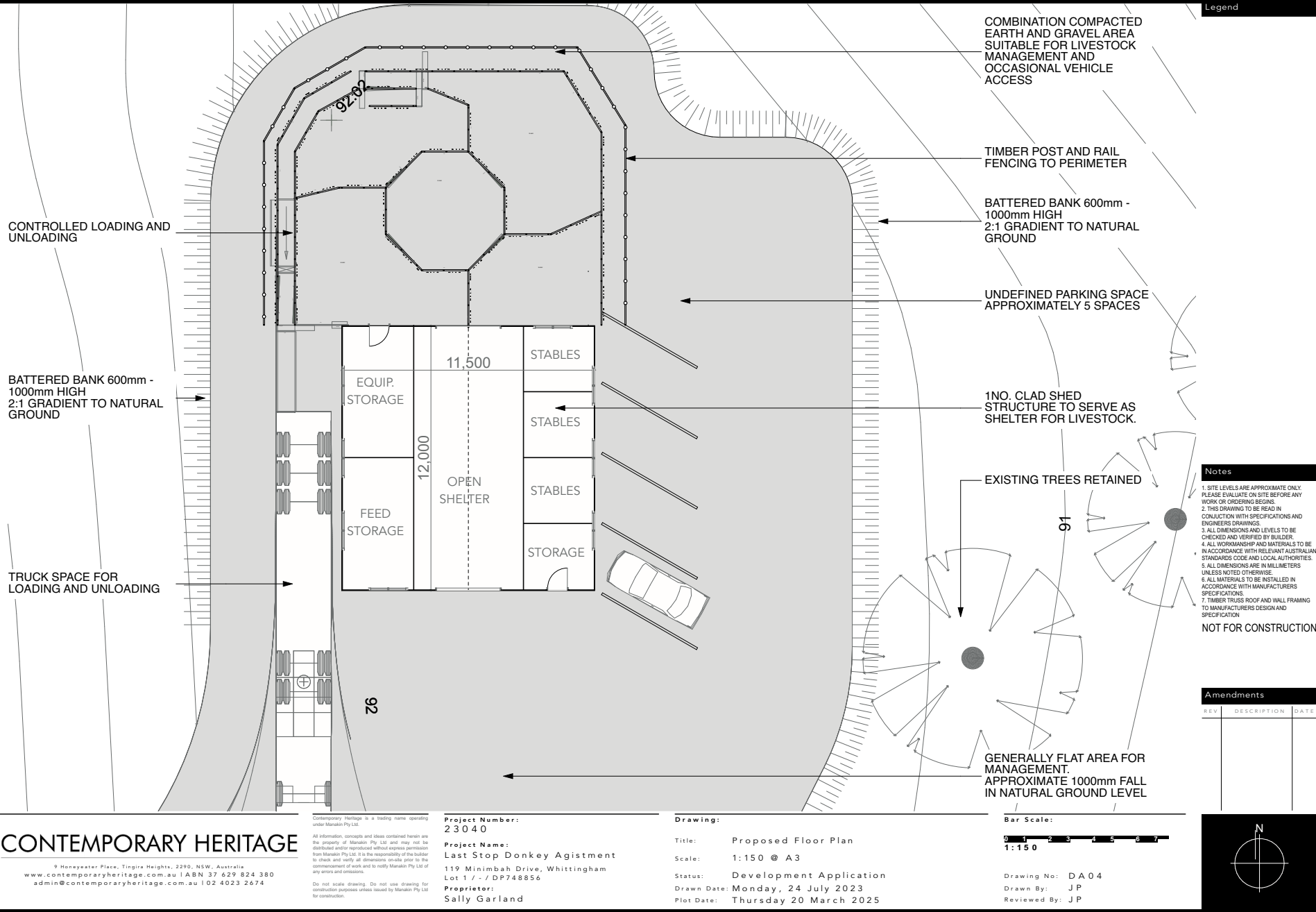
Drawn By: J P

Reviewed By: J P



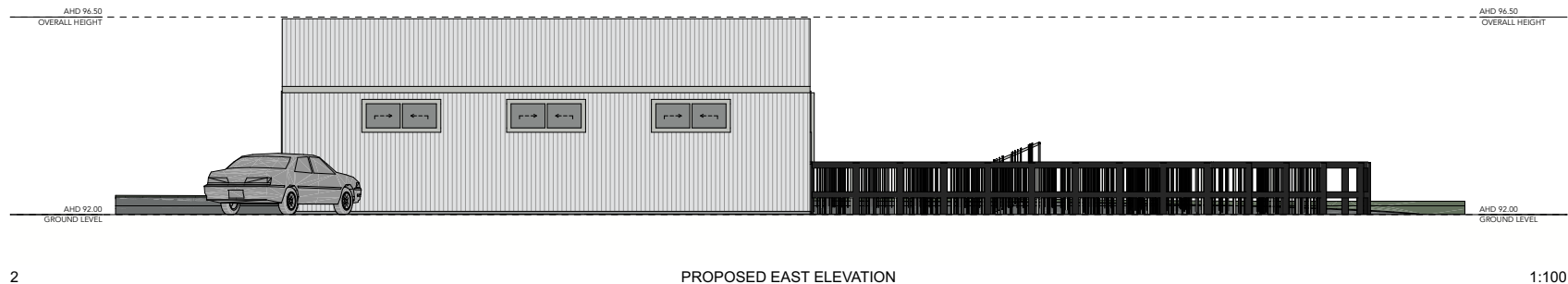
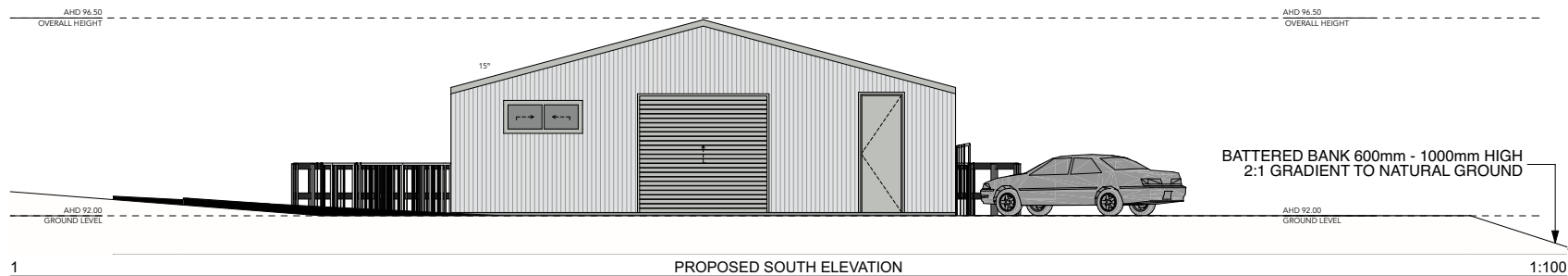








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**Project Number:**  
23040

**Project Name:**  
Last Stop Donkey Agistment

119 Minimbah Drive, Whittingham  
Lot 1 / - / DP748856

**Proprietor:**  
Sally Garland

**Drawing:**

**Title:** Proposed Elevations

**Scale:** 1:100 @ A3

**Status:** Development Application

**Drawn Date:** Monday, 24 July 2023

**Plot Date:** Thursday 20 March 2025

**Bar Scale:**

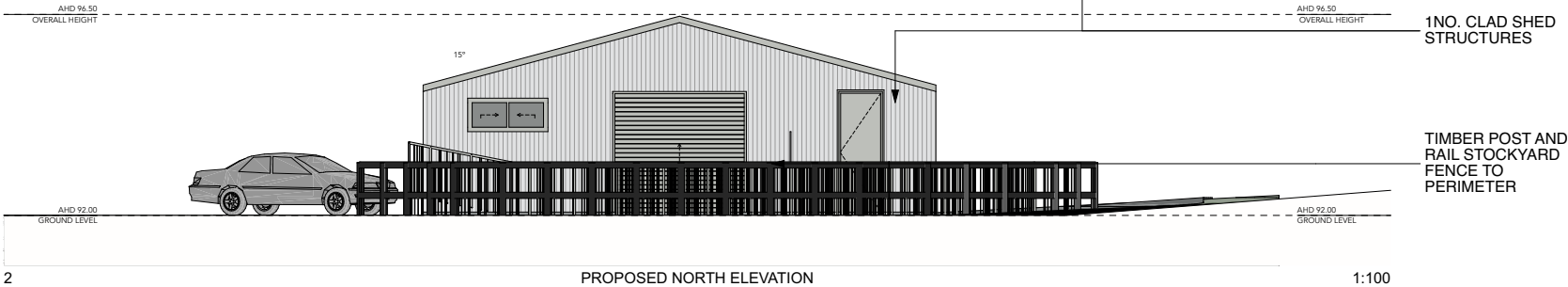
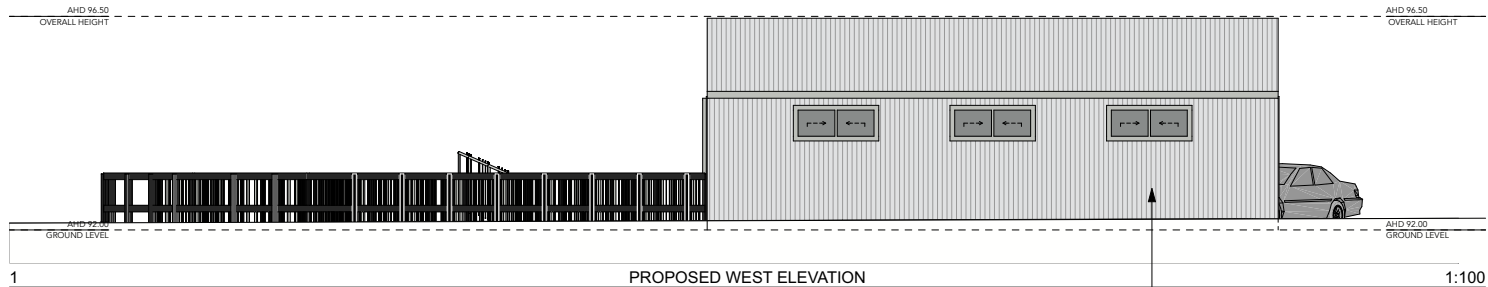
0 1 2 3 4 5  
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**Drawing No:** DA05

**Drawn By:** JP

**Reviewed By:** JP

Legend



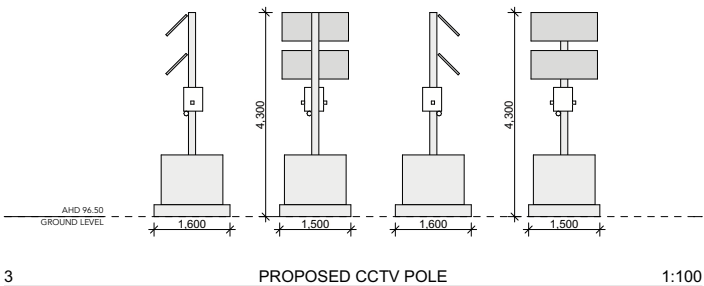
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Lot 1 / - / DP748856

Proprietor:  
Sally Garland

Drawing:

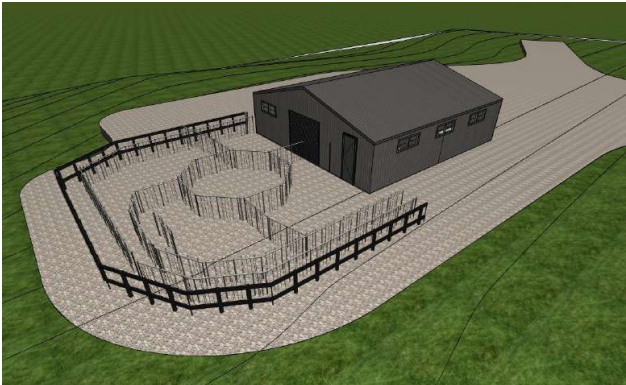
Title: Proposed Elevations  
Scale: 1:100 @ A3  
Status: Development Application  
Drawn Date: Monday, 24 July 2023  
Plot Date: Thursday 20 March 2025

Bar Scale:



Drawing No: DA06  
Drawn By: JP  
Reviewed By: JP

Legend



1 PROPOSED PERSPECTIVE



2 PROPOSED PERSPECTIVE



3 PROPOSED PERSPECTIVE



4 PROPOSED PERSPECTIVE



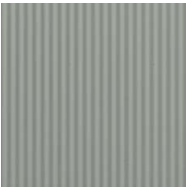
5 PROPOSED PERSPECTIVE

SHED STRUCTURE TO BE  
TRADITIONAL IN FORM AND  
MATERIALITY WITH CLADDING AND  
ROOFING TO BE SHALE GREY OR  
SIMILAR

STOCK FENCING TO BE TIMBER POST  
AND RAIL TO PERIMETER.

UNMARKED PARKING SPACE

COMPACTED EARTH / GRAVEL



CORRUGATED STEEL



MIX BROWN GRAVEL



TIMBER FENCING

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Project Number:  
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Project Name:  
Last Stop Donkey Agistment  
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Lot 1 / - / DP748856  
Proprietor:  
Sally Garland

Drawing:

Title: Proposed Perspectives  
Scale: @ A3  
Status: Development Application  
Drawn Date: Monday, 24 July 2023  
Plot Date: Thursday 20 March 2025

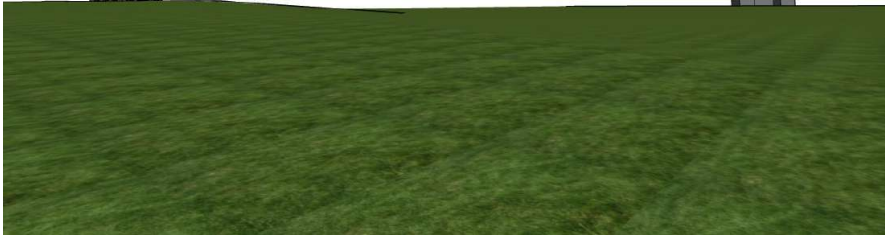
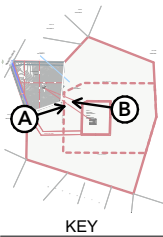
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0 1 2 3 4 5  
1:100

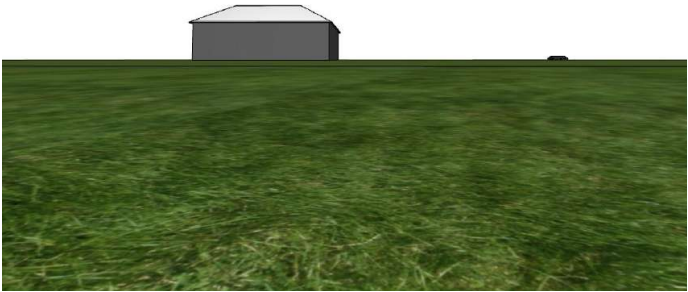
Drawing No: DA07  
Drawn By: J P  
Reviewed By: J P



Legend



1 INDICATIVE VIEW A



2 INDICATIVE VIEW B



3 EXISTING VIEW A



4 EXISTING VIEW B

Notes

- 1. SITE LEVELS ARE APPROXIMATE ONLY. PLEASE EVALUATE ON SITE BEFORE ANY WORK OR ORDERING BEGINS.
- 2. THIS DRAWING TO BE READ IN CONJUNCTION WITH SPECIFICATIONS AND ENGINEERS DRAWINGS.
- 3. ALL DIMENSIONS AND LEVELS TO BE CHECKED AND VERIFIED BY BUILDER.
- 4. ALL WORKMANSHIP AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS CODE AND LOCAL AUTHORITIES.
- 5. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE.
- 6. ALL MATERIALS TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.
- 7. TIMBER TRUSS ROOF AND WALL FRAMING TO MANUFACTURERS DESIGN AND SPECIFICATION.

NOT FOR CONSTRUCTION

Amendments

| REV | DESCRIPTION | DATE |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |

CONTEMPORARY HERITAGE

9 Honeyeater Place, Tingira Heights, 2290, NSW, Australia  
www.contemporaryheritage.com.au | ABN 37 629 824 380  
admin@contemporaryheritage.com.au | 02 4023 2674

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Do not scale drawing. Do not use drawing for construction purposes unless issued by Maraskin Pty Ltd for construction.

Project Number:  
23040

Project Name:  
Last Stop Donkey Agistment  
119 Minimbah Drive, Whittingham  
Lot 1 / - / DP748856

Proprietor:  
Sally Garland

Drawing:

Title: Proposed Views  
Scale: @ A3  
Status: Development Application  
Drawn Date: Monday, 24 July 2023  
Plot Date: Thursday 20 March 2025

Bar Scale:

0 1 2 3 4 5  
1:100

Drawing No: DA08  
Drawn By: J P  
Reviewed By: J P

## SINGLETON SHIRE COUNCIL

SHIRE ENGINEER'S REPORT NO. 11/81 - 24TH MARCH, 1981 - PAGE 19.

RECOMMENDATION:

- A) Submitted for Council's consideration.
- B) Any approval to the proposed development would likely be subject to the following conditions:-
- (i) The formation, construction and sealing of the proposed internal subdivision roads and service roads to Council's Rural Road Standard i.e. road reservation 20 metres wide, a 10 metre wide formation with a 7.4 metre wide 200mm consolidated gravel road base and 2 coat bitumen seal with watercourses suitably piped to Council's specifications.
  - (ii) Provision of 10m x 10m splay corners to the intersection of the proposed road intersections.
  - (iii) The minimum size of the small allotments being 10.1171 hectares to comply with the provisions of Clause 32 (1) of the Planning Scheme Ordinance.
  - (iv) The applicant providing the written evidence from the Shortland County Council that satisfactory arrangements have been made for the supply of electricity to the proposed lots.
  - (v) Provision of a town water supply to each of the proposed lots by means of a suitable extension of the present town water scheme to Council's satisfaction.
  - (vi) Concurrence of the Electricity Commission of N.S.W. with respect to the location, design and levels of access roads, positions of allotment boundaries and suitable dwelling sites such that there is no adverse effect caused by or to the Muswellbrook-Kurri 132kV Transmission Line.
  - (vii) All earthworks and site regrading being undertaken to the requirements of the Soil Conservation Service.
  - (viii) Run-off from access roads and internal tracks being diverted to stable water disposal areas.
  - (ix) Lot boundaries being designed giving consideration to Local terrain, drainage features and farm dams.
  - (x) Buildings being excluded from drainage lines, flood plains and water disposal areas which shall remain undisturbed.
  - (xi) Gully shaping and stabilisation of any eroded areas being undertaken in certain flow lines specified by the Soil Conservation Service, to prevent further erosion and siltation.

PAGE 45 OF MINUTES OF ORDINARY MEETING HELD ON 24TH MARCH, 1981

.....SHIRE CLERK .....PRESIDENT

## SINGLETON SHIRE COUNCIL

SHIRE ENGINEER'S REPORT NO. 11/81 - 24TH MARCH, 1981 - PAGE 20.

- (xii) Provision being made for erosion and sediment practices to be incorporated in subdivision design and to be implemented with each allotment.
- (xiii) Water tables, accesses and drainage structures on roads to be designed to inhibit the occurrence of scouring and erosion including water spreading and retention where necessary.
- (xiv) Proposed internal subdivision road being deviated away from Minimbah House, below ridge line in such a manner as reduces its visual impact on Minimbah House.
- (xv) An acoustical/vibration evaluation by a recognised acoustical consultant to identify the measures that could be undertaken in the design and location of dwelling houses to mitigate the impact of Army activities including artillery and bombing practice.
- (xvi) Compliance with a minimum building setback of 60 metres to any road or 50 d B (A) line for trucks using such roads.
- (xvii) Compliance with a minimum habitable floor level for the future country dwellings of 500 mm above the 1:100 year flood, including side creeks.
- (xviii) The imposition of a Restriction as to User, pursuant to Section 88 (b) of the Conveyancing Act providing for:-
  - (a) No vehicular or pedestrian access to or from the New England Highway in respect to proposed lot 30.
  - (b) An encumbrance to be placed on proposed lots stating the noise emanates from the Defence Area to the South and involves Artillery, Bombing and similar practices and low-flying military aircraft at any time and the then owners will forebear from making objections to authorities on these matters.
  - (c) No buildings being erected within a 305 metre wide buffer zone surrounding Minimbah House.
  - (d) No fencing being erected other than rural type fencing to the satisfaction of Council.

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18.

.....SHIRE CLERK .....PRESIDENT

## SINGLETON SHIRE COUNCIL

SHIRE ENGINEER'S REPORT NO. 11/81 - 24TH MARCH, 1981 - PAGE 21.

- (e) No vehicular access between the Mitchell line of Road and proposed lots 19 and 20 and between the Range Road and proposed lots 3 and 4.
- (f) A dwelling house or other buildings shall not be erected on land unless:-
  - (1) The dwelling house or buildings are so situated on the land as to not cause a loss to the visual catchment of Minimbah House when viewed to and from public roads and along the watercourse.
  - (2) The external surfaces of the dwelling house and any other buildings erected ancillary to the dwelling house are:-
    - (i) Of darktoned or dark coloured materials having a low reflective quality; or
    - (ii) Of materials which are painted or similarly treated with a dark toned or dark coloured paint or pigment of a low reflective quality, which, in the opinion of the Council, blend with the landscape of the land on which the building is to be erected and its surroundings.
- (g) A tree, the height of which exceeds 3 metres shall not be ringbarked, cut down, topped, lopped removed or otherwise wilfully injured or destroyed without the consent of Council.
- (h) Development may be carried out for the purposes of agriculture (other than cattle feed lots, dog breeding and boarding establishments, pig keeping establishments or poultry farms) or forestry and development may be carried out, only with consent of Council, for the purposes of child-minding centres; dwelling houses; drainage; educational establishments; general stores; home industries; parks and gardens; places of public worship; residential flat buildings containing not more than 2 dwellings; utility installation (other than gas holders or generating works).
- (xix) The consideration of final areas and position of boundaries for proposed lots 34-37, 43-49, 55-56 and 60-61 and the localities of buildings thereon being deferred until the construction of the proposed internal subdivision road to meet National Trust
- (xx) The design construction of a vehicular <sup>Requirements</sup> service/access road following the original Mitchell Line of Road to proposed lots 11-14 to Council's usual specification

|      |    |               |          |                 |                  |
|------|----|---------------|----------|-----------------|------------------|
| PAGE | 47 | OF MINUTES OF | ORDINARY | MEETING HELD ON | 24TH MARCH, 1981 |
|------|----|---------------|----------|-----------------|------------------|

.....SHIRE CLERK .....PRESIDENT

## SINGLETON SHIRE COUNCIL

SHIRE ENGINEER'S REPORT NO. 11/81 - 24TH MARCH, 1981 - PAGE 22.

- (xxi) Common points of access between proposed adjoining lots having frontage to Mitchell Line of Road and the Range Road being provided and designed to Council's satisfaction.
- (xxii) The contribution to water headworks. The 1981 payment value for such contribution is \$250.00 per lot.
- (xxiii) The road intersections of the proposed internal subdivision road with the Mitchell line of Road and the Range Road being located to achieve proper geometric standards particularly in respect to the availability of adequate site distance to Council's satisfaction.
- (xxiv) The proposed subdivision being undertaken in a manner that does not cause a significant loss of amenity to the rural setting of Minimbah House and that there be no loss to the visual catchments of Minimbah House.
- (xxv) All work with each stage of the proposed subdivision being complete within itself prior to the development of later stages.
- (xxvi) Payment of the balance of subdivision fees, being \$875.00 and the payment of Council's current road checking fees.

C) The applicant be advised:-

- (i) Of its rights of appeal.
- (ii) That the above conditions have been imposed pursuant to Section 90 subsections 1(b), (c), (d), (e), (f), (g), (h), (i), (j), (l), (m), (n), (o) & (r) of the Environmental Planning and Assessment Act, 1979.

D) The relevant government authorities be advised of the above decision.

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RESOLVED that the recommendation be adopted with the altering of B) to read as follows:- "Council approve the proposed development subject to the following conditions:-" and the exclusion of B)(xviii)(f)(2).

(L.Langsford/Robinson) 16.



## SINGLETON SHIRE COUNCIL

## CHIEF TOWN PLANNER'S REPORT NO. 26/82 - 27TH JULY, 1982

## 8. PROPOSED GLENDELL COAL MINE - DA 82/13:

Council has received a letter from Muswellbrook Shire Council advising that it resolved to request that the Department of Environment and Planning hold a public inquiry into the above proposed development.

Muswellbrook Council has also resolved to seek discussions with Singleton Council with a view to possibly formulating a joint submission should a public inquiry be held.

RECOMMENDATION:

That a meeting be arranged between senior officers of both Councils to discuss the possibility of a joint submission to any public inquiry and that a further report to Council be prepared following such meeting.

RESOLVED that a meeting be arranged between senior officers of both Councils to discuss the proposition of the Glendell Mine and that a further report to Council be prepared following such meeting. (Pritchard/Robinson)

RESOLVED that Mr. P. Biggs be permitted to address Council on the following SA 77/9. (Moroney/Robinson)

## 9. SUBDIVISION APPLICATION - SA 77/9:

Owner: EST. B.M. Moore  
 Applicant: C.N. Scott, Crisp & Co.  
 Land: Lot 4, D.P. 594179, Part Portion 41 and Part D.P. 184269, Parish of Whittingham.  
 Zoning: Non-Urban 1 (a) & (b)  
 Proposal: To subdivide the subject land into 55 x 10 hectare (25 acre), 3 x 40 hectare (100 acre) 2 x 20 hectare (50 acre) and 1 x 35 hectare (87.5 acre) allotments.

Date of Application: 26th October, 1977.

Report:

This subdivision application was approved by Council at its meeting of the 24th March, 1981. The first stage of the subdivision, comprising 18 x 10 hectare allotments has been released by Council. Council applied several conditions of consent relating to the visual intrusion upon Minimbah House and the noise emanating from the Defence Area and adjoining roads. A copy of Council's approval is attached on pages 50 and 56.

Generally, these conditions have been complied with in as far as they apply to the Stage 1 release. However, some points need clarification and resolution by Council.

1. Noise: An acoustical/vibration evaluation relating to Army activities was required and this report has been completed. In conjunction with this, Council required compliance with a minimum building setback of 60 metres to any road or the 50dB(A) line for trucks using such roads, and also required an encumbrance

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SHIRE CLERK

PRESIDENT

## SINGLETON SHIRE COUNCIL

CHIEF TOWN PLANNER'S REPORT NO. 26/82 - 27TH JULY, 1982

upon the title of each lot stating that noise emanates from the Defence Area and that owners of the subject land should forbear from making objections to authorities on the matters.

However, Council's solicitor has advised that such an encumbrance is not able to be placed upon titles under Sections 88B, D or E of the Conveyancing Act. Therefore, this condition will have to be removed from Council's consent, and notification of potential noise problems will be placed on all Section 149 Certificates issued over the subject land, and the potential owners notified by letter. The Australian Army concurs with this approach.

It is desirable that building lines in the area be setback as far as practicable from roads so that the rural character of the area is maintained i.e. to avoid a row of houses close to the road. The acoustical report prepared for the applicant recommends that, to achieve the 50dB(A) line for the many large trucks using surrounding roads (e.g. Range Road and Major Mitchell Road) buildings should be set back a minimum of 250 metres. It is considered that such a setback is desirable not only from the point of view of noise, but also for the appearance factor and it is recommended that this line be adopted by Council, with the added flexibility that purchasers of lots may be able to vary this building line if they are prepared to undertake further studies in accordance with State Pollution Control Commission requirements, which indicate that noise nuisance will not be a limiting factor in their particular case e.g. use of suitable acoustical materials in the construction of the dwellings.

2. Visual Intrusion: Council, in its approval to the subdivision applied conditions relating to the appearance of the subdivision particularly that the proposed subdivision should "not cause a significant loss of amenity to the rural setting of Minimbah House and that there be no loss to the visual catchment of Minimbah House."

Late in 1981 the Heritage Council of NSW became involved and requested further work on the "buffer zone" around Minimbah House and the effect of the subdivision on Minimbah generally.

A "Visual Impact Assessment" report was carried out which established sight lines from all viewing points to Minimbah House, and on this basis identified areas which would intrude into the line of sight to Minimbah, and areas which are below the line of sight and therefore suitable for the erection of dwelling houses. The areas unsuitable for dwellings affect only small parts of the first stage of the subdivision and do not prevent the erection of a dwelling on any individual lot, and it is therefore considered that the erection of dwelling houses should be prohibited in all areas which intrude into the sight-lines to Minimbah House. This removes the necessity of including restrictions on where buildings may be erected in the Section 88B instrument covering the first stage of the subdivision.

Therefore, it is RECOMMENDED that:-

- (i) Council amend its subdivision approval of 24th March, 1981, by deleting conditions (xviii) (b) (c) and (f).

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*[Signature]*

SHIRE CLERK

*[Signature]*



## SINGLETON SHIRE COUNCIL

CHIEF TOWN PLANNER'S REPORT NO. 26/82 - 27TH JULY, 1982

- (ii) The erection of dwelling houses be prohibited in areas identified by the "Visual Impact Assessment" Report as intruding into sight lines to Minimbah House, as shown on a plan held in the offices of the Council.
- (iii) All Section 149 Certificates issued over the subject land pursuant to the Environmental Planning and Assessment Act, 1979 include a statement to the effect that the Army Range operates on a 24 hour basis for most of the year, and that the subject land will be exposed to noise from simulated battles, truck convoys and aircraft and also light spillage from the illumination of the camp, and further, that purchasers of allotments in the subdivision be notified by letter of the above.
- (iv) A building line of 250 metres from the centre line of Range Road and the Mitchell Line of Road be set, to be varied only where individual land owners undertake further studies in accordance with State Pollution Control Commission guidelines which indicate that noise nuisance will not be a limiting factor in their particular case, for example, because of topographical features, or through design or construction methods which will produce an acoustically acceptable living environment.

RESOLVED that the recommendation be adopted with Clause (iv) amended to read:

"A building line of 250 metres from the centre line of Range Road and the Mitchell Line of Road be set, to be varied only upon report by the Chief Town Planner to Council and the concurrence thereof by Council." (Moroney/L.Langsford)

10. LOCAL ENVIRONMENTAL PLAN - DA 82/15:

Owner & Applicant: R.W. & E.L. Applebee  
Land: Lot 59, 60 and 64, D.P. 38887, Parish of Whittingham, Shire of Singleton located on the south-western corner of the Sussex and Pelerin Street intersection.  
Zoning: Business 3 (c) Neighbourhood Business.  
Proposal: To amend the Deemed Environmental Planning Instrument, the Singleton Planning Scheme, by the making of a Local Environmental Plan allowing the use subject land for the purposes consistent with the Residential 2 (a) zoning.  
Date of Application: 12th January, 1982.

Report:

A Draft Local Environmental Plan has been prepared for the above proposal under Section 530A delegation of authority to the Chief Town Planner dated 10th February, 1982.

The Draft Local Environmental Plan has been forwarded to the Department of Environment and Planning in order to gain the Director's Certificate to undertake the public exhibition of the Draft Plan. The Certificate was issued by the director and the public exhibition lapsed on 16th July, 1982.

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*[Signature]* SHIRE CLERK *[Signature]* PRESIDENT



Mrs J. Dyball

SA 86/44

FORM 7

ENVIRONMENTAL PLANNING AND ASSESSMENT ACT, 1979

NOTICE TO APPLICANT OF DETERMINATION OF A DEVELOPMENT APPLICATION

To: Scott, Cirsp, Cashmere & Partners Pty. Ltd., of P.O. Box 454, Singleton, being the applicant in respect of development application No. SA 86/44, to subdivide the subject land into two lots having areas of approximately 45ha and 231ha.

Pursuant to section 92 of the Act notice is hereby given of the determination by the consent authority of the development application No. DA 86/44 relating to the land described as follows:-

Lot 231 D.P. 706921, Range Road, Parish of Whittingham, Whittingham.

The development application has been determined by granting of consent subject to the conditions specified in this notice.

The conditions of the consent are set out as follows:-

- (i) Proposed Lot 1 being consolidated with Lot 1 D.P. 355861 in final plan of subdivision.
- (ii) A right-of-way being created, pursuant to Section 88 (b) of the Conveyancing Act, over the existing gravel track to give access to the proposed consolidated Lot 1.

The reasons for the imposition of the conditions are set out as follows:-

- (i) The provisions of the Singleton Planning Scheme Ordinance.
- (ii) The adequacy of the proposed means of entrance to and exit from the development and the land to which the development application relates and the adequacy of provisions made for the loading, unloading, manoeuvring and parking of vehicles within the development or on the land.

Endorsement of date of consent: 5th December, 1986

NOTES:

- (1) To ascertain the date upon which the consent becomes effective refer to section 93 of the Act.
- (2) To ascertain the extent to which the consent is liable to lapse refer to section 99 of the Act.

.../2



12.

- 2 -

(3) Section 97 of the Act confers on an applicant who is dissatisfied with the determination of a consent authority a right of appeal to the Land and Environment Court exercisable within 12 months after receipt of this notice.

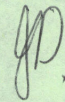
(4) You are advised:-

- (i) That the conditions have been imposed pursuant to Section 90 Subsection 1 (a) and (i) of the Environmental Planning Assessment Act, 1979 and Sections 332 and 333 of the Local Government Act, 1919, as amended.



R.J. Russell  
for Shire Clerk

Date: 5th December, 1986



JD/J

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Infrastructure & Planning Report (Items Requiring Decision) - DI&P63/25

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**DI&P63/25. Council Determination - Modification to  
Development Application - 8.2021.293.3**  
**Author:** Development Planner

**FILE:**  
8.2021.293/10

---

**Applicant:** Stibbard Homes Pty Ltd  
**Owner:** Sean Dyson & Felicity Dyson  
**Land and Location:** Lot 1 DP1248719, 251 Putty Road, Glenridding NSW  
**Zoning:** RU1 Primary Production  
**Proposal:** Modification of Development Application 8.2021.293.1 (Dual Occupancy) to amend Condition 38 – Evacuation Management Plan (EMP)  
**Date of Application:** 25/07/2025

### Executive Summary

Council is in receipt of a modification application for 8.2021.293.1. This application was originally reported to Council for determination, as the staff recommendation was to refuse the development. At its meeting of 15 March 2022, Council resolved to approve the application for demolition and the construction of a dual occupancy.

This report considers a Section 4.55 modification application (DA 8.2021.293.3) to amend Condition 38, which currently requires an Evacuation Management Plan (EMP) to be approved by Council and the State Emergency Service (SES) prior to the issue of an Occupation Certificate. This condition was imposed by Council at its meeting of 15 March 2022, as such, Council is the determining authority to amend the condition.

The modification seeks to:

1. Amend Condition 38 by removing reference to 'approval' by the SES, noting the SES have confirmed they have no statutory authority or resources to approve private EMPs; and
2. Replace the requirement for agency approval with a legally binding and enduring instrument (Section 88B restriction) to ensure the EMP requirements are secured on title and in perpetuity; and
3. Confirm Council as the approval authority for the EMP, consistent with the Land and Environment Court's planning principles for management plans.

Key considerations include:

- The site is flood affected, with the access road subject to inundation during Hunter River flooding.
- The need for a reliable and enforceable evacuation strategy to safeguard life, livestock, and property.

Condition 38 as determined in March 2022 states:

*Prior to the issue of an Occupation Certificate, the applicant shall prepare a Plan of Management that accords with the Land and Environmental Court planning principle for Plans of Management.*



*Infrastructure & Planning Report (Items Requiring Decision) - DI&P63/25*

*This Plan of Management must be approved by the relevant authorities, including but not limited to Council and the SES.*

*Council must be satisfied that the Plan of Management addresses all necessary requirements for the safety and preservation of life, livestock and property, including the applicant's proposal for evacuation from the site, its route and alternatively if necessary, for the sheltering on site.*

*Note: The management plan shall be submitted to, and approved by, Council prior to the issue of an Occupation Certificate.*

The proposed amendment to the condition is:

*Prior to the issue of an Occupation Certificate, the applicant shall prepare an Evacuation Management Plan (EMP) that accords with the Land and Environment Court planning principle for management plans.*

*The EMP shall be submitted to, and approved by, Council. The EMP must address all necessary requirements for the safety and preservation of life, livestock, and property, including the applicant's proposal for evacuation from the site, its route, and alternatives if sheltering on-site becomes necessary.*

*To ensure enforceability in perpetuity, the evacuation plan requirements shall be incorporated into a registered Section 88B restriction on the title of Lot 1 DP 1248719, burdening the land in favour of Singleton Council.*

*Evidence of the draft Section 88B Instrument, to Council's satisfaction, shall be provided prior to finalisation of the modification. Registration of the Section 88B restriction shall occur prior to the issue of an Occupation Certificate.*

The modification provides legal certainty via a Section 88B restriction and enables the Occupation Certificate to be issued for the constructed dual occupancy development. The amended conditions have been highlighted in yellow below.

It is recommended that Council approve the modification subject to the inclusion of a Section 88B restriction securing the evacuation plan controls.

**RECOMMENDED** that Council approve the proposed modification application 8.2013.127.3 subject to conditions set out below.

### **Terms and Reasons for Conditions**

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

### **General Conditions**

|   |                                             |
|---|---------------------------------------------|
| 1 | Approved plans and supporting documentation |
|---|---------------------------------------------|

## Infrastructure &amp; Planning Report (Items Requiring Decision) - DI&amp;P63/25

The development consent incorporates this schedule of conditions and the plans referenced and stamped as follows:

| Plans prepared by: Stibbard Homes; Project Number: Unreferenced |                |              |            |
|-----------------------------------------------------------------|----------------|--------------|------------|
| Name of Plan                                                    | Drawing Number | Issue        | Date       |
| Site Plan & Detail                                              | 1/9            | 202101_DA_R1 | 30/8/2021  |
| Ground Level Layout Plan                                        | 2/9            | 202101_DA_R1 | 30/8/2021  |
| Elevations                                                      | 3/9            |              | 30/8/2021  |
| Lower Level Floor Plan                                          | 4/9            | 202101_DA_R1 | 30/8/2021  |
| Upper Level Floor Plan                                          | 5/9            | 202101_DA_R1 | 30/8/2021  |
| Elevations                                                      | 6/9            |              | 30/8/2021  |
| Section                                                         | 7/9            | 202101_DA_R1 | 30/8/2021  |
| Site Analysis/Sediment Control Plan                             | 8/9            | 202101_DA_R1 | 30/8/2021  |
| Garage Plan and Elevations                                      | 9/9            | 202101_DA_R1 | 30/8/2021  |
| Plans prepared by: Bosque; Project Number: Unreferenced         |                |              |            |
| House and Entrance Plan                                         | 3 of 5         | L-DA_03      | 14/12/2021 |
| Landscape Sections                                              | 4 of 5         | L-DA_04      | 14/12/2021 |
| Perimeter Planting Plan                                         | 5 of 5         | L-DA_05      | 14/12/2021 |

Details of the development shown in the approved plans and documents referenced are altered in the manner indicated by:

- i) Any amendments made by Council on the approved plans or documents;
- ii) Any notes, markings, or stamps on approved plans or documents, and
- iii) Any conditions contained in this consent.

**Condition reason:** To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.

## 2 Construction Certificate, Principal Certifier & Notice of Commencement

In accordance with the provisions of Section 6.6 of the *Environmental Planning and Assessment Act 1979* construction works approved by this consent must not commence until:

- a) A Construction Certificate has been issued by the consent authority, Council or an accredited certifier; and
- b) A Principal Certifier has been appointed by the person having benefit of the development consent in accordance with Section 109E of the *EP&A Act 1979*; and
- c) If Council is not the Principal Certifier, notify Council no later than two (2) days before building work commences as to who is the appointed Principal Certifier; and
- d) At least two (2) days before commencement of building work, the person having benefit of the development consent is to notify Council as to the intention to commence building work.

**Condition reason:** To ensure a Construction Certificate is approved before building work commences.

## 3 Plumbing and Drainage Works



## Infrastructure &amp; Planning Report (Items Requiring Decision) - DI&amp;P63/25

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>All plumbing and drainage works shall be carried out by a licensed plumber in accordance with the provisions of the <i>Plumbing and Drainage Act &amp; Regulation 2011</i>, National Plumbing and Drainage Code AS/NZ 3500, and with the approval of Singleton Council being the Plumbing Regulator under delegation by NSW Fair Trading.</p> <p><b>Condition reason:</b> To ensure plumbing and drainage is carried out appropriately.</p> |
| 4 | <p><b>Section 138 Approval</b></p> <p>Any work within a public road must be inspected and approved by Council under the <i>Roads Act 1993</i> as the Roads Authority. The applicant is to submit an application in order to obtain a permit with conditions prior to starting any works on the Council Road Reserve.</p> <p><b>Condition reason:</b> To ensure the work complies with the Road Act 1993.</p>                                   |
| 5 | <p><b>Water and Sewer</b></p> <p>Where a new water or sewer connection or modification to an existing connection is required, an application shall be made to Singleton Council's Water and Sewer Department for the provision of services.</p> <p><b>Condition reason:</b> To ensure water and sewer connection is provided.</p>                                                                                                              |

## Building Work

## Before issue of a construction certificate

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | <p><b>Water and Sewer Services - Compliance Requirements</b></p> <p><b>Make Application</b><br/>Before the issue of a construction certificate application is to be made to Council's Water and Sewer Group for requirements for compliance with Section 307, <i>Water Management Act 2000 (NSW)</i>.</p> <p>In response to this application, Council's Water and Sewer Group will issue a Notice of Requirements under Section 306 of the Water Management Act 2000 (NSW), which will detail conditions, which must be satisfied.</p> <p><b>Comply with Pre-Construction Requirements</b><br/>Provide evidence of compliance with pre-construction requirements of the s306 Notice of Requirements. The Notice of Requirements will include conditions which must be satisfied prior to release of a Construction Certificate including any requirements for completion of water and sewer servicing strategies and associated detailed designs.</p> <p><b>Condition reason:</b> To ensure the development complies with Singleton Council Water and Sewer Requirements.</p> |
| 7 | <p><b>Engineer Assessment</b></p> <p>The applicant shall submit a report from a suitably qualified and experienced engineer in respect of the proposed development, such report to verify that:</p> <ul style="list-style-type: none"> <li>a) any damage to the proposed development sustained in a flood will not generate debris capable of causing damage to downstream buildings or property</li> <li>b) the building structure will be able to withstand the force of flood waters (including buoyancy forces) and the impact of debris</li> <li>c) finishes, plant fittings and equipment subject to inundation will be of materials and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Infrastructure &amp; Planning Report (Items Requiring Decision) - DI&amp;P63/25

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|    | <p>functional capability resistant to the effects of flood waters.</p> <p>Details submitted in association with the CC application are to demonstrate compliance with this requirement. The report is to be approved by the Certifier as satisfying this requirement prior to the issue of a CC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8  | <p><b>BASIX Commitments</b></p> <p>BASIX Certificate No 1213696S must be submitted to the Principal Certifier with the application for a construction certificate.</p> <p>Where a change or changes are proposed in the BASIX commitments, the applicant must submit a new BASIX certificate to the Council and the Principal Certifier (if not the Council). If any proposed change in the BASIX commitments is inconsistent with the development consent, the applicant will be required to submit a modification to the development consent to Council under Section 4.55 of the Act.</p> <p>All commitments in the BASIX certificate must be shown on the plans accompanying the Construction Certificate prior to the issue of any Construction Certificate</p> <p><b>Condition reason:</b> To ensure the development complies with the applicable BASIX certificate.</p> |
| 9  | <p><b>Drainage Design</b></p> <p>Before the issue of a construction certificate the applicant shall submit details of stormwater disposal with supporting calculations for the development to the Principal Certifier for approval.</p> <p><b>Condition reason:</b> To ensure stormwater is disposed of appropriately.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 10 | <p><b>Sediment and Erosion Control Plan</b></p> <p>Before the issue of a Construction Certificate, a sediment and erosion control plan is to be submitted and approved by the nominated Principal Certifier. The sediment and erosions control plan shall be prepared in accordance with Council's Development Engineering Specifications and Landcom's 'Soil and Construction – Managing Urban Stormwater - Current edition.</p> <p><b>Condition reason:</b> To ensure appropriate sediment and erosion control measures are in place.</p>                                                                                                                                                                                                                                                                                                                                    |
| 11 | <p><b>Swimming Pools and Spas</b></p> <p>Prior to the issue of a Construction Certificate, the Principal Certifier shall be satisfied that the plans adequately reflect compliance with the Swimming Pools Act 1992, Swimming Pools Regulation 2018, Australian Standard 1926 Parts 1, 2 and 3 and Parts 3.9.3 and 3.9.4 of the Building Code of Australia.</p> <p><b>Condition reason:</b> To ensure the swimming pool complies with relevant construction requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |

**Before building work commences**

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| 12 | <p><b>Notice of Commencement</b></p> <p>At least 48 hours prior to the commencement of any development (including demolition, excavation, shoring or underpinning works), a notice of commencement of</p> |
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|    | building or subdivision work form and appointment of the Principal Certifier form shall be submitted to Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|    | <b>Condition reason:</b> To ensure notice of commencement received before work commences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 13 | <p><b>Removal of On-Site Sewage Management System</b></p> <p>Application shall be made to Council under Section 68 of the <i>Local Government Act 1993</i> to remove/modify/construct an Onsite System of Sewage Management. The application shall be accompanied by the required documentation, as specified under Clause 26 of the <i>Local Government (General) Regulation 2005</i>. The Section 68 application shall be considered and approved by Council prior to the and removal, modification or construction of the On-Site Sewage Management System.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 14 | <p><b>Asbestos</b></p> <p>If asbestos is encountered during construction or demolition work, even if the works are partial demolition (eg one wall), measures must be in place in accordance with WorkCover NSW guidelines, AS 2601:: Demolition of structures and the Work Health &amp; Safety Regulations 2017 NSW. Work shall not commence or continue until all the necessary safeguards required by WorkCover NSW are fully in place.</p> <p>Only contractors who are appropriately licensed for asbestos disposal by WorkCover NSW may carry out the removal and disposal of asbestos from demolition and construction sites.</p> <p>Prior to commencing demolition of buildings containing asbestos, a commercially manufactured sign containing the words "DANGER ASBESTOS REMOVAL IN PROGRESS" measuring 400mm x 300mm shall be erected in a prominent visible position on the site in accordance with AS1319 "Safety Signs for the Occupational Environment.</p> <p>The person entitled to act on this consent shall notify adjoining residents in writing five working days prior to the demolition.</p> <p>Asbestos waste must only be disposed of at a landfill site authorised to receive such waste and copies of receipts received from such disposal kept and made available for inspection by Council during normal working hours and upon the giving of reasonable notice.</p> <p><b>Condition reason:</b> Managing asbestos removal appropriately.</p> |
| 15 | <p><b>Demolition and Building Waste</b></p> <p>Prior to any demolition or construction work commencing, containment of building waste materials shall be provided within the boundaries of the building site, above natural or excavated ground level, by a screened area of silt stop fabric or shade cloth, having minimum dimensions of 2.4 x 2.4 x 1.2 metres high OR equivalent size waste disposal bin.</p> <p>The enclosure or bin shall be maintained for the term of the construction to the completion of the development. The enclosure or bin shall be regularly cleaned to ensure proper containment of the building wastes generated on the site. Appropriate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Infrastructure &amp; Planning Report (Items Requiring Decision) - DI&amp;P63/25

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|    | provision is to be made to prevent wind-blown rubbish escaping from the containment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 16 | <b>Hoarding and Construction Site Safety Fencing</b><br>Construction site safety fencing and/or hoarding shall be provided in accordance with WorkCover requirements. Such fencing and/or hoarding shall be erected wholly within the property boundary unless prior approval from Council is obtained.<br><br>Council approval is required to install hoarding, site fencing or overhead protective structures over or adjoining a public place i.e. a footpath or a Public Reserve. No work shall commence until written approval is obtained.<br><b>Condition reason:</b> To ensure the construction site is fenced appropriately                                   |
| 17 | <b>Sediment and Erosion Control</b><br>The control of erosion and the prevention of silt discharge into drainage systems and waterways will be necessary in accordance with Council's Development Engineering Specifications, Landcom's 'Soil and Construction – Managing Urban Stormwater - Current edition. Sediment and erosion control measures are to be implemented before the commencement of any earthworks and shall be maintained until satisfactory completion and restoration of site earthworks, including revegetation of all exposed areas.<br><b>Condition reason:</b> To ensure sediment and erosion control measures are appropriately put in place. |
| 18 | <b>Service Relocations</b><br>The registered proprietor of the land shall be responsible for all costs incurred in the necessary relocation of any services affected by the required construction works. Council and other service authorities should be contacted for specific requirements prior to commencement of any works.<br><b>Condition reason:</b> To ensure costs of service relocation are paid by the consent holder as appropriate                                                                                                                                                                                                                       |
| 19 | <b>Temporary Closet Requirements</b><br>A temporary closet shall be provided on site from the commencement of building work. No inspections will be made until the closet is installed.<br><br>A temporary closet shall be:-<br><ul style="list-style-type: none"> <li>a) A water closet connected to the sewerage system to Council approval; or</li> <li>b) A water closet connected to an approved septic tank; or</li> <li>c) A chemical closet supplied by a contractor approved by Council.</li> </ul> <b>Condition reason:</b> to ensure temporary closets are provided as required.                                                                            |

**During building work**

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| 20 | <b>Demolition</b><br>All demolition works are to be carried out in accordance with AS 2601 "Demolition of structures", with all waste being removed from the site. Hazardous waste such as |
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|    | <p>asbestos cement sheeting etc, should be handled, conveyed and disposed of in accordance with guidelines and requirements from NSW Workcover Authority. Disposal of asbestos material at Council's Waste Depot requires prior arrangement for immediate landfilling.</p> <p><b>Condition reason:</b> to ensure demolition work is completed in accordance with the Australian Standard.</p>                                                                                                                                                                                                             |
| 21 | <p><b>Standards for demolition work</b></p> <p>All demolition works are to be undertaken in accordance with the provision of Australian Standard AS 2601-2001 "The Demolition of Structures". Prior to demolition, all services are to be disconnected and capped off.</p>                                                                                                                                                                                                                                                                                                                                |
| 22 | <p><b>Non-Indigenous Relics</b></p> <p>Should any relics be discovered then all excavations or disturbance to the area shall cease immediately and the Heritage Council of NSW shall be notified in accordance with Section 146 of the <i>Heritage Act 1977</i>. All necessary approvals shall be obtained from the Heritage Council of NSW and copies provided to Council prior to works recommencing.</p>                                                                                                                                                                                               |
| 23 | <p><b>Aboriginal Relics</b></p> <p>Should any Aboriginal relics be discovered then all excavations or disturbance to the area shall cease immediately and the NSW Office of Environment and Heritage, shall be informed in accordance with Section 89A of the <i>National Parks and Wildlife Act 1974</i>. All necessary approvals from the NSW Office of Environment and Heritage shall be obtained and a copy provided to Council prior to works recommencing.</p> <p><b>Condition reason:</b></p>                                                                                                      |
| 24 | <p><b>Dust Suppression</b></p> <p>During the extraction, removal, and transportation of material associated with the works, the person having the benefit of the consent shall ensure that airborne dust is contained within the work site or transport vehicles, and does not impact on the amenity of the surrounding environment.</p> <p>Effective environmental controls and practices shall be implemented and maintained to the satisfaction of Council and/or the Principal Certifier.</p>                                                                                                         |
| 25 | <p><b>Noise – Demolition and Construction Sites</b></p> <p>The operating noise level of construction site operations, including machinery, plant and equipment when measured at any affected premises, shall be evaluated and comply with the requirements of the NSW Office of Environment and Heritage publication "Interim Construction Noise Guideline" July 2009.</p> <p>Approved Demolition Times<br/>The approved hours for this development are:<br/>Monday to Friday - 7.00am to 6.00pm.<br/>Saturday – 8am to 1pm.<br/>No construction work shall take place on Sundays or Public Holidays.</p> |

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|    | <b>Condition reason:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 26 | <b>BASIX Certificate</b><br><p>The development shall be constructed in accordance with a current BASIX certificate. Should there be any changes to the specifications of the development (e.g. colour, insulation, etc), except where restricted or excluded by any condition of consent, an amended/new BASIX Certificate shall be obtained and may be relied upon as having complied with this condition.</p> <p>A copy of any amended/new BASIX Certificate shall be submitted by the Principal Certifier to Council within fourteen days of the receipt of the BASIX Certificate. Prior to the issue of an Interim or Final Occupation Certificate, whichever occurs first, certification of compliance with the BASIX Certificate shall be provided to the Principal Certifier.</p> |
|    | <b>Condition reason:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 27 | <b>Waste Management</b><br><p>Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off site.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    | <b>Condition reason:</b> Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 28 | <b>Waste Disposal</b><br><p>All waste materials generated by the demolition works shall be classified in accordance with NSW Environment Protection Authority Waste Classification Guidelines and disposed of to a waste management facility licensed to accept each form of classified waste.</p> <p>Under no circumstances shall demolition waste be disposed of on-site, including by means of burning, depositing, burial, spreading or otherwise.</p> <p>Receipts attesting to the lawful disposal of waste materials shall be retained by the person having benefit of the consent and a copy submitted to Council within seven (7) days following removal off-site.</p>                                                                                                           |
| 29 | <b>Damage Caused During Demolition</b><br><p>The applicant will be responsible for the repair of any damage to a public road or associated structures, including utility services, caused as a consequence of the development works.</p> <p>Any remediation work is to be completed to Council's satisfaction.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 30 | <b>Retention of Trees and Native Vegetation</b><br><p>All native vegetation on the site shall be retained and protected other than outlined in the approved plans and conditions. All reasonable measures shall be undertaken to protect all other native vegetation on the site and on adjoining lands from damage during demolition.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 31 | <b>Building Materials On-Site</b><br><p>All building materials, plant and equipment are to be placed on the building site. Building materials, plant and equipment (including water closets), are not to be placed on footpaths, roadways, public reserves, etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 32 | <b>Earthworks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|    | <p>All earthworks carried out as part of the development are to be constructed in accordance with Australian Standard 3798-2007, 'Guidelines on Earthworks for Commercial and Residential Developments'.</p> <p>Any alterations to existing surface levels on the site shall be undertaken in such a manner as to ensure that no additional surface water is drained onto or impounded on adjoining properties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 33 | <p><b>Inspection Requirements for Sanitary Drainage</b></p> <p>The applicant shall ensure that Council, being the Plumbing Regulator under delegation by NSW Fair Trading, has been requested to and carried out inspection of the works at the following stages of construction:</p> <ol style="list-style-type: none"> <li>Internal drainage lines before the floor is laid, or concrete placed.</li> <li>Stackwork before being covered.</li> <li>External drainage lines before backfilling of the trenches.</li> <li>Final - on completion of all sanitary plumbing to drainage work.</li> </ol> <p>Requests for inspections may be made either by telephone (02) 65 787 290 or in person at one of Council's Customer Service Counters.</p> <p>Inspection requests are subject to the following:-</p> <ol style="list-style-type: none"> <li>Applicants are required to nominate the relevant Notice of Work and address prior to the inspection request being granted.</li> <li>Clerical staff only will receive all requests for inspections.</li> <li>Where work is not prepared, ready for inspection, applicants will be required to rebook inspections through a Customer Service Centre for the next available day and a re-inspection fee may be charged.</li> <li>Inspections must be received before 3.30 pm on the working day prior to when the inspection is required.</li> <li>Inspections will be carried out in accordance with inspection details indicated on Council's website – search Building/Plumbing Inspections.</li> </ol> <p><b>Condition reason:</b></p> |
| 34 | <p><b>Compliance Information</b></p> <p>At the completion of works, the applicant must provide the following information to Council for review:</p> <ul style="list-style-type: none"> <li>Confirmation that all non-recyclable waste was disposed at a licenced land fill</li> <li>Where asbestos was identified, a clearance certificate from a qualified professional must be provided stating that all asbestos was removed from site.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Before issue of an occupation certificate**

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| 35 | <p><b>Occupation Certificate</b></p> <p>Every building or part of a building shall not be occupied or used until an Occupation Certificate has been issued by the Principal Certifier.</p> <p>Please be advised that Section 6.10 of the <i>Environmental Planning and Assessment Act, 1979</i> prevents the Principal Certifier from issuing an Occupation Certificate until all conditions of Development Consent have been completed.</p> |
| 36 | <p><b>Damage Caused During Construction</b></p> <p>Prior to issue of an occupation certificate, the applicant will repair any damage to a public road or associated structures such as kerb and gutter, drains, footpath and</p>                                                                                                                                                                                                             |

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|    | utility services caused as a consequence of the development works. Any remediation work is to be completed to Council's satisfaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 37 | <p><b>Compliance with BASIX Certificate</b></p> <p>Prior to the issue of an Occupation Certificate, the Principal Certifier shall be satisfied that all commitments listed in the current BASIX Certificate have been complied with.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 38 | <p><b>Evacuation Management Plan</b></p> <p>Prior to the issue of an Occupation Certificate, the applicant shall prepare an Evacuation Management Plan (EMP) that accords with the Land and Environment Court planning principle for management plans.</p> <p>The EMP shall be submitted to, and approved by, Council. The EMP must address all necessary requirements for the safety and preservation of life, livestock, and property, including the applicant's proposal for evacuation from the site, its route, and alternatives if sheltering on-site becomes necessary.</p> <p>To ensure enforceability in perpetuity, the evacuation plan requirements shall be incorporated into a registered Section 88B restriction on the title of Lot 1 DP 1248719, burdening the land in favour of Singleton Council.</p> <p>Evidence of the draft Section 88B Instrument, to Council's satisfaction, shall be provided prior to finalisation of the modification. Registration of the Section 88B restriction shall occur prior to the issue of an Occupation Certificate.</p> <p><b>Condition reason:</b></p> |
| 39 | <p><b>Driveway Access – Rural Areas</b></p> <p>Before issue of an Occupation Certificate, the driveway access to the property boundary shall include an all-weather suitably drained 2 coat bitumen sealed surface. The driveway access is to be designed and constructed in accordance with Council Development Engineering design and construction specifications.</p> <p>Note: This work within the road reserve will required a section 138 application.</p> <p><b>Condition reason:</b> To ensure Driveway Access is appropriately provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 40 | <p><b>Stormwater Disposal</b></p> <p>Stormwater shall be disposed of through a system designed to the satisfaction of the Principal Certifier in accordance with Australian Standard 3500 and be conveyed to:</p> <ul style="list-style-type: none"> <li>a) an existing approved stormwater system;</li> <li>b) the street gutter or kerb inlet pit;</li> <li>c) an existing easement to which the land has an entitlement to use; or</li> <li>d) an inter-allotment drainage system to which the land has an entitlement to use.</li> </ul> <p>Immediately after completion of any roof, a disposal system shall be installed which disposes of the stormwater without causing any adverse environmental impacts.</p> <p><b>Condition reason:</b> To ensure stormwater from the development is disposed of appropriately.</p>                                                                                                                                                                                                                                                                                |



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| 41 | <p><b>Water and Sewer Headwork Charges</b></p> <p>Prior to the release of an Occupation Certificate, the applicable water and sewer headworks charges must be paid. Water Directorate Guidelines are used to calculate the charges which reflect the additional water and sewer loadings generated by the development.</p> <p>The value of head works charges will be included in Water and Sewer Group's Notice of Requirements in response to the developer's application for a certificate of compliance as under Section 307, <i>Water Management Act 2000 (NSW)</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 42 | <p><b>Water and Sewer Certificate of Compliance</b></p> <p>Prior to the issue of an Occupation Certificate, a certificate of compliance with requirements of Section 307, <i>Water Management Act 2000 (NSW)</i> must be obtained from Council's Water and Sewer group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 43 | <p><b>Stormwater and Flood Management</b></p> <p>Prior to issue of any Occupation Certificate for the building(s) the stormwater drainage from the building is to be installed and must provide for an onsite stormwater detention, retention and recycling system. The minimum standard for compliance with Council's Policy is as follows:</p> <ul style="list-style-type: none"> <li>• Single dwellings and outbuildings/Duplex developments with a hardstand area (roof plus impervious surfaces) of greater than 500sqm must provide a stormwater retention and detention system that ensures that the total of the sites stormwater runoff after development does not exceed the calculated runoff for the site prior to the development for all storm durations for the 5 year, 20 year and the 100 year ARI (Australian Recurrence Level) storm event.</li> <li>• All electrical fittings and electrical outlets installed in the proposed dwelling is to be certified by a registered surveyor as being not less than 500mm above the 100-year Average Recurrence Interval flood level. The certification shall be submitted to the Principal Certifier prior to issue of an Occupation Certificate.</li> <li>• A Section 307 Certificate will be issued, upon application to the Water and Sewer Group, after all requirements detailed in the Section 306 Notice of Requirements have been satisfied.</li> </ul> |
| 44 | <p><b>Swimming pools and Spas</b></p> <p>Prior to the issue of an Occupation Certificate, the Principal Certifier shall be satisfied that the development as constructed achieves compliance with the Swimming Pools Act 1992, Swimming Pools Regulation 2018, Australian Standard 1926 Parts 1, 2 and 3 and Parts 3.9.3 and 3.9.4 of the Building Code of Australia.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 45 | <p><b>Wastewater from pool - Unsewered Areas</b></p> <p>The swimming pool wastewater is to be discharged to a 450mm wide x 900mm deep x 4.5metre long tunnel trench. Alternatively, swimming pool wastewater is to be conveyed to a 450mm wide x 900mm deep x 6m long rubble trench.</p> <p>The discharge of pool wastewater is to be clear of on-site sewage management systems and not cause a nuisance to adjoining owners.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 46 | <p><b>Proximity of Cut and Fill</b></p> <p>The cut and/or fill shall extend for a minimum of one metre clear of the building and the finished ground shall slope away from the building with a minimum fall of 50mm over the first metre.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| 47 | <b>Rural Addressing</b><br>Prior to the issue of an Occupation Certificate, the person having the benefit of the consent shall obtain and display the correct address of the property. Council's Lands and Asset Management Systems (LAMS) Team should be contacted via phone on 02 6578 7290 or via <a href="mailto:ssc@singleton.nsw.gov.au">ssc@singleton.nsw.gov.au</a> to obtain correct property addressing details. |
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**Occupation and ongoing use**

No additional conditions have been applied to this stage of development.

**General advisory notes**

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation. Some of these additional obligations are set out in the [Conditions of development consent: advisory notes](#). The consent should be read together with the *Conditions of development consent: advisory notes* to ensure the development is carried out lawfully.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent.

Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.

**1. Report****1.1. Introduction**

The report provides an assessment of the application which has been made in accordance with the *Environmental Planning and Assessment Act 1979* (EP&A Act), *Singleton Local Environmental Plan 2013* (SLEP) and *Singleton Development Control Plan 2014* (DCP).

The proposed modification of the development consent is substantially the same development as for which the original consent was granted. Accordingly, the approval path for the proposed modification is via Section 4.55(2) other modifications under the EP&A Act.

The original application was approved by the elected Council on 15 March 2022. The condition subject to amendment was added by the elected Council.

## 1.2. Site History, Location and Context

- **Subject land:** Lot 1 DP1248719 – 251 Putty Road, Glenridding NSW.



Figure 1: Site Location, VertiGIS Webmap (Retrieved 21/08/2025)

- **Site context:** The site contains a completed dual occupancy development situated on a natural high point above the flood planning level. The site is largely clear of native vegetation. Surrounding lands comprise rural residential holdings and agricultural land. Adjoining land is predominantly zoned RU1 Primary Production, with some nearby properties zoned R5 Large Lot Residential. The site is bisected by Putty Road.



Figure 2: Land Zoning, VertiGIS Webmap (Retrieved 21/08/2025)

- **Environmental constraints:** The site is flood affected, with the access road subject to inundation during Hunter River flooding.



Figure 3: Flood Planning / Flood Prone Land (1% AEP flood Event), VertiGIS Webmap (Retrieved 21/08/2025)

- **Planning history:**
  - DA 8.2021.293.1 was approved by Council on 15 March 2022 against staff recommendation, with Condition 38 specifically requested by councillors as part of the resolution.
  - The dual occupancy development was completed in 2025; the Occupation Certificate has been withheld pending resolution of Condition 38.
  - A Section 4.55(1) Modification Application 8.2021.293.2 was lodged in early 2025 but withdrawn by the applicant.

## 2. The Proposed Development

This application seeks to modify Condition 38 of DA 8.2021.293.1 by implementing the evacuation plan requirements through a Section 88B restriction on the property title.

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Infrastructure & Planning Report (Items Requiring Decision) - DI&P63/25

The current condition reads as follows:

**38. Evacuation Management Plan**

*Prior to the issue of an Occupation Certificate, the applicant shall prepare a Plan of Management that accords with the Land and Environmental Court planning principle for Plans of Management.*

*This Plan of Management must be approved by the relevant authorities, including but not limited to Council and the SES.*

*Council must be satisfied that the Plan of Management addresses all necessary requirements for the safety and preservation of life, livestock and property, including the applicant's proposal for evacuation from the site, its route and alternatively, if necessary, for the sheltering on site.*

*Note: The management plan shall be submitted to, and approved by, Council prior to the issue of an Occupation Certificate.*

If approved, the modification will amend the condition to read as follows:

**38. Evacuation Management Plan**

*Prior to the issue of an Occupation Certificate, the applicant shall prepare an Evacuation Management Plan (EMP) that accords with the Land and Environment Court planning principle for management plans.*

*The EMP shall be submitted to, and approved by, Council. The EMP must address all necessary requirements for the safety and preservation of life, livestock, and property, including the applicant's proposal for evacuation from the site, its route, and alternatives if sheltering on-site becomes necessary.*

*To ensure enforceability in perpetuity, the evacuation plan requirements shall be incorporated into a registered Section 88B restriction on the title of Lot 1 DP 1248719, burdening the land in favour of Singleton Council.*

*Evidence of the draft Section 88B Instrument, to Council's satisfaction, shall be provided prior to finalisation of the Registration of the Section 88B restriction shall occur prior to the issue of an Occupation Certificate.*

**3. Consultation and Submissions**

**Public notification**

Notification was dispensed with in accordance with Council's Community Engagement Strategy.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P63/25***Internal referrals**

- Development Engineering: no objection, subject to Section 88B restriction.
- Environmental Health, Water, and Waste: no objections, noting no change to approved built form.
- Planning and Development Services: maintain that a modification and 88B instrument are required.

**External Referrals**

The application and draft EMP were referred to the SES on an advisory basis. SES confirmed it has no statutory role in approving EMPs but provided advice supporting the evacuation strategy, including early self-evacuation upon a minor flood warning at the Singleton gauge.

**Summary**

- The application was not notified due to minor nature of amendment.
- SES and Council staff support the EMP content but
- The key objective is to ensure that Condition 38 remains legally enforceable in perpetuity.

**4. Statutory Considerations**

The modification has been assessed under the EP&A Act, specifically Sections 4.55 and 4.15.

- **Environmental Planning Instruments:** The site is zoned RU1 under the SLEP. Dual occupancy is permitted with consent. SLEP Clause 5.21 Flood Planning requires consideration of flood risk and evacuation. Condition 38 was imposed to address this risk, and the proposed modification provides a legally enforceable mechanism.
- **Singleton Development Control Plan:** The modification strengthens compliance with DCP objectives by securing enforceable evacuation arrangements, clarifying approval responsibilities, and incorporating the advice received from the SES.
- **Likely impacts:** There are no changes proposed to approved land use or built form. Key issues are flood evacuation risk, legal enforceability, public safety, and the issuing of the Occupation Certificate.
- **Suitability of site:** The site remains suitable for residential use provided enforceable evacuation measures are in place.
- **Public interest:** The modification is in the public interest as it resolves ambiguity in the original condition and ensures evacuation requirements are enforceable in perpetuity.

**5. Conclusions**

The modification does not alter the approved land use or built form. It seeks only to amend Condition 38 of DA 8.2021.293.1 to ensure evacuation arrangements are enforceable in perpetuity. While the development itself is above the flood planning level, the evacuation route is flood affected. The modification provides a legally binding mechanism to manage this residual risk through a Section 88B restriction.

The modification is considered acceptable subject to conditions requiring registration of a Section 88B restriction on title incorporating the evacuation plan controls.

**Attachments**

There are no attachments for this report

**GM67/25. Disclosures by Councillors and Designated Persons  
Returns - 2024/2025**  
**Author:** Governance Lead

**FILE:** 25/00464

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### **Executive Summary**

In accordance with the requirements of the Code of Conduct, all Councillors and designated staff members of Council must complete and lodge a Disclosure of Interests Return prior to 30 September each year.

Annual disclosure of interests returns for Councillors and designated persons have been submitted for the period 1 July 2024 to 30 June 2025.

Information contained in returns is made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the information Commissioner.

The Office of Local Government undertake regular audits of written returns of interests lodged by Councillors and designated persons to review compliance with the requirements of the Code of Conduct.

### **FOR INFORMATION**

#### **Attachments**

There are no attachments for this report



*General Manager's Report (Items for Information) - GM68/25***GM68/25. Minutes - Australia Day Committee - 10/09/2025****FILE:** 25/00203**Author:** Executive Assistant

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**Executive Summary**

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

**FOR INFORMATION****Attachments**

**AT-1** [↓](#) Minutes - Australia Day Committee Meeting - 10 September 2025

**MINUTES**  
**AUSTRALIA DAY COMMITTEE**  
**12:00PM WEDNESDAY 10 SEPTEMBER 2025**



|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b>          | Cr Danny Thompson (Chair)<br>Cr Sue Moore (Mayor) (Virtual)<br>Pam Dicks (Singleton Lioness Club)<br>Wendy Love (Community Representative)<br>Margaret Walton (Singleton Lions Club)<br>Courtney Bendall (Rotary Singleton)<br>Malcolm Franks (Singleton Aboriginal Reconciliation Committee Representative)<br>Nigel Korff (2025 Citizen of the Year)<br>Richard Charman (School of Infantry)<br>Ellen Papanicolaou (Coordinator Events)<br>Melinda Curtis (Executive Director) |
| <b>In Attendance</b>    | Sam Calleja (Executive Assistant)                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Meeting Location</b> | Committee Room                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Mitch Madden (Singleton Diggers Club), Peter Knight (Cultural Organisation), Harrison Kirkwood (Singleton and District Disability Advisory Committee Representative), David Andrews (PCYC Representative), Chris Petersen (Singleton Ministers Association), Jared Lawrence (2025 Young Achiever of the Year), Jean Hands (Singleton Aboriginal Reconciliation Committee Representative), Jane Farrelly (2024 Singleton Show Young Show Women)

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

- **MOVED** Wendy Love **SECONDED** Pam Dicks The minutes of the Australia Day Committee meeting held on Wednesday 11 June 2025, were confirmed.

**CARRIED**

### 4 Matters arising from the Minutes

- Nil

### 5 Agenda Items

MINUTES  
AUSTRALIA DAY COMMITTEE  
12:00PM WEDNESDAY 10 SEPTEMBER 2025



**5.1 Planning for Australia Day - Monday, 26 January 2026** FILE:25/00203  
**Purpose:**

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

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

Update provided by Ellen Papanicolaou (Coordinator Events) :

Planning for the Australia Day event is currently in its early stages.

An application for the Australia Day grant has been submitted, with approval anticipated in October.

Proposed inclusive activities for the event include:

- Bush tucker experience
- Basket weaving workshops
- Kids' colouring-in activities
- Outdoor cinema
- Food trucks
- Jumping castle

**ACTION:** Follow up with the General Manager regarding the recent meeting attended with the Mayor at AGL. AGL presented a community support slide indicating they support Upper Hunter councils for Christmas functions. Singleton Council to pursue potential funding from AGL for our upcoming Twilight event.

2. Mayoral Reception (Sunday, 25 January 2026)

A similar event to last year will be held at the Civic Centre from 5:30 PM to 7:30 PM.

The same caterer will be engaged for this year's event.

The event invitation will be updated to clearly state that hot food and dessert will be served, to manage expectations.

The Special Guest speech segment will be revised to a Q&A/Interview-style session, led by Chair Councillor Danny Thompson, who will act as the interviewer.

**MINUTES  
AUSTRALIA DAY COMMITTEE  
12:00PM WEDNESDAY 10 SEPTEMBER 2025**



3. Official Ceremony (Monday, 26 January 2026)

Event Schedule:

8:00 AM – Breakfast

8:45 AM – Smoking Ceremony

9:30 AM – Official Ceremony

Rotary Singleton confirmed arrangements for the breakfast service.

**ACTION:** Sam Calleja to confirm catering numbers with Courtney Bendall

The following participants have been confirmed:

- Uncle Warren
- Uniting Church
- Singleton Town Band
- School of Infantry

Australia Day Award Nominations:

Open: Friday, 31 October

Close: Friday, 28 November

Nominations will be considered by the committee on Wednesday, 10 December.

**6 Other Business**

- Concern was raised regarding potential anti-Australia Day sentiment and the need for a police presence at the event. Staff confirmed that this will be addressed in the event risk assessment, including monitoring of any potential risks and access to support if needed prior to and on the day of the event
- Nigel Korff (2025 Citizen of the Year) has expressed interest in being more involved and helping promote the Citizen of the Year and Young Achiever of the Year awards and their recipients. Discussion held around how award winners can be further engaged and visible throughout the year.

**ACTION:** Explore opportunities for award winners to attend and be utilised at various community events throughout the year such as the local service clubs combined dinner event next year.

**ACTION:** Liaise with the Comms Team ahead of next round of nominations to allow for greater promotion, including interview-style content of current recipients.

**MINUTES**  
**AUSTRALIA DAY COMMITTEE**  
**12:00PM WEDNESDAY 10 SEPTEMBER 2025**



**ACTION:** Reach out to the NAA to invite current Citizen and Young Achiever of the Year to the Singleton Show Launch / President's Lunch.

**ACTION:** When the Mayor receives invitations to community/school events, assess opportunities to involve the award winners (e.g. attend or speak).

**ACTION:** Courtney Bendall to contact Anita White at the Business Chamber to explore involvement of award winners in upcoming Chamber events.

**7 Action List**

| Meeting Date | Action                                                                                                                                                                | Responsible Officer | Update                                                                                                                                                                   | Due Date |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12/3/25      | Add a note to the mayoral reception invitation advising guests about catering options                                                                                 | Sam Calleja         | Invitations to be created Nov/Dec                                                                                                                                        | 10/12/25 |
| 12/3/25      | Staff to discuss with comms team, update run sheet and advise special guest of new arrangements regarding Special Guest Q+A style interview for the mayoral reception | Sam Calleja         | Comms team happy to help prepare questions and do a run-through with whoever will be asking the questions.<br><br>Chair, Councillor Danny Thompson to be the interviewer | 10/12/25 |
| 12/3/25      | Provide more detail regarding expectations for nominees in the invitation letter to the Mayoral Reception                                                             | Sam Calleja         | Invitations to be created Nov/Dec                                                                                                                                        | 10/12/25 |
| 11/6/25      | An invitation is to be extended to Uncle Warren to conduct the Welcome to Country and Smoking Ceremony.                                                               | Sam Calleja         | Uncle Warren has confirmed his availability for both the mayoral reception and official ceremony.                                                                        | 10/12/25 |
| 11/6/25      | Rotary Singleton to confirm ability to provide the Australia Day BBQ Breakfast                                                                                        | Courtney Bendall    | Confirmed                                                                                                                                                                | 10/09/25 |
| 11/6/25      | Confirm time of Rehearsal with Town Band and Army Guard                                                                                                               | Sam Calleja         | Will confirm closer to rehearsal date                                                                                                                                    | 10/12/25 |
| 11/6/25      | Obtain contact details for the Uniting Church to confirm their availability to deliver the Australia Day blessing.                                                    | Sam Calleja         | Uniting Church have confirmed their availability and have provided contact details for arrangements closer to the event                                                  | 10/09/25 |
| 11/6/25      | Staff to confirm the budget and order as many replacements as the budget allows. Badges will be replaced as needed.                                                   | Sam Calleja         | Current budget allows for an additional 20 replacement badges this year.                                                                                                 | 10/12/25 |
| 11/6/25      | Communications team to provide a report on how many people accessed the live stream in previous years.                                                                | Briony O'Hara       | The Comms team attempted to pull data from Facebook, but they were unable to access                                                                                      | 10/09/25 |

**MINUTES  
AUSTRALIA DAY COMMITTEE  
12:00PM WEDNESDAY 10 SEPTEMBER 2025**



|         |                                                                                                                                                                                                                                                                                                        |                  |                                                                                                                                                                                                                          |          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|         |                                                                                                                                                                                                                                                                                                        |                  | viewership data for previously streamed live videos. While YouTube view counts can be provided, they do not accurately reflect overall viewership, as the live streams are primarily promoted through our Facebook page. |          |
| 10/9/25 | Follow up with the General Manager regarding the recent meeting attended with the Mayor at AGL. AGL presented a community support slide indicating they support Upper Hunter councils for Christmas functions. Singleton Council to pursue potential funding from AGL for our upcoming Twilight event. | Sam Calleja      |                                                                                                                                                                                                                          | 10/12/25 |
| 10/9/25 | Confirm BBQ breakfast catering numbers with Courtney Bendall                                                                                                                                                                                                                                           | Sam Calleja      |                                                                                                                                                                                                                          | 10/12/25 |
| 10/9/25 | Explore opportunities for award winners to attend and be utilised at various community events throughout the year such as the local service clubs combined dinner event next year.                                                                                                                     | Sam Calleja      |                                                                                                                                                                                                                          | 10/12/25 |
| 10/9/25 | Liaise with the Comms Team ahead of next round of nominations to allow for greater promotion, including interview-style content of current recipients.                                                                                                                                                 | Sam Calleja      |                                                                                                                                                                                                                          | 10/12/25 |
| 10/9/25 | Reach out to the NAA to invite current Citizen and Young Achiever of the Year to the Singleton Show Launch / President's Lunch.                                                                                                                                                                        | Sam Calleja      |                                                                                                                                                                                                                          | 10/12/25 |
| 10/9/25 | When the Mayor receives invitations to community/school events, assess opportunities to involve the award winners (e.g. attend or speak).                                                                                                                                                              | Sam Calleja      |                                                                                                                                                                                                                          | 10/12/25 |
| 10/9/25 | Contact Anita White at the Business Chamber to explore involvement of award winners in upcoming Chamber events.                                                                                                                                                                                        | Courtney Bendall |                                                                                                                                                                                                                          | 10/12/25 |

**MINUTES  
AUSTRALIA DAY COMMITTEE  
12:00PM WEDNESDAY 10 SEPTEMBER 2025**

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**8 Next Meeting**

- Wednesday 10 December 2025 – 12PM

The meeting closed at 12:29PM.

**Councillor Danny Thompson**  
Chair

**GM69/25. Minutes - Singleton Legacy Fund Governance Panel and Quarterly Fund Progress Reports - September 2025****FILE:**  
22/00153/001**Author:** Executive Assistant

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**Executive Summary**

The Singleton Legacy Fund Governance Panel held its meeting on Thursday 18 September 2025. The minutes of the meeting are shown as (**Attachment 1**).

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

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

**FOR INFORMATION****Attachments****AT-1** [↓](#) Minutes - Singleton Legacy Fund - 18 September 2025**AT-2** [↓](#) CEDF Legacy Fund - Governance Report September 2025**AT-3** [↓](#) Legacy Fund - Roads Fund - Quarterly Report - September 2025**AT-4** [↓](#) Legacy Fund - Infrastructure Management Fund - Quarterly Report - September 2025**AT-5** [↓](#) Legacy Fund - Property Reserve Report - Sep 2025



**MINUTES  
SINGLETON LEGACY FUND  
3PM THURSDAY 18 SEPTEMBER 2025**



|                         |                                                                                                                                                                                                                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b>          | Cr Sue Moore (Mayor) (Chair)<br>Cr Sue George (Deputy Mayor)<br>Justin Fitzpatrick-Barr (General Manager)<br>Mel Curtis (Executive Director)<br>Dwight Graham (Director Corporate & Community Services)(Virtual)<br>Katie Hardy (Acting Director Infrastructure & Planning Services) |
| <b>In Attendance</b>    | Sam Calleja (Executive Assistant)                                                                                                                                                                                                                                                    |
| <b>Meeting Location</b> | Committee Room                                                                                                                                                                                                                                                                       |

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Justin Fitzpatrick-Barr

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

**MOVED** Cr Sue George **SECONDED** Mel Curtis The minutes of the Singleton Legacy Fund meeting held on Thursday 3 July 2025, were confirmed.

**CARRIED**

### 4 Matters arising from the Minutes

- Nil

### 5 Agenda Items

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

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

Applications for Round 5 of the Singleton Community and Economic Development Fund are now open, closing 31 October 2025. Applications recommended for funding approval will be presented to Council at the February 2026 meeting.

Changes to the Singleton Community and Economic Development Fund Policy and Plan of Management were endorsed by Council at the August Council meeting.

**NOTED**

**MINUTES  
SINGLETON LEGACY FUND  
3PM THURSDAY 18 SEPTEMBER 2025**



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

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

Continued progress of the Bridgman Ridge Estate development is still with Cessnock Council, who are the assessing authority. A follow-up was made this morning, and the application is still under consideration.

A briefing was provided to Councillors on 9 September regarding the Memorandum of Understanding with Homes NSW

Land still for sale on corner of Bridgman Road and Gardner Circuit

Sale of vacant lots is moving slowly in Singleton.

Commercial property purchase being investigated.

Mayor Sue Moore asked if commercial property purchases could occur quickly, and whether Council would be informed before or after such purchases, questioning if approval is required beforehand.

Dwight Graham responded that any purchase would be reported to Council prior to completion, and that purchases cannot proceed without Council approval.

It was noted that purchases would not be made in Singleton, and Councillors would be presented with more information and education on the benefits of acquiring property outside Singleton. A briefing or briefing note with the rationale behind this approach will be provided.

**NOTED**

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

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

The main change being the rescinding of the repealed Developer Contribution Funds Plan, with those funds being rolled into the Infrastructure Management Fund (IMF).

**NOTED**

**MINUTES  
SINGLETON LEGACY FUND  
3PM THURSDAY 18 SEPTEMBER 2025**



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

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

**NOTED**

**6 Other Business**

- Nil

**7 Action List**

| Pulse/Action No | Meeting Date | Action                                                                                                                      | Responsible Officer     | Comment                                                                                                                                                                                                                                                                  |
|-----------------|--------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 | Complete<br>The MoU has been drafted in consultation with the Treasurer of the Sub-Branch and is ready for signing. Council has followed up on three separate occasions, most recently this month, and is awaiting the Sub-Branch's signature to finalise the agreement. |
| SLF25-03        | 3 July 2025  | Ensure dates surrounding opening of Round 5 funding have been discussed with Comms Team                                     | Dwight Graham           | Complete                                                                                                                                                                                                                                                                 |

**MINUTES  
SINGLETON LEGACY FUND  
3PM THURSDAY 18 SEPTEMBER 2025**

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**8 Next Meeting**

- Thursday, 11 December 2025 at 3PM

The meeting closed at 3.20PM.

**Sue Moore, Mayor**  
Chair



# **QUARTERLY FUND PROGRESS REPORT**

## **To 31 August 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 the last report to the Legacy Fund:

| Date of meeting | Quorum met |
|-----------------|------------|
| 30 July 2025    | Yes        |
| 3 December 2025 | Scheduled  |

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

- Mount Thorley Warkworth (MTW)      \$4.4million
- Mt Owen      \$1.15million
- United Collieries      \$1.1325million
- 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 previously allowing Council to use the funds, outside of the requirements of the CEDF Deed. However, at its meeting of 30 July 2025, the CEDF-JMB recommended all decisions to distribute funds from the CEDF should be assessed by the Board and a subsequent recommendation made to Council to that effect. The CEDF Policy and CEDF Plan of Management documents were updated to reflect this recommendation

and presented to Council at the August 2025 meeting. Council endorsed this recommendation and the documentation has been updated and finalised accordingly.

**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
- Update of CEDF Policy and CEDF Plan of Management reflecting changes related to the distribution of CEDF funds occurring outside of funding rounds.

**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 August 2025.

**KEY SUCCESS INDICATORS FOR THE SINGLETON COMMUNITY ECONOMIC DEVELOPMENT FUND**

| <b>VPA Title</b>                       | <b>Amount Committed</b> | <b>Amount Paid</b> | <b>Expenditure</b> | <b>Balance</b>   |
|----------------------------------------|-------------------------|--------------------|--------------------|------------------|
| Mt Thorley Warkworth (MTW) - June 2017 | 4,400,000               | 3,900,000          | 1,031,530          | <b>2,868,470</b> |
| Interest MTW                           |                         | 674,823            | 285,377            | <b>389,446</b>   |
| United Collieries - Dec 2020           | 1,325,253               | 1,325,253          | 192,673            | <b>1,132,581</b> |
| Interest United Collieries             |                         | 157,513            | Nil                | <b>157,513</b>   |
| Bloomfield                             | 432,000                 | 432,000            | 108,531            | <b>323,469</b>   |
| Interest Bloomfield                    |                         | 44,883             | Nil                | <b>44,883</b>    |
| Mt Owen Variation - 2021               | 1,150,000               | 770,000            | 146,444            | <b>623,556</b>   |
| Interest Mt Owen                       |                         | 103,202            | Nil                | <b>103,202</b>   |
| Bulga Continued Operations             | 1,130,000               | 1,130,000          | 177,981            | <b>952,019</b>   |
| Interest Bulga                         |                         | 111,784            | Nil                | <b>111,784</b>   |
| <b>Total</b>                           | <b>8,437,253</b>        | <b>8,649,457</b>   | <b>1,942,535</b>   | <b>6,654,965</b> |

Table 1 Life to date totals as at 31 August 2025

Funding for Round Four of \$295,650 was recommended by the CEDF-JMB and endorsed by Council. Currently, the CEDF has paid \$99,887 towards Round Four applications tracking against project agreements and milestones.

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.



**ROUND FIVE – SINGLETON COMMUNITY ECONOMIC DEVELOPMENT FUND**

Round Five of the Singleton Community and Economic Development Fund opened for applications on 1 September 2025 and will close on 31 October 2025. Four information sessions have been scheduled between early September and mid-October. There is an allocation of \$275,000 for Round Five applications, to be distributed across single-year and multi-year applications at the discretion of the Singleton Community and Economic Development Fund Joint Management Board.

The CEDF Joint Management Team will review and assess funding applications in November and present their recommendations to the CEDF-JMB on 3 December 2025. Applications recommended for funding approval will be presented to Council at the February 2026 meeting.



## **QUARTERLY FUND PROGRESS REPORT**

### **Singleton Roads Fund Update**

September 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 *Roads Act (NSW)*, 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. The 2025/26 Program was reported to the RAC on 5 December 2024. Similarly, the 2026/27 Program will be report to the RAC in December 2025.

### OUTCOMES ACHIEVED

As at 30 June 2025, approximately 77% of the adopted 2024/2025 Program was delivered, with the successful commencement of major bridges and causeways (significant budget items).

The completion of the 2025/26 Program is overall complete to date is 9.5%.

**EXPENDITURE OF FUNDS**

Council's expenditure against budget during 2024/25 financial year and 2025/26 year to date (to 10 September 2025) is summarised in Table 1 below.

**Table 1:** Roads, Bridge and Causeway Capital Expenditure Against Budget for 2024/25 and 2025/26 year to date (to 10 September 2025).

| Program                          | 2024/25      |              | 2025/26 (Year to Date) |             |
|----------------------------------|--------------|--------------|------------------------|-------------|
|                                  | Budget       | Actuals      | Budget                 | Actuals     |
| Local Road Program               | \$7,235,249  | \$4,747,658  | \$5,621,230            | \$654,992   |
| Regional Roads Program           | \$703,629    | \$362,812    | \$891,957              | \$-         |
| Causeway & Bridge Rehabilitation | \$6,929,069  | \$5,691,720  | \$11,194,167           | \$1,256,127 |
| Natural Disaster Recovery        | \$2,075,947  | \$1,216,411  | \$831,701              | \$7,775     |
| Total                            | \$16,943,894 | \$12,018,601 | \$18,539,056           | \$1,918,894 |

**BALANCE OF FUNDS**

The RF balance at 30 June 2025, as reported in the draft 2024/25 Annual Financial Statements, is summarised below in Table 2.

**Table 2:** RF balance at 30 June for 2021/22 to 2024/25

| Financial Year | 2021/22         | 2022/23         | 2023/24      | 2024/25 <sup>1</sup> |
|----------------|-----------------|-----------------|--------------|----------------------|
| RF Balance     | \$22,431,664.31 | \$18,420,744.07 | \$22,985,000 | \$19,297,742         |

Note 1: As per the draft Annual Financial Statements for year ended 30 June 2025

The movement in the RF balance between June 2022 and June 2025 is primarily due to Council accounting for several unforeseen and grant funded projects and activities in the 2022/23, 2023/24 and 2024/25 financial years, with corresponding funds received or expected to be received by Council in the 2023/24, 2024/25 and 2025/26 financial years.

**KEY SUCCESS INDICATORS FOR THE ROADS FUND.**

Approximately 77% of the adopted 2024/25 Program was delivered in the 2024/25 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, 2023/24 and 2024/25 financial years, with the RF being reimbursed once the corresponding funds were received or expected to be received by Council in the 2023/24, 2024/25 and 2025/26 financial years.



## **QUARTERLY FUND PROGRESS REPORT**

### **Singleton Infrastructure Management Fund Update**

September 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.

Additionally, as per a March 2025 Council resolution adopting the Singleton Local Infrastructure Contributions Plan and rescinding the Developer Contributions Plan, 2008, from 1 July 2025:

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

Funds from the IMF will be allocated in accordance with Councils 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, Council's Infrastructure Services 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**

As 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 the 2024/25 reporting period, infrastructure projects funded in this way are reported as General Fund programs for this report. The 2024/25 infrastructure works that were funded in this manner are provided in Table 1 below.

**Table 1:** Budget Allocation with Proportion of General Funds as part of Budget Allocation for 2024/25 Capital Works Program at 30 June 2025

| Program                                     | Project                             | Budget Allocation  | General Fund Allocation Proportion | Total Actuals      | General Fund Actuals |
|---------------------------------------------|-------------------------------------|--------------------|------------------------------------|--------------------|----------------------|
| <b>Buildings</b>                            | Various                             | \$3,350,053        | \$227,766                          | \$2,229,029        | \$22,802             |
| <b>Local Road program</b>                   | Resealing Rural Roads Program       | \$724,516          | \$324,516                          | \$331,564          | \$-                  |
|                                             | Resheeting Gravel Roads Program     | \$308,386          | \$308,386                          | \$146,154          | \$-                  |
|                                             | Resealing Urban Roads program       | \$348,518          | \$248,518                          | \$48,792           | \$-                  |
|                                             | Stanhope Road                       | \$2,151,890        | \$48,000                           | \$2,468,545        | \$-                  |
|                                             | Cranky Corner South Road            | \$40,279           | \$40,279                           | \$1,157            | \$1,157              |
|                                             | <b>Sub-total</b>                    | <b>\$3,573,589</b> | <b>\$969,699</b>                   | <b>\$2,996,212</b> | <b>\$1,157</b>       |
| <b>Open Space and Reserves</b>              | Howe Park Tennis Court Upgrade      | \$1,252,000        | \$122,000                          | \$1,201,712        | \$29,420             |
|                                             | Wilf Allan Walk Erosion             | \$914,424          | \$64,424                           | \$773,895          | \$-                  |
|                                             | Allan Bull Reserve Lighting Upgrade | \$25,112           | \$25,112                           | \$25,112           | \$25,112             |
|                                             | <b>Sub-total</b>                    | <b>\$2,191,536</b> | <b>\$211,536</b>                   | <b>\$2,000,717</b> | <b>\$54,532</b>      |
| <b>Design Program</b>                       | Various                             | \$417,679          | \$200,000                          | \$310,117          | \$200,001            |
| <b>Causeway &amp; Bridge Rehabilitation</b> | Dyrring Road Bridge                 | \$37,393           | \$37,393                           | \$37,393           | \$37,393             |
|                                             | Pullmyhei Bridge                    | \$13,660           | \$13,660                           | \$386              | \$386                |
|                                             | <b>Sub-total</b>                    | <b>\$51,053</b>    | <b>\$51,053</b>                    | <b>\$37,779</b>    | <b>\$37,780</b>      |
| <b>Total</b>                                |                                     | <b>\$9,583,910</b> | <b>\$1,660,054</b>                 | <b>\$7,573,856</b> | <b>\$316,271</b>     |



Note: There have been changes to some funding sources and splits since the June 2025 quarterly report due to grant funding requirements and deadlines. This required grant funding to be exhausted prior to 30 June 2025 or returned to the funding body.

The 2025/26 infrastructure works funded through the (historic) SRV are provided in Table 2 below.

**Table 2:** Budget Allocation from (historic) SRV with Proportion of General Funds as part of Budget Allocation for 2025/26 Capital Works Program

| Program                 | Project                                  | Budget Allocation  | General Fund Allocation Proportion |
|-------------------------|------------------------------------------|--------------------|------------------------------------|
| <b>Local Road</b>       | Emergency Works                          | \$200,000          | 200,000                            |
|                         | Resealing Rural Roads Program            | \$983,712          | \$920,000                          |
|                         | Re-sheeting Gravel Roads Program         | \$433,787          | \$320,000                          |
|                         | Resealing Urban Roads Program            | \$535,617          | \$250,000                          |
|                         | Kerb and gutter replacement              | \$150,000          | \$150,000                          |
|                         | Low Maintenance Gravel Roads Re-sheeting | \$447,852          | \$250,000                          |
|                         | <b>Sub-total</b>                         | <b>\$2,750,967</b> | <b>\$2,060,000</b>                 |
| <b>Design Program</b>   | Various                                  | \$400,000          | \$400,000                          |
| <b>Drainage Program</b> | Combo Lane - Drainage swale construction | \$60,000           | \$22,936                           |
|                         | Various urban roads - Pipe Relining      | \$200,000          | \$200,000                          |
|                         | <b>Sub-total</b>                         | <b>\$260,000</b>   | <b>\$222,936</b>                   |
| <b>Total</b>            |                                          | <b>\$3,410,967</b> | <b>\$2,712,936</b>                 |

The 2025/26 infrastructure works funded through the repealed Developer Contributions Plan are provided in Table 3 below.

**Table 3:** Budget Allocation with Proportion of Repealed Developer Contributions Plan General Funds as part of Budget Allocation for 2025/26 Capital Works Program

| Program   | Project                                                                        | Budget Allocation | Repealed Funds Allocation Proportion |
|-----------|--------------------------------------------------------------------------------|-------------------|--------------------------------------|
| Building  | Civic Centre auditorium - Disability access upgrades - amenities, stage access | \$650,000         | \$650,000                            |
|           | Rose Point Park - Changing Places facility                                     | \$300,000         | \$150,000                            |
|           | <b>Sub-total</b>                                                               | <b>\$950,000</b>  | <b>\$800,000</b>                     |
| Transport | Council contribution for potential grant funding                               | \$200,000         | \$200,000                            |
| Total     |                                                                                | \$1,150,000       | \$1,000,000                          |

**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 September 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.

The repealed Developer Contributions Plan moved to the IMF on 1 July 2025 totalled \$5,145,157.

**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.



# **QUARTERLY FUND PROGRESS REPORT**

## **Commercial Property Fund Update**

**31 August 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 (3 July 2025) the Property Advisory Panel (PAP) has held one meeting:

| Date of meeting | Quorum meet |
|-----------------|-------------|
| 27 August 2025  | Yes         |

## OUTCOMES ACHIEVED

At its meeting on 27 August 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, had a hearing on 15 April 2025 and submitted further information in July 2025.
- A proposed memorandum of understanding between Council and Homes NSW in relation to Council's Bridgman Ridge Estate, stages 9-14 development.
- Purchase interest shown in Council's Singleton Heights' Sports Centre
- 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 30 June 2025 was \$2,241k, 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 \$312k 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 (\$139k) and
- Other miscellaneous costs.

During July and August 2025, the reserve received \$44k in revenue and \$215k was expended (mostly development costs related to the Bridgman Ridge Estate).

**BALANCE OF FUNDS**

The balance in the Property Reserve as at 30 June 2025 was \$2,684k.

And the balance as at 31 August 2025 was \$2,512k

**KEY SUCCESS INDICATORS FOR THE XXX 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 6.36% for the 12 months ended 30 June 2025, which is nearly 2% above the benchmark (BBSW) of 4.39% for the year.
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 in the 2024/25 financial year (to 30 June 2025) include:
  - a. Six lots at Mount Thorley industrial estate
  - b. The sale of 8 lots in stages 6/8 of the joint venture of Bridgman Ridge Estate.A further one lot sold in the 2 months of the new financial year, to 31 August 2025.

*Corporate and Commercial Services Report (Items for Information) - DCCS42/25***DCCS42/25. Minutes - Property Advisory Panel - 27/08/2025****Author:** Executive Assistant - Directors**FILE:**20/00126/002

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**Executive Summary**

The Property Advisory Panel held its ordinary meeting on 27 August 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

**FOR INFORMATION****Attachments****AT-1** [↓](#) Minutes - Property Advisory Panel 27/08/2025

**MINUTES  
PROPERTY ADVISORY PANEL  
2:00PM - 4:00PM WEDNESDAY 27 AUGUST 2025**



|                         |                                                                                                                                                                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present</b>          | Cr Sue Moore, Mayor (Chair) – Singleton Council<br>Cr Mel McLachlan, Councillor – Singleton Council <i>Virtual</i><br>Justin Fitzpatrick-Barr, General Manager – Singleton Council<br>Phu Nguyen – Independent Member <i>Virtual</i><br>Nick Lane – Independent Member |
| <b>In Attendance</b>    | Dwight Graham, Director Corporate & Community Services – Singleton Council<br>Mark Wiblen, Manager Corporate Services – Singleton Council<br>Frances Lang, Property Services Officer – Singleton Council<br>Kirsten Torrance, Executive Assistant – Singleton Council  |
| <b>Meeting Location</b> | Committee Room & Virtual via Microsoft Teams                                                                                                                                                                                                                           |

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Cr Sue George

**Moved:** Nick Lane **Seconded:** Cr Mel McLachlan  
**CARRIED**

### 2 Disclosure of Interests

Nil

### 3 Confirmation of Minutes

- The minutes of the Property Advisory Panel meeting held on Wednesday 14 May 2025, were confirmed.

**Moved:** Cr Mel McLachlan **Seconded:** Nick Lane  
**CARRIED**

### 4 Matters arising from the Minutes

Nil

### 5 Agenda Items

#### 5.1 Offer to Purchase Singleton Heights Sports Centre

Dwight Graham, Director Corporate & Community Services, provided an update on the potential sale of Singleton Heights Sports Centre.

Club Dorsman of Singleton Diggers had previously expressed an interest to purchase Council's Singleton Heights Sports Centre. Club Dorsman has not made an offer but may be in a position to negotiate with Council towards a purchase in the future.

**MINUTES  
PROPERTY ADVISORY PANEL  
2:00PM - 4:00PM WEDNESDAY 27 AUGUST 2025**



Council staff will bring any future interest in the property to the PAP.

**5.2 Memorandum of Understanding with Homes NSW re  
Bridgman Ridge Stages 9-14**

Dwight Graham, Director Corporate & Community Services, presented an update on the progress of the Homes NSW Memorandum of Understanding (MOU) regarding Bridgman Ridge Development Stages 9-14.

The MOU has now been completed and will be presented to Council for approval. Council and Homes NSW are currently working together on the Bridgman Ridge Development.

**NOTED**

**5.3 Other Property Update**

Mark Wiblen, Manager Corporate Services, provided the Property Advisory Panel with an update of properties whose significance do not warrant individual reports.

Corner of Bridgman Road and Gardner Circuit

This property has been marketed by a local agent through an EOI process, receiving several enquires. Only one offer has been received, markedly lower than the valuation received for the land.

In recent weeks the neighbouring property owner has made several enquiries regarding the property and Council anticipates a revised offer may be received in the near future.

16 Philip Street

Caracourt Caravan Park continue to show interest in this land and have been negotiating with Council.

PAP members discussed the caravan park owner's planned use for the land, building permissions of the land parcel and the possibility of a ground lease.

39 Partridge Place

This parcel of land was left undeveloped when the subdivision was created and is currently sitting as unused vacant land. Council has commenced the subdivision process and will take steps offer the property through the open market when the subdivision is completed.



**MINUTES  
PROPERTY ADVISORY PANEL  
2:00PM - 4:00PM WEDNESDAY 27 AUGUST 2025**



25 Nowland Crescent

This parcel of land is currently sitting vacant with a “no building” restriction on the title. The local Community Garden group and neighbouring property owners are not interested in purchasing this land. Council currently has no use for the property and is working with the Parks and Recreation Team regarding future use of the land.

**NOTED**

**5.4 Property Advisory Strategy**

Dwight Graham, Director Corporate & Community Services, provided an update on the Property Reserve.

The 2024/25 financial year finished with \$2.68m in the reserve. As at 31 July 2025, the Property Reserve balance was \$2.72m.

**NOTED**

**5.5 Independent Members Items**

Independent members of the Property Advisory Panel provided matters of interest to the panel.

Nick Lane

Maitland City Council have approached Nick to submit an EOI for the Property Advisory Panel they are establishing. Nick will list Disclosures as required.

Newcastle City Council Case Study – Council has a building that was built in the 1960's that has been unoccupied for a significant amount of time. Newcastle Council is experiencing significant frustration regarding current consents, environmental constraints and legislation around upgrading the building, demonstrating the importance of keeping assets occupied.

Phu Nguyen

With the current Property Reserve balance at \$2.72m, Council is aiming to increase this value to \$4m through opportunities in the commercial space. The policy allows Council to look at acquisitions with debt, permissible ratios being 2/3 equity and 1/3 debt.

Dwight to investigate the Property, Investment and Debt Policy, with a view to broader conversations with Council regarding operating and commercial

**MINUTES  
PROPERTY ADVISORY PANEL  
2:00PM - 4:00PM WEDNESDAY 27 AUGUST 2025**



opportunities and the strong commercial investment market.

Councillors will be briefed when Council is considering investments.

Mayor Sue Moore

Mayor Moore received a phone call from Jeremiah Wallace, a Sydney-based realtor, wanting to speak with Council regarding a development of 400 small 3 bedroom, 2 bathroom affordable homes. Mayor Moore will pass on further details when they are made available.

**NOTED**

**5.6 Bridgman Ridge Land Development Update**

Dwight Graham, Director Corporate & Community Services, provided an update on the Bridgman Ridge Land Development Project.

The Project Team has been working towards Development Application approval. The team is currently waiting on responses to planning requests for information, Aboriginal cultural heritage matters and sewer infrastructure.

All three items remain ongoing as Council awaits the next Regional Planning Panel hearing.

**NOTED**

**6 Other Business**

Nil

**7 Action List**

Nil

**8 Next Meeting**

Wednesday 12 November 2025, 2pm – 4pm

The meeting closed at 2:36pm.

**Cr Sue Moore, Mayor**  
Chair

**43. Investment Report - September 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 30 September 2025.

**FOR COUNCIL'S INFORMATION****Report**

For the last 12 months to 30 September 2025, the investment portfolio returned 6.48% versus the bank bill index benchmark's 4.19%.

Council's total portfolio of investments was \$131.754 million with an additional \$3.750 million held in Council's operational account, as of 30 September 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.30% 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 September, Council had \$3.0m in deposits mature. Council invested a total of \$5.0m 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  |
|-------------|-----------------|----------|-------|
| \$2,000,000 | Term Deposit    | 336 Days | 4.18% |
| \$2,000,000 | Term Deposit    | 224 Days | 4.20% |
| \$1,000,000 | Term Deposit    | 378 Days | 4.20% |

The NSW TCorpIM Long Term Growth Fund recorded another strong result during the month, recording a gain of 1.74% for the month of September.

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

The TCorpIM Long Term Fund's investment strategy is to provide high exposure to growth assets, with a high return potential over the long term, with a high risk of negative annual returns. The investment object is to provide returns of CPI +3.5% pa over rolling 10-year

*Corporate and Commercial Services Report (Items for Information) - DCCS43/25*

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 September 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**

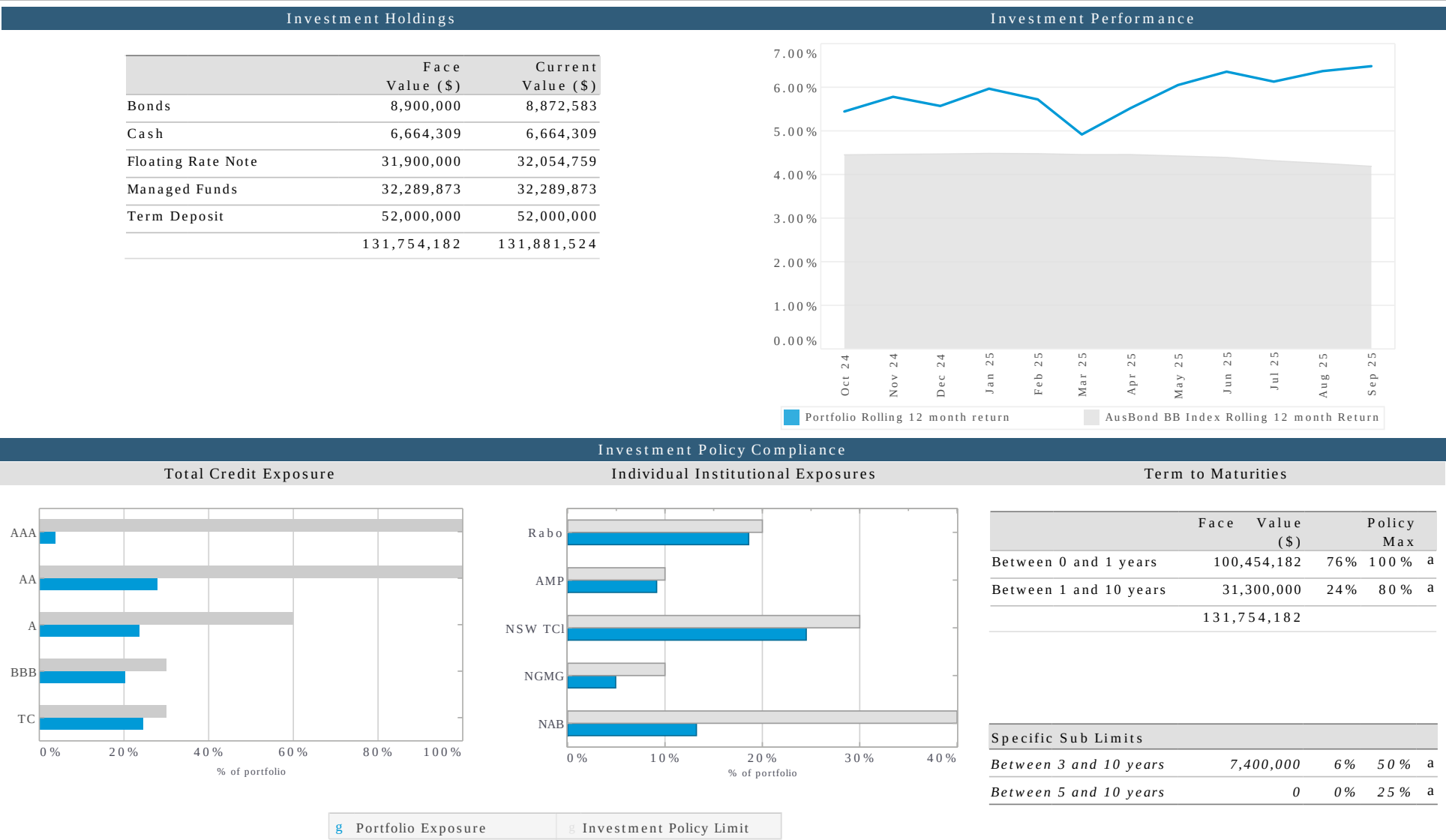
**AT-1** [↓](#) Singleton Investment Report - September 2025



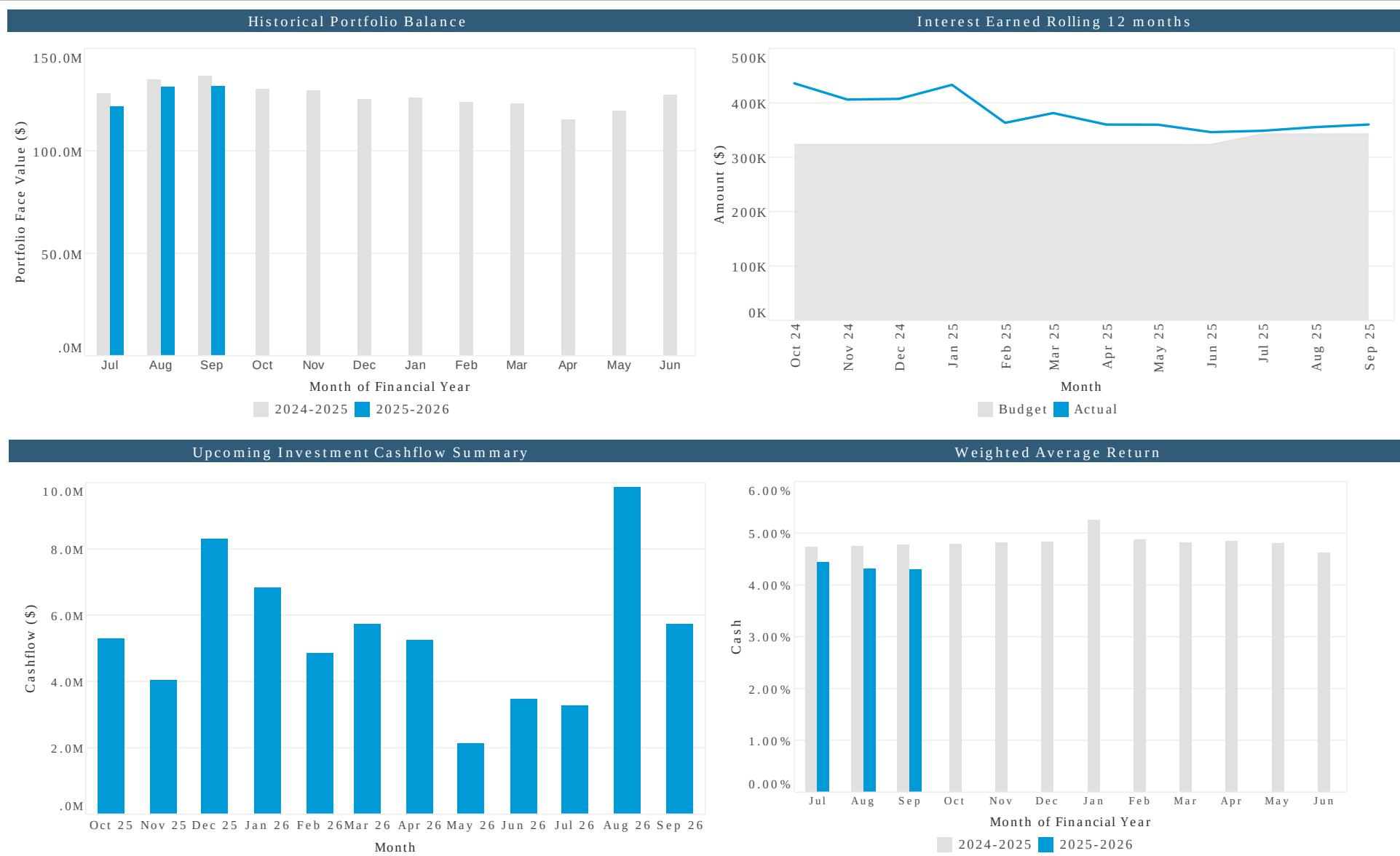
Investment Summary Report  
September 2025

Singleton Council

Executive Summary - September 2025



Singleton Council  
Executive Summary - September 2025



Singleton Council  
Investment Holdings Report - September 2025



| Cash Accounts   |                  |                         |               |                    |          |             |
|-----------------|------------------|-------------------------|---------------|--------------------|----------|-------------|
| Face Value (\$) | Current Rate (%) | Institution             | Credit Rating | Current Value (\$) | Deal No. | Reference   |
| 1,245,899.07    | 4.2500%          | AMP Bank                | BBB+          | 1,245,899.07       | 540079   | 31d Notice  |
| 1,990,250.60    | 4.1600%          | Macquarie Bank          | A+            | 1,990,250.60       | 540145   | Accelerator |
| 3,428,159.56    | 3.7000%          | National Australia Bank | AA-           | 3,428,159.56       | 546234   | Prof Acct   |
| 6,664,309.23    | 3.9402%          |                         |               | 6,664,309.23       |          |             |

| Managed Funds |                 |                    |                 |               |                       |                    |          |           |
|---------------|-----------------|--------------------|-----------------|---------------|-----------------------|--------------------|----------|-----------|
|               | Face Value (\$) | Monthly Return (%) | Institution     | Credit Rating | Funds Name            | Current Value (\$) | Deal No. | Reference |
|               | 32,289,873.11   | 1.7425%            | NSW T-Corp (LT) | TCL           | Long Term Growth Fund | 32,289,873.11      | 544559   |           |
|               | 32,289,873.11   | 1.7425%            |                 |               |                       | 32,289,873.11      |          |           |

| 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 |
| 8-Oct-25      | 2,000,000.00    | 5.1000%          | Rabobank Australia      | A             | 2,000,000.00        | 5-Dec-24      | 2,083,835.62       | 545676   | 83,835.62             | At Maturity        |           |
| 9-Oct-25      | 1,000,000.00    | 4.2800%          | National Australia Bank | AA-           | 1,000,000.00        | 11-Jul-25     | 1,009,615.34       | 546258   | 9,615.34              | Annually           |           |
| 20-Oct-25     | 1,000,000.00    | 5.0500%          | AMP Bank                | BBB+          | 1,000,000.00        | 22-Jan-25     | 1,034,865.75       | 545746   | 34,865.75             | At Maturity        |           |
| 23-Oct-25     | 1,000,000.00    | 4.8000%          | Suncorp Bank            | AA-           | 1,000,000.00        | 18-Mar-25     | 1,025,906.85       | 545935   | 25,906.85             | At Maturity        |           |
| 6-Nov-25      | 1,000,000.00    | 4.5000%          | AMP Bank                | BBB+          | 1,000,000.00        | 11-Jun-25     | 1,013,808.22       | 546150   | 13,808.22             | At Maturity        |           |
| 27-Nov-25     | 1,000,000.00    | 4.3000%          | AMP Bank                | BBB+          | 1,000,000.00        | 26-Jun-25     | 1,011,427.40       | 546213   | 11,427.40             | At Maturity        |           |
| 4-Dec-25      | 2,000,000.00    | 4.3500%          | Bank of Queensland      | A-            | 2,000,000.00        | 5-Jun-25      | 2,028,126.03       | 546137   | 28,126.03             | At Maturity        |           |
| 4-Dec-25      | 2,000,000.00    | 4.3700%          | Rabobank Australia      | A             | 2,000,000.00        | 2-Jun-25      | 2,028,973.70       | 546106   | 28,973.70             | At Maturity        |           |
| 17-Dec-25     | 1,000,000.00    | 4.1700%          | Rabobank Australia      | A             | 1,000,000.00        | 23-Jul-25     | 1,007,997.26       | 546282   | 7,997.26              | At Maturity        |           |
| 18-Dec-25     | 1,000,000.00    | 4.3000%          | AMP Bank                | BBB+          | 1,000,000.00        | 24-Jul-25     | 1,008,128.77       | 546286   | 8,128.77              | At Maturity        |           |
| 18-Dec-25     | 2,000,000.00    | 4.3800%          | Rabobank Australia      | A             | 2,000,000.00        | 26-Jun-25     | 2,023,280.00       | 546212   | 23,280.00             | At Maturity        |           |
| 8-Jan-26      | 500,000.00      | 4.3000%          | AMP Bank                | BBB+          | 500,000.00          | 6-Aug-25      | 503,298.63         | 546308   | 3,298.63              | At Maturity        |           |
| 8-Jan-26      | 1,000,000.00    | 4.7500%          | Bank of Queensland      | A-            | 1,000,000.00        | 20-Mar-25     | 1,025,376.71       | 545941   | 25,376.71             | At Maturity        |           |
| 13-Jan-26     | 3,000,000.00    | 4.3000%          | AMP Bank                | BBB+          | 3,000,000.00        | 12-Aug-25     | 3,017,671.23       | 546330   | 17,671.23             | At Maturity        |           |



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| Maturity Date | Face Value (\$) | Current Rate (%) | Institution             | Credit Rating | Purchase Price (\$) | Purchase Date | Current Value (\$) | Deal No. | Accrued Interest (\$) | Next Interest Date | Reference |
|---------------|-----------------|------------------|-------------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|--------------------|-----------|
| 29-Jan-26     | 2,000,000.00    | 4.9500%          | AMP Bank                | BBB+          | 2,000,000.00        | 29-Jan-25     | 2,066,452.05       | 545757   | 66,452.05             | At Maturity        |           |
| 5-Feb-26      | 500,000.00      | 4.3000%          | Rabobank Australia      | A             | 500,000.00          | 6-Aug-25      | 503,298.63         | 546307   | 3,298.63              | At Maturity        |           |
| 5-Feb-26      | 2,000,000.00    | 4.4500%          | Rabobank Australia      | A             | 2,000,000.00        | 9-Jul-25      | 2,020,482.19       | 546249   | 20,482.19             | At Maturity        |           |
| 10-Feb-26     | 2,000,000.00    | 4.3400%          | Suncorp Bank            | AA-           | 2,000,000.00        | 11-Jun-25     | 2,026,634.52       | 546156   | 26,634.52             | At Maturity        |           |
| 19-Mar-26     | 2,000,000.00    | 4.2700%          | Rabobank Australia      | A             | 2,000,000.00        | 5-Jun-25      | 2,027,608.77       | 546135   | 27,608.77             | At Maturity        |           |
| 26-Mar-26     | 1,000,000.00    | 4.1500%          | Westpac Group           | AA-           | 1,000,000.00        | 28-Aug-25     | 1,003,865.75       | 546390   | 3,865.75              | At Maturity        |           |
| 8-Apr-26      | 2,000,000.00    | 4.7500%          | National Australia Bank | AA-           | 2,000,000.00        | 7-Feb-25      | 2,061,424.66       | 545780   | 61,424.66             | Annually           |           |
| 16-Apr-26     | 1,000,000.00    | 4.2000%          | Rabobank Australia      | A             | 1,000,000.00        | 4-Sep-25      | 1,003,106.85       | 546423   | 3,106.85              | At Maturity        |           |
| 30-Apr-26     | 2,000,000.00    | 4.1500%          | Rabobank Australia      | A             | 2,000,000.00        | 5-Jun-25      | 2,026,832.88       | 546136   | 26,832.88             | At Maturity        |           |
| 21-May-26     | 2,000,000.00    | 4.2700%          | Suncorp Bank            | AA-           | 2,000,000.00        | 16-Jun-25     | 2,025,035.07       | 546169   | 25,035.07             | At Maturity        |           |
| 4-Jun-26      | 1,000,000.00    | 4.2500%          | Rabobank Australia      | A             | 1,000,000.00        | 1-Aug-25      | 1,007,102.74       | 546297   | 7,102.74              | At Maturity        |           |
| 9-Jul-26      | 1,000,000.00    | 4.2000%          | Rabobank Australia      | A             | 1,000,000.00        | 19-Jun-25     | 1,011,967.12       | 546183   | 11,967.12             | Annually           |           |
| 23-Jul-26     | 2,000,000.00    | 4.0800%          | Rabobank Australia      | A             | 2,000,000.00        | 26-Jun-25     | 2,021,685.48       | 546209   | 21,685.48             | Annually           |           |
| 6-Aug-26      | 2,000,000.00    | 4.1800%          | National Australia Bank | AA-           | 2,000,000.00        | 4-Sep-25      | 2,006,184.11       | 546422   | 6,184.11              | Annually           |           |
| 13-Aug-26     | 1,000,000.00    | 4.1300%          | Westpac Group           | AA-           | 1,000,000.00        | 22-Aug-25     | 1,004,526.03       | 546375   | 4,526.03              | At Maturity        |           |
| 10-Sep-26     | 1,000,000.00    | 4.2300%          | Rabobank Australia      | A             | 1,000,000.00        | 9-Jul-25      | 1,009,734.79       | 546250   | 9,734.79              | Annually           |           |
| 23-Sep-26     | 1,000,000.00    | 4.1000%          | National Australia Bank | AA-           | 1,000,000.00        | 24-Jul-25     | 1,007,750.68       | 546285   | 7,750.68              | Annually           |           |
| 23-Sep-26     | 2,000,000.00    | 4.2000%          | National Australia Bank | AA-           | 2,000,000.00        | 10-Sep-25     | 2,004,832.88       | 546463   | 4,832.88              | Annually           |           |
| 26-Nov-26     | 2,000,000.00    | 4.0800%          | Rabobank Australia      | A             | 2,000,000.00        | 26-Jun-25     | 2,021,685.48       | 546210   | 21,685.48             | Annually           |           |
| 10-Dec-26     | 1,000,000.00    | 4.2300%          | Rabobank Australia      | A             | 1,000,000.00        | 9-Jul-25      | 1,009,734.79       | 546251   | 9,734.79              | Annually           |           |
| 25-Mar-27     | 2,000,000.00    | 3.9500%          | Rabobank Australia      | A             | 2,000,000.00        | 26-Jun-25     | 2,020,994.52       | 546211   | 20,994.52             | Annually           |           |
|               | 52,000,000.00   | 4.3573%          |                         |               | 52,000,000.00       |               | 52,713,251.50      |          | 713,251.50            |                    |           |

#### 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    | 4.2131%          | NPBS Snr FRN (Mar26) BBSW+0.63% | BBB+          | 2,500,000.00        | 4-Mar-21      | 2,509,116.35       | 540982   | 7,791.35              | 4-Dec-25         |           |
| 24-Aug-26     | 1,600,000.00    | 3.9647%          | NAB Snr FRN (Aug26) BBSW+0.41%  | AA-           | 1,600,000.00        | 24-Aug-21     | 1,607,182.42       | 541750   | 6,430.42              | 24-Nov-25        |           |

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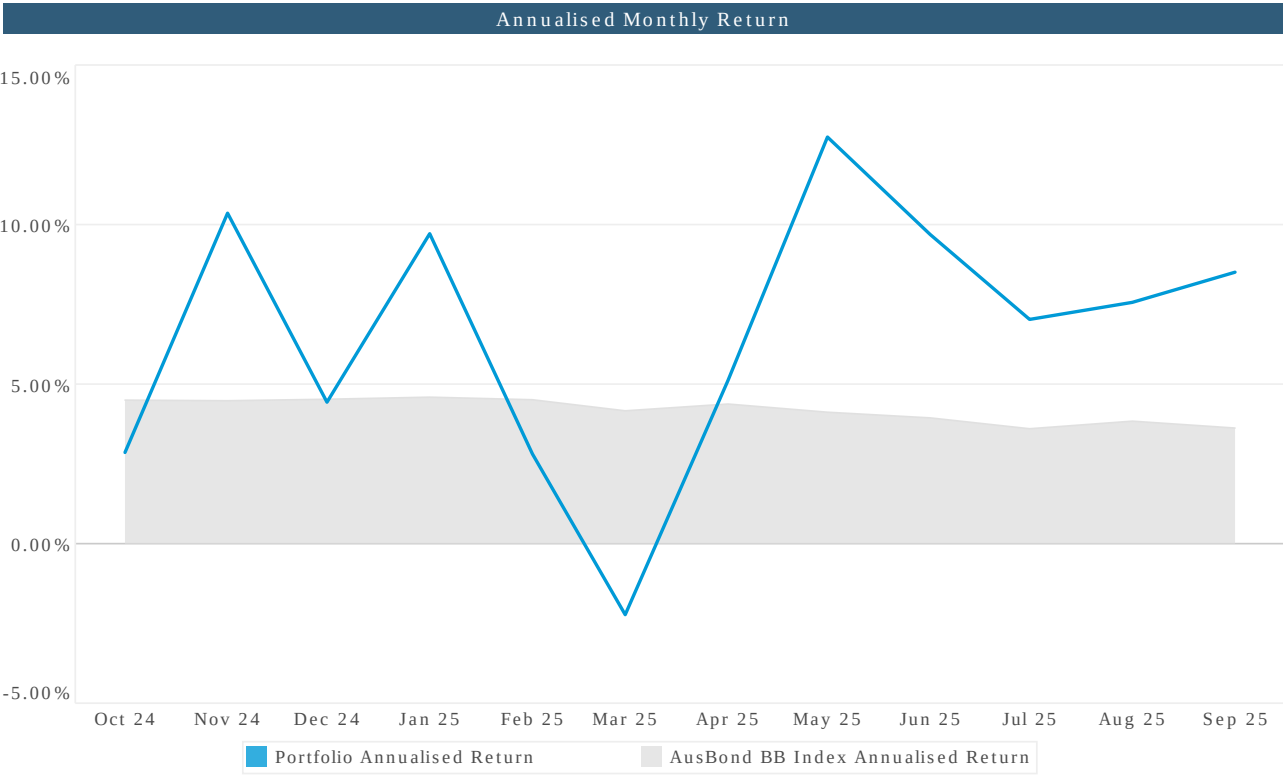


| Maturity Date | Face Value (\$) | Current Rate (%) | Security Name                        | Credit Rating | Purchase Price (\$) | Purchase Date | Current Value (\$) | Deal No. | Accrued Interest (\$) | Next Coupon Date | Reference |
|---------------|-----------------|------------------|--------------------------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|------------------|-----------|
| 15-Sep-26     | 1,500,000.00    | 4.0602%          | SUN Snr FRN (Sep26) BBSW+0.48%       | AA-           | 1,500,000.00        | 15-Sep-21     | 1,503,629.72       | 541879   | 2,669.72              | 15-Dec-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     | 1,224,204.25       | 544801   | 12,174.25             | 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     | 1,011,715.48       | 542004   | 8,015.48              | 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      | 2,032,318.90       | 545154   | 17,956.90             | 30-Oct-25        |           |
| 23-Dec-26     | 1,000,000.00    | 3.9660%          | CBA Green Snr FRN (Dec26) BBSW+0.41% | AA-           | 1,000,000.00        | 23-Sep-21     | 1,000,929.26       | 541918   | 869.26                | 23-Dec-25        |           |
| 14-Jan-27     | 2,000,000.00    | 4.4168%          | CBA Snr FRN (Jan27) BBSW+0.70%       | AA-           | 2,000,000.00        | 14-Jan-22     | 2,026,159.30       | 542237   | 19,119.30             | 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     | 1,011,883.96       | 542257   | 8,233.96              | 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     | 1,821,893.40       | 542262   | 15,089.40             | 27-Oct-25        |           |
| 8-Feb-27      | 1,400,000.00    | 5.2675%          | HPC Snr FRN (Feb27) BBSW+1.60%       | BBB+          | 1,400,000.00        | 8-Feb-24      | 1,426,408.22       | 544823   | 10,910.22             | 10-Nov-25        |           |
| 10-Feb-27     | 1,000,000.00    | 4.6577%          | NPBS Snr FRN (Feb27) BBSW+1.00%      | BBB+          | 996,250.00          | 28-May-24     | 1,010,098.02       | 545104   | 6,508.02              | 10-Nov-25        |           |
| 14-May-27     | 600,000.00      | 4.6120%          | BEN Snr FRN (May27) BBSW+1.00%       | A-            | 600,000.00          | 14-May-24     | 607,665.06         | 545078   | 3,639.06              | 14-Nov-25        |           |
| 21-Jun-27     | 1,000,000.00    | 4.8468%          | TMB Snr FRN (Jun27) BBSW+1.30%       | BBB+          | 1,000,000.00        | 21-Jun-24     | 1,011,195.10       | 545188   | 1,195.10              | 22-Dec-25        |           |
| 13-Sep-27     | 1,000,000.00    | 4.9102%          | AusW Snr FRN (Sep27) BBSW+1.33%      | Baa2          | 1,000,000.00        | 13-Sep-24     | 1,002,152.42       | 545463   | 2,152.42              | 15-Dec-25        |           |
| 13-Sep-27     | 1,300,000.00    | 4.8502%          | AMP Snr FRN (Sep27) BBSW+1.27%       | BBB+          | 1,300,000.00        | 13-Sep-24     | 1,310,238.95       | 545482   | 2,763.95              | 15-Dec-25        |           |
| 14-Dec-27     | 1,100,000.00    | 4.8302%          | SUN Snr FRN (Dec27) BBSW+1.25%       | AA-           | 1,100,000.00        | 14-Dec-22     | 1,117,520.08       | 543634   | 2,329.08              | 15-Dec-25        |           |
| 15-May-28     | 1,500,000.00    | 5.1120%          | MMB Snr FRN (May28) BBSW+1.50%       | BBB           | 1,500,000.00        | 14-May-25     | 1,510,083.95       | 546024   | 10,083.95             | 14-Nov-25        |           |
| 22-Mar-29     | 2,000,000.00    | 4.4468%          | NAB Snr FRN (Mar29) BBSW+0.90%       | AA-           | 2,000,000.00        | 15-Mar-24     | 2,018,104.94       | 544957   | 2,192.94              | 22-Dec-25        |           |
| 21-Jan-30     | 3,000,000.00    | 4.9317%          | NPBS Snr FRN (Jan30) BBSW+1.25%      | BBB+          | 3,023,670.00        | 14-Aug-25     | 3,049,074.85       | 546339   | 29,184.85             | 21-Oct-25        |           |
| 18-Mar-30     | 2,400,000.00    | 4.3889%          | NAB Snr FRN (Mar30) BBSW+0.83%       | AA-           | 2,400,000.00        | 18-Mar-25     | 2,416,246.01       | 545902   | 3,751.61              | 18-Dec-25        |           |
|               | 31,900,000.00   | 4.6270%          |                                      |               | 31,940,460.00       |               | 32,227,820.64      |          | 173,061.24            |                  |           |

## 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-Nov-25     | 1,900,000.00    | 4.9000%          | WBC Snr Bond (Nov25) 4.90%   | AA-           | 1,895,288.00        | 11-Nov-22     | 1,937,903.39       | 543536   | 36,120.77             | 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     | 2,005,879.12       | 541004   | 5,879.12              | 1.00000%       |           |
| 24-Aug-26     | 5,000,000.00    | 3.2500%          | SUN Cov Bond (Aug26) 3.25%   | AAA           | 5,527,000.00        | 28-Apr-21     | 4,987,227.60       | 541284   | 16,427.60             | 1.30500%       |           |
|               | 8,900,000.00    | 3.0966%          |                              |               | 9,422,288.00        |               | 8,931,010.11       |          | 58,427.49             | 2.0231%        |           |

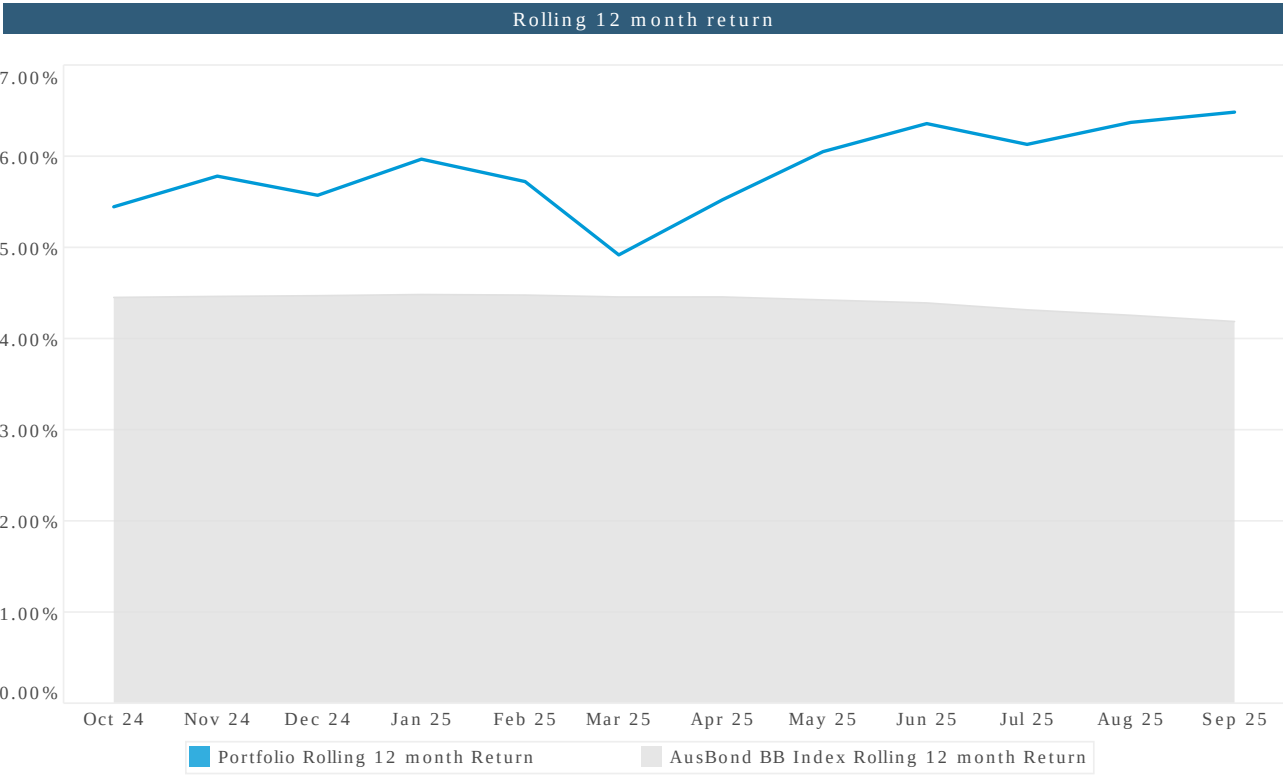
Singleton Council  
Investment Performance Report - September 2025



| Historical Performance Summary (% pa) |           |                     |                |
|---------------------------------------|-----------|---------------------|----------------|
|                                       | Portfolio | Annualised BB Index | Outperformance |
| Sep 2025                              | 8.51%     | 3.62%               | 4.89%          |
| Last 3 months                         | 7.69%     | 3.69%               | 4.00%          |
| Last 6 months                         | 8.42%     | 3.92%               | 4.50%          |
| Financial Year to Date                | 7.69%     | 3.69%               | 4.00%          |
| Last 12 months                        | 6.48%     | 4.19%               | 2.29%          |

Singleton Council

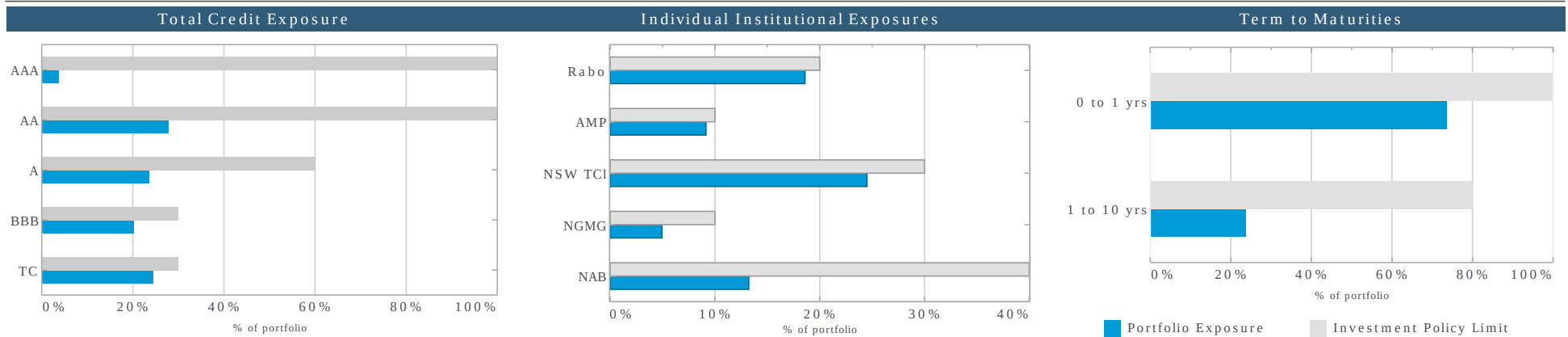
Investment Performance Report - September 2025



| Historical Performance Summary (% actual) |           |                     |                |
|-------------------------------------------|-----------|---------------------|----------------|
|                                           | Portfolio | Annualised BB Index | Outperformance |
| Sep 2025                                  | 0.67%     | 0.29%               | 0.38%          |
| Last 3 months                             | 1.88%     | 0.92%               | 0.96%          |
| Last 6 months                             | 4.14%     | 1.94%               | 2.20%          |
| Financial Year to Date                    | 1.88%     | 0.92%               | 0.96%          |
| Last 12 months                            | 6.48%     | 4.19%               | 2.29%          |



Singleton Council  
Investment Policy Compliance Report - September 2025



| Credit Rating Group | Face Value (\$) | Policy Max |
|---------------------|-----------------|------------|
| AAA                 | 5,000,000       | 4% 100% a  |
| AA                  | 36,728,160      | 28% 100% a |
| A                   | 31,090,251      | 24% 60% a  |
| BBB                 | 26,645,899      | 20% 30% a  |
| TC                  | 32,289,873      | 25% 30% a  |
|                     | 131,754,182     |            |

| 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                   |
| Newcastle Greater Mutual Group (BBB+) | 5%             | 10% a                   |
| National Australia Bank (AA-)         | 13%            | 40% a                   |
| Suncorp Bank (AA-)                    | 7%             | 40% a                   |
| Bank of Queensland (A-)               | 3%             | 20% a                   |
| Bank Australia (BBB+)                 | 2%             | 10% a                   |
| Maitland Mutual Limited (BBB)         | 1%             | 10% a                   |
| Heritage and People's Choice (BBB+)   | 1%             | 10% a                   |
| Suncorp Bank Covered (AAA)            | 4%             | 40% a                   |
| Westpac Group (AA-)                   | 4%             | 40% a                   |
| Great Southern Bank (BBB+)            | 1%             | 10% a                   |

|                        | Face Value (\$) | Policy Max |
|------------------------|-----------------|------------|
| Between 0 and 1 years  | 100,454,182     | 76% 100% a |
| Between 1 and 10 years | 31,300,000      | 24% 80% a  |
|                        | 131,754,182     |            |

| Specific Sub Limits    |           |    |       |
|------------------------|-----------|----|-------|
| Between 3 and 10 years | 7,400,000 | 6% | 50% a |
| Between 5 and 10 years | 0         | 0% | 25% a |

a = compliant  
r = non-compliant



## Singleton Council Individual Institutional Exposures Report - September 2025

Individual Institutional Exposures

|                                       | Current Exposures |     | Policy Limit |     | Capacity   |
|---------------------------------------|-------------------|-----|--------------|-----|------------|
| AMP Bank (BBB+)                       | 12,045,899        | 9%  | 13,175,418   | 10% | 1,129,519  |
| Auswide Bank (Baa2)                   | 1,000,000         | 1%  | 13,175,418   | 10% | 12,175,418 |
| Bank Australia (BBB+)                 | 2,000,000         | 2%  | 13,175,418   | 10% | 11,175,418 |
| Bank of Queensland (A-)               | 4,000,000         | 3%  | 26,350,836   | 20% | 22,350,836 |
| Bendigo and Adelaide Bank (A-)        | 600,000           | 0%  | 26,350,836   | 20% | 25,750,836 |
| Commonwealth Bank of Australia (AA-)  | 3,000,000         | 2%  | 52,701,673   | 40% | 49,701,673 |
| Great Southern Bank (BBB+)            | 1,200,000         | 1%  | 13,175,418   | 10% | 11,975,418 |
| Heritage and People's Choice (BBB+)   | 1,400,000         | 1%  | 13,175,418   | 10% | 11,775,418 |
| Macquarie Bank (A+)                   | 1,990,251         | 2%  | 26,350,836   | 20% | 24,360,585 |
| Maitland Mutual Limited (BBB)         | 1,500,000         | 1%  | 13,175,418   | 10% | 11,675,418 |
| National Australia Bank (AA-)         | 17,428,160        | 13% | 52,701,673   | 40% | 35,273,513 |
| Newcastle Greater Mutual Group (BBB+) | 6,500,000         | 5%  | 13,175,418   | 10% | 6,675,418  |
| NSW T-Corp (TCl)                      | 32,289,873        | 25% | 39,526,255   | 30% | 7,236,382  |
| NT T-Corp (Aa3)                       | 2,000,000         | 2%  | 52,701,673   | 40% | 50,701,673 |
| Rabobank Australia (A)                | 24,500,000        | 19% | 26,350,836   | 20% | 1,850,836  |
| Suncorp Bank (AA-)                    | 9,400,000         | 7%  | 52,701,673   | 40% | 43,301,673 |
| Suncorp Bank Covered (AAA)            | 5,000,000         | 4%  | 52,701,673   | 40% | 47,701,673 |
| Teachers Mutual Bank (BBB+)           | 1,000,000         | 1%  | 13,175,418   | 10% | 12,175,418 |
| Westpac Group (AA-)                   | 4,900,000         | 4%  | 52,701,673   | 40% | 47,801,673 |
|                                       | 131,754,182       |     |              |     |            |

Individual Institutional Exposure Charts

