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 18 November 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. 21 October 2025

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Mayoral Minute(s)

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Questions with Notice

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.

NM17/25. Notice of Motion - Cr D Thompson - Unlock Tourism Opportunity **FILE:** 25/00033
Author: Governance Officer

Councillor D Thompson will move:

That Council prepare a report outlining the financial and time resources required to develop a strategy on the development of infrastructure needed to unlock tourism opportunities in the Singleton LGA.

Attachments
There are no attachments for this report.

NM20/25. Notice of Motion - Cr P Thompson - Engineering Design Guidelines review **FILE:** 25/00033
Author: Governance Officer

Councillor P Thompson will move that:

With the intention to bring forward the review of the Engineering Design Guidelines from 2028 to commence in 2025/2026 financial year, a report to be provided to Council, by the February 2026 Council Meeting, which details:

- What capital works and strategies will need to be deferred if the review is brought forward?
- How long will the items in point 1 be deferred for?
- The impacts (potential or actual) on the Asset Management Plans and Development Control Plan?
- What is the resourcing impact if the Asset Management Plans and Development Control Plan needs to be amended?

Attachments
There are no attachments for this report

NM21/25. Notice of Motion - Cr P Watson - Fuel Tax Credit **FILE:** 25/00033
Author: Governance Officer

Councillor P Watson will move:

That Council prepare a report which includes the following:
1. A timeline on the discovery and subsequent claiming for 4 years of underclaimed fuel tax credits in the 2024/5 Budget;
2. An analysis of how the underclaim occurred;
3. An opinion on how far back the underclaims go based on BAS statement analysis;
4. A checklist of what actions will be taken to ensure all available tax credits are claimed for Singleton Council in future years

Background:
The 2024/5 budget result saw Singleton Council claim $254,000 in Fuel Tax Credit which had been underclaimed over the previous 4 year period. This 4 year period is unfortunately the most that can be back claimed but the inability to claim should not mean that Singleton Council does not analyse what went wrong in order to be assured that such a significant financial error does not occur again in future budgets.

Attachments
There are no attachments for this report

ED2/25. Adoption of the Annual Report 2024/2025 **FILE:** 25/00323
Author: Integrated Planning & Reporting Specialist

Executive Summary

The purpose of this report is for Council to adopt the Singleton Council Annual Report (Annual Report) 2024/2025 in accordance with Section 428 of the *Local Government Act, 1993.*

RECOMMENDED that Council:

1. Endorse the Annual Report 2024/2025 with the incorporation of the audited Financial Statements and Internal Audit and Risk Management Attestation

2. Publish the Annual Report 2024/2025 on Council's website

3. Provide a copy of the Annual Report 2024/2025 to the Office of Local Government.

Report

The Annual Report 2024/2025 is a key accountability document in Council's Integrated Planning and Reporting Framework. The Annual Report outlines Council's achievements in implementing its Delivery Program through its annual Operational Plan, and reports on the effectiveness of the principal activities undertaken to achieve its objective from 1 July 2024 to 30 June 2025.

The Annual Report includes the statutory requirements as outlined in the Office Local Government Annual Report Checklist.

The Annual Report 2024/2025 is shown as **Attachment 1**.

Community Strategic Plan

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

Council Policy/Legislation

- *Local Government Act, 1993*
- *Local Government (General) Regulation, 2021*
- *Disability Inclusion Act, 2014*
- *Environmental Planning & Assessment Act, 1979*
- *Environment Planning and Assessment Regulation, 2021*
- *Swimming Pools Act, 1992*
- *Swimming Pools Regulation, 2018*
- *Government Information (Public Access) Act, 2009*
- *Government Information (Public Access) Regulation, 2018*

Financial Implications

All financial implications are managed through the Council's Long Term Financial Plan, annual budget and quarterly budget review processes

Consultation

Council's operations and achievements, as outlined in the Annual Report 2024/2025, have been delivered in line with the Community Engagement Strategy 2024 – 2028.

Sustainability

State of the Environment requirements within the Annual Report detail positive environmental and sustainability achievements.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not comply with the *Local Government Act* and *Regulations* which may lead to restrictions being applied upon Council by the Office of Local Government.	Moderate	Adoption of the recommendation.	Low	Yes
There is a risk that Council will not endorse the Annual Report which may lead to reputational damage.	Moderate	Adopt the recommendation.	Low	Yes
There is a risk that Council will be perceived as not being transparent with the community leading to reputational damage.	Moderate	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Endorse Singleton Council's Annual Report 2024/2025 for publication on Council's website, with a copy also provided to the Office of Local Government.

2. Not endorse Singleton Council's Annual Report 2024/2025 for publication on Council's website, and not provide a copy to the Office of Local Government.

Option one is recommended.

Conclusions

It is a requirement of Section 428 of the *Local Government Act, 1993* that Council produce an Annual Report within five months of the end of the financial year. Council's Annual Report 2024/2025 details to the community the work undertaken by Council in support of its four year Delivery Program and annual Operational Plan.

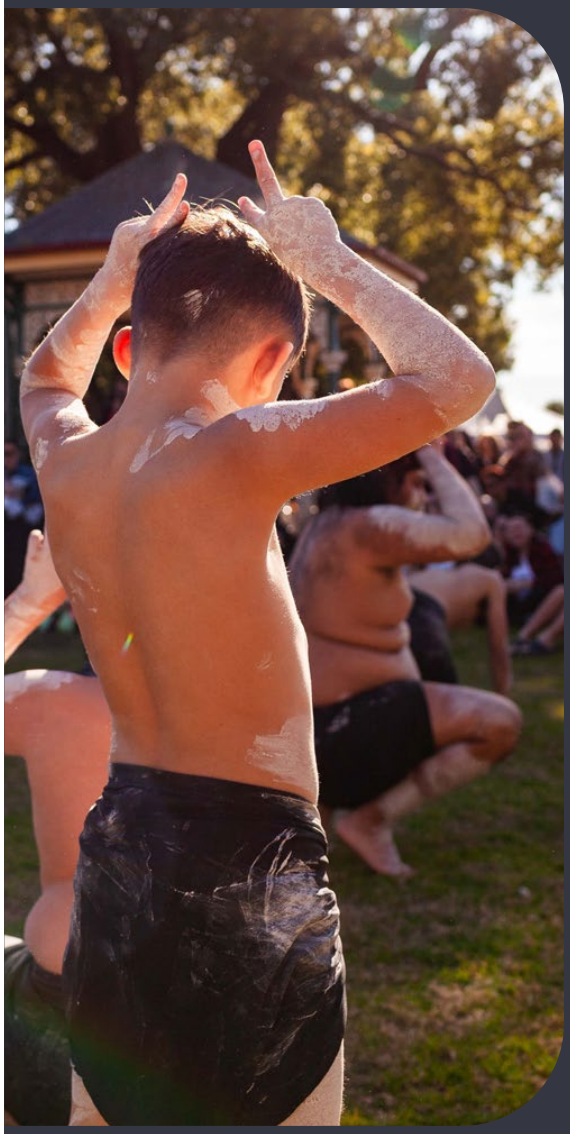
Attachments
AT-1⇩ Draft Annual Report 2024/2025



ANNUAL REPORT 2024/2025

W singleton.nsw.gov.au

SINGLETON COUNCIL



WELCOME

Acknowledgement of Country

Ngayan marrungku wiyan Wanarruwampa kunarr, mirumalikan parrayku ani, ngatan ngayan marrung wiyan Ngarrakay paranpa, yurakaykal ngatan pangaykal.

Singleton Council acknowledges the Wanaruah, Wonnarua people and their custodianship of the land in the Singleton Local Government Area. We also acknowledge all other Aboriginal and Torres Strait Islanders who live within the Singleton Local Government Area and pay our respect to elders past, present and future.

ANNUAL REPORT
2024 / 2025

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Part one:
OUR SINGLETON

The Singleton local government area (LGA) has a resident population of 25,508 and covers an area of 4,893 square kilometres (REMPLAN 2024). The Singleton township is located on the banks of the Hunter River, 197 kilometres northwest of Sydney and 80 kilometres northwest of Newcastle.

Singleton is home to a diverse mix of commerce and industry, including agriculture, vineyards, tourism, defence and retail; however, light and heavy industry, power generation and particularly coal mining are the dominant economic drivers.

The LGA boasts a commanding natural environment with 40 percent of its area made up of the world heritage-listed Wollemi, Yengo and Mount Royal National Parks. It was at Whittingham that the first European exploration party came upon the Hunter River and extolled the virtues of land "as fine as imagination ... can form", literally sowing the seeds of agriculture and enterprise to help the fledging colony of New South Wales to prosper.

Today, Singleton's abundance of natural resources continues to help support the State's economy.

The Singleton LGA and wider Hunter Region are entering a new and exciting era with a growing population, greater economic evolution and expanding global gateways to the rest of the world. With modern conveniences, state-of-the art facilities and infrastructure offered with a country lifestyle, as well as a doorstep to a world-class university, cutting edge hospitals and national sports and cultural events, Singleton continues to expand its status as a leading regional economy with exceptional liveability.

25,508
Population 2024

27,315
Forecasted Population 2036

Per annum growth rate
(0.8% per annum growth rate is for the entire LGA)

Population (REMPLAN)

Totals	2021	2026	2031	2036	2041
Total population	**24,725**	**25,584**	**25,861**	**27,315**	**28,628**



Source: REMPLAN 2024

We exist to create community



SINGLETON SNAPSHOT

25,508
people call Singleton home



37
Population median age

83.4
Life expectancy in years

8.3%
Identify as Aboriginal + Torres Strait Islander

Liveability Census Data

78%
Satisfied with the liveability of Singleton

Singleton's top strengths:

1. Sense of belonging
2. Sense of personal safety

73.5km
Of pathways in the LGA

4,893km2
LGA Area

79
Parks + Reserves

871km
Roads

5,344
Blocks of land for development

37
Singleton Heritage Walk sites

3
World Heritage National Parks

Top 4 Industries

$16.1B
Mining

$1.1B
Manufacturing

$737M
Construction

$539M
Defence





Mayor's Message



Cr Sue Moore
Mayor of Singleton

In a year of transition and reinvigoration for Council, not least with the September local government election bringing some fresh perspectives to the Chamber and the commencement of a new general manager, the pages of this report show there were plenty of accomplishments in 2024/2025.

Even as the ongoing conversations around the shift in the Hunter's economy continued to present both opportunities and challenges for Singleton and our region, we were already acting on our community's priorities for the future—captured in input into the Create Singleton 2035 Community Strategic Plan—with a particular focus on the needs of young people.

A case in point was the first Singleton Careers Expo held in August 2024, which was resoundingly successful in bringing together industries, training organisations and job seekers to explore opportunities available now to respond to the demands of our transitioning economy.

We also built on enhancing community connection in a range of ways, from another successful year of Christmas on John Street, Twilight and Firelight, through to programs in the Singleton Arts and Cultural Centre and the Beyond the Divide podcast that celebrated the abilities and contributions of everyone.

But the year wasn't without its challenges. Our local government area received an emergency declaration following the storm and flood event in May 2025, and we continued to press the NSW Government for reasonable compensation to replace Council's water and sewer depot, which was displaced to make way for the Singleton Bypass.

Our community also farewelled former mayor and long-serving councillor John Martin OAM, whose exemplary community service will set the standard for years to come.

On a personal note, it's a privilege to serve the people of Singleton and I was honoured to return to the position of Mayor for a further term.

Congratulations to all of my fellow councillors, the General Manager and his staff on all that was achieved and delivered for Singleton in 2024/2025.

General Manager's Message



Justin Fitzpatrick-Barr
General Manager

With more than 160 actions on our schedule to deliver in 2024/2025, we set out to lay a path to get our community moving this year—quite literally.

Following on from the direction set by our community for more footpaths and greater connectivity, the Singleton Walking and Cycling Plan was developed and exhibited alongside the Traffic and Transportation Strategy that will help to prioritise upgrades of transport networks across our local government area.

With the asisstance of state and federal government funding, works also got underway on two critical bridges to enhance road safety, improve connectivity and strengthen flood resilience in our region.

The new Brunners Bridge at Mitchells Flat will allow larger trucks carrying heavier freight loads to safely cross the bridge and better accommodate new and existing agribusiness in the area, while Kilfoyles Bridge on Stanhope Road has been replaced with a new double lane concrete bridge and raised by a minimum of 2.2 metres above the previous flood level to improve accessibility during floods.

For those craving more adrenalin, we celebrated upgrades to both the Maison Dieu and Pioneer Road Mountain Bike Parks, helping to further Singleton's growing status as a mountain biking destination.

And construction of the $8.2million Alroy Oval Sports Precinct redevelopment began, to deliver three upgraded fields, car parking, amenities, lighting and drainage as well as an all-abilities, gender-neutral amenities building for our junior and female footballers.

Critically, Council also remains a great place to work with the retention of its five-star rating for the fourth consecutive year in the 2025 annual review of the human resources industry's top performers, and we welcomed a new influx of apprentices, trainees and cadets to secure our workforce into the future.

It's been a privilege to step into the role of General Manager, and I extend my thanks to the Mayor, Councillors and all of our staff who have been involved in delivering for our community in 2024/2025.

OUR COUNCILLORS 2023/2024



Cr Sue Moore
Mayor



Cr Tony Jarrett
Deputy Mayor



Cr Godfrey Adamthwaite



Cr Sue George



Cr Hollee Jenkins



Cr Sarah Johnstone



Cr Mel McLachlan



Cr Tony McNamara



Cr Val Scott



Cr Dan Thompson

OUR NEW COUNCILLORS 2024/2025



Cr Sue Moore
Mayor



Cr Sue George
Deputy Mayor
October 2024 - 15 October 2026



Cr Mel McLachlan
Deputy Mayor
16 October 2026 - September 2028



Cr Godfrey Adamthwaite



Cr Hollee Jenkins



Cr Anne McGowan



Cr Dan Thompson



Cr Patrick Thompson

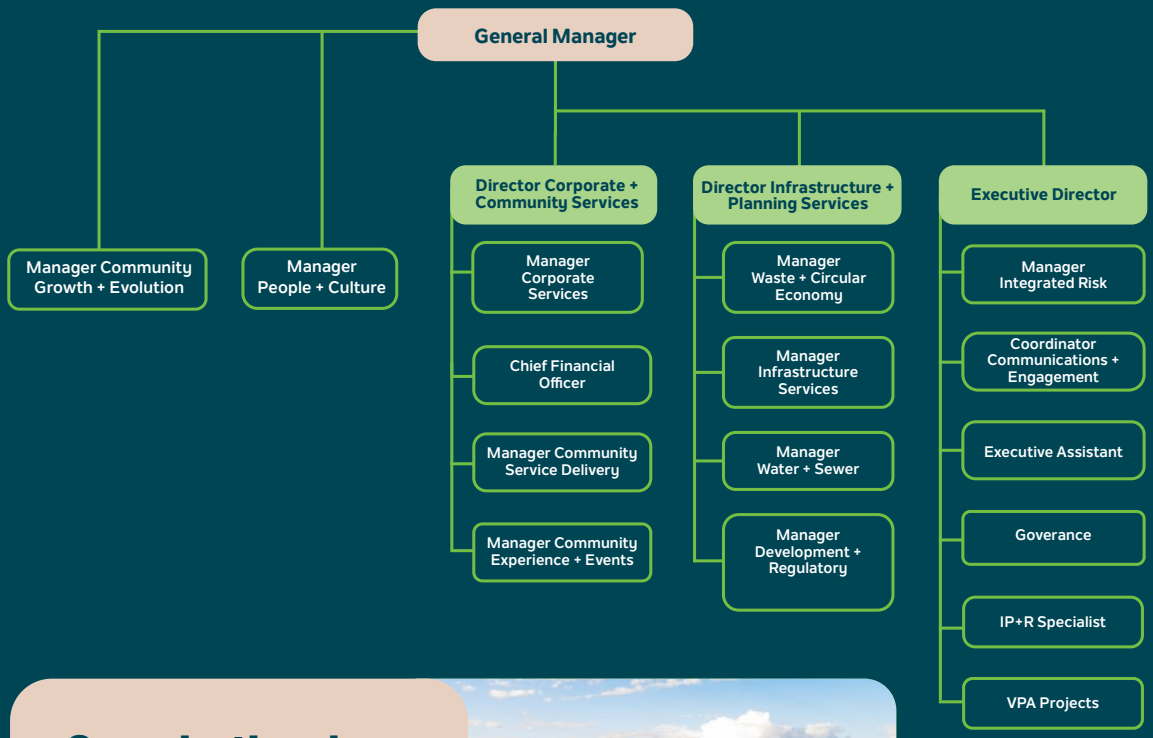


Cr Peree Watson



Cr Scott Yeomans

ORGANISATION OVERVIEW



Organisational Structure

The current organisational structure was implemented following the completion of a structure review in 2024/25. This review is required under the Local Government Act following the commencement of the new term of council.



OUR EXECUTIVE LEADERSHIP TEAM



Justin Fitzpatrick-Barr
General Manager



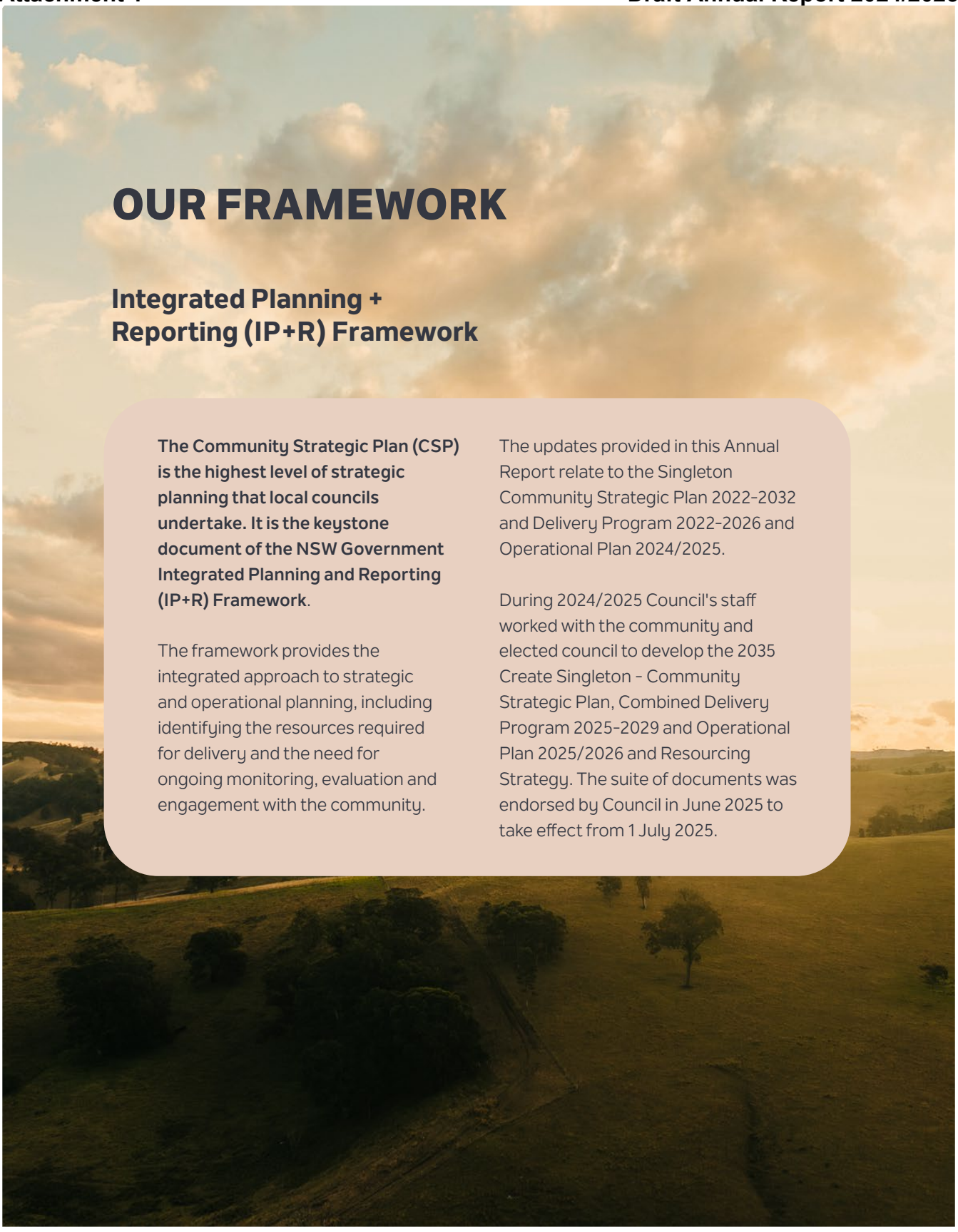
Melinda Curtis
Executive Director



Katie Hardy
Acting Director Infrastructure + Planning Services



Dwight Graham
Director Corporate + Community Services



OUR FRAMEWORK

Integrated Planning + Reporting (IP+R) Framework

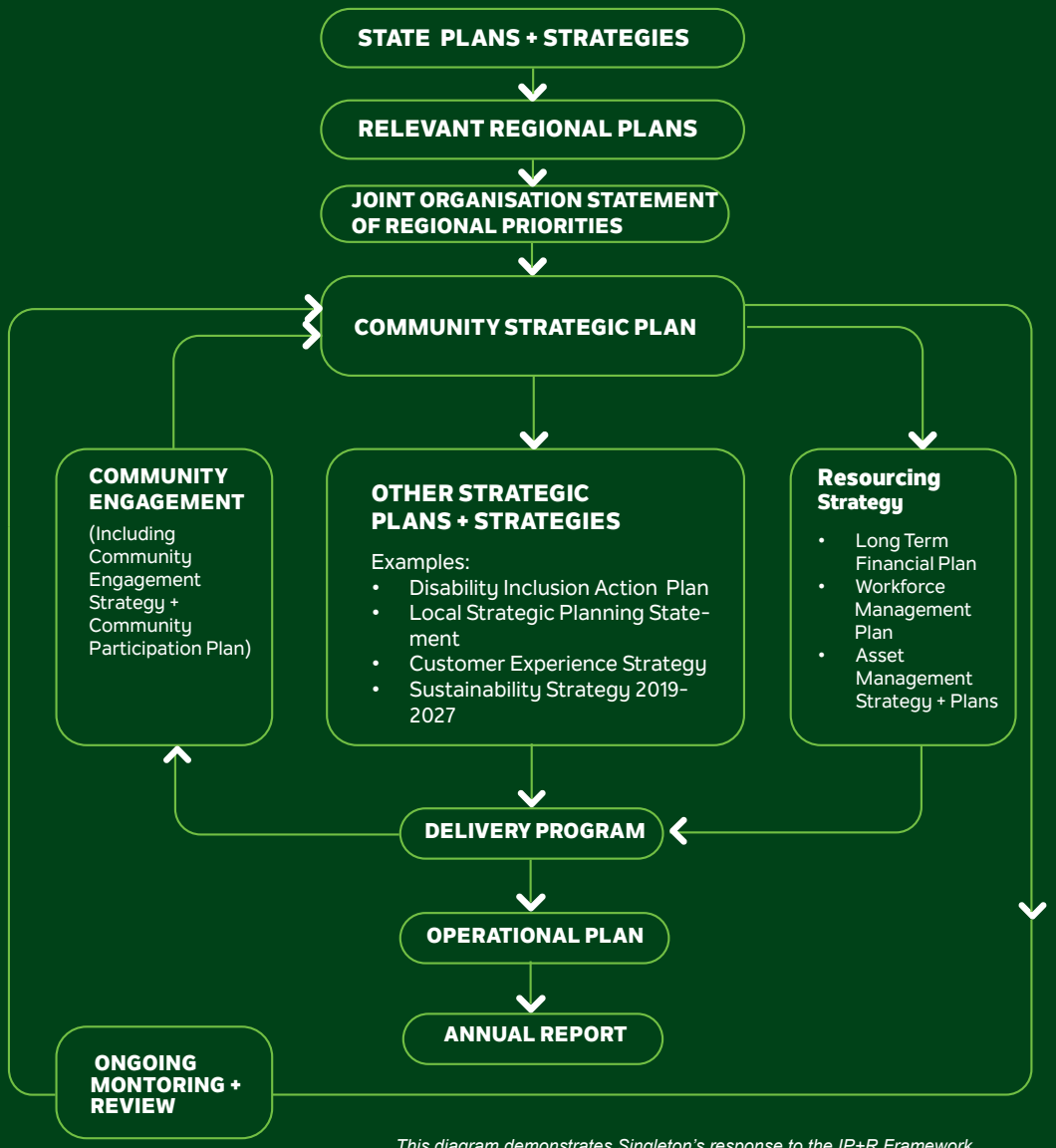
The Community Strategic Plan (CSP) is the highest level of strategic planning that local councils undertake. It is the keystone document of the NSW Government Integrated Planning and Reporting (IP+R) Framework.

The framework provides the integrated approach to strategic and operational planning, including identifying the resources required for delivery and the need for ongoing monitoring, evaluation and engagement with the community.

The updates provided in this Annual Report relate to the Singleton Community Strategic Plan 2022-2032 and Delivery Program 2022-2026 and Operational Plan 2024/2025.

During 2024/2025 Council's staff worked with the community and elected council to develop the 2035 Create Singleton - Community Strategic Plan, Combined Delivery Program 2025-2029 and Operational Plan 2025/2026 and Resourcing Strategy. The suite of documents was endorsed by Council in June 2025 to take effect from 1 July 2025.

Integrated Planning + Reporting (IP+R) Framework



This diagram demonstrates Singleton's response to the IP+R Framework.
IMAGE: Personalised IP+R framework diagram including some of our strategies

HONOURING OUR CITIZENS

Each year the Australia Day Committee calls for nominations for the Citizen of the Year and Young Achiever of the Year awards, to be announced at the Civic Ceremony on Australia Day. The objective of the awards is to recognise outstanding personal achievement or outstanding contribution to the community during the previous year. All residents of the Singleton local government area are eligible to nominate.

2025 Young Achiever of the Year

Dr Jared Lawrence

A Singleton High School alumni and medical student, Dr Lawrence is making an outstanding impact on improving the health and well-being of the Singleton community and executing an exceptional vision for the future of rural healthcare. His vision extends to inspiring the next generation in Singleton to pursue careers in health and to adopt healthier lifestyles through mentoring and engaging with local students, providing guidance and encouraging others who aspire to make a difference in the health sector.



Image: 2025 Singleton Young Achiever of the Year Dr Jared Lawrence and Mayor of Singleton Cr Sue Moore

2025 Citizen of the Year

Nigel Korff

Nigel Korff has been a paramedic and volunteer with the NSW Rural Fire Service (RFS) since 1985. His service includes 19 years with the NSW RFS Lower Hunter Aviation brigade and a member of the NSW RFS Remote Area Fire Team (RAFT) and Rapid Aerial Response Team (RART). He was selected for the inaugural NSW RFS Aviation Rescue Crew in 2014 and is now an instructor and assessor for NSW RFS Down the Wire operations. In 2022, Nigel was part of the helicopter rescue response for the Lismore floods, as well as a Rescue Crewman on NSW RFS Helitak 201 where he was involved in 17 winch rescues at Eugowra, contributing to Australia's largest number of successive rescues performed by helicopters on any single day. The crew of Helitak 201 was awarded the Barry Marsden Memorial Award for outstanding contribution to the preservation of life during a natural disaster by the Honourable Company of Air Pilots United Kingdom, with the awards being presented in London.



2025 Singleton Citizen of the Year Nigel Korff and Mayor of Singleton Cr Sue Moore

Wambo Coal Singleton Hall Of Fame 2024

Australian Army Infantry Museum

Described as the Hunter Valley's answer to the Australian War Memorial, the Australian Army Infantry Museum in the Singleton Military Area welcomes tens of thousands of visitors every year to view its extensive collection of Infantry Corps history and artifacts.

The Museum officially opened soon after the Infantry Centre was established in Singleton in 1973 and quickly grew in size and popularity. During the Australian Army Infantry Museum's centenary celebrations in 2011, it was reopened in its current award-winning, purpose-built, accessible gallery space.

In addition to housing Australia's military history, the Museum plays an important role on days of national significance such as Anzac Day and Remembrance Day, reminding the community of the part current service members and Defence veterans play in the greater national story. With Defence being the second largest employer in the Singleton LGA, the Museum is the bridge between those currently serving, veterans, their families and the greater Singleton community.



Uniformed staff are assisted by over a dozen volunteers who play a crucial role in bridging the gap between the artifacts on exhibition and the public's understanding of military history.

These volunteers, many veterans and family of service members, not only assist in curating exhibitions but also engage the Museum's thousands of visitors through personal stories, fostering a deeper emotional connection to the collections and adding depth and authenticity to the Museum's narratives.

Their unique perspectives enrich educational programs, making history more relatable and accessible, transforming the Museum from a static repository of artifacts into a vibrant space of learning and connection.

Northern Agricultural Association

Founded in 1868, the Northern Agricultural Association (NAA) hosts an annual rodeo in April, the Singleton Show in September and a camp draft in October.

The NAA is made up of volunteers, many of whom dedicate countless hours of their time to ensuring these successful events happen every year.

In 2024, the NAA celebrated the 150th Singleton Show. Offering something of interest to everyone, the annual Show provides a place for residents of Singleton and its surrounding districts to come together for fun and entertainment, and to showcase what is made and produced in the area be it cattle, horses, arts, craft or horticulture. The historic Singleton Showground, officially opened in September 1910, is owned by the NAA.

The NAA maintains the historic buildings and features on the grounds that also serve as a venue for many community activities and fundraisers including the annual PCYC Book Fair and NAIDOC Community Day plus weddings, birthdays, debutant balls, field days, dances, meetings, funerals and poultry auctions.

The NAA's objectives are to promote the development of agriculture, pastoral, horticultural and industrial pursuits in Singleton and surrounds; to host events for the display of horses, cattle, dogs, poultry and other livestock and animals, horticulture and agricultural produce; maintain the Singleton Showground with accommodation and facilities and; to promote other objects that will advance agriculture, horticulture and industrial interests.

The showground is so ingrained in the community that it would be hard to find someone from Singleton who has not attended an event there or enjoyed the facilities that the NAA provide.



OUR ADVOCACY

Singleton Advocacy Agenda

Advocacy is the process of influencing others to create positive change. Successful advocacy results in a change such as funding to deliver a project, infrastructure or initiatives or a change in government policy. If acted upon, advocacy forms the blueprint for our local government area's transformation.

Putting our community first is paramount for Singleton Council. It is the cornerstone of everything we do, which is why our advocacy plays an important role in setting Council's direction ahead of state and federal elections.

During 2024/2025 and in line with Council's IP+R Framework, Council staff worked with the elected council to develop the new Singleton Advocacy Agenda and Singleton Infrastructure Advocacy Agenda. The documents present the key priorities for Singleton and supports Council and the community in taking action to advocate to state and federal governments.

Our vision is for a prosperous, equitable and sustainable Singleton, that provides transport options, a range of industries and encourages people to meet and businesses to flourish. A local government area that is able to adapt to new technology, creates opportunity, embraces diversity and offers the best qualities of life.



What we have achieved

- → **Funding commitment to upgrade police and justice facilities in Singleton**
- → **Funding to build a cycle/ pedestrian bridge over the Hunter River**
- → **Funding for Brunners Bridge replacement**
- → **Funding for the creation of Alroy Oval Sports Precinct**
- → **Funding received for Hunter Regional Livestock Exchange Development**

AWARDS + ACCOLADES

Celebrating our achievements

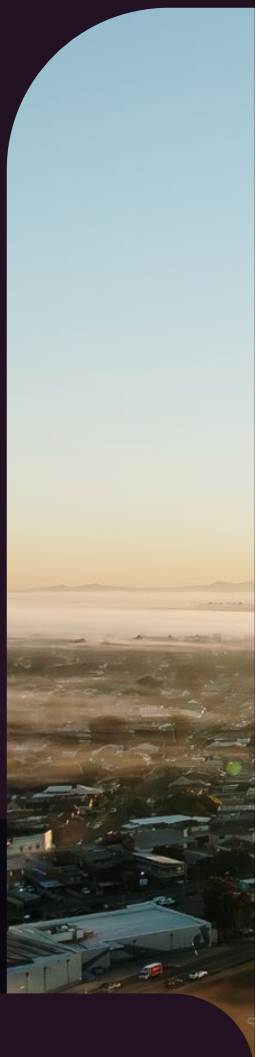
- 2025 LGNSW Local Government Excellence Awards
  Winner - Risk Management category – Singleton Shark Tank
- Nominee – Community Development (Population under 150,000) - Singleton Explore Wellbeing – Building Mental Health Resilience and Wellbeing
- Nominee – Special Project Initiative (Population under 50,000) - Singleton Child Safeguarding
- HRD Australia Employer of Choice

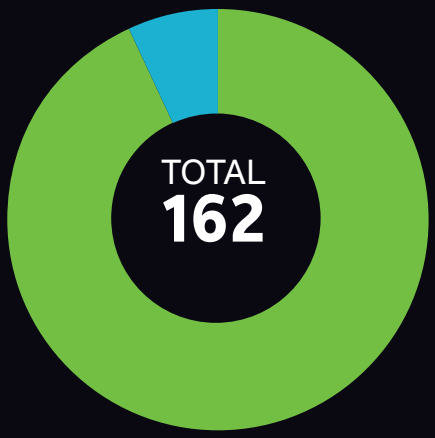


2024 / 2025

Part two:
OPERATIONAL PLAN

Of the 2024/2025 Operational plan actions, 152 were completed to plan and 10 were partially completed (including funding dependent), with 97% progress made, with the remaining work to be completed within the 2025/2026 Operational Plan.

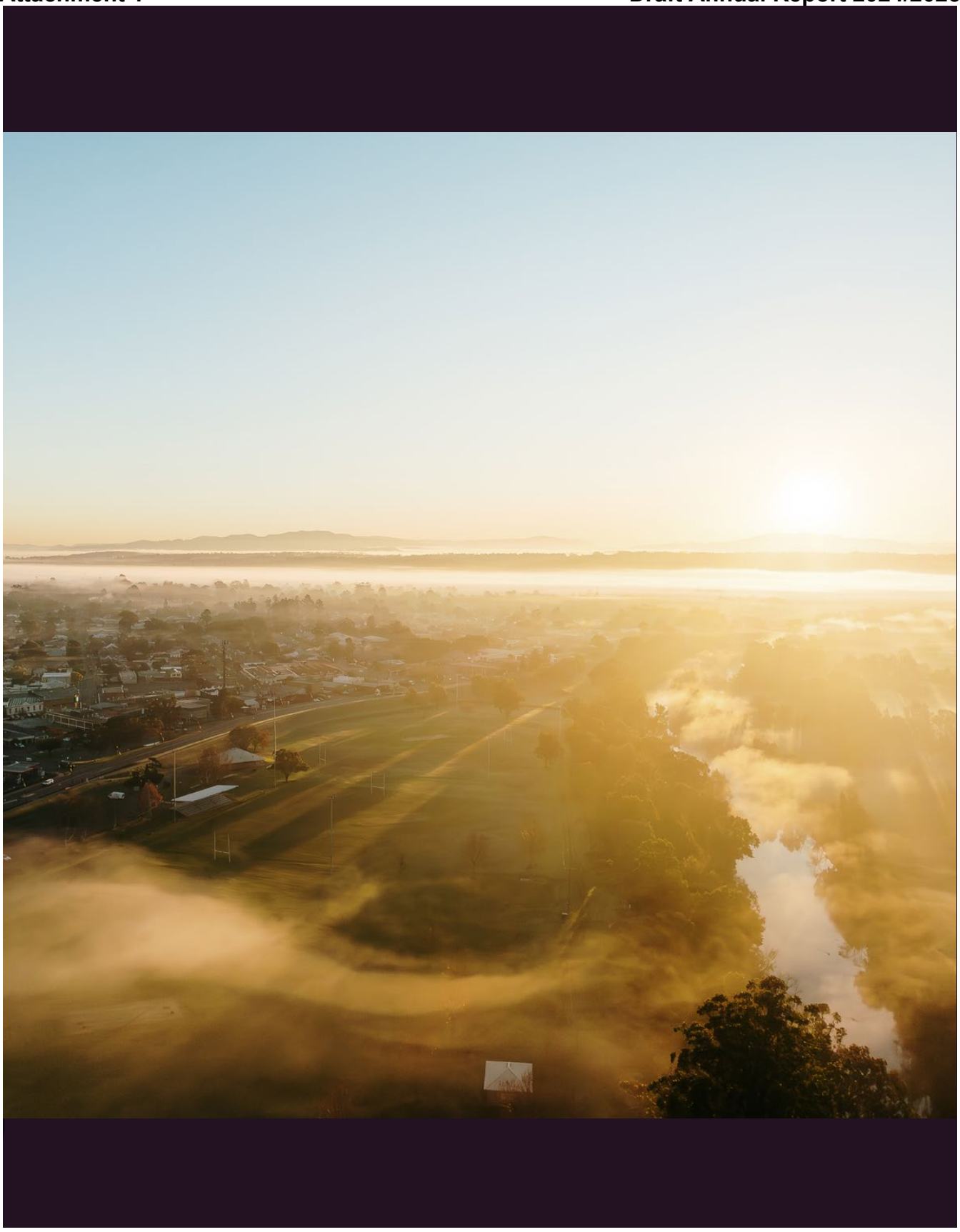




Action Status Snapshot

Completed
152

Partially Completed
10 (including funding dependent)



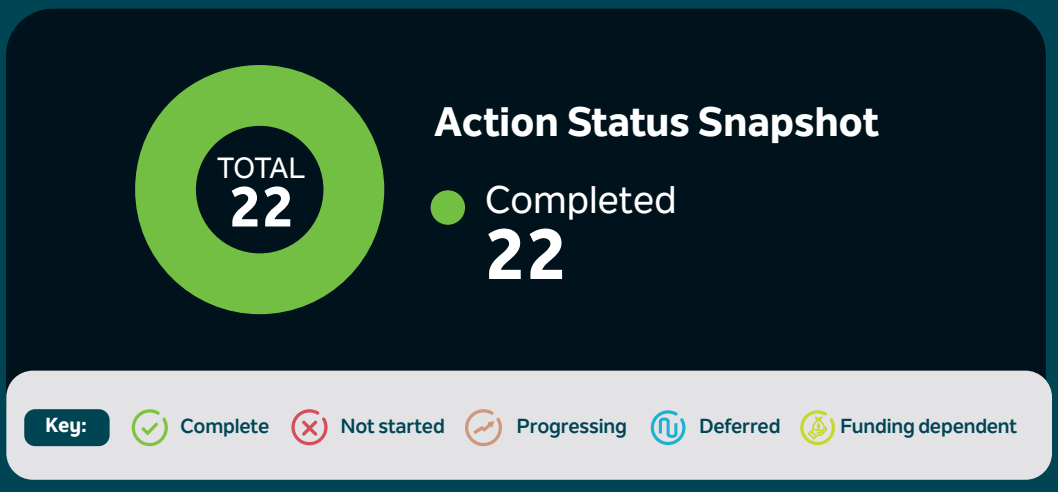
OUR PEOPLE

Our Objectives (Where we want to be in 10 years time)

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

Our Strategies (How we will get there)

- 1.1 Provide services and facilities that meet the needs of our community at different stages of life
- 1.2 Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain
- 1.3 Promote, facilitate and provide services for public health, healthy living and lifestyles
- 1.4 Advocate and collaborate with Government and other agencies to improve services relating to but not limited to health, education, integration, connectivity, security and wellbeing
- 1.5 Facilitate and support programs and activities which promote inclusion and celebrate diversity

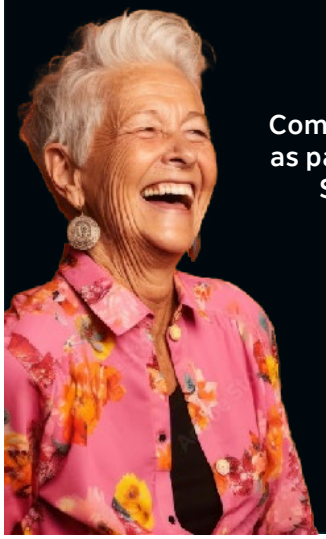



PROUDLY POURING
Glee Coffee
ROASTERS

Our snapshot
OUR PEOPLE

19,605
People visited the Youth Venue

25,732
People engaged with Youth Venue online resources



54
Community events held as part of the Singleton Seniors Festival

2,000
People attended the Singleton NAIDOC Week Community Day. The event was a collaboration of 62 diverse services, businesses and organisations

898

People engaged with Access and Inclusion Program through events, podcasts and resources



HARMONY DAY

14

Countries were represented at the Singleton Harmony Day Celebration



Snapshot Highlight

Podcast promotes inclusive conversations to reach beyond the divide

A series of conversations highlighting the challenges and contributions of people with a disability in Singleton was launched, marking Singleton Council's first foray into podcasting.

Consisting of seven episodes, Beyond the Divide is an initiative of Council's Access and Inclusion program which aims to promote a sense of connection and belonging for everyone.

The idea for the project came from Council's Access and Inclusion Officer, Harrison Kirkwood, who turned host to chat to a range of interviewees with the aims to change attitudes, challenge misconceptions, improve access in physical spaces, foster the value of inclusive design and help make the culture of Singleton more welcoming for all.

Guests include teacher Jo Tonon, Singleton Council Youth Worker Mat Fox, Disability Support Worker Kristen Millar, Community Connector at Singleton Neighbourhood Centre Aimee Parker and member of Council's Disaster Risk Reduction team Jessica Whyte, CEO of disability services providers Witmore Ltd, Rachel Baigent, along with Eileen King and Tony Ovington who share their personal experiences of life with a disability.

Mayor of Singleton, Cr Sue Moore officially launched the podcast on Saturday 24 May. "This podcast is a wonderful, innovative way for everyone to learn more about the realities of life for people with a disability, their family and friends, and the people who support them right here in Singleton," Cr Moore said.




Mat Fox joins
host Harrison Kirkwood
on the mic
BEYOND the
DIVIDE
PODCAST
EP. 4
LISTEN ON
APPLE + SPOTIFY
BEYOND the
DIVIDE
PODCAST

Our Actions

Provide services and facilities that meet the need of our community at different stages of life

Develop and enhance community data for evidence based decision making

No	Action	Responsible	Status	Progress	Comments
1.1.1.1	Conduct annual review of Singleton LGA social data and produce a report to inform community strategic planning activities.	Community Development		100%	Annual review of the Singleton LGA social data was completed and data utilised in a variety of internal and external grant applications and business planning.

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

No	Action	Responsible	Status	Progress	Comments
1.1.2.1	Implement high priority 2024/2025 actions from the Singleton Community Development Strategy 2022-2026 and Singleton Disability Inclusion Action Plan 2022-2026	Community Development		100%	High priority actions from the Singleton Community Development Strategy were implemented, including: - Singleton NAIDOC event was a success. - Contributed to the development of the Advocacy Agenda items based on actions identified in the Community Development Strategy. - Seniors Week 2025 program of events held successfully. - Wellbeing programs promoted at Army Family Open Day. - Harmony Day Celebrations held with 14 countries represented. - Reconciliation Flag Raising event held with 160 people attending. - Singleton DRIVE program supported. High priority actions from the Singleton Disability Inclusion Action Plan were implemented with highlights detailedin the Access + Inclusion section of this Annual Report.

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

No	Action	Responsible	Status	Progress	Comments
1.1.3.1	Youth Services meet the needs of the community through visitation, online engagement and beneficial relationships with external support agencies	Community Services		100%	Youth Venue welcomed 19,605 visitors and engaged 25,732 people online. Partnerships with key external support agencies were stengthened through collaborations to enhance service delivery, created meaningful connections and ensured young people have access to the support and resources they need to thrive.

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

No	Action	Responsible	Status	Progress	Comments
1.1.4.1	Children Services operate at or near capacity, meeting National Quality Framework and consistent with identified improvement priorities	Community Services		100%	Long Day Care averaged an 82% occupancy rate, with Out of School Hours Care averaging 60% for Before School Care, 79% for After School Care, and 78% Vacation Care, with numbers capped at 60 children to ensure quality staffing and care. The Mobile Preschool recorded an average 22% occupancy. Assessment and rating confirmed that both Long Day Care and OOSH services continue to meet National Quality Standards overall, with OOSH achieving an 'Exceeding' rating in two quality elements.

Deliver sustainabile management of Library Services to meet Living Learning Libraries NSW Standards

No	Action	Responsible	Status	Progress	Comments
1.1.5.1	Library Services meet the needs of the community through visitation, loans and online engagement meeting Living Learning Library Standards	Community Services		100%	Library welcomed 69,750 visitors, facilitated 139,679 physical loans, 55,208 digital loans and recorded 62,241 online interactions. The Library currently meets or exceeds 14 of the 17 Living Learning Libraries NSW Standards, with clear strategies in place to address the remaining targets, including membership as a percentage of population, items per capita and acquisitions per capita.

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

No	Action	Responsible	Status	Progress	Comments
1.1.6.1	Deliver high priority actions from 2024/2025 Tourism Improvement Project, ensuring Visitor Information Centre operates maintaining Destination NSW accreditation within budget	Community Services		100%	Visitor Information Centre welcomed 7,061 visitors and maintained Destination NSW accreditation within budget. The Centre has strengthened its impact through enhanced social media engagement, developed a newsletter, upgraded the tourism database and continued to collaborate with local tourism operators to build stronger regional connections and promote local experiences.

Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain

Deliver an inclusive Singleton Arts and Culture Strategy and supporting program

No	Action	Responsible	Status	Progress	Comments
1.2.1.1	Deliver actions from the Arts and Culture Strategy 2020-2030 for 2024/2025 period.	Strategy & Engagement		100%	Singleton Arts and Culture Strategy actions were delivered with successful exhibitions and comprehensive programming secured through to January 2026. Exhibition highlights include: - Sustainable Singleton (February 8 – April 27) engaged community in environmental awareness in collaboration with Council's Environmental Services. - AVIAN ASSEMBLY (May 16 – August 3) provided ecological reflection on human-bird relationships.

No	Action	Responsible	Status	Progress	Comments
1.2.1.2	Provision of targeted programs in the Singleton Arts and Cultural Centre for all ages which educate, inspire and entertain	Strategy & Engagement		100%	Inclusive programming has been delivered through a range of exhibitions, demonstrating a strong commitment to accessibility-focused exhibitions, intergenerational participation, emerging artist support and diverse artistic mediums accommodating different learning styles. Exhibition highlights include: - Sustainable Singleton (February 8 – April 27) engaged community in environmental awareness in collaboration with Council's Environmental Services. - AVIAN ASSEMBLY (May 16 – August 3) provided ecological reflection on human-bird relationships.

Deliver quality library programs and resources that meet community needs

No	Action	Responsible	Status	Progress	Comments
1.2.2.1	Deliver literacy, recreational and social programs and resources for all ages	Community Services		100%	Library delivered literacy, recreational and social programs 1,094 sessions, engaging 16,096 participants in a diverse range of literacy, recreational, and social programs for all ages. These thoughtfully designed programs aim to educate, inspire, and entertain—demonstrating the library's ongoing commitment to delivering high-quality services and strengthening community connection.

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

No	Action	Responsible	Status	Progress	Comments
1.2.3.1	Facilitate and/or deliver a range of social, recreational and educational programs that encourage inclusive community participation	Community Services		100%	Youth Services has delivered 727 diverse programs across social, recreational, and educational areas, engaging 8,273 participants and fostering inclusive community engagement. Through drop-in sessions, term-based activities, special activities, and targeted outreach, these programs provide young people with meaningful opportunities to connect with peers, build essential life skills, and access the support they need.

Promote, facilitate and provide services for public health, healthy living and lifestyles

Deliver programs that enhance community health and wellbeing

No	Action	Responsible	Status	Progress	Comments
1.3.1.1	Collaborate and support community groups for initiatives that promote good health and wellbeing including Singleton Interagency	Community Development	✓	100%	Council worked with community groups to promote health, wellbeing, and social connection across all ages. Key highlights included: -Participation in Local Health Committee and Seniors' Health Forum to promote services and the Singleton Explore Wellbeing program. -Delivery of a Seniors Week program, developed with multiple stakeholders to encourage healthy ageing and social participation. -Youth Week collaboration with Social Futures and Singleton Family Support through the Youth Network. -Support for an expanded NAIDOC Week program, featuring an Art Exhibition, Rugby League Gala Day, Community Fun Day, and Corroboree.
1.3.1.2	Deliver 2024/2025 targeted intervention programs supporting children, young people, families and communities experiencing or at risk of vulnerability	Community Services	✓	100%	The Targeted Early Intervention program delivered 292 sessions, supporting 6,096 children, young people, families, and community members at risk of vulnerability. Services included case work, counselling, parenting support, homelessness access, and home school sessions. Community connections grew through NAIDOC, interagency collaborations, Rhythm to Recovery, and Drug Safe Workshops. Partnerships with local organisations, including Singleton Neighbourhood Centre, Sublime Care, and Regional Youth NSW, ensured inclusive and responsive services for the community.
1.3.1.3	Promote 'scores on door premises' program to both business and the community to facilitate good public health standards	Regulatory Services	✓	100%	Inspections of food businesses completed and Scores on Doors promoted to the operators during the inspections. 12 fixed food businesses received a 5 star rating in 2024/2025.

No	Action	Responsible	Status	Progress	Comments
1.3.1.4	Conduct swimming pool compliance inspections according to inspection program	Regulatory Services		100%	Inspections continue to be carried out proactively and at request of owners in accordance with the ongoing inspections program, including commercial/tourist and visitor accommodation.
1.3.1.5	Implement programs to improve: • parking near schools • illegal dumping • abandoned vehicle rates • littering • companion animal management	Regulatory Services		100%	Companion animal management programs are ongoing, including the maintenance and operation of the Animal Management Facility. The illegal dumping response is also ongoing and the final installment of the EPA Illegal Dumping Grant for this program has been paid to Council. The previous school zone parking program has been suspended due to impending changes to the Fines Act and the cessation of print and post parking fines. Regulatory Services has commenced work around Prescribed Parking Zones which if introduced will continue school zone parking enforcement per previous arrangements. Work has also commenced on the potential implementation of the Local Parking Enforcement Policy which will apply to parking enforcement more broadly.
1.3.1.6	Implement and promote content within the Sustainability Hub to drive relevant behavioral change interventions through principles of social inclusion, social normality, and intergenerational equity	Environmental Services		100%	The Singleton Sustainability Hub is regularly reviewed and updated to ensure relevant programs and events are accessible from the website. A highlight include the Energy Wise program to support community behaviour change around energy usage.
1.3.1.7	Promote, support and facilitate public events which enhance environment and community health and wellbeing.	Environmental Services		100%	Public events continue to be supported, facilitated and promoted on the Singleton Sustainability Hub. A highlight is the monthly Crop Swap which has been successfully trialed with Slow Food Singleton. The event is an opportunity for community to access locally homegrown fresh produce, will work to reduce green waste and consequential emissions.

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

Deliver improved community services through advocacy and collaboration

No	Action	Responsible	Status	Progress	Comments
1.4.1.1	Collaborate with government bodies, industry and other stakeholders to improve services that enhance economic prosperity, liveability and community wellbeing	Strategy & Engagement		100%	Council continues to collaborate with key stakeholder to improve services that enhance economic prosperity, liveability and community wellbeing. Including: - Collaborating with Hunter Councils Community Development and Social Planning network to develop a Hunter-wide local government approach to homelessness and affordable housing. - Working with Upper Hunter Homeless Service (UHHS) on the provision of housing to address the lack of available crisis accommodation in the Singleton LGA. - Establishing the Youth Networking to bring together services that work with local youth for collaboration opportunities. - Providing data support to non-government organisation for business planning.
1.4.1.2	Review and update Advocacy Agenda in line with Council's priorities	Strategy & Engagement		100%	The Advocacy Agenda has been reviewed and an update drafted to reflect community priorities.

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

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

No	Action	Responsible	Status	Progress	Comments
1.5.1.1	Deliver two significant community events that promote inclusion, community participation, wellbeing	Strategy + Engagement		100%	Three significant community events were delivered in 2024/25, including: - Christmas on John Street in December was a successful community celebration and supported local business by attracting people to the Singleton CBD. - Twilight in January was a great succes, supporting local businesses like Parkview Cafe and local food vendors and celebrating Singleton's diverse culture through inclusive activities including basket weaving, bush tucker tastings, Koori-oke and sensory spaces. - Firelight in May was a succesful event. To ensure a more accessive event it was held for the first time at the Civic Cente and was well received by the community.

No	Action	Responsible	Status	Progress	Comments
1.5.1.2	Provide support to community groups and organisations when running community events that enhance Singleton's livability, wellbeing and prosperity	Strategy + Engagement		100%	Through the event application process, Council continues to provide extensive support to community groups and organisations to host events that significantly contribute to Singleton's livability, wellbeing and economic vitality. Notable examples include fun runs, markets, school events and youth-driven community initiatives which promote a dynamic and thriving environment for residents and visitors alike.
1.5.1.3	Deliver an arts and culture program that promotes inclusion and celebrates diversity	Strategy + Engagement		100%	The Singleton Arts + Cultural Centre (SACC) delivered diverse programming. The comprehensive approach demonstrated SACC's commitment to accessible, multi-generational programming spanning traditional crafts, contemporary art dialogue, and cutting-edge digital experiences across diverse community demographics. Highlights include: - Free ART CRAFT workshops for primary to high school students. The workshops supplied all 12 participants with materials and encouraging self-directed creative exploration. - Community engagement was expanded through a SACC Chat featuring artists to discuss their processes and concepts before the AVIAN ASSEMBLY exhibition opening. - Technology integration continued with VR Games programming which offered immersive virtual reality experiences for visitors through games, puzzles and educational 'adventures'.

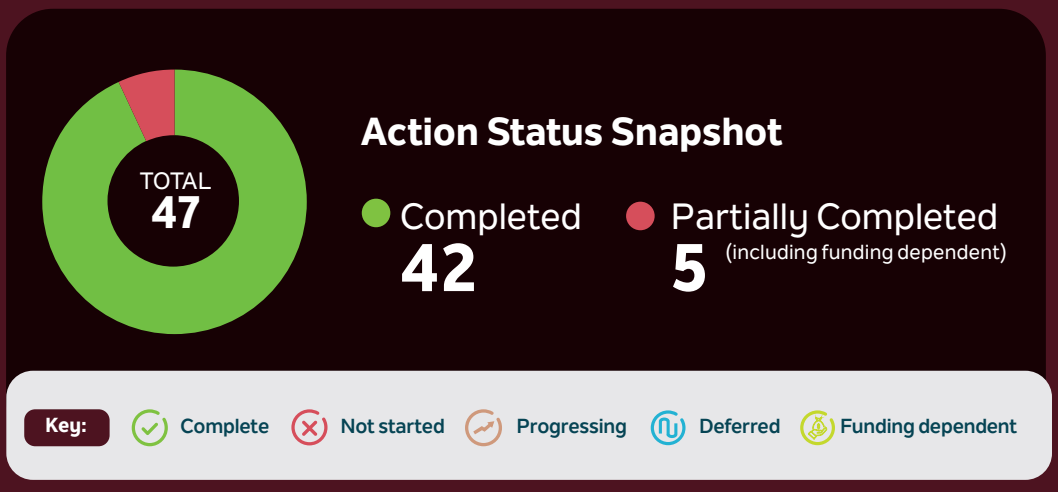
OUR PLACES

OUR OBJECTIVES (Where we want to be in 10 years time)

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

OUR STRATEGIES (How we will get there)

- 2.1 Provide safe and well-maintained facilities, land and infrastructure
- 2.2 Improve transport connectivity and support sustainable alternatives
- 2.3 Provide safe and responsible water and sewer services
- 2.4 Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community
- 2.5 Promote and facilitate sustainable village living





Our snapshot
OUR PLACES

1.24km

Of new and upgraded footpath works have been installed

#1

Lowest DA processing time in the Hunter Region









$136,559

Sports Council Grants issued for 13 projects across 11 clubs

Capital Works

Our Capital Works Program for 2024/2025 amounted to $38,387,949, split 64 per cent for new assets and 36 per cent for asset renewal, which also includes improvement for our water and sewer infrastructure.

Water + Sewer

Jerrys Plains Water Pump Station	✓
Obanvale Water Treatment Plant PLC Replacement	✓
Sewage Treatment Plant Wet Weather Bypass	✓
Sewage Treatment Plant Decanter Refurbishment	✓
Watermain Renewal Program – Boundary and Broughton Street	✓

Open Spaces, Sports and Recreational

Pioneer Rd Mountain Bike Track Construction	✓
Howe Park Tennis Court Upgrades	✓
Merrick Dog Park Upgrades Project	✓
Wilf Allen Walk Erosion Project	✓
Various Sports Field Improvements	✓

Waste

Tip Face Civil Works	✓
New Amenities Building	✓
Leachate Pond Design	✓
Improved Perimeter Fencing	✓
Installation of Refuelling tank	✓

Roads

Stanhope Road Rd Ch0.000 to CH.850KM	✓
Box Gap Road Rehabilitation – Stage 1	✓
Falbrook Road Chainage 5.77 to 7.16, Segment 040 Road widening to 6m	✓
Pavement Strengthening - Cessnock Rd - Broke	✓

Buildings

Alroy Oval Sports Precinct & Amenities Building Upgrade	✓
Clubhouse Extension – AFL Building – James Cook Park	✓
Singleton Gym & Swim – Amenities Upgrade, Pool Mechanical Infrastructure Repairs & Renewal	✓
Civic Centre Auditorium Roof Renewal, Improvement & Anchor Height Safety System	✓

Transport

Brunners Bridge Replacement – Gresford Rd, Mitchells Flat (works ongoing)	✓
Kilfoyle's Creek Bridge Replacement – Stanhope Rd, Stanhope (works ongoing)	✓
123C Major Culvert Upgrade - Charlton Rd, Broke	✓
New Footpath Constructions – Wilcox Ave, Wilkinson Ave, Sussex St, Edinburgh Ave, Stuart Ave, Woodward Ave.	✓

Our Actions

Provide safe and well-maintained facilities, land and infrastructure

Plan and deliver maintenance programs for infrastructure assets

No	Action	Responsible	Status	Progress	Comments
2.1.1.1	Implement levels of service for Open Space	Recreation & Facilities		100%	Open Space was maintained in accordance with the current levels of service
2.1.1.2	Implement levels of service for Local & Regional Roads and associated infrastructure	Infrastructure Services		40%	Service Levels for Local and Regional Roads and associated infrastructure is under review.
2.1.1.3	Undertake programmed infrastructure inspections for condition including critical assets	Infrastructure Services		100%	Ongoing inspections being undertaken on critical assets

Plan, maintain and encourage usage of Council assets

No	Action	Responsible	Status	Progress	Comments
2.1.2.1	Promote the services, capacity and utilisation of the Civic Centre	Strategy + Engagment		100%	The Civic Centre has been regularly and consistently booked by the public, serving as a versatile and valuable venue for a wide range of events. Work has commenced to develop a Marketing Plan to further promote the facilities, location and services, and to encourage greater community engagement, ensuring it continues to serve as a vital community asset.
2.1.2.2	Identify opportunities to enhance the Civic Centre and surrounds including accessibility, aesthetics and digital upgrade	Strategy & Engagement		100%	An audio-visual audit has been completed, including a thorough review of the technology, equipment,and infrastructure related to sound, video and multimedia in the Civic Centre. The audit identified opportunities to enhance the AV systems and foyer which can be considered in the future budget and resource allocations process.

No	Action	Responsible	Status	Progress	Comments
2.1.2.3	Develop Public Arts Strategy for the Singleton LGA	Strategy & Engagement		100%	Public Art Policy has been developed and adopted.
2.1.2.4	Increase utilisation of the Singleton Arts & Cultural Centre	Strategy & Engagement		100%	A strategic review of the Singleton Arts & Cultural Centre has commenced to guide increased utilisation, determine the future direction and ensure continued value to the community. The Centre expanded its offering of programs, workshops, and exhibitions in 2024/25, attracting a broader audience and enhancing community engagement.



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

No	Action	Responsible	Status	Progress	Comments
2.1.3.1	Deliver 2024/2025 Infrastructure Capital Works in line with Capital Works Program	Infrastructure Services		100%	Some highlights of the 2024/2025 Capital Works Program includes: - 70% of the Capital Project Budget was expended - A further 15.5% of Capital Project Budget was committed and ongoing in execution phase. Major projects nearing completion include Alroy Oval, AFL Clubhouse extension, Brunners Bridge Replacements and Kilfoyles Bridge. - 4.5% of the Capital Project Budget was underspent, with projects being delivered under budget and a further -4% of underspend is forecast for ongoing projects - 6% of the Capital Project Budget uncommitted.
2.1.3.2	Design future Capital Works Program in line with asset management plans	Infrastructure Services		100%	Design for future Capital Works projects has been completed in line with the relevant Asset Management Plans.

Design and construct a consolidated Council Operations Depot

2.1.4.1	Finalise design for consolidated operations depot **	Infrastructure Services		25%	Tenders were rejected due to budget constraints. Alternate options led to the recruitment of an in-house Project Architect (PA). The PA will work on the documentation of three proposed design options with full shovel ready documentation and approvals expected to be completed in 2025/26.

** Actions are Funding Dependent

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

No	Action	Responsible	Status	Progress	Comments
2.1.5.1	Facilitate the Sports Council Committee including the sports grant program	Recreation & Facilities		100%	Sports Council Committee meetings have been supported and conducted throughout the year.

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

No	Action	Responsible	Status	Progress	Comments
2.1.6.1	Develop Strategic Plans, Plans of Management and Master Plans for Community Land	Recreation & Facilities		100%	Jerrys Plains Plan of Management was adopted by Council following approval from Crown Lands. The draft Broke Crown Lands Plan of Management is waiting approval from Crown Lands. The draft Generic Community Land Plan of Management has been developed and will be reported to Council before seeking Crown Lands approval to place it on public exhibition. The draft Gowrie Park and Heuston Lookout Master Plans has been developed and will be reported to Council to seek approval to place them on public exhibition. "

Provide safe, attractive and accessible facilities at Lake St Clair

No	Action	Responsible	Status	Progress	Comments
2.1.7.1	Implement the Lake St Clair Plan of Management **	Recreation & Facilities		100%	Accessibility is a priority action from the Lake St Clair Plan of Management. Funding has been allocated through Resources for Regions Round 9 to improve disability access to the amenities at Lake St Clair. The project scope has commenced.
2.1.7.2	Promote Lake St. Clair service offering in alignment with Singleton Tourism Strategy and Hunter Valley Destination Management Plan	Economic Development		100%	Lake St Clair continues to be promoted under the Singleton Visitor Tourism Strategy and Hunter Valley Destination Management Plan, with bookings and day passes increasing in 2024/25. -Facebook campaigns reached 209,000 people, with 44,686 page visitors and 10,000+ followers. -A new Instagram account reached 2,200 people and grew to 161 followers since its 2024 launch. -A refreshed Lake St Clair brand will launch soon, aligning with the Hunter Valley brand to boost reach and support visitation in non-peak periods.

Respond efficiently and professionally to community maintenance enquiries relating to Infrastructure Services

No	Action	Responsible	Status	Progress	Comments
2.1.8.1	Attend to maintenance matters raised in customer request system within required timeframe	Infrastructure Services	✓	100%	All CRMs were actioned and attended to as per Council's Levels of Service.

Improve transport connectivity and support sustainable alternatives

Develop and Implement a Walking and Cycling Strategy

No	Action	Responsible	Status	Progress	Comments
2.2.1.1	Implement Walking and Cycling Strategy priority actions **	Infrastructure Services	✓	100%	The Walking and Cycling Plan has been finalised and adopted by Council and actions prioritised.

Develop and implement a Transport Strategy

No	Action	Responsible	Status	Progress	Comments
2.2.2.1	Finalise Transport Strategy and Implement 2024/2025 priority actions	Infrastructure Services	✓	100%	The Traffic and Transportation Strategy has been adopted by Council and actions are being completed.

Increase options for transport in and around the Local Government Area

No	Action	Responsible	Status	Progress	Comments
2.2.3.1	Commence development of an Electric Vehicle Charging Infrastructure (EVCI) Strategy	Environmental Services	✓	100%	The Environmental Services team has begun drafting the EVCI Strategy, including a community and business survey, regional council consultation, technology review, and alignment with NSW Government targets.

Provide safe and reliable water and sewer services

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

No	Action	Responsible	Status	Progress	Comments
2.3.1.1	Water and sewer related customer requests are actioned within levels of service	Water & Sewer	✓	100	90% of water and sewer customer service requests were actioned within levels of service. This includes completion of service requests relating to sewer chokes and overflows, water main breaks and leaking meters.
2.3.1.2	Water and sewer development related applications are actioned within levels of service	Water & Sewer	✓	100	94% of water and sewer development related applications were actioned within Council's levels of service.
2.3.1.3	High and medium risk liquid trade waste approval holders are inspected annually by Council	Water & Sewer	✓	100%	Annual inspections completed as required

** Actions are Funding Dependent

Provide potable water supply in accordance with Australian Drinking Water Guidelines

No	Action	Responsible	Status	Progress	Comments
2.3.2.1	Continue implementation of Council's Drinking Water Management System (DWMS), including the 2024/2025 Improvement Program Items	Water & Sewer		100%	Council continued implementation of the Drinking Water Management System (DWMS). All critical Control Points (at Obanvale Water Treatment Plant including chlorine, turbidity and fluoride) has over 95% compliance with Australian Drinking Water Guidelines (ADWG). There were zero E.coli detections in the supply network.

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

No	Action	Responsible	Status	Progress	Comments
2.3.3.1	Continue implementation of Sewerage System Pollution Incident Response Management Plan including regular reporting to the Environmental Protection Authority (EPA) and annual update of the plan	Water & Sewer		100%	Council continued implementation of the Sewerage System Pollution Incident Response Management Plan. All environmental incidents were recorded within the Pollution Incident Response Management Plan register and incidents with non-trivial consequences reported to the Environmental Protection Authority (EPA).

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

No	Action	Responsible	Status	Progress	Comments
2.3.4.1	Complete or progress to the identified phase water and sewer capital projects, as per 2024/25 Capital Works Program	Water & Sewer		95%	Council completed several major water and sewer projects in 2024/25, including: -STP sludge lagoon, drying bed, decant refurbishment, and electrical upgrades -Watermain renewals on Carrington St, Gardner Cct, Broughton & Boundary Sts; Maison Dieu bore completed -WTP PLC replaced; mobile chlorine dosing unit delivered and training completed -Minor SPS switchboards designed; fabrication and civil works underway -Mt Thorley substation construction commenced -Jerrys Plains Water Pump Station commissioned STP inlet bypass and amenities building designed; tenders received -Environmental fencing at STP completed -Dunolly Bridge sewer main condition assessment and tender underway

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

No	Action	Responsible	Status	Progress	Comments
2.3.5.1	Implement Integrated Water Cycle Management Plan (IWCM) projects and investigations for 2024/2025	Water & Sewer		100%	Projects and investigations from Integrated Water Cycle Management Strategy were implemented and completed.
2.3.5.2	Complete annual review of strategic planning documents in accordance with Regulatory and Assurance Framework for Local Water Utilities.	Water & Sewer		100%	The annual review of strategic planning documents was completed. A survey was conducted and based on the results the Customer Service Plan was reviewed and placed on public exhibition. Review of public exhibition feedback is in progress.
2.3.5.3	Review annual asset management forecasts and programs for capital and operational budgets and maintenance activities	Water & Sewer		100%	Annual review completed of asset management forecasts and programs for capital and operational budgets and maintenance activities.

Council's water customers have a resilient water supply

No	Action	Responsible	Status	Progress	Comments
2.3.6.1	Monitor water usage and availability and implement corrective actions as per the Drought and Emergency Response Management Plan, including introducing water restrictions and implementing Water Efficiency Management Plans where required.	Water & Sewer		100%	Monitoring of water usage and availability is ongoing. Glennies Creek Dam is at 103% total capacity and there is no requirement for water restrictions. Permanent Water Wise Rules are currently in effect.
2.3.6.2	Develop potable water schemes in villages **	Water & Sewer		0%	Council continued to seek funding opportunities to deliver potable water to villages identified in Council's adopted Integrated Water Cycle Management Plan. No funding opportunities were identified in the 2024/25 financial year.

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

No	Action	Responsible	Status	Progress	Comments
2.3.7.1	Review water and sewer income and expenditure models to determine 2025/2026 water and sewer pricing	Water & Sewer		100%	Water and sewer pricing was reviewed to incorporate the impact of the replacement of the Water and Sewer Depot impacted by the Singleton Bypass. Figures are included in the Draft 2025/26 Operational Plan

Undertake water and sewer regulatory and business performance reporting

No	Action	Responsible	Status	Progress	Comments
2.3.8.1	Complete and submit to the relevant government authority the annual EPA Annual Return, National Pollutant Inventory, Local Water Utility Performance Monitoring Report, Drinking Water Management System Performance Report and Liquid Trade Waste Annual Report	Water & Sewer		100%	The Environmental Protection Authority Annual Return, Local Water Utility Performance Reporting, National Pollutant Inventory Reporting, Liquid Trade Waste Annual Report and Drinking Water Management System Performance Report have been finalised and submitted to relevant authority.

Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community

Provide development engineering assessment and advice services that meet the needs of the community

No	Action	Responsible	Status	Progress	Comments
2.4.1.1	Assess and certify development that creates new lots and public infrastructure to ensure it meets relevant standards within required timeframes	Water & Sewer		100%	All new development applications have been reviewed and accessed to ensure they meet relevant standards specially if they create public infrastructure.

Increase awareness towards sustainable urban planning outcomes

No	Action	Responsible	Status	Progress	Comments
2.4.2.1	Deliver actions for 2024/2025 from the liveability assessment **	Planning & Development Services		100%	Ongoing delivery of the Liveability Assessment actions is dependent on external funding. Staff continue to monitor and pursue funding opportunities.
2.4.2.2	Develop Rural lands strategy **	Planning & Development Services		100%	The Draft Rural Land Use Strategy has been developed and public exhibition completed during June 2025. Council staff are working on collation and consideration of submissions.

Develop and Deliver a Vineyards and Rural Tourism Strategy

No	Action	Responsible	Status	Progress	Comments
2.4.3.1	Deliver actions for 2024/2025 in the Vineyards and Rural Tourism Strategy **	Planning & Development Services		100%	Council is proactively promoting the right development in the right places as defined in the Vineyards and Rural Tourism Strategy. Ongoing delivery of the strategy actions is dependent on external funding. Staff continue to monitor and pursue funding opportunities.

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

No	Action	Responsible	Status	Progress	Comments
2.4.4.1	Deliver actions for 2024/2025 in the Employment Lands Strategy **	Planning & Development Services		95%	An internal report to determine priority actions has been prepared and initial consultation with landholders and Regional NSW has commenced. Implementation of priority actions is funding dependent.

** Actions are Funding Dependent

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

No	Action	Responsible	Status	Progress	Comments
2.4.5.1	Finalise and implement a report on Employment Land Use Zoning (LSPS 4.1.3)	Development & Environmental Services		100%	Employment Land Use Strategy has been endorsed by Council.

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

No	Action	Responsible	Status	Progress	Comments
2.4.6.1	Monitor and report on implementation of Housing Strategy (LSPS 2.3.1)	Planning & Development Services		100%	Council remains committed to supporting diversification in development applications, recognising the importance of creating resilient, vibrant and sustainable communities. Council has established an Economic Development Concierge Program designed to strengthen regional and local partnerships, attract investment, facilitate knowledge sharing and enable the delivery of critical infrastructure that supports both housing supply and broader community-building outcomes. Additionally, Council staff continue to prioritise the assessment of development applications for dwellings, ensuring alignment with the State's housing targets and Council's adopted Housing Strategy, with a strong focus on accelerating housing delivery to meet current and future demand.
2.4.6.2	Develop Affordable Housing Guidelines	Planning & Development Services		100%	Council received grant funding to assist with the development of an Affordable Housing Action Plan. A Local Housing Strategy Findings Report was prepared to assist in implementing recommendations for housing affordability and an action has been included in the 2025/2026 Operational Plan to complete the Affordable Housing Action Plan.

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

No	Action	Responsible	Status	Progress	Comments
2.4.7.1	Commence analysis of Strategic Growth Areas Constraints Mapping	Planning & Development Services		100%	A review of the Local Strategic Planning Statement, including identified Strategic Growth Areas, was completed in draft, ahead of commencing a formal review of the Local Strategic Planning Statements, Local Environmental Plan (LEP) and Development Control Plan.

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

No	Action	Responsible	Status	Progress	Comments
2.4.8.1	Commence review of Development Control Plan in response to strategic land use planning outcomes identified in the Housing Strategy, Employment Land Strategy and Vineyards and Rural Tourism Strategy	Planning & Development Services		90%	A status report on implementation of the strategies has been prepared to enable internal review to commence. Review of the Local Strategic Planning Statements (LSPS) was completed. Resourcing is being reviewed to determine requirements for further review.

Protect and promote Indigenous Heritage

No	Action	Responsible	Status	Progress	Comments
2.4.9.1	Develop guidelines to support the appropriate identification, management and mitigation of impacts to sites and places of local Aboriginal significance (LSPS 2.2.3)	Development + Environmental Services		100%	Scope of work has been developed.

Protect and promote Non-Indigenous Heritage

No	Action	Responsible	Status	Progress	Comments
24.10.1	Implement the Mount Thorley Warkworth Heritage Grants Program	Development & Environmental Services		100%	The Mount Thorley Warkworth Heritage Grants Program was successfully implemented, led by the Heritage Committe with administrative support from Council officers.

Create urban forests

No	Action	Responsible	Status	Progress	Comments
24.11.1	Assess landscape plans as part of subdivision works certification	Infrastructure Services		100%	All landscape plans have been reviewed and assessed as part of the subdivision works certificate process.

Facilitate the development of innovation

No	Action	Responsible	Status	Progress	Comments
24.12.1	Progress participation in the Office of Environment and Heritage (OEH) Sustainability Advantage program to Silver membership	Development & Environmental Services		100%	Review of the Sustainability Strategy has commenced and will provide the operational framework for integrating sustainability into business practices and monitoring key areas of sustainability performance across the organisation. Community consultation and stakeholder engagement was completed.

Promote and facilitate sustainable village living

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

No	Action	Responsible	Status	Progress	Comments
2.5.1.1	Review the Singleton Village master plans considering the outcome of the VPA committee review**	Executive Management		100%	14 community projects have been completed with the Mount Thorley Warkworth VPA and 8 progressing. 2 community projects have been completed with the United Wambo VPA and design and engineering works completed to commence the Jerrys Plains Recreation Ground upgrade.

Village entrances and public spaces are well presented

No	Action	Responsible	Status	Progress	Comments
2.5.2.1	The Villages are maintained in accordance with the adopted Levels of Service	Infrastructure Services		100%	Maintainance of the villages was completed in line with the adopted levels of service. Funding through Resources for Regions Round 9 has been utilised to undertake additional maintenance.

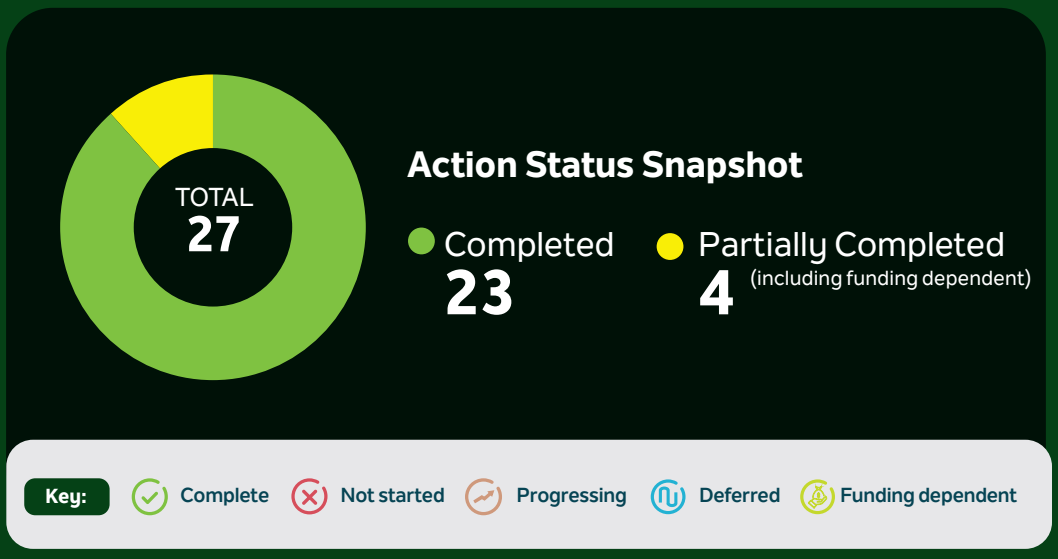
OUR ENVIRONMENT

OUR OBJECTIVES (Where we want to be in 10 years time)

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

OUR STRATEGIES (How we will get there)

- 3.1 Collaborate to enhance, protect and improve our natural environment
- 3.2 Advocate for quality clean air and quality rehabilitation
- 3.3 Promote efficient water, energy and waste management and increase reuse and recycling
- 3.4 Collect and manage urban storm water effectively
- 3.5 Manage and reduce risks from environmental pollution and disease
- 3.6 Increase the planning and preparedness for natural disasters





Our snapshot
OUR ENVIRONMENT

State of the Environment



Singleton Council is committed to sustainability in all its forms, including strengthening our own corporate sustainability performance; growing community awareness and participation; and facilitating sustainable development within the Singleton local government area (LGA).

Taking direction from the community, our objective is to ensure the actions we take today enhance the quality of life of future generations – socially, economically and environmentally.

Recognising that Council cannot create change in isolation, the Community Sustainability Advisory Committee was established to act as a reference group for the development of the 2019/2027 Sustainability Strategy and guide the long-term sustainability of Singleton in partnership with community stakeholders. Our strategy identifies the importance of the United Nations' 17 Sustainable Development Goals and prioritises four key areas. We are proud to share our key achievements for the key areas.



Affordable + clean energy

Key achievements this year include:

- Energy: 4 floodlights upgraded to LED, 8 solar carpark lights installed, 14 PV systems maintained (800 kW), plus 329 new PV systems (3683 kW)
- Renewables: 50% of energy sourced through Power Purchase Agreement
- Transport: 11% of new vehicles were Battery Electric or Plug-in Hybrid Electric Vehicles, with 1 fast and 19 destination chargers installed
- 329 additional PV solar systems were installed with a 3,683 kW capacity across the LGA capacity



Sustainable cities + communities

- Partnered with Slow Food Singleton to launch monthly crop swap at the library
- EV charger in Castlereagh St delivered 212 sessions (1641 kW)
- Energy Wise program reached 6,000+ residents with comfort and savings tips
- Added 1.2 km of shared paths, including 12 kerb ramps

Recycle Smart

- 5,5059.71kg has been collected in waste.
- 2,914 bags collected from residents front door

Burragan Recycling Shop

- 66.83 tonnes of waste diverted from landfill
- 939 customers
- $10,697.65 in sales

Garden Compost Giveaways

- Three events
- 360 bags of compost given away

Mattress Muster

- Two events
- 849 mattresses collected
- 29.7151 tonnes collected

Tyre Drop-Off Days

- Two events
- 956 tyres collected
- 9.568t tonnes collected

15 LIFE ON LAND

Life on the land

- Partnered with Hunter Region Landcare Network and Local Land Services for biodiversity workshops, walks, and vegetation works at Col Fisher Park (continuing into 2025/26)
- Community action: 100+ native bee hotels built, 60kg rubbish collected on Clean Up Day, 500+ trees planted by 50 residents on National Tree Day
- Hosted a special film and farming event with Rachel Ward, attended by 60 people

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

Responsible consumption + production

- Council's waste management also has a strong focus on reusing and recycling rather than waste disposal. Through ongoing practices 6665.16 tonnes of waste was diverted from landfill in 2024/2025.

Emissions generated from Council operations

SOURCE OF ACTIVITY DATA	2022-2023 EMISSIONS (tC02-e)	2023-2024 EMISSIONS (tC02-e)	2024-2025 EMISSIONS (tC02-e)	CONTRIBUTION	TREND
Natural Gas	75	32	41	2%	Increased
Diesel	651	955	503	21%	Decreased
Electricity *	1,600	1,640	1,812	76%	Increased
Other	7	44	23	1%	Decreased
Total	**2,333**	**2,670**	**2,378**	**100%**	Decreased

*50% renewable energy PPA agreement for Singleton has been applied.





Our Actions

Collaborate to enhance, protect and improve our natural environment

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

No	Action	Responsible	Status	Progress	Comments
3.1.1.1	Implement weed strategic actions identified through consultation with the Singleton Weeds Advisory Committee	Development & Environmental Services		100%	Council has collaborated with Hunter Region Landcare Network and Local Land Services to deliver five Birds, Bees and Butterflies Urban Walks in the Singleton LGA to create awareness of the impact weeds have on natural areas. Additionally, the Sustainability Hub and Calendar on the Singleton Council website were regularly updated with relevant weeds information and events available for the community.
3.1.1.2	Finalise the development of a four year weed management plan for weeds on council owned land and implement priority actions	Infrastructure Services		45%	Council is currently developing a project brief for a consultant to develop a four-year Weed Management Plan.

Enhance re-use of roads material

No	Action	Responsible	Status	Progress	Comments
3.12.1	Implement and utilisation of recycled / reused materials where possible within civil capital and maintenance works	Infrastructure Services		100%	Council Infrastructure Services Civil Operations teams continue to utilise recyclable materials (for example millings) from existing Council LGA and state roads, and stored at Council's major stockpile sites. This has resulted in a reduction in the quantity of materials held for use on Council's gravel roads and drainage network.

Identify, maintain and improve biodiversity assets such as natural corridors

No	Action	Responsible	Status	Progress	Comments
3.1.3.1	Monitoring and report on biodiversity gains and losses across the LGA	Development & Environmental Services		100%	Field data acquisition started for the development of a Vegetation Map of the Singleton LGA. The mapping project will aid in the identification of ecological values, endangered ecological communities and significant flora species in the LGA.

Identify biodiversity risks and implement risk mitigation strategies to promote

No	Action	Responsible	Status	Progress	Comments
3.1.4.1	Implement biodiversity conservation actions identified through consultation with the Singleton Sustainability Committee	Development & Environmental Services		100%	Council continued biodiversity actions and community engagement to raise awareness of local ecology and weed impacts. Highlights included National Tree Day 2024, urban walks, native seed propagation, and bee hotels. In October 2024, Council and Local Land Services established a partnership to complete creek stabilisation and ecologicalenhancements at Col Fisher Park.

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

No	Action	Responsible	Status	Progress	Comments
3.1.5.1	Advocate for funding to develop Post Mining Land Use Strategy**	Development & Environmental Services		100%	A Strategic Planning Framework has been prepared and costed and staff made presentation to the Parliamentary Inquiry into Post Mining Land Use in August 2024 to raise the profile. This topic is a priority within the Singleton Advocacy Agenda, the Councillors have been briefed and a report on actions taken to advance the Strategy is prepared for endorsement by Council. From a regional perspective, a Funding Strategy was prepared in collaboration with the Hunter Joint Organisation to progress ahead of the Federal election in May 2025. Advocacy for funding continues to ensure future resourcing.
3.1.5.2	Subject to 3.1.5.1 commence Post Mining Land Use Strategy **	Development & Environmental Services		100%	Work has commenced on the Post Mining Land Use Strategy however advocacy for funding continues to ensure future resourcing of the Strategy.

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

No	Action	Responsible	Status	Progress	Comments
3.1.6.1	Advocate for a cumulative impact study in the Upper Hunter to assess long-term effects on agriculture, natural resources, air quality, ecosystems, and community health arising from current and projected land use across the LGA	Development & Environmental Services		100%	Council has continued to advocate for the cumulative impacts study and consideration of this has formed part of strategic planning documents prepared and in preparation, including the Vineyards and Rural Tourism Strategy, Housing Strategy and the currently in development Rural Land Use Strategy. The importance of cumulative impact assessment is embedded in the Net Zero/Post Mining Land Use Framework and the Advocacy Agenda.

Advocate for quality clean air and quality rehabilitation

Council will lead by example through clean energy practices

No	Action	Responsible	Status	Progress	Comments
3.2.1.1	Implement actions to reduce emissions in line with NSW government objectives	Development & Environmental Services		100%	Council officers have supported internal stakeholders with grant applications to implement the Emission Reduction Action Plan (ERAP) and helped the community reduce greenhouse gas emissions through Energy Wise programs and Save Your Energy Bills workshops.

** Actions are Funding Dependent

Increased take up of renewable energy sources for businesses and households

No	Action	Responsible	Status	Progress	Comments
3.2.2.1	Promote opportunities and benefits of sourcing renewable energy	Development & Environmental Services		100%	Opportunities and benefits were promoted via monthly business e-newsletters and the Sustainability Hub, updated regularly. Key 2024/25 topics included home batteries for residents and EV charger installation for businesses.

More efficient use of energy by Council, households and businesses

No	Action	Responsible	Status	Progress	Comments
3.2.3.1	Collate energy consumption data and promote opportunities for renewable energy uptake and best practice energy efficiency measures	Development & Environmental Services		100%	Energy consumption data continues to be collated and opportunities for renewable energy and efficiencies are promoted through the Energy Wise program

Encourage sustainable design

No	Action	Responsible	Status	Progress	Comments
3.2.4.1	Develop a program to promote energy efficiency and renewable energy and consumption reduction to the community	Development & Environmental Services		100%	The Energy Wise program was delivered between April and May 2025, designed to educate the community on energy efficiency, lowering household electricity bills and accessing available government incentives. The program included weekly video resources focusing on different topics and offering practical tips to support residents to adopt cost-saving energy solutions. The Save Your Energy Bill workshop was also delivered to encourage active community participation by providing families with tailored advice based on their individual electricity bills.

Promote affordable and clean energy

No	Action	Responsible	Status	Progress	Comments
3.2.5.1	Review the Sustainability Education Program and report on outcomes to the community	Development + Environmental Services		100%	Council staff are exploring grant opportunities to support a review and potential upgrade of community engagement approaches as part of the Sustainability Education Program. Current outcomes continue to be shared with the community through media releases and social media posts.

Promote efficient water, energy and waste management and increase reuse and recycling

Optimise the efficiency of water and sewer infrastructure and services

No	Action	Responsible	Status	Progress	Comments
3.3.1.1	Complete efficiency projects identified for 2024/25 as per Water and Sewer Efficiency Strategy	Water + Sewer		100%	The Water and Sewer Efficiency Strategy was reviewed for effiency projects and actioned as required to prepare for 2025/2026.

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

No	Action	Responsible	Status	Progress	Comments
3.3.3.1	Implement the high priority actions from the waste management strategy	Waste Services		100%	High priority actions were completed. Highlights include: - preparation for implementation of food organisations and garden organics (FOGO) - review of drop off events and delivery to rural villages - consideration of bulky waste delivery with neighboring Councils

Development of the site Master Plan for the Waste Management Facility

No	Action	Responsible	Status	Progress	Comments
3.3.4.1	Finalise the Environmental Impact Statement stage of the master plan and lodge Development Application for the proposed extension.	Waste Services		75%	The Environmental Impact Statement (EIS) process is continuing for the masterplan and will be completed in 2025/2026. Regular discussions with the contractor continues, the Biodiversity Development Assessment Report has been completed and Aboriginal heritage studies have commenced. Development application can be lodged following the completion of the EIS.
3.3.4.2	Finalise design and initiate construction of the new leachate management system **	Waste Services		50%	Design has been completed and tender process commenced. Remaining work is funding dependent.

** Actions are Funding Dependent

Deliver problem waste recycling program to the Singleton Community

No	Action	Responsible	Status	Progress	Comments
3.3.5.1	Provide problem waste disposal options to Singleton community through drop off events and the Community Recycling Centre (CRC) at the Waste Management Facility	Waste Services	✓	100%	Problem waste disposal options continue to be promoted to community. Some highlights include: - Over 800 tyres collected across two Tyre Drop Off Day events - RecycleSmart initiative continues with subscriptions increasing. Council staff continue to promote the initiative. - The Chemical Collection event and Mattress Muster event were both well supported - The Community Recycling Centre continues to be fully operational
3.3.5.2	Deliver projects that utilise products made from recycled materials	Waste Services	✓	100%	Some concreting, asphalting and fencing projects have been identified for use of recycled material. There is an increased focus on onsite winning of natural earth material to avoid having to buy in virgin material from the quarry to use onsite

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

No	Action	Responsible	Status	Progress	Comments
3.3.6.1	Attend all regional meetings for waste management and circular economy working groups as well as participate in regional events and projects	Waste Services	✓	100%	All regional meetings have been attended by Council staff

Manage and reduce risks from environmental pollution and disease

Operation of the Waste Management Facility in line with all legislative requirements

No	Action	Responsible	Status	Progress	Comments
3.5.1.1	Actively comply with landfill licence, EPA approved management plans and regulatory reporting requirements	Waste Services	✓	100%	EPA license and all management plans have been fully complied with for the Waste Management Facility.

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

No	Action	Responsible	Status	Progress	Comments
3.5.2.1	Review and test the Pollution Incident Response Management Plans for Waste Management Facility at least annually	Waste Services	✓	100%	A review and test of the Pollution Incident Response Management Plans was performed, resulting in minor updates.

Reduce the risk of environmental harm and adverse health impacts

No	Action	Responsible	Status	Progress	Comments
3.5.3.1	Implement inspection program for unauthorised and unregistered on site sewage management (OSSM) systems	Development & Environmental Services		100%	The inspection program has been implemented and is ongoing. Unauthorised and unregistered OWMS systems are actioned as they are identified from service reports and other reporting platforms.

Increase the planning and preparedness for natural disasters

Provision of responsive, effective emergency management and emergency prevention services

No	Action	Responsible	Status	Progress	Comments
3.6.1.1	Assist the community in the prevention of, preparation for, response to & recovery from natural disasters	Infrastructure Services		100%	Council staff have made some significant achievements to assist the community in the prevention of, preparation for, response to and recovery from natural disasters, including: - development of Regional Drought Resilience Plan - ongoing delivery of Creating Resilient Communities newsletter - self assessment of Disability Inclusive Disaster Risk Reduction - ongoing support and establishment of Get Ready Teams - progressing in development of the Disaster Risk Reduction Strategy - progressing in delivery of the 2025 Emergency Services Internship

Develop and implement Climate Change Adaptation Plan

No	Action	Responsible	Status	Progress	Comments
3.6.2.1	Implement climate change adaptation actions in consultation with Sustainability Committee	Development & Environmental Services		100%	Council has secured funding from the Commonwealth Disaster Ready Fund (DRF) to develop a Disaster Risk Reduction (DRR) Strategy for Singleton, to outline a vision and practical roadmap for mitigating increasing natural hazard disaster risks due to climate change. Consultation with the Sustainability Advisory Committee has commenced to continue as the Strategy development progresses.

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

No	Action	Responsible	Status	Progress	Comments
3.6.3.2	Implement priority actions from Floodplain Risk Management Study + Plan**	Infrastructure Services		100%	Continuously working on the priority list for the Floodplain Risk Management Study + Plan. Further report will be provided to Council if required. Development of the Singleton Levee Operational and Maintenace Manual is progressing.

** Actions are Funding Dependent

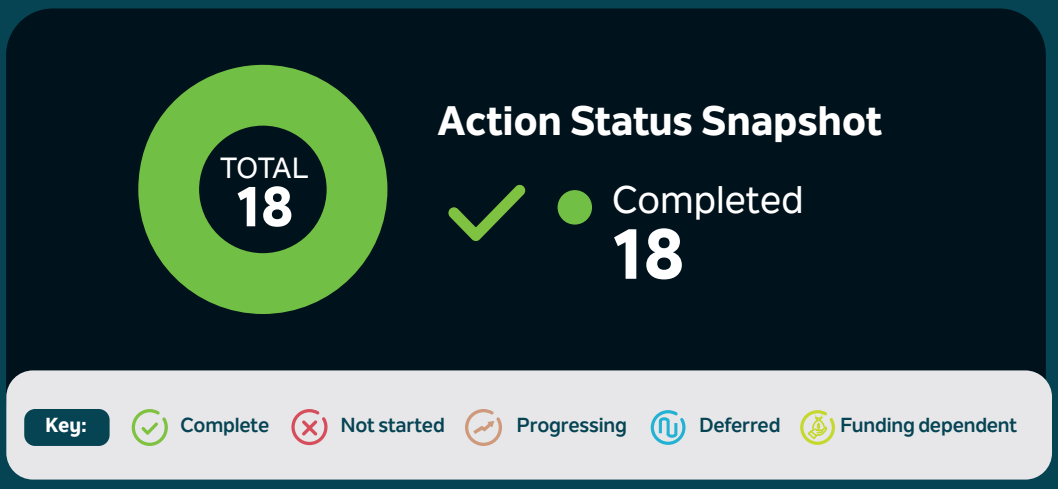
OUR ECONOMY

OUR OBJECTIVES (Where we want to be in 10 years time)

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

OUR STRATEGIES (How we will get there)

- 4.1 Attract new investment to increase the diversity and resilience of the Singleton economy
- 4.2 Support the capacity of Singleton businesses to be flexible, adaptable and prepared for change
- 4.3 Continue to support local tourism operators to encourage Singleton LGA as a tourism destination
- 4.4 Enhance relationships between local business, industry and government to set strategic economic goals
- 4.5 Inform and inspire our community to be prepared and embrace jobs of the future
- 4.6 Seek funding to provide infrastructure, programs, services or events which value add to the delivery of the objectives of Singleton 2032
- 4.7 Foster initiatives that strengthen Singleton's brand identity

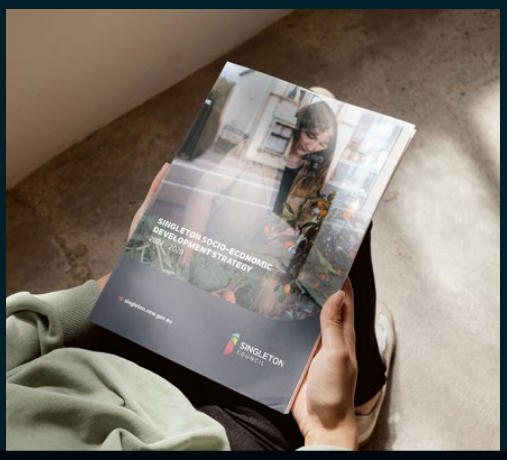


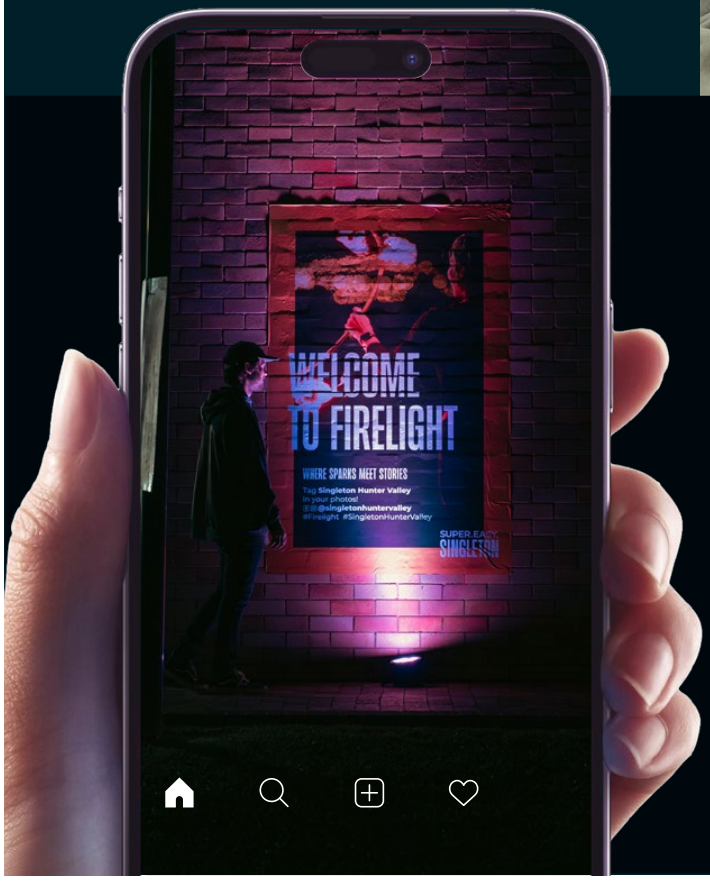


Our snapshot

OUR ECONOMY

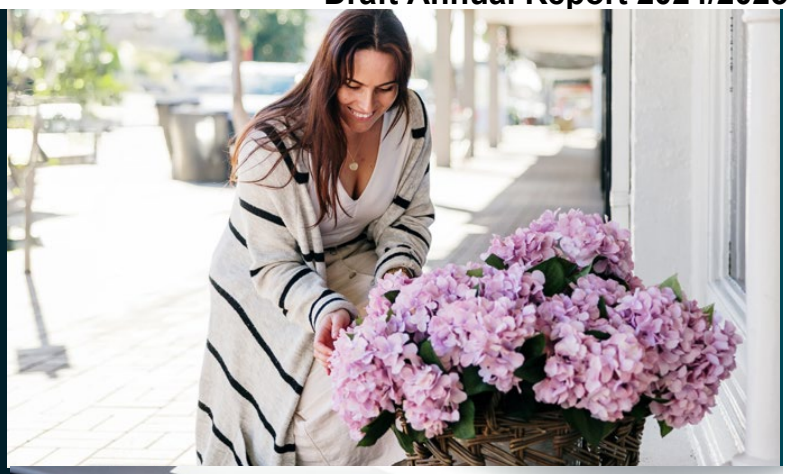
The Socio-Economic Development Strategy 2020-2024, was completed and a review was undertaken to create the **Socio-Economic Development Strategy 2024-2028, identifying 14 strategic priorities**.





3

Significant events were delivered by Council, supporting local economy and community





300

Took part in the Singleton Careers Expo alongside 40 employers

17

Events for business development were supported or coordinated by Singleton Council

2.4%

Is Singleton's unemployment rate, down from 7.2% in 2015

Snapshot Highlight

Expo a one stop shop linking locals to career + training opportunities

Whether it was a teen on the hunt for their first job, or a professional looking to take the next step in their career, the Singleton Careers Expo was the event to point them in the right direction.

The all-new expo was a key initiative in Singleton Council's new Skills and Employment Program, and hosted by Council in partnership with the Department of Employment and Workplace Relations, Training Services NSW, Workforce Australia Local Jobs, and Business Singleton. Damian Morris, Council's Acting Director Organisation and Community Capacity said the expo would help meet the aims of the Skills and Employment Program to connect jobseekers to training, education and employers and create strong networks that will support the evolving local economy and jobs market.

"The Singleton Careers Expo will be a one-stop-shop for the community to explore local job and education opportunities, find up-to-date information about training and workshops, have their resumes reviewed and interview technique refined, network with potential employers and so much more," he said.

"What makes this expo such a great resource to our community is that it is being driven by Council and a diverse range of employment, education and training stakeholders that are invested in supporting locals to find jobs and provide them with the tools that they need to gain employment".







Our Actions

Attract new investment to increase the diversity and resilience of the Singleton economy

Deliver strategies and initiatives that showcase Singleton and attract new investment, including the Socio-Economic Development Strategy

No	Action	Responsible	Status	Progress	Comments
4.1.1.1	Finalise and implement the Singleton Socio-Economic Development Strategy	Economic Development	✓	100%	The Singleton Socio-Economic Development Strategy was adopted in September 2024, with actions implemented including: -Workshops for local businesses -Promotion in the Hunter Investment Prospectus and via Regional Economic Development NSW -Support for the local skills and employment network (3 meetings held) -Partnership with Destination NSW on cruise market experience development
4.1.1.2	Delivery of the Destination of Choice for Investment adopted action plan	Economic Development	✓	100%	Actions relating to Investment Attraction have been completed. Council staff have re-engaged with the Regional NSW Economic Development and the Regional Investment Attraction Program (RIAP) to finalise investment materials and target future engine industries work. The RIAP program and Invest NSW will market Singleton to potential investors using the materials developed in collaboration.
4.1.1.3	Deliver the Singleton Investment Activation Program, including system development, communication plans, online portal and attraction processes.	Strategy & Engagement	✓	100%	Council staff have continued delivery of the Singleton Investment Activation Program. A highlight has been the development of a new online portal/investment attraction website that will utilise Singleton Hunter Valley and Super Easy Singleton branding and be a central tool for attracting people and businesses to live, work, play and invest in Singleton.
4.1.1.4	Implement and refine Councils concierge process for improved investor relationships	Strategy & Engagement	✓	100%	Council staff continue to engage with investors and provide information, data and network connections for investors through the concierge process. Staff are also trialing an investor and stakeholder management economic development tool called Monitor CRMS to manage enquiries.
4.1.1.5	Review Singleton LGA economic data and produce a report to inform community strategic planning activities and report progress	Economic Development	✓	100%	Council staff have reviewed and updated Singleton LGA economic data and produced various reports in 2024/2025, including to Business Singleton, Singleton Skills and Employment Network and key tourism stakeholders and associations across the Hunter Region, elected Council and to Council's Leadership Team for data to be incorporated in the reviewed Singleton Socio-Economic Development Strategy 2024-2028 and other strategic documents across Council.

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

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

No	Action	Responsible	Status	Progress	Comments
4.2.1.1	Collaborate with Business Singleton to support and grow local business	Economic Development		100%	Council staff and Business Singleton continue to hold monthly roundtables to align plans and support for the Singleton Business community, with shared priorities set through to 2025/2026. Ongoing collaboration includes the Spend in Singleton program, promotion of Firelight and a local business forum for Christmas 2025. Council's Super Easy Singleton program investment attraction website development project and the socio-economic development strategy have been discussed with the Business Singleton board.
4.2.1.2	Deliver programs that safeguard and build capacity for local business across the whole LGA	Economic Development		100%	Council delivered programs to support and build business capacity, including: -Innovation & Investment workshops, forums, and a Women's Business Start-Up series -Procurement capability workshop with NSW Regional Economic Development Team -Support for Hunter Innovation Festival 2024 with Innovation Lunch & workshops -Collaboration with Business Singleton on ongoing capacity-building workshops

Continue to support and promote our Visitor Economy to encourage Singleton LGA as a tourism destination

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

No	Action	Responsible	Status	Progress	Comments
4.3.1.1	Deliver and implement priority actions from the Singleton Visitor Economy Action plan and Hunter Valley Destination Management Plan	Strategy & Engagement		100%	Council worked with the Hunter Valley Wine Tourism Alliance to deliver the Destination Management Plan, reporting progress quarterly. Key actions included developing itineraries for food, wine, arts, and nature trails in partnership with Arts Upper Hunter, Hunter Valley Wine & Tourism, and Cessnock City Council. Council also re-established the internal Visitor Economy Team to support local businesses through the Singleton Visitor Economy Action Plan.

No	Action	Responsible	Status	Progress	Comments
4.3.1.2	Collaborate with Hunter Valley Wine Tourism Alliance, Alliance Working Group and Hunter Valley Wine and Tourism Association to promote Visitor Economy.	Strategy & Engagement		100%	Council staff have collaborated with Hunter Valley Wine Tourism Alliance (HVWTA), Alliance Working Group (AWG) and Hunter Valley Wine and Tourism Association throughout the year to promote the visitor economy. Including: -Quarterly HVWTA meetings to advocate for regional tourism -Reviewing HVWTA terms of reference, strategic priorities, and brand architecture -Delivering actions including vineyard itineraries and data for the Vineyards Strategy -Supporting local tourism operators at Destination NSW workshops and regional events
4.3.1.3	Implement a Singleton LGA tourism network for the delivery of actions to improve the local tourism experience and promote Singleton as a destination.	Economic Development		100%	Council staff have implemented the Singleton LGA Tourism / Visitor Economy network to be launched in conjunction with the new Singleton Hunter Valley website.

Continue to support and promote our visitor economy to encourage Singleton LGA as a tourism destination

Facilitate the development of a night time economy for Singleton

No	Action	Responsible	Status	Progress	Comments
4.3.2.1	Deliver two evening/twilight events annually including Christmas on John Street	Strategy & Engagement		100%	The objective of delivering two annual evening/twilight events has been successfully achieved. The events were carefully planned to engage the community, promote local businesses, and create a vibrant atmosphere. Christmas on John Street included the relocation of markets to the main street area, boosting foot traffic and sales for local shops, while the Twilight event featured local suppliers, contributing to the local economy. These initiatives have fostered community participation and solidified the events as key highlights in the local calendar.

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

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

No	Action	Responsible	Status	Progress	Comments
4.4.1.1	Represent Council at the industry and economic forums, and collaborate with relevant stakeholders to represent the needs of Singleton and support regional growth the stakeholder engagement	Strategy & Engagement		100%	Council staff have attended several industry and economic forums. Some highlights include: - Regional Economic Development Conference for contribution with NSW Regional Economic Development Teams to support improved collaboration - Regional Economic Development Specialists events - Four Upper Hunter Mining Dialogue Socio-economic working group meetings - Hunter Joint Organisations of Councils Planning and Economic Development Forum. - Hunter Innovation Festival Conference and Singleton Roadshow - Upper Hunter Mining Dialogue's biannual Community Forum"
4.4.1.2	Collaborate with key stakeholders to develop a Singleton Digital Connectivity Plan	Strategy & Engagement		100%	The Singleton Digital Connectivity Plan is currently in development in collaboration with NBN and other stakeholders for a holistic understanding of connectivity opportunities and service gaps across the Singleton LGA.

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

Increase opportunities for employment, skills and education for all ages

No	Action	Responsible	Status	Progress	Comments
4.5.1.1	Participate in government and industry forums relating to employment and jobs of the future	Economic Development		100%	Singleton Council Economic Development Staff have participated in many government and industry forums including: - TAFE Connects - future needs and skills for Singleton workshop - NSW Regional Economic Development Conference - Upper Hunter Mining Dialogue Socio-Economic Forums - Workforce Australia and Cessnock Council construction skills development - Muswellbrook Careers Expo - Hunter Innovation Festival Net Zero Panel Discussions - Singleton Skills and Employment Network Meeting
4.5.1.2	Engage with community members, job providers and education bodies to build capacity for employment pathways and jobs of the future	Economic Development		100%	Council's Skills and Employment Program funded by Resources for Regions Round 9 program has successfully delivered outcomes for Singleton residents and employers through the delivery of hospitality skills courses and construction courses and a partnership with Singleton Library to development job skills. The program also delivered Singleton's first Careers Expo in August 2024 with over 40 stalls and 300 attendees.

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

Increase economic prosperity through injection of significant funding

No	Action	Responsible	Status	Progress	Comments
4.6.1.1	Provide information and support to enable the local community and businesses to apply for funding	Strategy & Engagement		100%	Council staff have supported community and businesses with grant funding through: - promotion of Grant Finder to identify funding availability - provision of localised economic data reports to support organisations in applying for Community and Economic Development Funding - support of tourism associations with applications for the 2025 Regional Event Fund
4.6.1.2	Submit and support grant funding applications for priority Council socio economic development projects	Economic Development		100%	Council staff have submitted and supported grant funding applications including. Highlights include: - Funding for upgrades to the Hunter Regional Livestock Exchange with the NSW Government's Regional Economic Development and Community Investment Program - Funding for socio-economic programs through Resources for Regions Round 9

Foster initiatives that strengthen Singleton's brand identify Black heading:

Develop Singleton to inform future communications and marketing

4.7.1.1	Implement Singleton Strategic Storytelling Project outcomes to promote Singleton as a destination to Live, Work, Plan and Invest	Strategy & Engagement		100%	The Singleton Storytelling Project rolled out, achieving key milestones including the development of the Brand Book, a soft launch, and campaign activations in September, October, and January to support the Christmas on John Street and Firelight events. A draft rollout strategy was also developed.

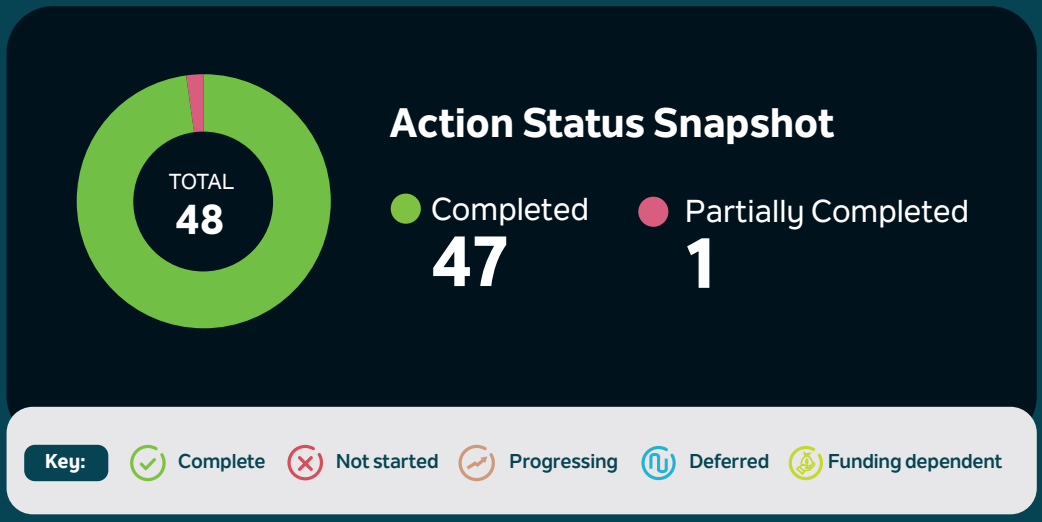
OUR LEADERSHIP

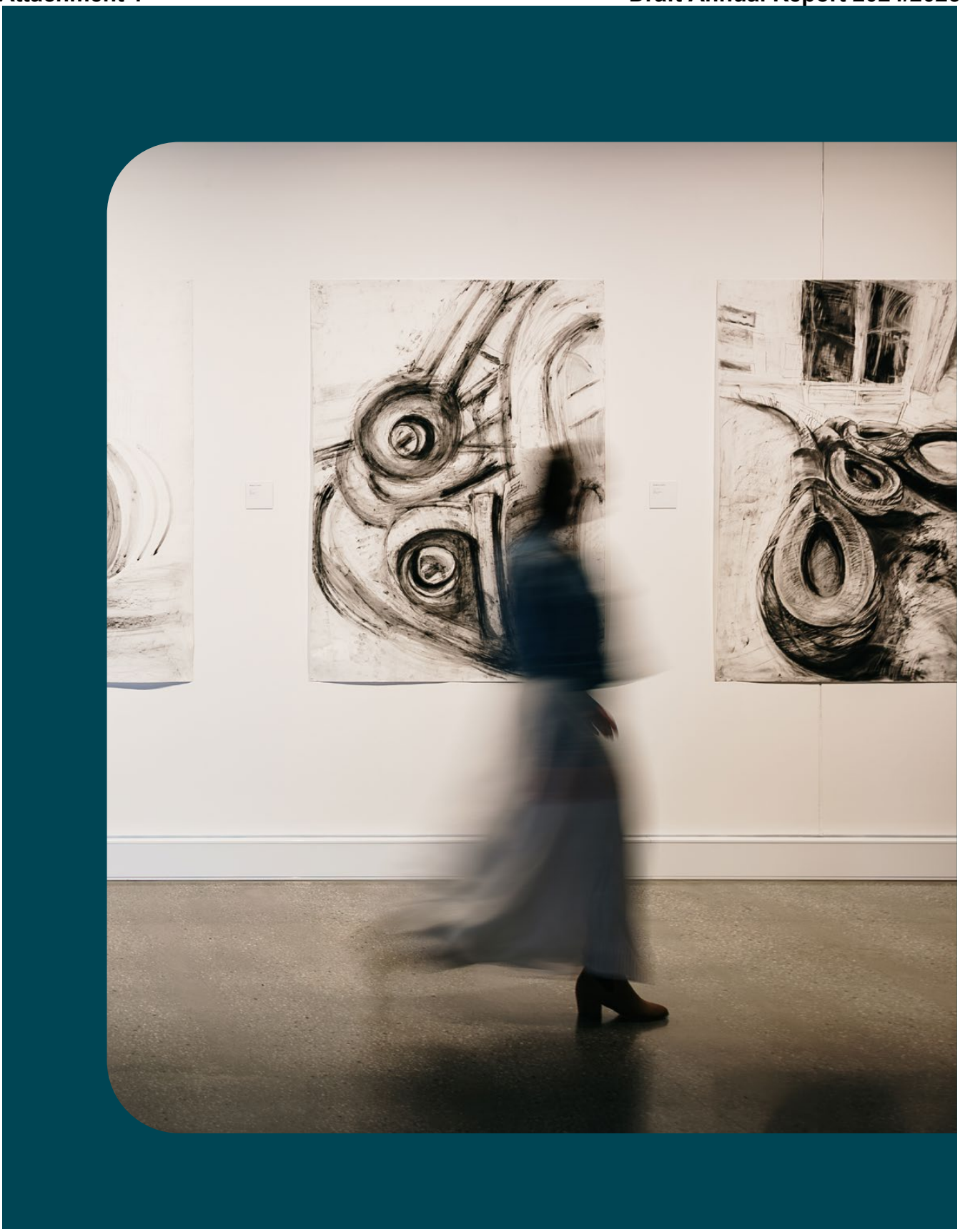
Our objectives (where we want to be in 10 years time)

Our Council is trusted, accountable, responsible and community-focused.

Our strategies (How we will get there)

- 5.1 Council's service delivery is aligned with our community's needs and delivered the best way possible
- 5.2 People who are capable of meeting the challenges of the future
- 5.3 Provide accurate and timely communication to our community
- 5.4 Develop strong partnerships to deliver services
- 5.5 To lead, govern and regulate in an ethical, equitable and transparent way
- 5.6 Improve the connectivity between the community, stakeholders and council to create an informed community
- 5.7 Infrastructure services, facilities and Council are managed in a financial sustainable way





Our snapshot
OUR LEADERSHIP

5 Stars
Is Singleton Council's rating as an employer of choice

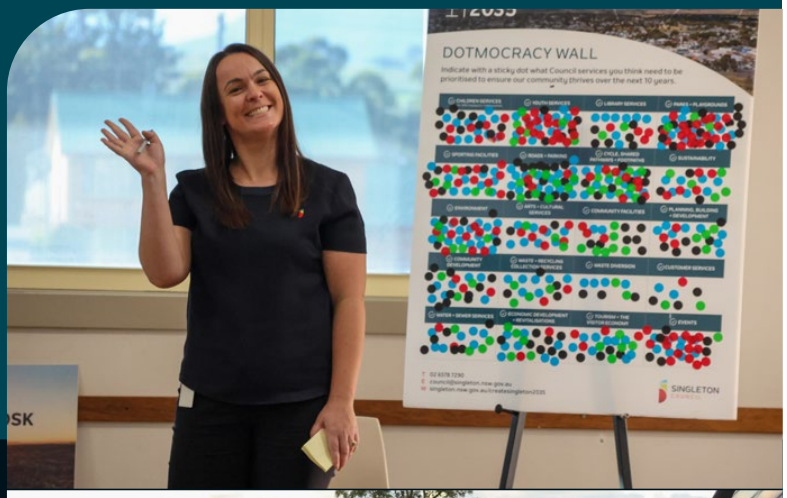
85%
of customers are satisfied with their experience with Council

Council Socials
664,271 Facebook reach
103,951 Instagram reach
863,616 website views

30
Items were placed on public exhibition for community feedback

76

Good news stories were released by Council to update the community



4

Council Kiosks held



Snapshot Highlight

Service Reviews

Service Reviews are a mandated process set by the NSW Office of Local Government where councils are required to regularly review their services as part of their Integrated Planning and Reporting (IP+R) framework. Service Reviews ensure council services are meeting community needs and are delivering services efficiently and effectively; this includes identifying areas for improvement and engaging with stakeholders to establish service level expectations.

The Local Government election in September 2024 provided an ideal opportunity to focus on the area of Governance and six service reviews were completed, resulting in improvements for the following:

- Local Government Election process
- Councillor Induction and Onboarding
- Legislative Compliance and Delegations
- Council Committees Policy
- Councillor Professional Development
- Human Resource Information System





Our Actions

Council's service delivery is aligned with our Community's needs and delivered the best way possible

Development and delivery of Organisation Excellence Strategy

No	Action	Responsible	Status	Progress	Comments
5.1.1.1	Deliver high priority 2024/2025 actions from the Organisation Excellence Strategy	Organisation Excellence	✓	100%	Key achievements from Organisational Excellence Strategy include the integration of community data into decision-making, the embedding of financial business partnering across the organisation, and enhancements to Council's Leadership Team structure and collaboration model. These actions are strengthening internal capability and ensuring Council remains focused on delivering services that meet the evolving needs of our community.

Development and deliver the Service Excellence Review Program

No	Action	Responsible	Status	Progress	Comments
5.1.2.1	Review services in line with Council's 2024/2025 Service Excellence Review Program	Integrated Planning + Reporting	✓	100%	There were six service reviews completed during 2024/2025, including Local Government Election process, Councillor Induction and Onboarding, Legislative Compliance and Delegations, Council Committees Policy, Councillor Professional Development and Human Resource Information System. A schedule of Service Reviews for 2025 to 2029 has been established.

Align the needs of our customers with our services through conducting customer experience reviews of targeted services

No	Action	Responsible	Status	Progress	Comments
5.1.3.1	Implement "business as usual" operating model for Customer Experience Reviews	Organisation Excellence	✓	100%	The Customer Experience Review was completed and insights were used to refine a business as usual methodology for future reviews. This structured approach ensures customer needs are consistently considered in service delivery improvements.

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

No	Action	Responsible	Status	Progress	Comments
5.1.4.1	Optimise established processes for Voice of The Customer platform maintenance and improvement	Organisation Excellence	✓	100%	Processes for maintaining and improving the Voice of the Customer platform have been successfully optimised, enabling more frequent and meaningful customer feedback.

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

No	Action	Responsible	Status	Progress	Comments
5.1.5.1	Implement a closed loop process to ensure all insights are integrated in continuous improvement activities.	Organisation Excellence		100%	Council has implemented a closed-loop feedback process, improving response times and visibility of customer insights. These insights are regularly reviewed to drive continuous improvement and more responsive, customer-focused service.

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

No	Action	Responsible	Status	Progress	Comments
5.1.6.1	Continue the digital experience review of digital touchpoints to identify opportunities for improved digital services	Organisation Excellence		100%	Council continued the Digital Experience Review, enhancing online services based on community feedback. Key improvements included a more user-friendly 'Report an Issue' function, with further Online Portal upgrades under review for 2025.

People are capable of meeting the challenges of the future

Implement Our People Strategy

No	Action	Responsible	Status	Progress	Comments
5.2.1.1	Deliver the 2024/2025 actions from the People Strategy	People + Culture		100%	2024/2025 People Strategy Actions have been completed including: 1.2.3 Reviewed and improved our recruitment processes with a focus on developing targeted and individualised recruitment strategies 1.2.5 Reviewed our program of benefits, reward and recognition to aid attraction and retention of our people 2.1.1 Continued the leadership development program through annual planning and roll out to all people leaders embedding our collective leadership model 2.2.1 Continued the 'grow our own' recruitment campaign to encourage our own people to pursue opportunities arise 2.2.3 Created Apprentice/ Traineeship Program targeting critical areas and local recruits 2.2.4 Developed a program of skill development for all people leaders 3.1.1 Ensured business unit workforce plans mature through annual review 3.1.3 Developed a succession planning framework 3.2.2 Ensured maximum flexibility is promoted and achieved throughout the organisation acknowledging diversity of services provided 3.1.1 Ensured business unit workforce plans mature through annual review, update, and continuous improvement 4.2.1 Continued to develop and implement the annual SWELL program

No	Action	Responsible	Status	Progress	Comments
5.2.1.2	Review and enhancement of Resourcing Strategy - Work Force Management Plan (WFMP) as part of preparation for the new IP+R cycle, gaining organisational input to ensure the WFMP is up to date	People + Culture		100%	The Workforce Management Plan (Our People Strategy 2025 - 2029) has been adopted.

Improve the health and wellbeing of our workforce

No	Action	Responsible	Status	Progress	Comments
5.2.2.1	Implement the Swell (safe and well) Program to promote the mental and physical health of our people	Integrated Risk Management, People + Culture		100%	The 2024/2025 Swell (safe and well) Program was delivered as scheduled and the program for 2025/2026 developed and endorsed by Leadership Team.

Develop and implement Equal Employment Opportunity Plan

No	Action	Responsible	Status	Progress	Comments
5.2.3.1	Deliver the 2024/2025 actions from the Equal Employment Opportunity Plan	People + Culture		100%	2024/2025 Equal Employment Opportunity (EEO) Plan actions have been completed including: - Implement plan to remove artificial barriers, improve accessibility and increase applicants with disabilities - Sharon Hutch Memorial Scholarship preperations - Collecting and recording EEO data - Annual EEO survey - Continued active promotion of the Employee Assistance Program (EAP) to staff through communication strategies, education initiatives and induction - Celebration of diversity in our workplace - Review issues and trends in relation to EEO and diversity, and determine proactive measures to address - Offer EEO Awareness courses to all employees - Provide annual update of achievements against EEO Management Plan and present annual update of key trends and achievements to ELT, the Leadership Team and the Staff Consultative Committee"

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

No	Action	Responsible	Status	Progress	Comments
5.2.4.1	Implement customer experience principles and culture into employee onboarding	Organisation Excellence	✓	100%	Throughout the year, Customer Experience (CX) has remained a core component of the employee onboarding program. New staff have been introduced to Council's CX principles, the Customer Service Charter, and the importance of a customer-centric mindset from day one.
5.2.4.2	Enhance training and capability uplift in Customer Experience focused areas	Organisation Excellence	✓	100%	Council delivered a range of Customer Experience training initiatives to strengthen staff capability and embed a customer-focused culture across the organisation. Targeted sessions were rolled out to individual departments, using insights from the Voice of the Customer to address real feedback and drive service improvements. These efforts have supported staff in building the skills and confidence needed to meet evolving community expectations, with further development planned into the new year.

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

No	Action	Responsible	Status	Progress	Comments
5.2.5.1	Implement Customer Experience data dashboard	Organisation Excellence	✓	100%	Council staff successfully implemented the Customer Experience Data Dashboard, providing Leadership Team members with access to real-time insights on customer satisfaction, ease, and trust. This data has been instrumental in shaping service improvements and strengthening our understanding of community needs. The dashboard will continue to evolve, supporting more informed and customer focused decision making across the organisation.

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

No	Action	Responsible	Status	Progress	Comments
5.2.6.1	Deliver high quality Customer Service in line with industry benchmark	Organisation Excellence	✓	100%	Customer Service continues to exceed industry standards, maintaining an average phone call abandonment rate of just 2.54%, significantly lower than the industry benchmark of 4.7%. Callers experience an average wait time of only 33.06 seconds, well below industry averages. These results reflect our commitment to empowering staff, fostering a customer-first culture, and delivering responsive, high-quality service.

Provide accurate and timely communication to our Community

Increase digital and social media profile and encourage information sharing online

No	Action	Responsible	Status	Progress	Comments
5.3.1.1	Deliver communications to enhance of Council digital and social media profile	Strategy & Engagement		100%	Followers of Council's social media platforms continued to grow in 2024/2025. Council's Facebook included a total of 14,520 followers and total reach for the year was 664,271. Council's Instagram included 1,700 followersand total reach was 103,951. Council's website had a total of 175,628 website users, 317,783 website visits and 863,616 page views.

Develop strong partnerships to deliver services

Deliver road infrastructure services on behalf of Transport for NSW

No	Action	Responsible	Status	Progress	Comments
5.4.1.1	Maintain roads as contracted with Transport for NSW	Infrastructure Services		100%	Infrastructure Services Civil Operations team has delivered the Road Maintenance Council Contract (RMCC) in accordance with all relevant Transport for NSW specifications and requirements.

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

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

No	Action	Responsible	Status	Progress	Comments
5.5.1.1	Ensure all procurement activities meet legislative requirements - promote local spend opportunities where possible	Corporate Services		100%	Ensure tendering and procurement activities are undertaken according to legislation and regulations.

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

No	Action	Responsible	Status	Progress	Comments
5.5.2.1	Deliver Information and Communication Technology (ICT) Strategy actions for 2024/25	Corporate Services		100%	Council's Information and Communication Technology (ICT) Strategy outlines how Council intends to improve its Information Technology (IT) capabilities via a detailed actions roadmap. All 2024/2025 actions have been completed.

Continual review and enhancement of Cyber Security capabilities

No	Action	Responsible	Status	Progress	Comments
5.5.3.1	Deliver Cyber Security roadmap actions as part of the ICT Strategy	Corporate Services		100%	All 2024/2025 Cyber Security roadmap actions as part of the Information and Communication Technology (ICT) Strategy have been completed.

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

No	Action	Responsible	Status	Progress	Comments
5.5.4.1	Ensure all Finance (incl rating) activities meet legislative and OLG guidelines	Financial Services		100%	All Financial activities have been completed to meet legislative and Office of Local Government (OLG) guidelines.

Implement, refine and continuously improve the Integrated Risk Management System

No	Action	Responsible	Status	Progress	Comments
5.5.5.1	Implement the high and medium priority actions for 2024/2025 from the Integrated Risk Management Plan 2024 - 2027	Integrated Risk Management		100%	94% of the high and medium priority actions and 63% of low priority actions have been implemented despite a vacancy in the WHS area for the last six months.
5.5.5.2	Conduct audits to drive improvements in our Integrated Risk Management System	Integrated Risk Management		100%	The StateCover Mutual WHS self-audit has been completed with an overall score of 96%. The risk management maturity self-assessment was completed through the Statewide Mutual CIP workbook on Enterprise Risk Management and resulted in an overall score of 93%.
5.5.5.3	Investigate and commence the development of the Environmental Risk Management System Framework	Integrated Risk Management		100%	The agreed action plan to guide the development of Council's Environmental Management System has been entered into Council's corporate reporting system to allow monitoring and oversight. The next meeting of the Environmental Management PCG is scheduled for 21 July 2025.

Administer the 2024 Local Government election for the Singleton LGA

No	Action	Responsible	Status	Progress	Comments
5.5.6.1	Conduct the 2024 local government election in accordance with the requirements of the Local Government Act and Regulation	Governance		100%	Election completed per requirements of the Local Government Act and Regulation

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

No	Action	Responsible	Status	Progress	Comments
5.5.7.1	Implement the Councillor Professional Development Program	Governance		100%	Councillor Professional Development Program delivered and participation detailed in this Annual Report
5.5.7.2	Action and process Councillor requests within agreed timeframes	Governance		100%	In 2024/2025, 254 Councillor requests have been received, with over 90% completed within the agreed timeframe.
5.5.7.3	Report to the community on Councillor workshop and meeting attendance	Governance		100%	A record of Councillor attendance at Council Meetings, briefings and induction workshops within this Annual Report
5.5.7.4	Commence Council meeting actions within the agreed timeframes	Governance		100%	Council meeting actions consistently completed within agreed timeframes.

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

No	Action	Responsible	Status	Progress	Comments
5.5.8.1	Ensure Council policies are current and reviewed as required	Governance		100%	Council currently has 72 adopted policies of which 69 are current and compliant. The 3 overdue policies due to resourcing impacts are reported to Leadership Team quarterly, and the risk is considered low at this time.

Meet governance compliance and reporting requirements

No	Action	Responsible	Status	Progress	Comments
5.5.9.1	Complete governance items on the Office of Local Government Calendar of Compliance and Reporting requirements by due dates	Governance		100%	Governance items from the Office of Local Government Calendar of Compliance and Reporting have been completed.

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

No	Action	Responsible	Status	Progress	Comments
5.5.10.1	Coordinate the Internal Audit program and meetings of the Audit, Risk & Improvement Committee	Integrated Risk Management		100%	The 2024/2025 Internal Audit Plan has been completed and work has commenced on internal audits of the Development Compliance and Waste Management functions.

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

No	Action	Responsible	Status	Progress	Comments
5.5.11.1	Development applications are processed to meet best practice guidelines	Planning & Development Services		100%	Development applications are processed to meet best practice guidelines and per NSW Planning Portal, Singleton Council is listed as the fastest assessment time in the Hunter Regional.
5.5.11.2	Undertake a contributions plan review	Development & Environmental Services		100%	The Singleton Contributions Plan has been reviewed and adopted.

Provide development compliance services that meet the needs of the community

No	Action	Responsible	Status	Progress	Comments
5.5.12.1	Implement proactive program of development compliance auditing	Planning & Development Services		100%	Council continues to implement a proactive development compliance program in accordance with Council's Enforcement and Compliance Policy.

Building certification services are provided to meet community needs

No	Action	Responsible	Status	Progress	Comments
5.5.13.1	Building Certification applications are processed to meet best practice guidelines	Planning & Development Services		100%	Singleton Council is meeting all best practice guidelines and have commenced implementing improvements to the Complying Development Certificates (CDC) process and reducing timeframes further for Construction Certificate applications.

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

No	Action	Responsible	Status	Progress	Comments
5.5.14.1	Development and Environmental Services are provided in a systematic and efficient manner to meet best practice guidelines	Planning & Development Services		100%	Development and Environmental Services are provided in a systematic and efficient manner to meet business needs, best practice guidelines and legislative requirements.

Improve the connectivity between the Community, Stakeholders and Council to create an informed Community

Ensure consistent, timely and transparent information is made available to the community

No	Action	Responsible	Status	Progress	Comments
5.6.1.1	Ensure full coverage of all Council's media items by a professional, collaborative communications approach	Strategy & Engagement		100%	Coverage of Council's good news stories were shared regularly in local and regional media outlets in addition to Council's "Singleton Edit" quarterly publication

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

No	Action	Responsible	Status	Progress	Comments
5.6.2.1	Enhance community engagement through implementation of Council's Community Engagement Strategy	Strategy & Engagement		100%	Community engagement is delivered in line with Council's adopted Community Engagement Strategy

Collaborate with our Joint Organisations (HJO)

No	Action	Responsible	Status	Progress	Comments
5.6.3.1	Continue to collaborate with the Hunter Joint Organisations	Strategy & Engagement		100%	Council continues to collaborate with the Hunter Joint Organisation through regular attendance at the Hunter Joint Organisation Board Meetings and participation in regional projects including advocacy.

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

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

No	Action	Responsible	Status	Progress	Comments
5.7.1.1	Actively mature the Long Term Financial Plan (LTFP) and systems to drive financial sustainability	Financial Services	✓	100%	The Long Term Financial Plan (LTFP) reviewed and adopted.
5.7.1.2	Facilitate increased maturity and collaboration of financial management across council	Financial Services	✓	100%	Council financial staff are actively engaging with business units to facilitate increased maturity and collaboration across Council.
5.7.1.3 + 5.7.1.4 + 5.7.1.5	Review and enhancement of Resourcing Strategy - Asset Management Strategy as part of preparation for the new IP&R cycle, gaining organisational input to ensure the AMP and Policy are up to date	Assets, Waste Services Water & Sewer	✓	100%	Asset Management Strategy reviewed and adopted.

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

No	Action	Responsible	Status	Progress	Comments
5.7.2.1	Review and place Council's insurance policies prior to 30 June 2025	Integrated Risk Management	✓	100%	Council's suite of insurance policies have now been reviewed and placed, except Compulsory Third Party which has a common expiry date in October.

Operate an efficient, Responsible and affordable Council fleet

No	Action	Responsible	Status	Progress	Comments
5.7.3.1	Source, manage and maintain plant, vehicles and equipment to support Council activities	Infrastructure Services	✓	100%	Vehicles and equipment to support Council activities are being managed effectively with a new Mechanical Services Contract.

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

No	Action	Responsible	Status	Progress	Comments
5.7.4.1	Undertake condition assessment and revaluation of councils assets including: Roads, transportation and drainage	Infrastructure Services	↗	95%	Council staff have ccompleted road network condition survey and data is currently being reviewed for sealed and unsealed roads. Revaluation of roads, transportation and drainage assets are being finalised.
5.7.5.1	Review Open Space Asset Management Plan	Infrastructure Services	✓	100%	Open Space Asset Management Plan reviewed and adopted.

Part Three:
STATUTORY REPORTING

96 Government Information (Public Access) Act + Regulation
100 Access + Inclusion
104 Controlling Interest
104 Financial Assistance
105 National Competition Policy
107 Partnerships, Trusts and Joint Ventures
108 Private Works
108 Rates and Charges Written Off
110 Planning Agreements
112 Senior Staff Remuneration
112 Storm Water Levies and Charges
113 Financial Information
114 Performance Measures
116 Private Swimming Pool Inspections
117 Companion Animals
119 Contracts over $150k
123 Modern Slavery
129 Legal Proceedings
130 Delegations of External Bodies
132 Elected Members' Expenses
132 Induction + Ongoing Professional Development
134 Overseas Visits
134 Public Interest Disclosures
135 In the Chambers
138 Fair + Equal Employment
142 Internal Audit and Risk Management Attestation Statement



Government Information (Public Access) Act + Regulation

Council has reviewed its program for the release of government information in accordance with section 7. Details of requests for information received by Council for the year ending 30 June 2025 are as follows:

Clause 8 (a)

Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review.

Reviews carried out by the agency	Information made publicly available by the agency
8 (a) Yes	No

Clause 8 (B)

The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications).

Total number of applications received
88

Clause 8 (c)

The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure).

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0%	0%	

Table A | Number of applications by type of application and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/ whether information held	Application withdrawn	Total	%
Media	0	0	0	0	0	0	0	0	**0**	**0%**
Members of Parliament	0	0	0	0	0	0	0	0	**0**	**0%**
Private sector business	26	0	1	0	0	0	1	0	**28**	**35%**
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	**0**	**0%**
Members of the public (application by legal representative)	8	0	0	0	0	0	0	0	**8**	**10%**
Members of the public (other)	41	1	0	1	0	0	0	1	**44**	**55%**
Total	**75**	**1**	**1**	**1**	**0**	**0**	**1**	**1**	**80**	
% of Total	**93.75%**	**1.25%**	**1.25%**	**1.25%**	**0%**	**0%**	**1.25%**	**1.25%**		

***** More than one decision can be made in respect of a particular access application. If so, recording must be made in relation to each such decision. This also applies to Table B.

Table B | Number of applications by type of application and outcome*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/ whether information held	Application withdrawn	Total	%
Personal information applications*	2	0	0	0	0	0	0	0	**2**	**2.50%**
Access applications (other than personal information applications)	73	1	1	1	0	0	1	1	**78**	**97.50%**
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	**0**	**0%**
Total	**75**	**1**	**1**	**1**	**0**	**0**	**1**	**1**	**80**	
% of Total	**93.75%**	**1.25%**	**1.25%**	**1.25%**	**0%**	**0%**	**1.25%**	**1.25%**		

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant being an individual.

Table C | Invalid applications

Reason for Invalidity	Number of applications	% of Total
Application does not comply with formal requirements *(section 41 of the Act)*	12	100%
Application is for excluded information of the agency *(section 43 of the Act)*	0	0%
Application contravenes restraint order *(section 110 of the Act)*	0	0%
Total number of invalid applications received	**12**	**100%**
Invalid applications that subsequently became valid applications	**6**	**50%**

Table D | Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	**0**	

* More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E | Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	1	33.33%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	2	66.67%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	**3**	

Table F | Timeliness

	No. of applications*	% of Total
Decided within the statutory time frame (20 days plus any extensions)	80	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	**80**	

Table G | Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner	0	0	0	0%
Internal review following recommendation under *(section 93 of Act)*	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	**0**	**0**	**0**	
% of Total	**0%**	**0%**		

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H | Applications for review under Part 5 of the Act (by type of applicant)

	Number of applicants transferred	% of Total
Applications by access applicants	0	0%
Applications by persons to who information the subject of access application related (see section 54 of the Act)	0	0%
Total	**0**	

Table I | Applications transferred to other agencies

	Number of applications for review	% of Total
Agency - initiated transfer	0	0%
Applicant - initiated transfers	0	0%
Total	**0**	

Access + Inclusion

Access, equity and inclusion are an integrated and highly valued part of Singleton Council. Guided by the Singleton **Disability Inclusion Action Plan (DIAP) 2022–2026**, adopted in July 2022, Council has implemented 14 key actions during the 2024/25 financial year. The DIAP was developed in collaboration with the Singleton and District Disability Advisory Committee and the broader community to promote greater participation for people with a disability in all aspects of life in Singleton.

Access and inclusion are embedded across Council operations. The Singleton and District Disability Advisory Committee met bi-monthly throughout the year, providing valuable input on several key projects, including; the NSW Government Resources for Regions Round 9 Access and Inclusion project, Sustainability Strategy Workshop, Liveability Census and major events including Christmas on John Street and Firelight.

The NSW State Government-funded Access and Inclusion Program continues to implement programs that reduce barriers for people with lived experience of disability, as well as their carers, families, and friends as they navigated sporting opportunities, access to local businesses, and to community services.



A major focus of this program has been shifting community attitudes to ensure access and inclusion become standard practice, rather than exceptions.

The Beyond the Divide Podcast Series created an educational platform for the community to understand key issues and experiences affecting the disability community from people in our own community promoting local voices and experiences.

Events including **Survivor Challenge, An Evening with Alex McKinnon, and International Day of People with Disability Trivia Event** provided fun and unique way to learn about the challenges and frustrations that can be faced by people in our community and how simple solutions can make everyone feel welcome and included.

Education also included the production of the practical tips on supporting people with disability guide as well as presenting to key stakeholders on access and inclusion including Council staff and local service clubs.

Across all initiatives, Council recorded **898 interactions with the Access and Inclusion Program during 2024/25**, including event attendance, podcast engagement, and use of educational resources.

In addition to this program Council has had a key focus on access and inclusion across the organisation including:

All Council events are accessible and inclusive with input on design and layout from people with lived experience.

Council's website continues to meet the principles and standards outlined in the Web Content Accessibility Guidelines 2.0 as well as best practice and includes content that is readable and understandable. Features include use of plain English, allowing users to change the text size, and navigate pages using their keyboard, photo captions, page design and page structure with assistant technologies in mind, making it easier for users to see and interact with content.

Educational opportunities were provided to employees in 2024/25 including Rethink disability workforce inclusion with insights from Deaf Connect and Update of the Disability (Access to Premises – Buildings) Standards 2010 and referenced AS 1428.1: 2021 Webinar. People leaders also undertook Recruitment and Selection Training which included specifics under equal employment opportunity requirements.

Council's Children's Services undertook an educational program to strengthen commitment to inclusion. Staff participated in a range of professional development opportunities, including A Framework for Understanding and Responding to behaviours that Challenge and emotional regulation training. In addition, a local support agency worked alongside staff to observe practices and tailored a training package to better support children's individual needs and delivered early childhood development workshops for parents, fostering stronger connections and inclusive practices within our community.

The library continued to provide accessible resources with 1816 large print books, 1437 audio books and 3996 eBooks available for loan. Access to 2,658 electronic audio books and 8,274 electronic magazine titles (and their back issues) were also offered. Additionally, the Home Library Service provided regular home deliveries to residents with reduced mobility, including 376 individual and 137 aged care visits throughout the year, resulting in a combined total of 7,260 loans delivered.

Singleton Library also promotes and supports access to accessible resources through Indyreads which is provided to us by the State Library of NSW, Newsbank, Beamafilm and Gale resources.

In addition, the library provides inclusive programs for the whole community, as well as targeted programs such as International Day People with a Disability, Neurodivergent social groups and Dementia support groups.

The disaster risk reduction team strengthened its commitment to access and inclusion in disaster risk reduction. Working in collaboration internally, and supported by the University of Sydney, the project team undertook a comprehensive assessment of the Council's Disability Inclusive Emergency Management (DIEM) and Disaster Risk Reduction Maturity. This work provided a clear understanding of current strengths and gaps and has directly informed the next steps to embed inclusivity into all aspects of emergency management planning and delivery. In addition, the Community Resilience Network (CRN), partner organisations also assessed their own maturity in disability-inclusive disaster risk reduction, building collective understanding and ownership of this process across our region.

Improving access to infrastructure based on priorities from the Access Audit undertaken on its facilities as well as community consultation and feedback continues with the following improvement and enhancement projects completed in 2024/2025:

- 1.24km of new and upgraded footpath works have been installed, including 12 kerb ramps.
- Burdekin Park upgraded shelters with accessible tables and footpaths.
- Rose Point Playground, new shelter with accessible tables, BBQs and footpaths
- Alroy Oval upgrades included new accessible compliant footpaths, seating areas and accessible amenities.
- Merricks (Dog) Park Improvements including pathways, lighting and seating
- Pioneer Mountain Bike Park including a 1km loop suitable for adaptive cyclists.

In addition, funding was sort for a changing place to be installed in 2025/2026 and a portable ramp has been purchased to improve access at events and programs.





Controlling Interest

Council held no controlling interest in any companies during 2024/2025.

Financial Assistance

Under the provisions of section 356 of the ***Local Government Act 1993***, Council may, for the purpose of exercising its functions, grant financial assistance to other persons. The following contributions were made during 2024/2025:

General Donations	
Northern Agricultural Association – Singleton Show Sponsorship	$5,000.00
Singleton Diggers Club – Anzac Day	$5,000.00
Singleton Town Band	$5,969.38
S & D Garden Club – Tidy Towns Garden Competition	$350.00
Singleton High School – Year 12 Graduation Assembly	$100.00
Samaritans – Christmas Lunch	$1,000.00
Sub Total	**$17,419.38**

Reimbursements of Rates Paid	
Branxton Rodeo Committee Inc.	$2,862.52
Broke School of Arts	$2,114.05
Bulga Community Centre	$832.24
Elderslie Hall	$956.98
Glendon Brook Hall	$627.09
Glendon School of Arts	$615.36
Mitchells Flat Recreation Club	$630.01
Mt Olive Community Centre	$428.55
Warkworth Hall	$292.66
Whittingham Public School	$803.38
Sub Total	**$10,162.84**

Rental rebates	
Singleton Golf Club Association Inc.	$21,445.40
Sub Total	$21,445.40
Total rates reimbursment rental rebates	**$49,027.62**

National Competition Policy

Council has adopted the principles of 'competitive neutrality' for its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The "Pricing and Costing for Council Businesses A Guide to Competitive Neutrality", issued by the Department 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 of disclosure requirement. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, council subsidies, return on investments (rate of return). No individuals are allowed for or paid.

Declared business activities

In accordance with "Pricing + Costing for Council Businesses: A Guide to Competitive Neutrality", Council has declared that the following are to be considered as business activities.

Category 1

Name	Activity
Water supplies	Treatment and provision of water services.
Sewerage services	Treatment of wastewater and sewer services.



Included in Council's audited Special Purpose Financial Reports is information pertaining to Council's business activities in relation to the National Competition Policy.

Council has strategic business plans for the Water and Sewer Schemes which include allocation of overheads and other costs between the Water and Sewer Schemes and Council's General Fund.

Council undertakes both construction and maintenance work using a combination of internal and external resources. External contracting for maintenance is on an hourly rate basis and for construction projects it is based on lump sum tenders for a documented scope of works.

Council is now in a position to tender competitively for construction projects and does so only as a second priority to ensuring the needs of its core business are being met.

Council has adopted a Management of Competitive Neutrality Complaints Policy which sets out the procedures for managing the complaints with all matters being directed to the Public Officer for investigation.

Council will aim to respond to the complaint within one month. No competitive neutrality complaints were made against Council during the reporting period therefore there are no outcomes to report.

The Operational Plan outlines Council's Pricing Policy which has been established to provide an equitable distribution of the cost of services provided by Council. These services are consumed by various groups and in differing quantities, so it must be determined how the cost of a service is to be distributed among the customers of Council.



Partnerships, Trust + Joint Ventures

Corporate entities of the Hunter Councils

For over 70 years, local government in the Hunter has found significant benefit in working together through positive cooperation and resource sharing.

The ten Hunter councils include: Cessnock City Council, Dungog Shire Council, Lake Macquarie City Council, Maitland City Council, MidCoast Council, Muswellbrook Shire Council, City of Newcastle, Port Stephens Council, Singleton Council, and Upper Hunter Shire Council.

Arising from this collaboration, the ten Hunter councils collectively own and manage the following corporate entities:

Hunter Joint Organisation (JO) – a statutory body under the *Local Government Act 1993*, established in 2018 to identify, advocate for and collaborate on regional strategic priorities for the Hunter. The Hunter Joint Organisation's statutory mandate includes identifying key regional strategic priorities, advocating for these priorities, and building collaborations around these priorities with other levels of government, industry and the community.





Arrow Collaborative Services Limited (and its wholly owned subsidiary **Hunter Councils Legal Services Limited**) – companies limited by guarantee under the *Corporations Act 2001* and established to improve the quality and efficiency of services provided by Hunter councils and local government more broadly across NSW. The services provided focus on specialised planning and environmental law, and regional purchasing and procurement. Arrow also provides direct administration and corporate support to the operations of the Hunter Joint Organisation.

Hunter Councils Incorporated – an incorporated association under the Associations Incorporation Act 2009 that holds property assets for the Hunter Joint Organisation and Arrow Collaborative Services.

Singleton Council has representation on each entity's board, and shares ownership and governance of the entities with the other nine councils of the Hunter Region.

Private Works

During 2024/2025 no private works were undertaken requiring a resolution under section 67 of the *Local Government Act 1993*.

Rates + Charges Written Off

Rates and charges written off (including rates reduced or waived for pensioners) during the 2024/2025 period comprised:

Pensioner abandonments	$420,238.39
Postponed rates written off	$966.31
Other abandonments	$145.79
Sub-total	$421,350.49
Less: Pensioner rates subsidies	$231,131.11
Net Rates and Charges written off	**$190,219.38**







Planning Agreements

There were seven planning agreements in force during 2024/2025 with the following organisations:

Ravensworth Coal Operations Pty Ltd

This Voluntary Planning Agreement includes $1.5 million in capital works contributions as well as annual contributions to road maintenance costs and maintenance of capital works effective from 31 December 2014 until the end of mining operations.

Liddell Coal Operations Pty Ltd

Council signed a Voluntary Planning Agreement with Liddell Coal Operations Pty Ltd that will contribute $580,000 toward community projects. The signing followed the approval of the Liddell Coal Operations Extension Project on 1 December 2014 and will provide developer contributions for the Singleton Local Government Area in accordance with the agreement.

Bulga Coal Management Pty Ltd

A Voluntary Planning Agreement with Bulga Coal Management Pty Ltd that will contribute more than $3.16 million over the life of the extended mine operations and includes contributions to local community projects, projects in the Singleton Local Government Area, road maintenance and local community initiatives.

Mt Owen Pty Ltd

A Voluntary Planning Agreement was entered into on 23 February 2017 with Mt Owen Pty Ltd that relates to the continuation of the currently approved open cut mining operations at Mt Owen and Ravensworth East mines located between the township of Singleton and Muswellbrook. This Voluntary Planning Agreement totals $1.024 million with funding being allocated to Economic Development Initiatives, completion of the all-abilities playground at Rose Point Park and funding towards community events.



Warkworth Mining Limited and Mount Thorley Operations Pty Ltd

This Voluntary Planning Agreement was entered on 8 December 2017 with Warkworth Mining Limited and Mount Thorley Operations Pty Ltd which will provide a total contribution of $11 million over 14 years. $6.6 million will be allocated to the Bulga Community Project Fund and $4.4 million for the Singleton Economic Development Fund. Council has created the Mount Thorley Planning Agreement Community Committee to assist Council in engaging with the community to implement the Bulga Community Project fund component of the Voluntary Planning Agreement.

United Collieries Pty Ltd (as manager of the United Wambo Joint Venture)

Council signed a Voluntary Planning Agreement with United Collieries Pty Ltd in December 2020 that will contribute $2.65 million towards community projects. These projects encompass upgrades to the recreational grounds and main street of Jerrys Plains along with local projects for Jerrys Plains and Warkworth plus support of the Singleton Community Economic Development Fund (CEDF). The Singleton CEDF has been set up to proactively manage the impacts of mining by using funds to increase economic growth and productivity and promote health and wellbeing for the communities of the Singleton LGA.

Bloomfield Collieries Pty Ltd

Council signed a Voluntary Planning Agreement with Bloomfield Collieries Pty Ltd in November 2020 that will contribute $432,000 in accordance with the Policies of the Singleton Community Economic Development Fund (CEDF), which has been set up to proactively manage the impacts of mining by using funds to increase economic growth and productivity and promote health and wellbeing for the communities of the Singleton LGA.

Senior Staff Remuneration

As at 30 June 2025, Council employed one Senior Staff being the General Manager.
The total expenditure of the General Managers remuneration package during the reporting year was:

	General Manager
Total value of salary component of package	$384,000.00
Total payable superannuation (salary sacrifice and employer's contribution)	$30,000.00
Total value of non-cash benefits	$0.00
Total payable fringe benefits tax for non-cash benefits	$0.00
Total Remuneration Package	**$414,000.00**

Stormwater Levies + Charges

Council has adopted a Stormwater Management Plan (SWMP) for the management of stormwater. The SWMP ensures issues relating to stormwater are implemented to be sustainable and provide real gains in environmental management.

The following charges applied in 2024/2025:

- **Residential lots: $25.00**
- **Residential strata lots: $12.50**
- **Business lots: $25.00 for every 350m² up to a maximum charge of $100.00**

A voluntary pensioner rebate was applied to properties where any or all owners were an eligible pensioner.

Expenditure

The projected expenditure on stormwater management works and services in 2024/2025 was $0.00. These funds were allocated to the following projects:

Project	Budget	Spend
Replace Stormwater pipe	$35,000	$0
CCTV inspections	$205,225	$126,088.79
GPT cleaning	$38,053	$34,250.80

Financial Information

Council's Audited Financial Statements and Auditors' Reports for the year ended 30 June 2025 were presented to the public at the Council meeting held on 21 October 2025.

The financial statements were prepared in accordance with the requirements of section 413 of the Local Government Act 1993 and audited by Council's auditors, Audit Office of New South Wales.

Council's General Purpose Financial Statements for the year ending 30 June 2025 shows a net operating result for the year before grants and contributions provide for capital purposes a **deficit of $773,000**. This result is a deterioration on **Council's Original Budget forecast of a deficit of $177,000**.

The financial statements are attached to the Annual Report and are also available on Council's website.



Performance Measures

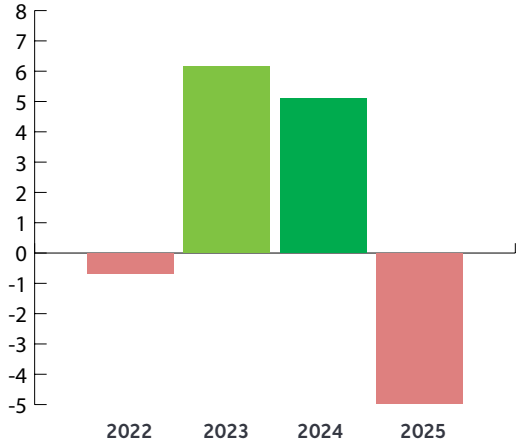
The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Industry and Environment.

Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements).

The benchmark set by OLG is greater than zero per cent. Council's ratio is outside the benchmark.

- Ratio achieves benchmark
- Ratio is outside benchmark

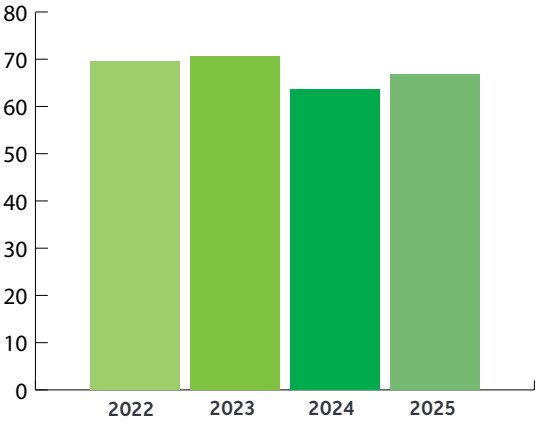


Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions.

The benchmark set by OLG is greater than 60 per cent. Council met the OLG benchmark for the current reporting period.

- Ratio achieves benchmark
- Ratio is outside benchmark

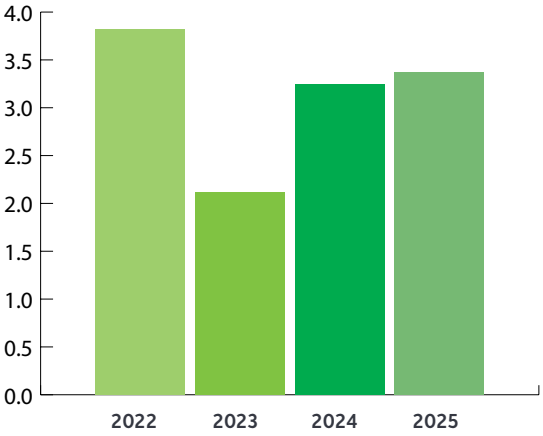


Unrestricted current ratio

The 'unrestricted current ratio' is specific to local government and represents Council's ability to meet its short-term obligations as they fall due.

The benchmark set by OLG is greater than 1.5 times. Council exceeded the OLG benchmark for the current reporting period.

- Ratio achieves benchmark
- Ratio is outside benchmark

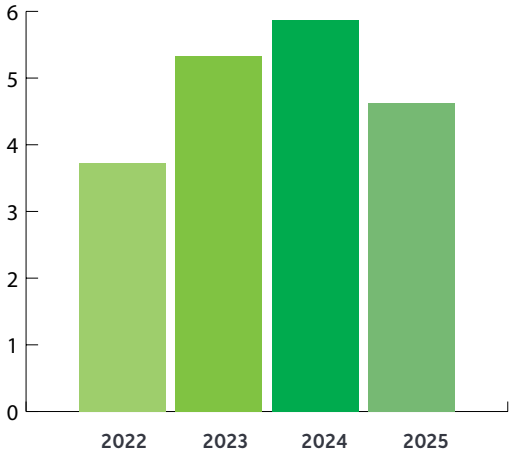


Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments.

The benchmark set by OLG is greater than two times. Council met the OLG benchmark for the current reporting period.

- Ratio achieves benchmark
- Ratio is outside benchmark

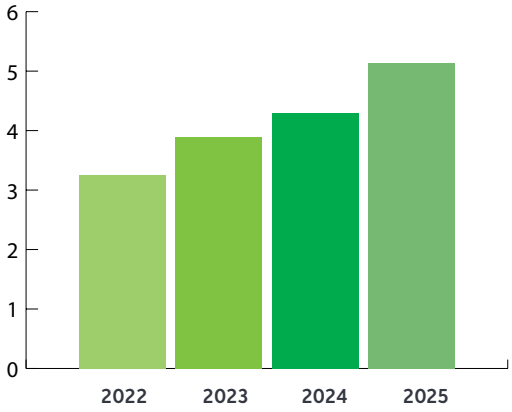


Rates and annual charges outstanding percentage

The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts.

The benchmark set by OLG is less than 10 per cent for regional and rural councils. Council met the OLG benchmark for the current reporting period.

- Ratio achieves benchmark
- Ratio is outside benchmark

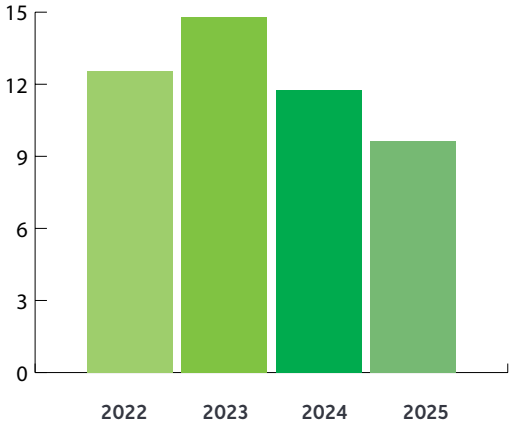


Cash expense cover ratio

This liquidity ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow.

The benchmark set by OLG is greater than three months. Council met the OLG benchmark for the current reporting period.

- Ratio achieves benchmark
- Ratio is outside benchmark



Private Swimming Pool Inspections

193

private swimming pools inspected by Council during the 2024/2025 reporting period, which included the following inspections:



Type of private swimming pool inspections	Inspections
Inspections of tourist and visitor accommodation	11
Inspections of premises with more than 2 dwellings	1

Inspections Resulted in Council issuing	Inspections
A certificate of compliance under section 22D of the *Swimming Pool Act 1992*	56
A certificate of non-compliance under clause 18BA of the *Swimming Pools Regulation 2008*	5

Companion Animals

Council Rangers are responsible for providing ongoing education and advice to the community about responsisble pet ownership and enforcement of companion animal laws within the LGA.

Response and investigation was provided to community inquiries relating to companion animals, including complaints related to dog attacks (50), barking dogs and other matters.

In 2024/2025, Council spent $56,482 on companion animal activities which includes the ongoing running costs of animal feed, enrichment, and maintenance of the Animal Management Facility. A total of $34,270, has been received in companion animal income which includes dog registrations, impounding fees and various fines and costs.

Cats
2,072

Dogs (inc. working dogs)
10,687



Animals currently within the LGA

The NSW Companion Animals Register shows 16,989 identified companion animals in the Singleton LGA, but only 12,750 are currently lifetime registered. This gap may be due to animals too young to register, exemptions, or owners' lack of awareness about the two-step process of identification and registration.

Council Rangers are continuing public education efforts via social media and the Council website to address this. They also proactively engage with owners of unregistered animals and have introduced reminder letters to owners of identified-only pets. This initiative has already helped increase lifetime registrations in the LGA.

Impounded animals

Cats 2

Dogs 90

Alternatives to euthanasia

Council continues to promote alternatives to euthanasia for unclaimed animals. In 2024/25, there was an 8% increase in the number of animals released to rescue organisations and the number of humanely euthanised animals remains low, consistent with the previous year.

Council has commenced an internal adoption program for desexed and behaviourally sound animals. Animals that meet the strict criteria are advertised through social media with applications submitted to Council for the Rangers to assess and determine the most appropriate new home.

The Animal Management Facility continues to foster its working relationships with local and interstate rescue networks, with nearly all unclaimed animals being rehomed.

With the implementation of the internal adoption program and the close working relationship with rescue networks, the Animal Management Facility has again maintained the relatively low euthanasia rates.

5 animals humanely euthanised (4 dogs + 1 cats)

32 animals returned to owner (31 dogs + 1 cats)

70 animals released to animal rescue organisations (53 dogs + 17 cats)

0 animals stolen from impound

Off leash areas for dogs within the LGA

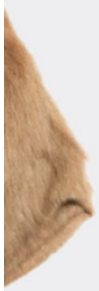
Council offers a off-leash dog area located at Merricks Fire Brigade Park, Darlington Road, Singleton. This area is fenced, provides a “time-out” area for dogs that become over stimulated and provides bags and bins for the disposal of animal waste.

The park and off-leash area is open 24 hours per day, 7 days per week. Rangers are investigating additional off-leash areas and feasibility of timed off-leash areas which have proven to be successful in neighbouring Local Government Areas.



Contracts over $150,000

Contractor Name	Nature of Goods or Services	Cost ex GST
Fitt Resources Pty Ltd	STP Decant Reburbishment	**$528,959.45**
Legacy Community Incorporated t/as ATMTANKS	Singleton (Rixs Creek Reservoir) Temporary Potable Water Storage - Minimum Capacity 5 Million Litres	**$514,460.00**
Glascott Landscape and Civil Pty Ltd	Alroy Oval & Amenities Upgrade Construction	**$7,242,412.02**
Onesteel Recycling Pty Limited t/as Infrabuild Recycling	Collection and Recycling of Metals and Lead Acid Batteries	**Approx $500k revenue**
Moorecivil Pty Ltd	Stanhope Road Upgrade	**$2,170,101.00**
Department of Regional NSW t/as Soil Conservation Service	Civic Park and Wilf Allan Walk Erosion Repairs	**$806,261.00**
Fulton Hogan Industries Pty Ltd	Road Rehabilitation - Cessnock Road - Singleton Military Area	**$304,524.32**
RTC Construction NSW Pty Ltd	Singleton AFL & Cricket Clubhouse Construction	**$1,831,685.41**
Joshua Paul Smith t/as Angry Goat Trails	Mountain Bike Trail - Pioneer Road - Wattle Ponds	**$337,280.16**
Fulton Hogan Industries Pty Ltd	Box Gap Road - Road Upgrade	**$513,040.91**
Mullane Maintenance Pty Ltd	Sewer Rising Main Network Upgrade - Design & Construct	**$1,639,751.51**
KCE Pty Ltd	Kilfoyles Bridge	**$3,022,500.00**
BelgraviaPRO Pty Ltd	Lake St Clair Caretaker Lease 2024/27	**$1,709,161.56**



Contracts over $150,000 cont.

Contractor Name	Nature of Goods or Services	Cost ex GST
A1 Building Solutions NSW Pty Ltd	Facilities Maintenance and Construction Services	**Schedule of Rates Approx $3million over life of Contract**
Approved Fire Gear Pty Ltd	Panel 1 - Carpentry	
AVE Technologies Pty Ltd	Panel 2 - Handyman	
Booth Contracting Pty Ltd	Panel 3 - Glazier	
Brett John Hamey t.as Hunter Septics	Panel 4 - Tiling	
F.A.S.T Fire Protection Pty Ltd	Panel 5 - Concreting	
Ferry Building Group Pty Ltd	Panel 6 - Bricklaying	
Hunter Prestige Homes Pty Ltd	Panel 7 - Demolition	
Laser Plumbing Newcastle Central	Panel 8 - Asbestos Removal Services	
Pachena Electrical Py Ltd Singleton Electec	Panel 10 - Plastering	
Perram & Toohey Builders Pty Ltd	Panel 11 - Painting	
RED OHMS Group Pty Ltd	Panel 12 - Building Construction Works	
Right Water Pumps and Irrigation Pty Ltd	Panel 13 - Plumbing	
Wibtech Pty Ltd t/as East Coast Air	Panel 14 - Roof Plumbing	
	Panel 15 - Roof Gutter Cleaning	
	Panel 16 - Irrigation Installation and Maintenance	
	Panel 17 - Electrical Services	
	Panel 21 - Air Conditioning and Refrigeration	

Contractor Name	Nature of Goods or Services	Cost ex GST
Source Separation Systems Pty Ltd	Food Organics Collection (Maitland and Singleton Councils) Supply and Delivery of Kitchen Caddies and Compostable Liners"	**$459,985.79**
Specialised Pavement Services Pty Ltd t/as SPS	Street Sweeping	**$492,000.00**
Optimal Aquatics Pty Ltd	Gym & Swim Pool Filtration Upgrades	**$643,816.00**
J Holdings Group Pty Ltd t/as J Group Corporation	Road and Drainage Upgrade - Falbrook Road - Greenlands	**$1,599,271.25**
Interflow Pty Ltd	Charlton Road - Culvert Upgrade	**$240,026.34**
MRW Building Pty Ltd	Singleton Gym & Swim - Changeroom Upgrades	**$379,580.59**
Downer EDI Works Pty Ltd	T442425HUN Supply & Delivery of Bulk Bitumen CRS	**Schedule of Rates Approx $420,000 over life of contract**
Aquatec Fluid Systems Pty Ltd	Supply of Pressure Sewer Systems	**Schedule of Rates Approx $200,000 per annum**
Constance Conservation Pty Ltd	Bulga Stock Reserve Ecological Restoration Works	**$377,758.24**
Copebuilt Pty Ltd	Fleet and Plant Mechanical Services	**Schedule of Rates approx $2,650,000.00 over 4 year term**

Contractor Name	Nature of Goods or Services	Cost ex GST
Strongcast Pty Ltd	T522425HUN Supply and Delivery of Water Meters	**Schedule of Rates Approx $580,000 over life of contract**
Underground Experts Pty Ltd	Gipp and Boundary Streets Stormwater Pipe Re-Lining	**$305,306.52**
Beau Corp Projects Pty Ltd	Singleton Gym and Swim - Splash Pad - Design and Construct	**$1,274,662.00**
MAK Construction (Aust) Pty Ltd	Singleton Gym and Swim - Car Park and Lighting Upgrade "	**$408,461.57**
Hunter Prestige Homes Pty Ltd	Burdekin Park Shelter Refurbishment	**$178,446.52**
Hunter Prestige Homes Pty Ltd	Singleton Heights Sports Centre – Roof Repairs and Replacement	**$150,000.00**
Hunter Prestige Homes Pty Ltd	Singleton Youth Venue – Packaged AC Replacement	**$150,000.00**
KCE Pty Ltd	SWMF Civil Works Singleton Waste Management Facility	**$192,145.00**

Modern Slavery

This Modern Slavery Statement is provided by Singleton Council in accordance with Section 428 (4) of the *NSW Local Government Act 1993*.

This statement outlines Singleton Council's commitment to combatting modern slavery and the measures we have implemented during this reporting period to reduce the risk of our procurement activities resulting in or contributing to human rights violations.

Structure

Council procures goods and services in accordance with our corporate and procurement policies, processes, and procedures. The following objectives represent the principles that are applied to procurement activities undertaken by Council:

- Eliminate unnecessary purchases, maximise the re-use and recycling of products, minimise waste and purchase fewer goods with negative environmental impact,
- Increase purchaser awareness about the 'sustainability advantage' of alternative products,
- Deliver Council's commitments in relation to ecologically sustainable development (ESD), environmental management and social wellbeing objectives,
- Demonstrate to the community that Council is 'walking the talk' in relation to sustainable purchasing,
- Establish a procurement framework for Council to achieve value for money and continuous improvement in the provision of services for the community,
- Ensure that Council resources are used efficiently and effectively,
- Achieve compliance with relevant legislative requirements achieving high standards of probity, transparency, accountability, and risk management,
- Give preference to procurements which provide environmentally sustainable benefits,
- Give preference to procurements which provide community and social benefits,
- Aim to eliminate practices of modern slavery or hidden labour exploitation including illegal wages and employment practices, discrimination, harassment, where identified.
- Provide opportunities for local business to act as a supplier to Council,
- Where practical, Council will collaborate with other Council's to take advantage of economies of scale.

These policies and processes are applicable to procurement activities for and on behalf of Council and is binding upon Councillors, Council staff including temporary and contract employees as well as contractors and consultants while engaged by Council.

Council's procurement procedures set out how we plan, source, and manage contracts and suppliers throughout the procurement lifecycle. Procurement activities range from purchase orders and purchasing cards for low-risk purchases to formal Request for Quotation (RFQ) and Request for Tender (RFT) process' for high risk and high spend projects.

Council have adopted a hybrid centre-led procurement structure, where strategic vision is managed by Procurement, tenders are centralised through Procurement, and quotations are decentralised and managed throughout the organisation.

We recognise the importance of taking steps to ensure that goods and services procured by and for our Council are not the product of modern slavery.

Supply chain

Approximately 61% of goods and services were purchased through local suppliers defined as Singleton LGA and Hunter Region, with Singleton Council managing an overall purchasing spend of approximately $52 million in materials and contracts across 9 Business Units (excluding banking / borrowing / depreciation / insurances / exempt items / stock purchases):

- ➔ Infrastructure Services
- ➔ Integrated Risk
- ➔ Community Service Delivery
- ➔ Corporate Services
- ➔ Development and Environment Services
- ➔ People and Culture
- ➔ Strategy and Engagement
- ➔ Waste and Circular Economy
- ➔ Water and Sewer

Our supply chain includes predominantly construction-based suppliers with Council's highest categories of spend being:

- ➔ Construction
- ➔ Construction - Roads
- ➔ Roads – Bridges
- ➔ Water and Sewer Treatment
- ➔ Parks

Council understands that the construction industry can pose a high risk of modern slavery, as the production of products and services required may rely on multi-tiered supply chains that may obtain labour and materials from countries with little regulation, along with a high proportion of low skilled, migrant workers from socio-economically vulnerable groups.

Council utilises the Inherit Risk Identification Tool (IRIT) and tender and contract clauses for all tendered contracts.

Anti-Slavery Reporting

The following table demonstrates the value for each modern slavery risk rating under the GRS Due Diligence Level for tendered contracts awarded between 1 July 2024 and 30 June 2025.

GRS Due Diligence Level	Procurement Spend	Catagories Procured
Heightened	**$1,394,690.70**	Cleaning, Labour Hire, PPE, IT, Printers, Plant
Standard (Moderate)	**$926,720.33**	Underground Services, Postage
Light (Low)	**$33,275,081.45**	Construction Temp Hire, HR, Tyres, Repairs, Linemarking, Drainage
Minimal (Minor)	**$16,327,246.69**	Advertising, Business, Event, Environment, Construction Other, Utilities, Facilities Other, HR Other, IT Other, Library, Office, Parks, Repairs & Maintenance, Roads Other, Subscriptions, Travel, Waste, Water and Sewer Other

2024/2025 actions taken

Modern Slavery Questionnaire

Council requests all new suppliers complete a Modern Slavery Questionnaire at time of inception, Council review and track this information to identify where additional steps are required to ensure Council suppliers are implementing measures and committing to reduce the risk of contributing to human rights violations. Modern Slavery Questionnaires can be found on Council's New Creditor Forms and in all RFQ and RFT packages released.

Within the financial year, the following new creditors and tenderers provided response in relation to having processes in place to ensure that goods and services are not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (NSW). The processes in place vary in accordance with the size and type of supplier. The options nominated include:

New Creditors (137)

Nominated Option	Responses
Comprehensive processes are in place	70
Some processes have been introduced, and a rollout plan is underway	22
In the planning stage	15
Not yet commenced but have an intention to commence	23
Unwilling or unable to manage the modern slavery risks in business operations and supply chains	7

Tenderers (25)

Nominated Option	Responses
Comprehensive processes are in place	12
Some processes have been introduced, and a rollout plan is underway	6
In the planning stage	6
Not yet commenced but have an intention to commence	1
Unwilling or unable to manage the modern slavery risks in business operations and supply chains	0

GRS Implementation Timeline

In the 2024/25 financial year, Council established a Modern Slavery GRS Implementation Timeline to track the progress of actions completed and that forthcoming, in alignment with the identified requirements outlined in the Guidance on Reasonable Steps.

Salient Risk Assessment

Using the IRIT tool, Council identified its key procurement-related modern slavery risks, determining that the greatest exposure lies within its supply chain activities. These risks have been ranked in accordance with the NSW Anti-Slavery Commissioner's IRIT framework, which also enables visibility into where Council may cause, contribute to, or be directly linked to modern slavery risks. This process requires ongoing monitoring and review.

In addition to supply chain analysis, Council reviewed its internal HR practices to ensure that staff directly employed to carry out these activities are not subjected to exploitation or modern slavery conditions.

IRIT Purchasing Category Spend Mapping

The IRIT Purchasing Category Spend Mapping tool was developed with two primary objectives:

- To consolidate Annual Report spend data.
- To support monthly analysis of high-risk spend. This analysis will help identify decentralised spend within high-risk categories.

Modern Slavery Risk Management Plan

Council has developed and implemented a Modern Slavery Risk Management Plan, which will be subject to ongoing review and updates in line with the organisation's evolving maturity in managing modern slavery risks. The plan aims to:

- Ensure alignment with the Modern Slavery Act and other relevant regulations, including the requirement to take reasonable steps to identify and mitigate risks.
- Identify high-risk areas within procurement and operations and implement controls to reduce exposure to modern slavery practices.
- Provide a clear framework for documenting actions, responsibilities, and progress, enhancing organisational accountability.
- Demonstrate to internal and external stakeholders—including government bodies, suppliers, and the public—that the organisation is committed to human rights and responsible business conduct.
- Establish a foundation for ongoing monitoring, review, and enhancement of modern slavery risk management practices.

Supply Chain Risk Mapping

Although still in its early stages, Council has commenced supply chain risk mapping using data collected through Modern Slavery questionnaires embedded in RFQs, RFTs, and the Creditor Details Form. This process aims to identify production locations within the supply chain and assess associated risks. Council is also analysing supplier spend exceeding $150,000 to prioritise high-risk areas. This approach supports greater visibility and informed decision-making and will require ongoing monitoring and refinement as Council's practices mature.

Key Staff Training

Council engaged Local Government Procurement to design and deliver a tailored workshop focused on modern slavery risk mitigation for Procurement and key Project Management staff. The training aimed at enhancing awareness and capability in identifying, managing, and mitigating modern slavery risks within Council's operations and supply chains.

The workshop comprised six core modules:

- Introduction to modern slavery and relevance to Council procurement activities.
- Legal obligations and compliance.
- Identifying and assessing modern slavery risks in procurement.
- Mitigating modern slavery risks in procurement projects.
- Reporting and grievance mechanisms for modern slavery.
- Building capability with suppliers and promoting a culture of human rights.



Outcomes

Implementation of the above policy has resulted in the following actions undertaken and future initiatives planned in relation to Council's procurement processes.

Activity	Description	Actioned	Partially Actioned	Not Yet Actioned	Future Inititave Considered
Staff Awareness + Training	Staff awareness of modern slavery and Council's policy and expectations	✓			
	Staff training		✓		✓
Supplier Engagement	Awareness of Council's policy and expectations		✓		✓
	Supplier training			✓	
	Supplier self-assessment questionnaire (SAQ)			✓	
	High risk supplier engagement		✓		✓
Risk Assessment	Inherent risk assessment at a category level	✓			✓
	Pre-purchase checklist to identify higher risk procurements	✓			✓
	Supplier risk assessment – existing suppliers	✓			
	Supplier risk assessment – new and potential suppliers	✓			
Tendering + Contracting	Modern slavery tender criteria	✓			
	Procurement process/procedure includes the requirement to assess that the tendered price allows for at least the minimum level of wages and other entitlements required by law	✓			
	Modern slavery contract clauses	✓			
	Supplier Code of Conduct	✓			
Reporting + Grieveance Mechanisms	Confidential reporting mechanism/process for staff, contractors, community to report concerns related to modern slavery.			✓	✓
Response + Remedy Framework	Response and remedy framework involving actions, such as facilitation of access to health, legal or psychosocial services, financial compensation, and prevention of future harm			✓	✓
Monitoring + Review	Monitoring and review of the effectiveness of modern slavery related processes.			✓	✓

Legal Costs

The following outlines the costs to Council in relation to action taken by or against Council in 2024/2025.

Matters	Amount incurred by Council in relation to action taken by or against Council in 2024/2025	Overview of costs
Rate and debt recovery action	**$71,138.25**	Total costs associated with debt recovery action are recouped from the relevant debtors.
Planning and Development Expenses	**$186,515.76**	Legal advice for general planning matters and costs relating to proceedings
Other Legal Expenses	**$59,293.15**	General Contract advice

Legal Proceedings

The following provides a summary of the progress of significant legal proceedings taken by or against Council in 2024/2025.

Proceedings	Court of which proceedings is heard	Amount incurred by Council in 2024/2025 in relation to proceedings	Summary of proceedings
Class 3 Proceedings	Land Environment Court	$81,605.08	Class 3 Proceedings is an appeal of compensation payable under the Just Terms Compensation Act.
Class 1 Appeal	Land Environment Court	$2,347.20	Class 1 Appeal of a decision of the Regional Planning Panel to refuse a development.

Delegations of External Bodies

All external bodies, a total of one, that during the year exercised functions delegated by Council:

- Council has, pursuant to section 377 of the *Local Government Act 1993*, delegated Hunter Resource Recovery (HRR) the function of providing a waste recycling service being a service and/or facility and/or activity within the meaning of section 24 of the Act.
  Hunter Resource Recovery provides Council's kerbside recycling service, and is jointly owned and operated by Cessnock, Lake Macquarie, Maitland and Singleton councils. HRR manages the kerbside recycling collection services contract with Solo Resource Recovery and subsequent recyclables processing by Visy Recycling, as well as individual drop off.

Elected Members' Expenses

Singleton is classified as a "Regional Rural" council for the purpose of determining fees payable to elected members. The fees below represent the minimum and maximum fee payable for this category. Singleton Council has a popularly elected Mayor and nine Councillors.

Council has a policy on Councillors' Expenses and Facilities. The objectives of the policy are to comply with the provisions of section 252 of the Local Government Act 1993 and to:

- Enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
- Enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
- Ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
- Ensure facilities and expenses provided to councillors meet community expectations
- Support a diversity of representation
- Fulfil the council's statutory responsibilities.

Fees	
Mayoral fee (excluding Councillor fee)	$ 49,200.00
Councillors' fees	$248,724.30
Superannuation	$ 30,018.58
Total	**$327,942.88**

During the current reporting year, $120,671.80 was expended on the provision of Councillor facilities and the payment of Councillor expenses, which included payments for the following:

Provision of information communication technology equipment and services	$ 1,650.00
Provision of general facilities	$ 57,356.66
Professional development / conference attendance	$10,524.54
General travel expenses	$46,289.69
Interstate visits by Councillors, including transport, accommodation and other expenses	$0
Overseas visits, including transport, accommodation and other expenses	$0
Expenses of any spouse, partner or other person who accompanied a Councillor	$0
Expenses involved in the provision of care for a child or immediate family member of a Councillor	$0
Meals/accommodation expenses	$4,850.91
Total	**$120,671.80**

Induction + ongoing professional development

An induction program and professional development opportunities were available for the Mayor and Councillors during 2024/25. Attendance at these opportunities is as follows:

Professional Development	Date	Attendees
Councillor Induction - 2 Day Elected Life Workshop – Day 1	24/10/2024	Mayor Moore, Cr George, Cr D Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Councillor Induction - 2 Day Elected Life Workshop – Day 2	25/10/2024	Mayor Moore, Cr George, Cr D Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan
Councillor Induction – Finance overview 1, Integrated Planning and Reporting	08/10/2024	Mayor Moore, Cr George, Cr Jenkins, Cr McLachlan, Cr D Thompson, Cr Yeomans Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Councillor Induction – Property	17/10/2024	Mayor Moore, Cr George, Cr McLachlan, Cr D Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Councillor Induction – Finance overview 2, Audit Risk Improvement Committee (ARIC), Governance, Media	29/10/2024	Mayor Moore, Cr George, Cr Jenkins, Cr McLachlan, Cr D Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Councillor Induction - Waste and Circular Economy, Infrastructure Services	06/11/2024	Mayor Moore, Cr George, Cr Jenkins. Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite

Key: Induction Conference Professional Development

Professional Development	Date	Attendees
Councillor Induction - Waste and Circular Economy, Infrastructure Services	06/11/2024	Mayor Moore, Cr George, Cr Jenkins. Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Councillor Induction - Community Services, Organisational Excellence, Planning Overview	12/11/2024	Mayor Moore, Cr George, Cr Jenkins, Cr McLachlan, Cr D Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Local Government NSW Annual Conference	17/11/2024 – 19/11/2024	Mayor Moore , Cr McGowan
Councillor Induction - Socio Economic Development, Water and Sewer, Integrated Planning + Reporting	19/11/2024	Mayor Moore, Cr George, Cr Jenkins, Cr McLachlan, Cr D Thompson, Cr Yeomans Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Councillor Induction - Integrated Risk Management	03/12/2024	Mayor Moore, Cr George, Cr McLachlan, Cr Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Affordable Housing Deep Dive for Councillors	13/03/2025	Cr McLachlan
Councillor Cyber Training	08/05/2025	Mayor Moore, Cr McLachlan, Cr D Thompson, Cr Yeomans, Cr Watson, Cr P Thompson, Cr McGowan, Cr Adamthwaite
2025 Destination and Visitor Economy Conference	26/05/2025 – 28/05/2025	Cr McGowan
Planning for Councillors	10/06/2025	Cr George, Cr D Thompson, Cr Yeomans, Cr P Thompson, Cr McGowan, Cr Adamthwaite
Australian Local Government Association ALGA 2025 National General Assembly of Local Government (NGA)	24/06/2025 – 27/06/2025	Mayor Moore Cr George
National Sports Convention	25/06/2025 – 26/06/2025	Cr McLachlan

Overseas Visits

There were no overseas visit during the reporting period.

Public Interest Disclosures

The new public interest disclosures legislation commenced in New South Wales (NSW). This is the *Public Interest Disclosures Act, 2022 (PID Act)*. The PID Act applies to all NSW public sector agencies which includes local government authorities.

Section 42 of the *PID Act* requires that all agencies have a public interest disclosure policy to encourage public officials to report serious wrongdoing and to protect them when they make a disclosure. Council adopted a Public Interest Disclosure Policy on 17 October 2023.



Singleton Council 2024/2025

Number of public officials who made public interest disclosures to your public authority	Nil
Number of public interest disclosures received by your public authority	Nil
Of public interest disclosures received, how many were primarily about:	
Corrupt conduct	Nil
Maladministration	Nil
Serious + substantial waste	Nil
Government information contravention	Nil
Local government pecuniary interest contravention	Nil
Number of public interest disclosures that have been finalised in the 2024/25 reporting period	Nil
Have you established an internal reporting policy?	Yes
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes

If so, how have staff been made aware?

- ➔ New staff are trained during induction and onboarding.
- ➔ Annual e-learning is completed by all staff.
- ➔ Email messages to all staff from the General Manager.
- ➔ Posters are located at all Council facilities.
- ➔ Policy is linked on Council's intranet site.

In the Chambers

Total of Council Meetings in 2024/2025 - 11 ordinary

A total of 104 meeting actions were processed and 19 people addressed the elected Council during public forums held prior to meetings. In addition to Council Meetings, 25 briefing evenings were held in 2024/2025. There were 26 formal responses provided to Questions from Councillors at Council meetings in 2024/2025.

Councillor attendance

Councillor attendance at Council Meetings and Briefings from July 2024 - June 2025:

July – August 2024

Councillor	Council meetings	Briefings / Roundtables / Inductions
Sue Moore	2	3
Godfrey Adamthwaite	2	4
Sue George	2	4
Tony Jarrett	2	2
Hollee Jenkins	1	1
Mel McLachlan	2	4
Tony McNamara	2	4
Val Scott	2	2
Dan Thompson	2	4
Sarah Johnstone	2	4

September 2024 – June 2025

Councillor	Council meetings	Briefings / Roundtables / Inductions
Sue Moore	9	19
Sue George	9	21
Godfrey Adamthwaite	9	21
Hollee Jenkins	8	14
Mel McLachlan	8	18
Dan Thompson	9	16
Anne McGowan	9	19
Patrick Thompson	9	21
Peree Watson	9	20
Scott Yeomans	9	21

Fair + Equal Employment



Fostering a Respectful + Inclusive Culture

Council continues to develop our approaches towards equalising the gender balance and overall diversity of our workforce.

We have a slightly larger female workforce across the organisation, with 53% of our roles occupied by women and 62% representation on Council's Leadership Team. Council, and the local government sector overall, have the opportunity to serve as an exemplary workplace for the inclusion of women.

Council values, understands, and promotes diversity. Council's Equal Employment Opportunity (EEO) Management Plan sets out Council's commitment to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities to current and prospective employees.

The implementation of this plan continues to support initiatives that ensure Council has a diverse and engaged workforce to provide the best possible service to our community.

Our current workforce is diverse and broadly reflects the diversity of our community with:

→ **2.7%** of our current workforce identifying as Aboriginal or Torres Strait Islander

→ **6.5%** of our workforce reporting a disability with only 0.80% requiring adjustments to work

→ **8.8%** of our workforce is born in a country other than Australia

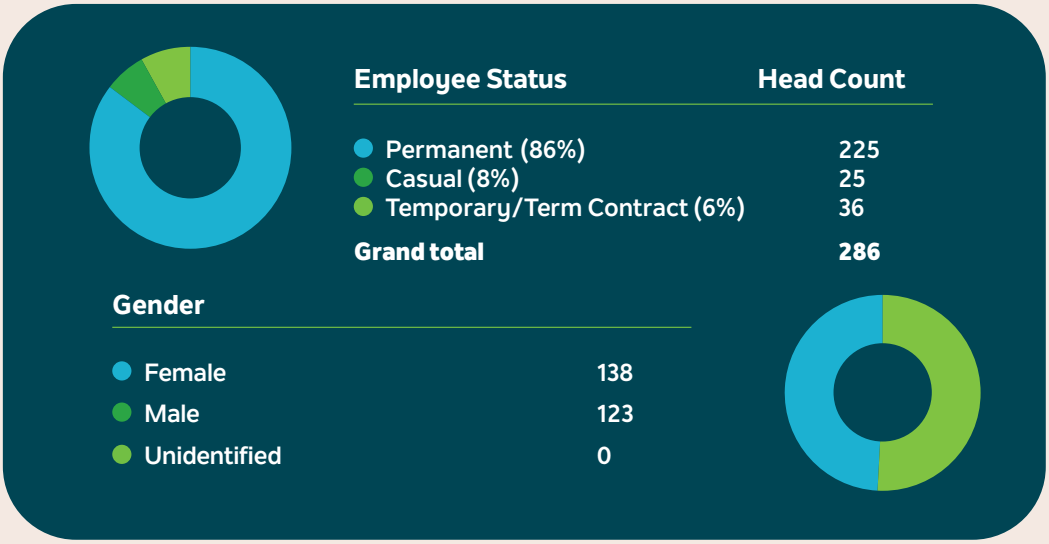
Staff engagement

80
Percent



Employee Status

Workforce composition as at 30 June 2025



Highlights

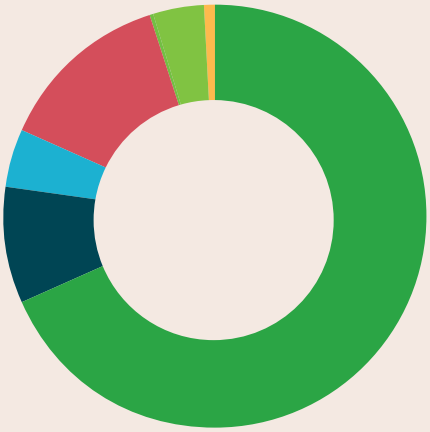
Our People Strategy 2025 – 2029 was developed and adopted in June 2025. The aim of this strategy is to provide a framework for ensuring Council's services to the community are provided by the right people, in the right jobs, with the right skills and attitude, at the right time. It describes the outcomes we are aspiring to achieve and provides clear deliverables to progressively achieve them over the four year period.

Workforce initiatives and highlights include:

- We were recognised as an Employer of Choice for the fourth consecutive year through the Human Resource Director (HRD) Employer of Choice Program.
- Our levels of staff engagement have remained high year on year with an overall engagement score of 80% achieved in September 2024.
- We continued to grow and develop our own through internal career opportunities. Across the 2024 – 2025 financial year we saw the placement of 21 internal employees into vacant permanent roles and 28 (on average at any one time) internal employees were placed into secondment opportunities.
- We continued our support for traineeships, apprenticeships and cadets. We successfully recruited 2 apprentices, 4 trainees and 5 cadets through grants available in the Office of Local Government Fresh Start Program funding.
- We supported 12 local high school and 3 School Based Trainees through our work experience program at Council during 24/25.

Statement of total number of persons who performed paid work on Wednesday 4 December 2024.

The number of persons directly employed by Council:



- On a permanent full time basis – 193
- On a permanent part time basis – 25
- On a casual basis – 13
- Under a fixed term contract – 37
- Under a senior staff contract – 1
- Engaged by Council, under a contract or other arrangement with the person's employer, wholly or principally for the labour of the person - 11
- Supplied to Council, under a contract or other arrangement with the person's employer, as an apprentice or trainee - 2



Flexibility + Support

Council is committed to providing flexible working arrangements to its employees to assist in managing their work and personal life commitments, where such arrangements support and comply with operational needs.

Options offered include work from home, rostered days off, nine-day fortnights and condensed four-day weeks.

Work-life balance for all employees is a critical consideration in Council's approach to its people and is recognised as a key component of an employee's health and wellbeing, their happiness at work and their overall life goals.

Council is committed to providing flexible working arrangements where possible to assist in managing work and personal life commitments for our people. This means Council and an employee may agree on a schedule of working hours to support the employee depending on their own personal circumstances, such as family responsibilities, provided Council's operational needs are met.

Flexibility continues to increase through the use of mobile technology resources to all staff including non-office based staff to ensure access to adequate technology to complete the work required. We are now proudly able to confirm that each staff member, from our childcare staff to our road's crews have access to up to date, mobile technology to support their work.



Flexible Options Available

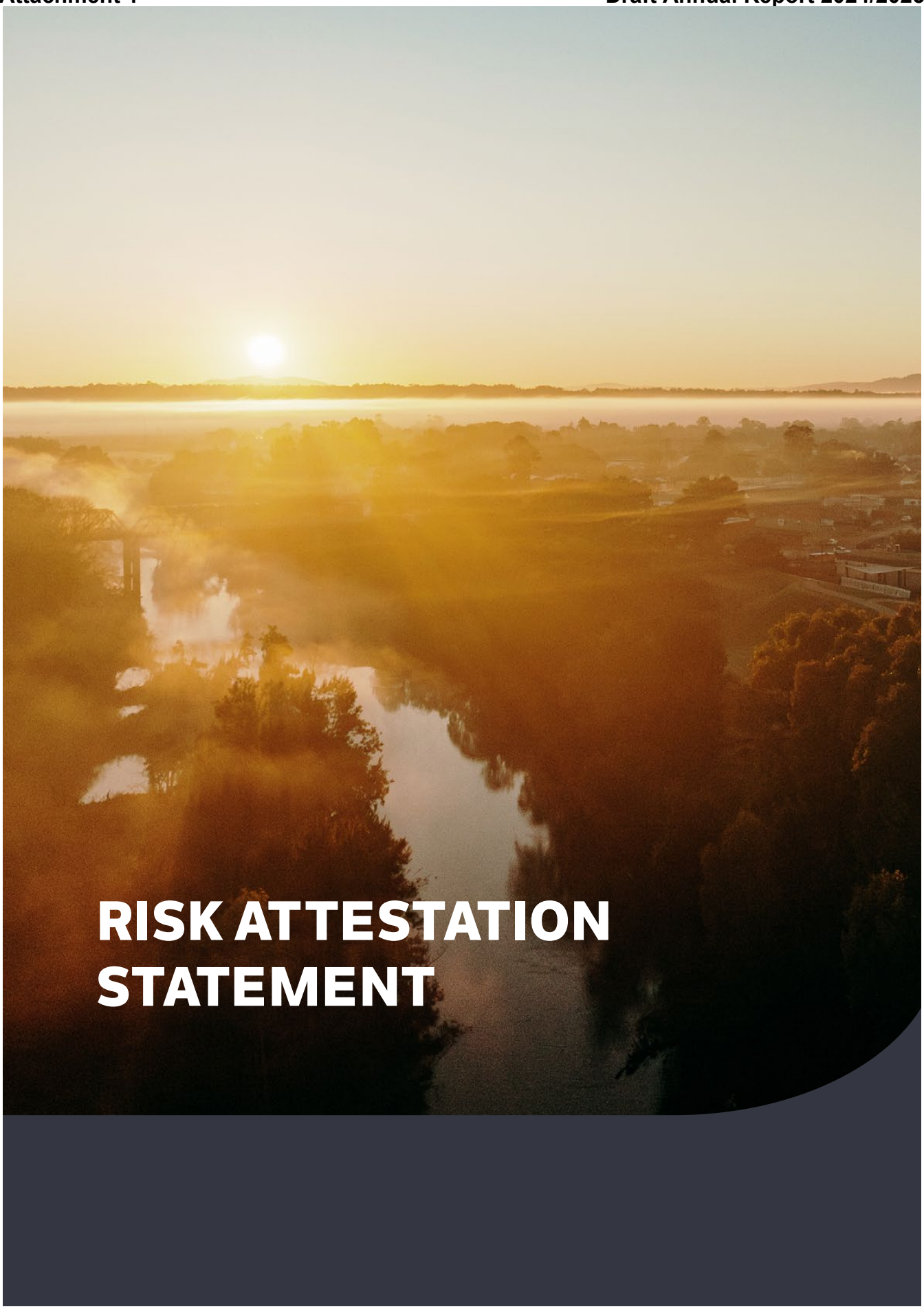
- → **Work from home**
- → **Rostered days off**
- → **Nine day fortnights**
- → **Condensed 4 day weeks**

Council's Swell (Safe and Well at Singleton Council) Program is specifically designed to equip our people to be leaders and innovators in building a safe and healthy workplace where they can thrive, perform at their best and contribute fully to their workplace and life.

This innovative program truly puts the wellbeing of our most valuable asset at the forefront of all we do, focusing on whole of person wellbeing by aligning our Work Health and Safety management system and our corporate Health and Wellness program under the pillars of mind, body and heart.

The result is a holistic, systematic approach to promoting, improving, and protecting good physical and mental health, wellbeing and resilience throughout the organisation, most visibly through a designated Swell event on the last Thursday of each month for all people leaders that may include a guest speaker or other organised activity.

The Swell concept is further enhanced through the provision of two "Swell" days per year for our employees where they can take a day out to support their own health and wellbeing.



RISK ATTESTATION STATEMENT

Internal audit and risk management attestation statement for the 2024/2025 financial year for Singleton Council

I am of the opinion that Singleton Council has an audit, risk and improvement committee, risk management framework and internal audit function that operate in compliance with the following requirements except as may be otherwise provided below:

Audit, risk and improvement committee

	Requirement	Compliance
1.	Singleton Council has appointed an audit, risk and improvement committee that comprises of an independent chairperson and at least two independent members (section 428A of the *Local Government Act 1993*, section 216C of the *Local Government (General) Regulation 2021)*.	Compliant
2.	The chairperson and all members of Singleton Council's audit, risk and improvement committee meet the relevant independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021* and have not exceeded the membership term limits prescribed under the Regulation (sections 216D, 216E, 216F, 216G of the *Local Government (General) Regulation 2021*).	Compliant
3.	Singleton Council has adopted terms of reference for its audit, risk and improvement committee that are informed by the model terms of reference approved by the Departmental Chief Executive of the Office of Local Government and the committee operates in accordance with the terms of reference (section 216K of the *Local Government (General) Regulation 2021*).	Compliant
4.	Singleton Council provides the audit, risk and improvement committee with direct and unrestricted access to the general manager and other senior management and the information and resources necessary to exercise its functions (section 216L of the *Local Government (General) Regulation 2021*).	Compliant
5.	Singleton Council's audit, risk and improvement committee exercises its functions in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant

6.	Singleton Council's audit, risk and improvement committee provides the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the *Local Government Act 1993* reviewed during that term (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Non-compliant*
7.	The governing body of Singleton Council reviews the effectiveness of the audit, risk and improvement committee at least once each council term (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Non-compliant*

Membership

The chairperson and membership of the audit, risk and improvement committee are:

Chairperson	Paul Quealey	01/07/2024	30/06/2028
Independent member	Meredith Caelli	01/07/2024	30/06/2027
Independent member	Tony Harb	01/07/2024	30/06/2027
Councillor member 1	Godfrey Adamthwaite	15/10/2024	01/09/2028

Risk Management

	Requirement	Compliance
8.	Singleton Council has adopted a risk management framework that is consistent with current Australian risk management standard and that is appropriate for the Singleton Council's risks (section 216S of the *Local Government (General) Regulation 2021*).	Compliant
9.	Singleton Council's audit, risk and improvement committee reviews the implementation of its risk management framework and provides a strategic assessment of its effectiveness to the governing body each council term (section 216S of the *Local Government (General) Regulation 2021*).	Non-compliant*

Internal Audit

	Requirement	Compliance
10.	Singleton Council has an internal audit function that reviews the council's operations and risk management and control activities (section 216O of the *Local Government (General) Regulation 2021)*.	Compliant
11.	Singleton Council's internal audit function reports to the audit, risk and improvement committee on internal audit matters (sections 216M, 216P and 216R of the *Local Government (General) Regulation 2021)*.	Compliant

	Requirement	Compliance
12.	Singleton Council's internal audit function is independent and internal audit activities are not subject to direction by the Singleton Council (section 216P of the *Local Government (General) Regulation 2021*).	Compliant
13.	Singleton Council has adopted an internal audit charter that is informed by the model internal audit charter approved by the Departmental Chief Executive of the Office of Local Government and the internal audit function operates in accordance with the charter (section 216O of the *Local Government (General) Regulation 2021*).	Compliant
14.	Singleton Council has appointed a member of staff to direct and coordinate internal audit activities or is part of a shared arrangement where a participating Singleton Council has appointed a staff member to direct and coordinate internal audit activities for all participating councils (section 216P of the *Local Government (General) Regulation 2021*).	Compliant
15.	Internal audit activities are conducted in accordance with the International Professional Practices Framework (Core requirement 3 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant
16.	Singleton Council provides the internal audit function with direct and unrestricted access to staff, the audit, risk and improvement committee, and the information and resources necessary to undertake internal audit activities (section 216P of the *Local Government (General) Regulation 2021*).	Compliant
17.	Singleton Council's internal audit function undertakes internal audit activities in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 3 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant
18.	Singleton Council's audit, risk and improvement committee reviews the effectiveness of the internal audit function and reports the outcome of the review to the governing body each council term (section 216R of the *Local Government (General) Regulation 2021*).	Non-compliant*

Non-compliance with the *Local Government (General) Regulation 2021*

I advise that Singleton Council has not complied with the following requirements prescribed under the *Local Government (General) Regulation 2021* with respect to the operation of its Audit, Risk and Improvement Committee, risk management, and internal audit processes:

Non-compliance	Reason	Alternative measures being implemented	How the alternative measures achieve equivalent outcomes
Singleton Council's audit, risk and improvement committee provides the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the *Local Government Act 1993* reviewed during that term (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	As the provisions commenced on 1 July 2024, Singleton Council has not yet had the framework in place for a full council term. *	Singleton Council's Audit, Risk and Improvement Committee will provide the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the *Local Government Act 1993* reviewed during that term.	This action will result in compliance with this requirement.
The governing body of Singleton Council reviews the effectiveness of the audit, risk and improvement committee at least once each council term (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	As the provisions commenced on 1 July 2024, Singleton Council has not yet had the framework in place for a full council term. *	Singleton Council's governing body will review the effectiveness of its Audit, Risk and Improvement Committee at least once during its current term.	This action will result in compliance with this requirement.
Singleton Council's audit, risk and improvement committee reviews the	The Audit, Risk and Improvement Committee review the risk management	The Audit, Risk and Improvement Committee will provide a strategic assessment	This action will result in compliance with this requirement.

implementation of its risk management framework and provides a strategic assessment of its effectiveness to the governing body each council term (section 216S of the *Local Government (General) Regulation 2021*).	framework every two years and the risk management maturity self-assessment annually. As the provisions commenced on 1 July 2024, Singleton Council has not yet had the framework in place for a full council term. *	of Singleton Council's risk management framework to the governing body during its current term.	
Singleton Council's audit, risk and improvement committee reviews the effectiveness of the internal audit function and reports the outcome of the review to the governing body each council term (section 216R of the *Local Government (General) Regulation 2021*).	As the provisions commenced on 1 July 2024, Singleton Council has not yet had the framework in place for a full council term. *	The Audit, Risk and Improvement Committee will review the effectiveness of the internal audit function and report the outcome to the governing body during its current term.	This action will result in compliance with this requirement.

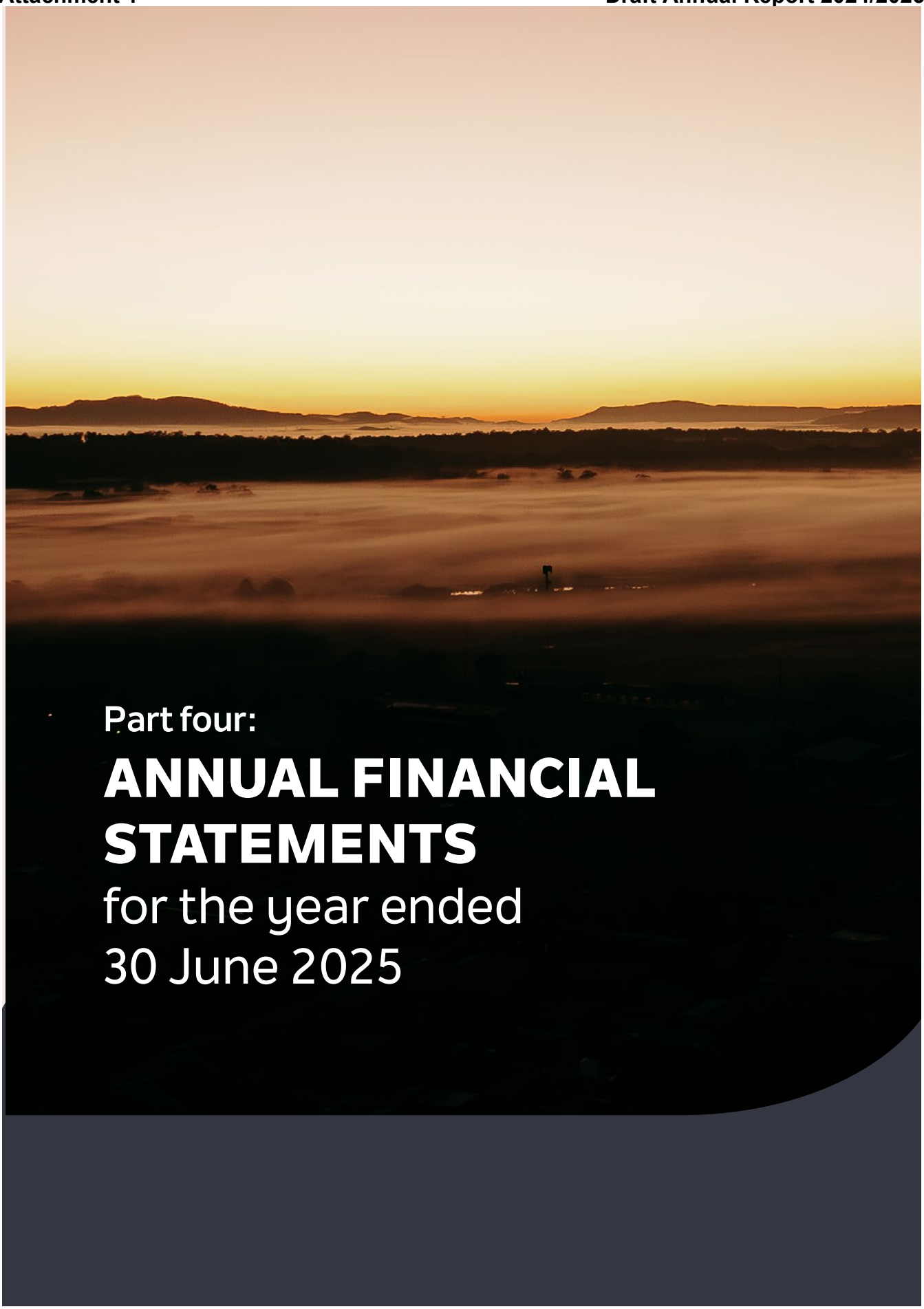
These processes, including the alternative measures implemented, demonstrate that Singleton Council has established and maintained frameworks, systems, processes and procedures for appropriately managing audit and risk within Singleton Council.



Justin Fitzpatrick-Barr

General Manager

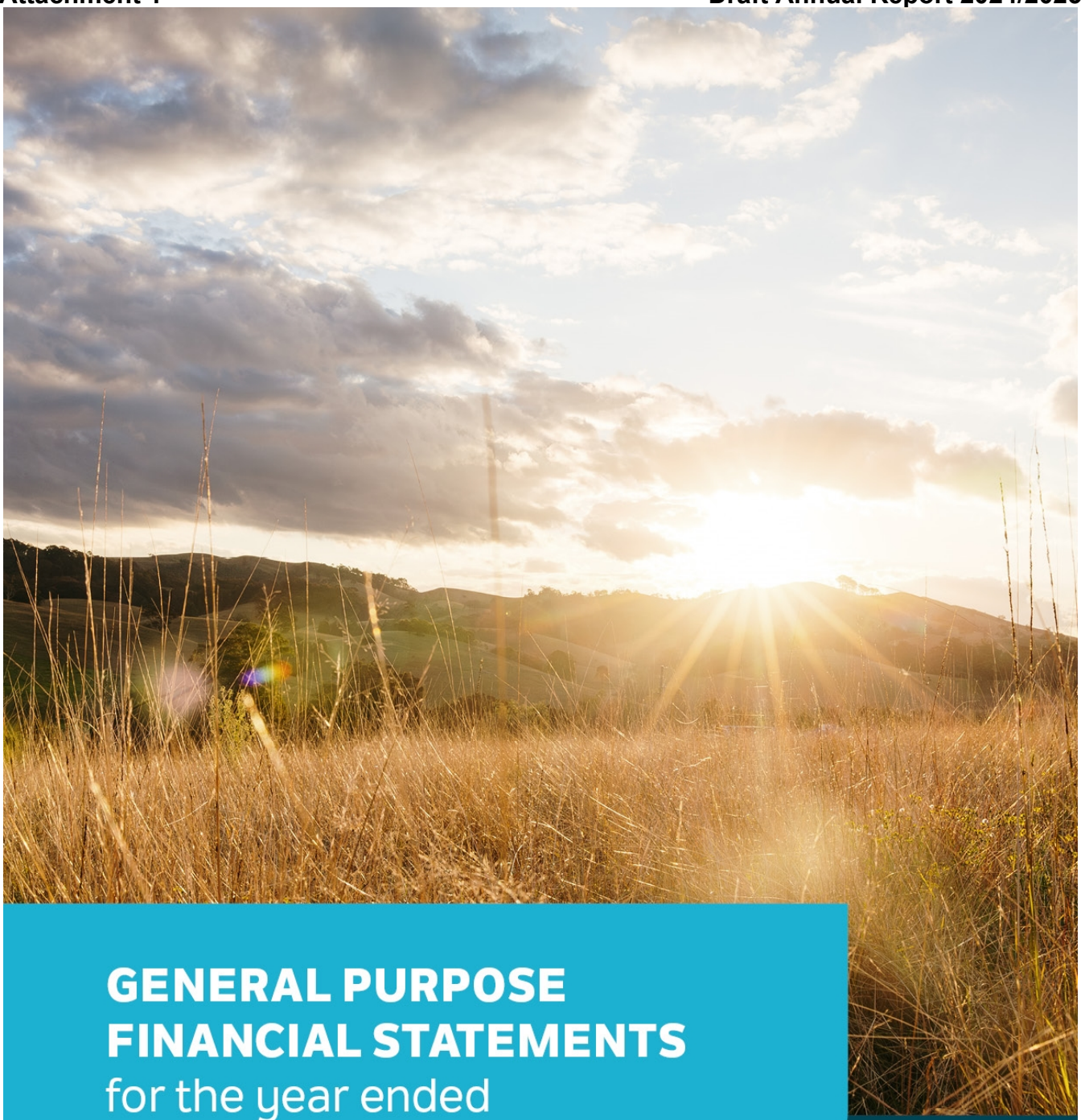
30 June 2025



Part four:

ANNUAL FINANCIAL STATEMENTS

for the year ended
30 June 2025



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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Singleton Council

General Purpose Financial Statements
for the year ended 30 June 2025

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413(2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting 2024/25.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

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

for the year ended 30 June 2025

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

	Notes	2025 $ '000	2024 $ '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 $ '000	2024 $ '000
ASSETS			
Current assets			
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
Total current assets		**82,065**	88,718
Non-current assets			
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
Total non-current assets		**1,248,547**	1,231,800
Total assets		**1,330,612**	1,320,518
LIABILITIES			
Current liabilities			
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
Total current liabilities		**22,250**	24,716
Non-current liabilities			
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
Total non-current liabilities		**40,433**	37,091
Total liabilities		**62,683**	61,807
Net assets		**1,267,929**	1,258,711
EQUITY			
Accumulated surplus		**609,289**	583,439
IPPE revaluation surplus		**658,640**	675,272
Total equity		**1,267,929**	1,258,711

Singleton Council

Statement of Changes in Equity

for the year ended 30 June 2025

	Notes	2025 Accumulated surplus $ '000	2025 IPPE revaluation surplus $ '000	2025 Total equity $ '000	2024 Accumulated surplus $ '000	2024 IPPE revaluation surplus $ '000	2024 Total equity $ '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

Original unaudited budget 2025 $ '000		Notes	Actual 2025 $ '000	Actual 2024 $ '000
	Cash flows from operating activities			
	Receipts:			
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
	Payments:			
(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	**Net cash flows from operating activities**	G1-1	**26,399**	33,417
	Cash flows from investing activities			
	Receipts:			
–	Sale of investments		**89,858**	14,000
–	Sale of real estate assets		**4,665**	–
–	Proceeds from sale of IPPE		**432**	1,081
	Payments:			
–	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)	**Net cash flows from investing activities**		**(39,157)**	(9,360)
	Cash flows from financing activities			
	Receipts:			
7,759	Proceeds from borrowings		**5,659**	–
	Payments:			
(1,739)	Repayment of borrowings		**(1,689)**	(2,272)
–	Principal component of lease payments		**(890)**	(768)
6,020	**Net cash flows from financing activities**		**3,080**	(3,040)
(7,069)	**Net change in cash and cash equivalents**		**(9,678)**	21,017
39,461	Cash and cash equivalents at beginning of year		**39,461**	18,444
32,392	Cash and cash equivalents at end of year	C1-1	**29,783**	39,461

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

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 ...

A1-1 Basis of preparation (continued)

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
Functions or activities										
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
Total functions and activities	**113,350**	105,445	**87,500**	79,309	**25,850**	26,136	**36,499**	38,012	**1,330,612**	1,320,518

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 $ '000	2024 $ '000
Ordinary rates		
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)
Rates levied to ratepayers	**26,125**	24,776
Pensioner rate subsidies received	**105**	108
Total ordinary rates	**26,230**	24,884
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
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)
Annual charges levied	**12,927**	11,933
Pensioner annual charges subsidies received	**130**	128
Total annual charges	**13,057**	12,061
Total rates and annual charges	**39,287**	36,945

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 $ '000	2024 $ '000
Specific user charges (per s502 - specific 'actual use' charges)		
Water supply services	**7,245**	8,056
Sewerage services	**1,708**	1,587
Total specific user charges	**8,953**	9,643
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions (per s608)		
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
Total fees and charges – statutory/regulatory	**7,518**	5,113
(ii) Fees and charges – other (incl. general user charges (per s608))		
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
Total fees and charges – other	**11,384**	8,104
Total other user charges and fees	**18,902**	13,217
Total user charges and fees	**27,855**	22,860
Timing of revenue recognition for user charges and fees		
User charges and fees recognised over time	**–**	–
User charges and fees recognised at a point in time	**27,855**	22,860
Total user charges and fees	**27,855**	22,860

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 2025 $ '000	Operating 2024 $ '000	Capital 2025 $ '000	Capital 2024 $ '000
General purpose grants and non-developer contributions (untied)				
Financial assistance – relating to current year	**814**	290	**–**	–
Financial assistance – received in advance for subsequent year	**2,714**	4,371	**–**	–
Amount recognised as income during current year	**3,528**	4,661	**–**	–
Special purpose grants and non-developer contributions (tied)				
Cash contributions				
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**	–
Total special purpose grants and non-developer contributions – cash	**6,322**	10,619	**21,710**	14,836
Total special purpose grants and non-developer contributions (tied)	**6,322**	10,619	**21,710**	14,836
Total grants and non-developer contributions	**9,850**	15,280	**21,710**	14,836
Comprising:				
– 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
Totals	**9,850**	15,280	**21,710**	14,836

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B2-3 Grants and contributions (continued)

	Notes	Operating 2025 $ '000	Operating 2024 $ '000	Capital 2025 $ '000	Capital 2024 $ '000
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):	G4				
Cash contributions					
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
Total developer contributions – cash		**26**	–	**2,531**	867
Non-cash contributions					
S 7.11 – contributions towards amenities/services		**–**	–	**–**	6,650
S 64 – stormwater contributions		**–**	–	**–**	379
Other developer contributions		**–**	–	**2,382**	–
Total developer contributions non-cash		**–**	–	**2,382**	7,029
Total grants and contributions		**9,876**	15,280	**26,623**	22,732
Timing of revenue recognition					
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
Total grants and contributions		**9,876**	15,280	**26,623**	22,732

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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 2025 $ '000	Operating 2024 $ '000	Capital 2025 $ '000	Capital 2024 $ '000
Unspent funds at 1 July	**24,096**	17,672	**30,753**	27,802
Add: 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
Add: Funds received and not recognised as revenue in the current year	**–**	1,179	**2,957**	3,792
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	**(7,836)**	(2,941)	**(549)**	(1,838)
Less: Funds received in prior year but revenue recognised and funds spent in current year	**–**	–	**(7,442)**	(5,372)
Unspent funds at 30 June	**21,840**	24,101	**27,732**	30,748

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)

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 $ '000	2024 $ '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)
Total employee costs expensed	**30,455**	27,946

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 $ '000	2024 $ '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
Total materials and services		**34,725**	30,099

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

	Notes	2025 $ '000	2024 $ '000
Depreciation and amortisation			
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
Total depreciation, amortisation and impairment for non-financial assets		**18,660**	15,927

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 $ '000	2024 $ '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 Budget	2025 Actual	2025 Variance		
Income					
Rates and annual charges	**39,391**	**39,287**	**(104)**	**0%**	**U**
User charges and fees	**22,819**	**27,855**	**5,036**	**22%**	**F**
The variance is due to: • $1.405m reallocation of tipping fee income which was previously incorrectly costed to Materials and Services expenditure • $762k tipping fee income received above budget • $1,114k state road contract income received above budget • $904k Gym and Swim fees received above budget • $672k water supply user charges received above budget					
Other revenues	**308**	**1,014**	**706**	**229%**	**F**
The variance is due to: • $254k fuel tax credit back payment for past four years that were under claimed • $216k in insurance claim income					
Operating grants and contributions	**9,178**	**9,876**	**698**	**8%**	**F**
Capital grants and contributions	**24,340**	**26,623**	**2,283**	**9%**	**F**
The variance is due to developer contributed cash and non cash assets conservatively budgeted for.					
Interest and investment revenue	**4,963**	**5,051**	**88**	**2%**	**F**
Net gains from disposal of assets	**–**	**266**	**266**	**∞**	**F**
The variance is due to $1,537k in real estate gains which offset the budgeted loss of $1,400k.					
Other income	**300**	**3,378**	**3,078**	**1,026%**	**F**
The variance is due to $3.109m increase in market value of investments.					

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B4-1 Material budget variations (continued)

$ '000	2025 Budget	2025 Actual	2025 -------- Variance --------		
Expenses					
Employee benefits and on-costs	**26,365**	**30,455**	**(4,090)**	**(16)%**	**U**

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.

Materials and services	**30,309**	**34,725**	**(4,416)**	**(15)%**	**U**

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.

Borrowing costs	**592**	**710**	**(118)**	**(20)%**	**U**

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

Depreciation, amortisation and impairment of non-financial assets	**16,053**	**18,660**	**(2,607)**	**(16)%**	**U**

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.

Other expenses	**2,417**	**2,950**	**(533)**	**(22)%**	**U**

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

Net loss from disposal of assets	**1,400**	**–**	**1,400**	**100%**	**F**

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

Statement of cash flows					
Cash flows from operating activities	**41,616**	**26,399**	**(15,217)**	**(37)%**	**U**

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

Cash flows from investing activities	**(54,705)**	**(39,157)**	**15,548**	**(28)%**	**F**

The variance is due to:
- Receipts from sale of real estate assets that were not budgeted for
- Lower than budgeted payments for infrastructure projects

Cash flows from financing activities	**6,020**	**3,080**	**(2,940)**	**(49)%**	**U**

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 $ '000	2024 $ '000
Cash assets		
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
Total cash and cash equivalents	**29,783**	39,461

C1-2 Financial investments

	2025 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '000
Debt securities at amortised cost				
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
Total financial investments	**31,400**	**68,319**	34,000	59,660

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 $ '000	2024 $ '000
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	**129,502**	133,121
Less: Externally restricted cash, cash equivalents and investments	**(86,773)**	(91,470)
Cash, cash equivalents and investments not subject to external restrictions	**42,729**	41,651
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
Total external restrictions	**86,773**	91,470

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 $ '000	2024 $ '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

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C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2025 $ '000	2024 $ '000
Workplace Health & Safety	**138**	166
Community Economic Development Fund	**6,581**	6,026
Roads Fund	**19,298**	22,985
Total internal allocations	**42,302**	41,433

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 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '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	–
Total	**13,572**	**731**	10,358	355
Less: provision for impairment				
Rates and annual charges	**(7)**	**–**	–	–
User charges and fees	**(116)**	**–**	(116)	–
Total provision for impairment	**(123)**	**–**	(116)	–
Net receivables	**13,449**	**731**	10,242	355

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 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '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 [1]	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers renewals [1]	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
Land:																
– 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
Infrastructure:																
– 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
Other assets:																
– Library books	951	(762)	189	–	–	–	(98)	–	–	–	–	–	–	951	(860)	91
– Art collection	427	–	427	–	–	–	–	–	–	–	–	–	–	427	–	427
Reinstatement, rehabilitation and restoration assets																
– Tip assets	20,801	(4,115)	16,686	–	–	–	(2,704)	–	–	–	–	(8,630)	–	20,801	(15,449)	5,352
Total infrastructure, property, plant and equipment	1,559,947	(390,434)	1,169,513	8,799	31,992	(1,635)	(17,913)	–	–	–	(85)	(127,380)	110,748	1,655,583	(481,544)	1,174,039

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

continued on next page ...

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 [1]	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers renewals [1]	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
Land:													
– 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
Infrastructure:													
– 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
Other assets:													
– Library books	951	(664)	287	–	–	–	(98)	–	–	–	951	(762)	189
– Art collection	427	–	427	–	–	–	–	–	–	–	427	–	427
Reinstatement, rehabilitation and restoration assets (refer C3-5):													
– Tip assets	17,484	(3,948)	13,536	–	–	–	(167)	–	–	3,317	20,801	(4,115)	16,686
Total infrastructure, property, plant and equipment	1,448,036	(358,170)	1,089,866	6,115	36,242	(2,294)	(14,702)	–	–	54,286	1,559,947	(390,434)	1,169,513

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

continued on next page ...

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	**Buildings**	
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

Water and sewer assets		**Stormwater assets**	
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		

Transportation assets		**Other infrastructure assets**	
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 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '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

	Notes	2025 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '000
Funds to construct Council controlled assets	(i)	**4,218**	**–**	8,703	–
Upfront fees	(iii)	**128**	**–**	129	–
Total contract liabilities		**4,346**	**–**	8,832	–

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 $ '000	2024 $ '000
Funds to construct Council controlled assets	**7,442**	5,372
Upfront fees	**129**	83
Total revenue recognised that was included in the contract liability balance at the beginning of the period	**7,571**	5,455

C2-3 Borrowings

	2025 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '000
Loans – secured	**2,457**	**13,103**	1,736	9,897
Other	**43**	**–**	–	–
Total borrowings	**2,500**	**13,103**	1,736	9,897

(a) Changes in liabilities arising from financing activities

	2024		Non-cash movements		2025
	Opening Balance $ '000	Cash flows $ '000	Acquisition $ '000	Other non-cash movement $ '000	Closing balance $ '000
Loans – secured	11,633	**3,927**	**–**	**–**	**15,560**
Lease liability	1,880	**(138)**	**–**	**–**	**1,742**
Other	–	**43**	**–**	**–**	**43**
Total liabilities from financing activities	13,513	**3,832**	**–**	**–**	**17,345**

	2023		Non-cash movements		2024
	Opening Balance $ '000	Cash flows $ '000	Acquisition $ '000	Other non-cash movement $ '000	Closing balance $ '000
Loans – secured	13,905	(2,272)	–	–	11,633
Lease liability	1,214	666	–	–	1,880
Total liabilities from financing activities	15,119	(1,606)	–	–	13,513

(b) Financing arrangements

	2025 $ '000	2024 $ '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
Total financing arrangements	**1,200**	1,200
Drawn facilities		
Financing facilities drawn down at the reporting date are:		
– Credit cards/purchase cards	**45**	–
Total drawn financing arrangements	**45**	–
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
Total undrawn financing arrangements	**1,155**	1,150

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C2-3 Borrowings (continued)

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 Current $ '000	2025 Non-current $ '000	2024 Current $ '000	2024 Non-current $ '000
Annual leave	**2,449**	**–**	2,332	–
Long service leave	**2,574**	**243**	2,217	209
Total employee benefit provisions	**5,023**	**243**	4,549	209

	2025 $ '000	2024 $ '000
Current employee benefit provisions not expected to be settled within the next twelve months	**4,518**	4,089
	4,518	4,089

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 Current $ '000	2025 Non-Current $ '000	2024 Current $ '000	2024 Non-Current $ '000
Asset remediation/restoration (future works)	**–**	**26,071**	–	25,642
Total provisions	**–**	**26,071**	–	25,642

Movements in provisions

	Other provisions	
	Asset remediation	Total

continued on next page ...

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

	General 2025 $ '000	Water 2025 $ '000	Sewer 2025 $ '000
Income from continuing operations			
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
Total income from continuing operations	91,435	13,372	8,948
Expenses from continuing operations			
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	–	–
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	59,359	6,079	3,807
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	32,076	7,293	5,141
Depreciation, amortisation and impairment of non-financial assets	14,207	2,758	1,695
Operating result from continuing operations	17,869	4,535	3,446
Net operating result for the year	17,869	4,535	3,446
Net operating result attributable to each council fund	17,869	4,535	3,446
Net operating result for the year before grants and contributions provided for capital purposes	**(7,299)**	**3,496**	**3,030**

D1-2 Statement of Financial Position by fund

	General 2025 $ '000	Water 2025 $ '000	Sewer 2025 $ '000
ASSETS			
Current assets			
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)	–
Total current assets	76,659	4,046	1,360
Non-current assets			
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	–	–
Total non-current assets	975,764	170,242	102,541
Total assets	1,052,423	174,288	103,901
LIABILITIES			
Current liabilities			
Payables	9,439	216	–
Contract liabilities	4,346	–	–
Lease liabilities	726	–	–
Borrowings	1,719	347	434
Employee benefit provision	4,485	257	281
Total current liabilities	20,715	820	715
Non-current liabilities			
Lease liabilities	1,016	–	–
Borrowings	8,796	1,890	2,417
Employee benefit provision	224	11	8
Provisions	26,071	–	–
Total non-current liabilities	36,107	1,901	2,425
Total liabilities	56,822	2,721	3,140
Net assets	995,601	171,567	100,761
EQUITY			
Accumulated surplus	478,396	73,974	56,919
IPPE revaluation surplus	517,205	97,593	43,842
Council equity interest	995,601	171,567	100,761
Total equity	995,601	171,567	100,761

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	2024
	$ '000	$ '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.

continued on next page ...

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 overdue $ '000	Overdue < 5 years $ '000	Overdue ≥ 5 years $ '000	Total $ '000
2025				
Gross carrying amount	**–**	**1,631**	**159**	**1,790**
2024				
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 overdue $ '000	Overdue < 30 days $ '000	Overdue 31 - 60 days $ '000	Overdue 61 - 90 days $ '000	Overdue > 90 days $ '000	Total $ '000
2025						
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%**
ECL provision	**7**	**7**	**21**	**19**	**411**	**465**
2024						
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%
ECL provision	1	16	43	168	578	806

(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 average interest rate %	Subject to no maturity $ '000	Due ≤ 1 Year $ '000	Due 1 - 5 Years $ '000	Due > 5 Years $ '000	Total contractual cash outflows $ '000	Carrying values $ '000
2025							
Borrowings	**2.34%**	**–**	**2,155**	**8,513**	**4,871**	**15,539**	**15,603**
Payables	**0.00%**	**1,357**	**8,149**	**–**	**–**	**9,506**	**9,655**
Total financial liabilities		**1,357**	**10,304**	**8,513**	**4,871**	**25,045**	**25,258**
2024							
Borrowings	3.08%	–	1,740	8,260	1,642	11,642	11,633
Payables	0.00%	1,413	6,360	–	–	7,773	9,062
Total financial liabilities		1,413	8,100	8,260	1,642	19,415	20,695

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 fir 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							
		Date of latest comprehensive valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	**2025**	2024	**2025**	2024	**2025**	2024
	Notes	**$ '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 extenstive 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 comphrensively 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/Recereational 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 extenstive 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 heirarchy 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.

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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 2025 $ '000	AASB 13 Valuation technique	Unobservable inputs
Infrastructure, property, plant and equipment			
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 Unit Rates / Overall Value Consumption Scores Valuation Profiles
Specialised Buildings	65,600	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Other Structures	4,918	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Roads	303,496	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Bridges	65,850	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Footpaths	18,689	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Other Road Assets	22,851	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Bulk Earthworks	194,440	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Stormwater Drainage	154,556	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Water Supply Network	110,481	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Sewer Network	71,056	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles

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E2-1 Fair value measurement (continued)

	Fair value 2025 $ '000	AASB 13 Valuation technique	Unobservable inputs
Swimming Pools	4,351	Cost approach	Components Unit Rates / Overall Value Consumption Scores Valuation Profiles
Other open space/recreational assets	30,341	Cost approach	Current Replacement Cost Remaining useful life of asset Residual Value
Art Collection	427	Market approach	Market value
Tip Asset	5,352	Income approach	Unit rates Discount rate 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	2024
	$ '000	$ '000
Opening balance	**1,103,290**	1,033,945
Total gains or losses for the period		
Recognised in other comprehensive income – revaluation surplus	**(16,753)**	54,288
Other movements		
Purchases	**20,059**	32,050
Sales	**(1,557)**	(2,293)
Depreciation and impairment	**(16,863)**	(14,700)
Other movement	**(6,661)**	–
Closing balance	**1,081,515**	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; 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)

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 $ '000	2024 $ '000
Compensation:		
Short-term benefits	**2,755**	3,629
Post-employment benefits	**345**	403
Other long-term benefits	**27**	27
Total	**3,127**	4,059

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 $ '000	2024 $ '000
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Councillors' fees	**249**	217
Mayoral fee	**49**	47
Councillors' expenses (including Mayor)	**151**	179
Total	**449**	443

F1-3 Other related parties

	Ref	Transactions during the year $ '000	Outstanding balances including commitments $ '000	Terms and conditions	Impairment provision on outstanding balances $ '000	Impairment expense $ '000
2025						
Legal Services Pty Ltd – legal services [1]	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	**–**	**–**
2024						
Legal Services Pty Ltd – legal services [1]	3702	78	–	7 day account	–	–
Local Government Training Institute – training services		–	–	7 day account	–	–
Hunter Council Inc.– training services [1]	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 activites 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 $ '000	2024 $ '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 $ '000	2024 $ '000
Reconciliation of net operating result to cash provided from operating activities	**25,850**	26,136
Add / (less) non-cash items:		
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 [1]	**431**	114
Movements in operating assets and liabilities and other cash items:		
(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)**	–
Net cash flows from operating activities	**26,399**	33,417

(b) Non-cash investing and financing activities

Developer contributions 'in kind'	**2,382**	7,029
Total non-cash investing and financing activities	**2,382**	7,029

G2-1 Commitments

Capital commitments (exclusive of GST)

	2025 $ '000	2024 $ '000
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
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
Total commitments	**11,967**	8,435

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 balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
	$ '000	$ '000	$ '000	$ '000	$ '000	$ '000	$ '000	$ '000	$ '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	–
S7.11 contributions – under a plan	4,804	1,151	–	–	373	(183)	–	6,145	–
Total S7.11 and S7.12 revenue under plans	4,804	1,151	–	–	373	(183)	–	6,145	–
S7.11 not under plans	9	–	–	2,382	1	–	–	10	–
S64 contributions	16,682	1,406	–	–	1,168	–	–	19,256	–
Total contributions	21,495	2,557	–	2,382	1,542	(183)	–	25,411	–

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 balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
	$ '000	$ '000	$ '000	$ '000	$ '000	$ '000	$ '000	$ '000	$ '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	–
Total	9	–	–	2,382	1	–	–	10	–

End of the audited financial statements

INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Singleton Council

To the Councillors of Singleton Council

Opinion

I have audited the accompanying financial statements of Singleton Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2025, the Statement of Financial Position as at 30 June 2025, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and notes to the financial statements, including material accounting policy information and other explanatory information.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
  - have been prepared, in all material respects, in accordance with the requirements of the Division
  - are, in all material respects, consistent with the Council's accounting records
  - present fairly, in all material respects, the financial position of the Council as at 30 June 2025, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

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GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2025 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B4-1 'Material budget variations'
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Cassie Malone
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

28 October 2025
SYDNEY

Cr Sue Moore
Mayor
Singleton Council
PO BOX 314
SINGLETON NSW 2330

Contact: Cassie Malone
Phone no: 02 9275 7388
Our ref: R008-1981756498-5410

28 October 2025

Dear Mayor

Report on the Conduct of the Audit

for the year ended 30 June 2025

Singleton Council

I have audited the general purpose financial statements (GPFS) of Singleton Council (the Council) for the year ended 30 June 2025 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

My audit procedures did not identify any instances of material non-compliance with the financial reporting requirements in Chapter 13, Part 3, Division 2 of the LG Act and the associated regulation or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2025 is issued in accordance with section 417 of the Act. The Report:

- must address the specific matters outlined in the Local Government Code of Accounting Practice and Financial Reporting 2024-25
- may include statements, comments and recommendations that I consider to be appropriate based on the conduct of the audit of the GPFS.

This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Financial performance

	2025 $m	2024 $m	Variance %
Rates and annual charges revenue	39.3	36.9	6.3
Grants and contributions provided for operating purposes revenue	9.9	15.3	(35.4)
Grants and contributions provided for capital purposes revenue	26.6	22.7	17.1
Operating result from continuing operations	25.9	26.1	(1.1)
Net Operating result for the year before grants and contributions provided for capital purposes	(0.8)	3.4	(123)

Operating result from continuing operations

This graph shows the operating result from continuing operations for the current and prior two financial years.

Council's operating result from continuing operations for the year was $0.2 million lower than the 2023–24 result.

In 2024-25:

- depreciation, amortisation and impairment of non-financial assets expense ($18.7 million) increased by $2.7 million (17.2 per cent) mainly due to asset additions and increases to the fair values of Council's assets.
- materials and services expenditure ($34.7 million), increased by $4.6 million (15.4 per cent), mainly due to higher costs for raw materials and consumables, and programs of work for natural disaster clean-up and repairs across the local government area.

The net operating result for the year before grants and contributions



provided for capital purposes was a deficit of $0.8 million. Refer to 'Grants and contributions revenue' below for details.

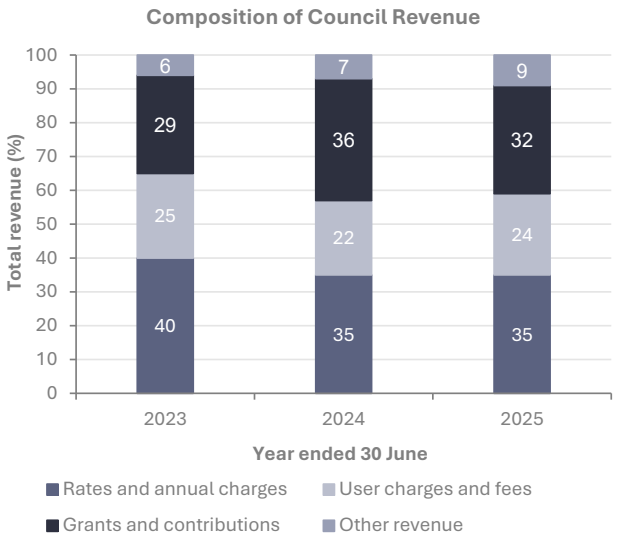
Income

Council revenue

This graph shows the composition of Council's revenue recognised for the current and prior two financial years.

Council revenue ($113.4 million) increased by $7.9 million (7.5 per cent) in 2024–25 due to:

- rates and annual charges revenue ($39.3 million) which increased by $2.3 million (6.3 per cent), mainly due to:
  - rate peg increase of 5.7 per cent
  - increases in annual charges levied for sewer services and domestic waste management services
- user charges and fees revenue ($27.9 million) which increased by $5.0 million (21.9 per cent), mainly due to:
  - higher levels of activity for tipping fees relating to higher waste volumes received at the landfill, largely due to clean-up activities following natural disasters
  - increased activity under the 'Road Maintenance Council Contract' with Transport for NSW
- grants and contributions revenue ($36.5 million) which decreased by $1.5 million (3.9 per cent) – see additional details below.

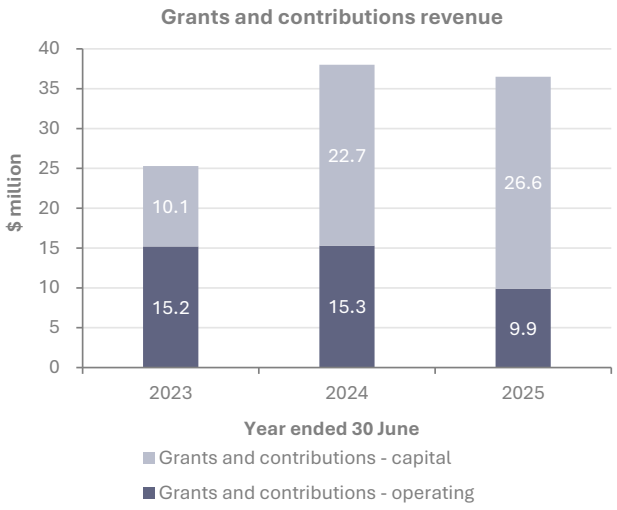


Grants and contributions revenue

This graph shows the amount of grants and contributions revenue recognised for the current and prior two financial years.

Grants and contributions revenue ($36.5 million) decreased by $1.5 million (4.0 per cent) in 2024–25 mainly due to:

- decrease of $2.3 million of grants recognised for Transport (other roads and bridges funding) due to reduced activity on major road projects
- increase of $4.2 million of grants recognised for transport infrastructure under the Transport for NSW 'Betterment Program' to improve the resilience of infrastructure in the local government area for natural disasters
- receiving 50 per cent of the financial assistance grants for 2025-26 in advance (85 per cent for 2024-25).



CASH FLOWS

Statement of cash flows

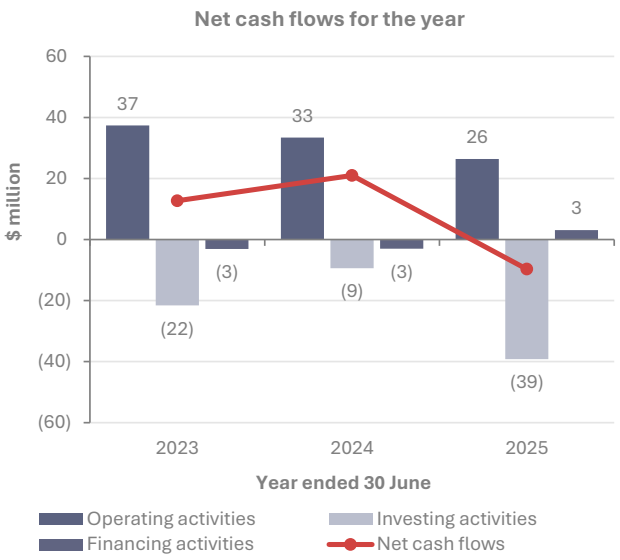
The Statement of Cash Flows details the Council's inflows and outflows of cash over a specific period. It helps in assessing the Council's ability to generate cash to fund its operations, pay off debts, and support future projects. It also aids in identifying any pressures or issues in the Council operating in a financially sustainable manner.

This graph shows the net cash flows for the current and prior two financial years.

The net cash flows for the year were negative $9.6 million (positive $21.0 million in 2023-24).

In 2024-25 the net cashflows:

- from operating activities decreased by $7.0 million, mainly due to increased payments for materials and services driven by higher costs for raw materials and consumables, and programs of work for natural disaster clean-up and repairs across the local government area
- used in investing activities increased by $29.8 million, mainly due to higher levels of IPPE purchases and investments in term deposits
- from financing activities increased by $6.1 million, mainly due the drawing down of a $5.7 million loan during the year.



FINANCIAL POSITION

Cash, cash equivalents and investments

This section of the Report provides details of the amount of cash, cash equivalents and investments recorded by the Council at 30 June 2025.

Externally restricted funds are the cash, cash equivalents and investments that can only be used for specific purposes due to legal or contractual restrictions.

Cash, cash equivalents, and investments without external restrictions can be allocated internally by the elected Council's resolution or policy. These allocations are matters of Council policy and can be changed or removed by a Council resolution.

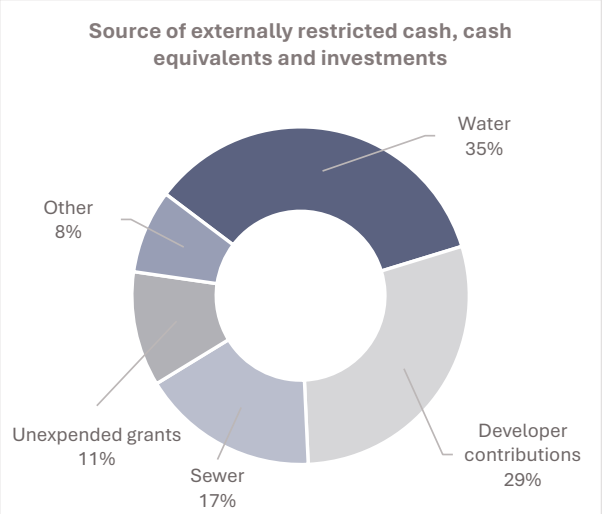
Cash, cash equivalents and investments	2025	2024	Percentage of total cash and investments 2025	Commentary
	$m	$m	%	
Total cash, cash equivalents and investments	**129.5**	**133.1**		Externally restricted balances are those which are only available for specific use due to a restriction placed by legislation or third-party contract. A breakdown of the sources of externally restricted balances is included in the graph below. Internal allocations are determined by council policies or decisions, which are subject to change.
Restricted and allocated cash, cash equivalents and investments:				
• External restrictions	86.8	91.5	67.0	
• Internal allocations	42.3	41.4	33.0	

This graph shows the sources of externally restricted cash, cash equivalents and investments.

In 2024-25 the Council's main sources of externally restricted cash, cash equivalents and investments include:

- developer contributions of $25.4 million which increased by $3.9 million mainly due to higher levels of development activity in the local government area
- unexpended grants of $9.3 million which decreased by $5.9 million mainly due to the utilisation of funds
- sewer charges of $14.5 million which decreased by $2.6 million mainly due to higher levels of capital spending
- water charges of $30.3 million, which remained consistent with last year.

Other externally restricted cash, cash equivalents comprise domestic waste management charges ($5.4 million), and other restrictions ($1.6 million), which remained consistent with last year.



Council liquidity

This graph shows the Council's unrestricted current ratio for the current and prior two financial years.

The unrestricted current ratio is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The ratio measures the ratio of unrestricted current assets to specific purpose liabilities.

In 2023-24, the average unrestricted current ratio was an average of 3.1x for regional councils.

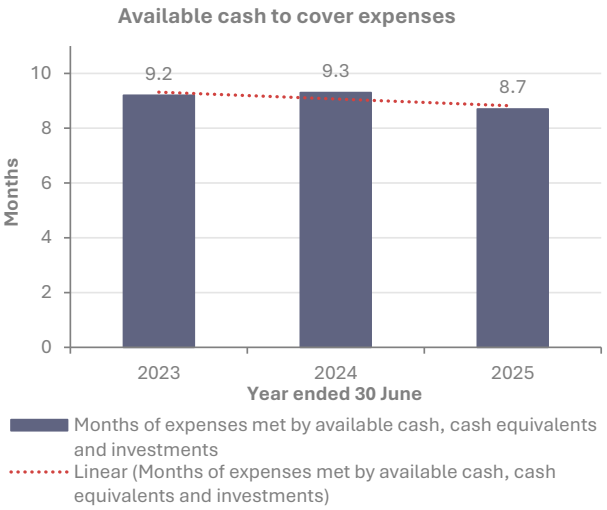


This graph shows the number of months of general fund expenses (excluding depreciation and borrowing costs), Council can fund from its available cash, cash equivalents and investments (not subject to external restrictions).

Further details on cash, cash equivalents and investments including the sources of external restrictions are included in the section above.

In 2023–24, the available cash to cover expenses was an average of 7 months for regional councils.

The 2024-25 ratio was impacted by higher levels of general expenditure (and lower levels of cash and investments) compared to previous years.

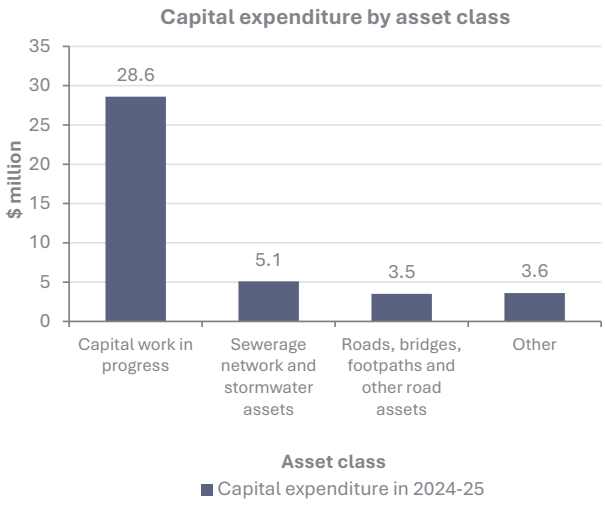


Infrastructure, property, plant and equipment

This graph shows how much the Council spent on renewing and purchasing assets in 2024-25.

Council renewed $8.8 million of infrastructure, property, plant and equipment during the 2024-25 financial year, and a further $32.0 million was spent on new assets. These were mainly for road infrastructure and sewerage network assets.

Included in the above is $2.4 million of stormwater drainage, road and footpath assets which were contributed to the Council for no consideration.



Debt

The table below provides an overview of the Council's loans and committed borrowing facilities. Committed borrowing facilities are an element of liquidity management and include bank overdrafts, and credit cards.

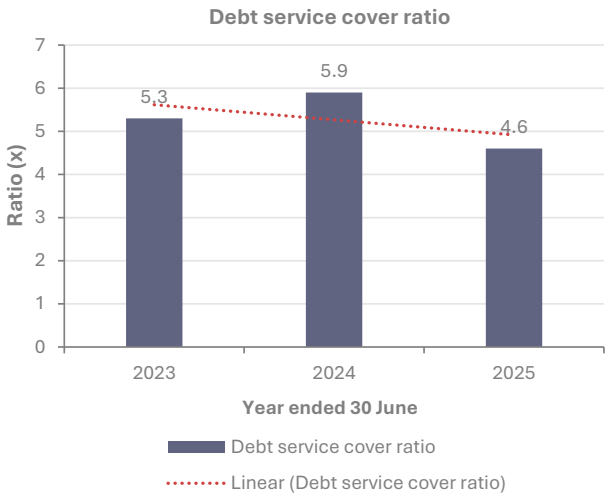
Debt	2025	2024	Commentary
	$'000	$'000	
Loans	15,603	11,633	A $5.7 million loan was drawn down during 2024-25.
Approved overdraft facility	1,000	1,000	
Amount drawn down	-	-	
Credit card facility	200	200	
Amount drawn down	(45)	(50)	

Debt service cover

This graph shows the Council's debt service cover ratio for the current and prior two financial years.

The debt service cover ratio measures the operating cash to service debt including interest, principal and lease payments.

The 2024-25 ratio was impacted by the drawing down of a $5.7 million loan during the year to fund the capital works program.



Cassie Malone
Director, Financial Audit

Delegate of the Auditor-General for New South Wales



SPECIAL PURPOSE FINANCIAL STATEMENTS

for the year ended
30 June 2025

SINGLETON COUNCIL

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

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

	2025 $ '000	2024 $ '000
Income from continuing operations		
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
Total income from continuing operations	**12,333**	11,816
Expenses from continuing operations		
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
Total expenses from continuing operations	**8,837**	8,568
Surplus (deficit) from continuing operations before capital amounts	**3,496**	3,248
Grants and contributions provided for capital purposes	**1,039**	98
Surplus (deficit) from continuing operations after capital amounts	**4,535**	3,346
Surplus (deficit) from all operations before tax	**4,535**	3,346
Surplus (deficit) after tax	**3,661**	2,534
Plus opening accumulated surplus	**69,658**	66,312
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	**874**	812
Less:		
– Surplus dividend paid	**(219)**	–
Closing accumulated surplus	**73,974**	69,658
Return on capital %	**2.9%**	2.7%
Subsidy from Council	**1,633**	1,910
Calculation of dividend payable:		
Surplus (deficit) after tax	**3,661**	2,534
Less: capital grants and contributions (excluding developer contributions)	**(1,039)**	58
Surplus for dividend calculation purposes	**2,622**	2,592
Potential dividend calculated from surplus	**1,311**	1,296

Singleton Council

Income Statement of sewerage business activity

for the year ended 30 June 2025

	2025 $ '000	2024 $ '000
Income from continuing operations		
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
Total income from continuing operations	**8,532**	7,787
Expenses from continuing operations		
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
Total expenses from continuing operations	**5,501**	5,000
Surplus (deficit) from continuing operations before capital amounts	**3,031**	2,787
Grants and contributions provided for capital purposes	**416**	203
Surplus (deficit) from continuing operations after capital amounts	**3,447**	2,990
Surplus (deficit) from all operations before tax	**3,447**	2,990
Surplus (deficit) after tax	**2,689**	2,293
Plus opening accumulated surplus	**53,658**	50,668
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	**758**	697
Less:		
– Surplus dividend paid	**(186)**	–
Closing accumulated surplus	**56,919**	53,658
Return on capital %	**3.9%**	3.8%
Subsidy from Council	**242**	372
Calculation of dividend payable:		
Surplus (deficit) after tax	**2,689**	2,293
Less: capital grants and contributions (excluding developer contributions)	**(416)**	(68)
Surplus for dividend calculation purposes	**2,273**	2,225
Potential dividend calculated from surplus	**1,137**	1,113

Singleton Council

Statement of Financial Position of water supply business activity

as at 30 June 2025

	2025 $ '000	2024 $ '000
ASSETS		
Current assets		
Cash and cash equivalents	**9,888**	–
Investments	**10,424**	16,348
Receivables	**6,416**	4,774
Total current assets	**26,728**	21,122
Non-current assets		
Investments	**22,682**	24,892
Infrastructure, property, plant and equipment	**124,878**	121,710
Total non-current assets	**147,560**	146,602
Total assets	**174,288**	167,724
LIABILITIES		
Current liabilities		
Payables	**216**	524
Borrowings	**347**	297
Employee benefit provisions	**257**	221
Total current liabilities	**820**	1,042
Non-current liabilities		
Borrowings	**1,890**	2,244
Employee benefit provisions	**11**	8
Total non-current liabilities	**1,901**	2,252
Total liabilities	**2,721**	3,294
Net assets	**171,567**	164,430
EQUITY		
Accumulated surplus	**73,974**	69,658
IPPE revaluation surplus	**97,593**	94,772
Total equity	**171,567**	164,430

Singleton Council

Statement of Financial Position of sewerage business activity

as at 30 June 2025

	2025 $ '000	2024 $ '000
ASSETS		
Current assets		
Cash and cash equivalents	**4,901**	–
Investments	**5,169**	9,167
Receivables	**2,536**	1,500
Total current assets	**12,606**	10,667
Non-current assets		
Investments	**11,246**	13,958
Infrastructure, property, plant and equipment	**80,049**	75,126
Total non-current assets	**91,295**	89,084
Total assets	**103,901**	99,751
LIABILITIES		
Current liabilities		
Payables	**–**	367
Borrowings	**434**	377
Employee benefit provisions	**281**	221
Total current liabilities	**715**	965
Non-current liabilities		
Borrowings	**2,417**	2,887
Employee benefit provisions	**8**	8
Total non-current liabilities	**2,425**	2,895
Total liabilities	**3,140**	3,860
Net assets	**100,761**	95,891
EQUITY		
Accumulated surplus	**56,919**	53,658
IPPE revaluation surplus	**43,842**	42,233
Total equity	**100,761**	95,891

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 finanncial 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 ...

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.

INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Singleton Council

To the Councillors of Singleton Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Singleton Council's (the Council) Declared Business Activities, which comprise the Statement by Councillors and Management, the Income Statement of each Declared Business Activity for the year ended 30 June 2025, the Statement of Financial Position of each Declared Business Activity as at 30 June 2025 and the Material accounting policy information note.

The Declared Business Activities of the Council are:

- water supply
- sewerage.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2025, and their financial performance for the year then ended, in accordance with the Australian Accounting Standards described in the Material accounting policy information note and the Local Government Code of Accounting Practice and Financial Reporting 2024–25 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the Material accounting policy information note to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2025 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in the Material accounting policy information note to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

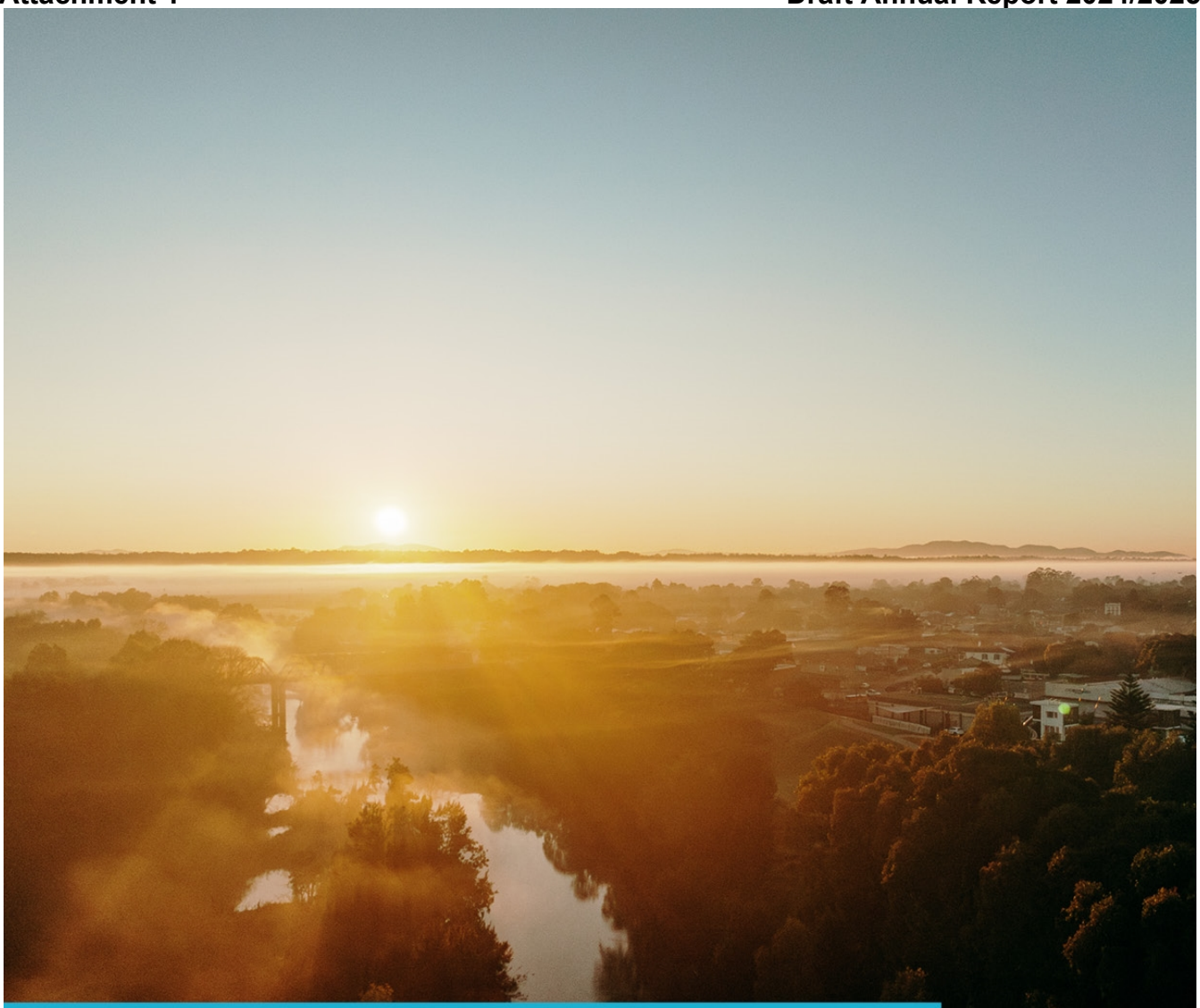
- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Cassie Malone
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

28 October 2025
SYDNEY



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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Singleton Council

Permissible income for general rates

	Notes	Calculation 2024/25 $ '000	**Calculation 2025/26 $ '000**
Notional general income calculation [1]			
Last year notional general income yield	a	25,230	**26,730**
Plus or minus adjustments [2]	b	59	**113**
Notional general income	c = a + b	**25,289**	**26,843**
Permissible income calculation			
Percentage increase	d	5.70%	**4.30%**
Plus percentage increase amount [3]	f = d x (c + e)	1,441	**1,154**
Sub-total	g = (c + e + f)	**26,730**	**27,997**
Plus (or minus) last year's carry forward total	h	4	**21**
Less valuation objections claimed in the previous year	i	–	**(17)**
Sub-total	j = (h + i)	**4**	**4**
Total permissible income	o = k + n	26,734	**28,001**
Less notional general income yield	l	26,730	**28,001**
Catch-up or (excess) result	m = k – l	4	**–**
Plus income lost due to valuation objections claimed [4]	n	17	**1**
Less unused catch-up greater than 10 years [5]	o	–	**–**
Carry forward to next year [6]	p = m + n + o	21	**1**

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.

INDEPENDENT AUDITOR'S REPORT

Special Schedule – Permissible income for general rates

Singleton Council

To the Councillors of Singleton Council

Opinion

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Singleton Council (the Council) for the year ending 30 June 2026.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting 2024–25 (LG Code) and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

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Other Information

The Council's annual report for the year ended 30 June 2025 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets as at 30 June 2025.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.



Cassie Malone
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

28 October 2025
SYDNEY

Singleton Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard $ '000	Estimated cost to bring to the agreed level of service set by Council $ '000	2024/25 Required maintenance [a] $ '000	2024/25 Actual maintenance $ '000	Net carrying amount $ '000	Gross replacement cost (GRC) $ '000	Assets in condition as a percentage of gross replacement cost 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%
	Sub-total	**4,347**	**2,174**	**1,756**	**2,426**	**70,049**	**96,231**	**22.0%**	**37.0%**	**35.0%**	**6.0%**	**0.0%**
Other structures	Other structures	190	95	120	3,425	4,918	9,175	29.0%	29.0%	19.0%	4.0%	19.0%
	Sub-total	**190**	**95**	**120**	**3,425**	**4,918**	**9,175**	**29.0%**	**29.0%**	**19.0%**	**4.0%**	**19.0%**
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%
	Sub-total	**21,750**	**10,875**	**7,408**	**10,394**	**605,326**	**821,234**	**29.8%**	**30.9%**	**35.1%**	**4.1%**	**0.1%**
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%
	Sub-total	**4,388**	**4,388**	**1,566**	**1,917**	**110,481**	**199,273**	**8.0%**	**61.0%**	**24.0%**	**3.0%**	**4.0%**
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%
	Sub-total	**3,085**	**3,085**	**1,027**	**690**	**71,056**	**118,213**	**22.0%**	**43.0%**	**30.0%**	**3.0%**	**2.0%**
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%
	Sub-total	**4,653**	**2,326**	**790**	**1,285**	**154,556**	**192,720**	**58.0%**	**22.0%**	**14.0%**	**1.0%**	**5.0%**

continued on next page ...

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 [a]	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 2025 $ '000	Indicator 2025	Indicators 2024	2023	2022	Benchmark
Buildings and infrastructure renewals ratio						
Asset renewals [1]	24,913	146.32%	98.13%	118.97%	142.91%	> 100.00%
Depreciation, amortisation and impairment	17,026					
Infrastructure backlog ratio						
Estimated cost to bring assets to a satisfactory standard	42,423	3.83%	4.11%	4.41%	1.91%	< 2.00%
Net carrying amount of infrastructure assets	1,106,921					
Asset maintenance ratio						
Actual asset maintenance	27,977	160.58%	151.18%	98.54%	96.97%	> 100.00%
Required asset maintenance	17,422					
Cost to bring assets to agreed service level						
Estimated cost to bring assets to an agreed service level set by Council	24,948	1.66%	1.60%	1.74%	1.47%	
Gross replacement cost	1,500,473					

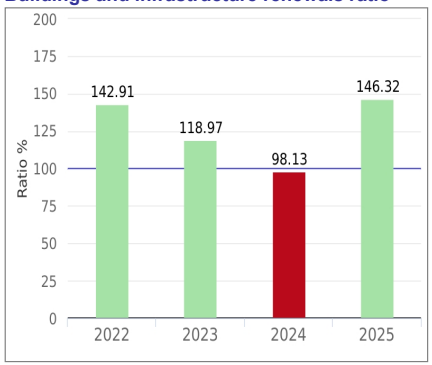
(*) All asset performance indicators are calculated using classes identified in the previous table.

(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	Commentary on result
	24/25 ratio 146.32%
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.	Council has committed to renewing existing assets faster than they decline to ensure that service levels to the community are met.

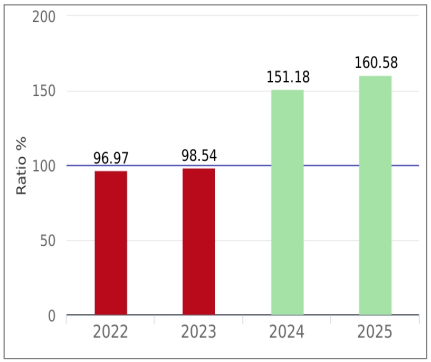
Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Asset maintenance ratio



Asset maintenance ratio	Commentary on result
	24/25 ratio 160.58%
Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.	Councill has identified this as an important investment area which is reflected in the above benchmark result.

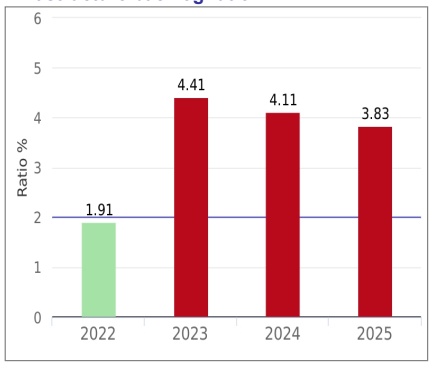
Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Infrastructure backlog ratio



Infrastructure backlog ratio	Commentary on result
	24/25 ratio 3.83%
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.	The impact of natural disasters has created the back log. This was evident during the condition assessment of the Road and Road related infrastructure.

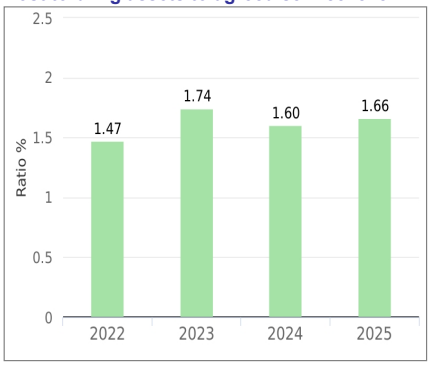
Benchmark: — < 2.00%

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	Commentary on result
	24/25 ratio 1.66%
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.	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 2025	General fund 2024	Water fund 2025	Water fund 2024	Sewer fund 2025	Sewer fund 2024	Benchmark
Buildings and infrastructure renewals ratio							
Asset renewals [1] / 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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SINGLETON COUNCIL

DCCS44/25. Road Naming - Echidna Close LAMBS VALLEY **FILE:** 24/00362
Author: Geographical Information Systems Officer

Executive Summary

The purpose of this report is for Council to consider the naming of an unnamed road off Blue Bonnet Road, Lambs Valley.

RECOMMENDED that:

1. Council endorse the road name Echidna Close and call for public submissions on the proposed name for a period of at least 28 days.

2. Council formally adopts the name Echidna Close and publishes a notice of the new name in the NSW Government Gazette should no submissions or objections be received that require consideration of the proposed name.

3. Should any submissions requiring consideration of the proposed name be received, a further report be considered by Council prior to adoption of the name.

Report

Council was contacted by a local resident, who identified the unnamed road off Blue Bonnet Road as having addresses that could potentially cause confusion when locating residents in an emergency.

The resident suggested the name Echidna Close due to several echidna's being seen in the area as they frequent the soft wet ground along the banks of Lambs Valley Creek. This unnamed road crosses Lambs Valley Creek on several occasions and the proposed name is in keeping with the flora and fauna type of street names already used in the Lambs Valley area.

The above name has been reviewed and approved for use within the Singleton Local Government Area (LGA) by the Geographical Names Board (GNB) which reviews and monitors usage of road names, as well as the NSW Address Policy and User Manual.

A map of the proposed Echidna Close is provided in **Attachment 1**.

Community Strategic Plan

Strategy:	3	Our Environment
Deliverable:	3.1	Our Environment is protected, valued and respected
Action:	3.1.3	Increase the planning and preparedness for natural disasters

Council Policy/Legislation

The adoption of this road name will be carried out in accordance with the following:

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

Financial Implications

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

The naming of this road does not change the ownership, rights or obligations and there will be no further financial implications.

Consultation

Letters were sent to all affected property owners seeking feedback on the proposed naming of the road and to ensure that the name was suitable for the area with no feedback being received.

The proposal if endorsed by Council, will be advertised in the Singleton Argus and Hunter River Times, and the community will be given 28 days to provide submissions on the name.

Any negative submissions received will be considered in a further report to Council. If no negative feedback is received, the name will be recommended by Council and will be made official via a notice of the new name in the NSW Government Gazette.

Sustainability

There are no social, environmental or economic considerations.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk to Council that roads will not be named which may lead to residents not being found / or emergency services being delayed to a property.	Medium	Adopt the recommendation	Low	*Yes*
There is a risk that Council will not name a road in accordance with current processes / legislation which may lead to Council's reputation being negatively impacted.	Medium	Adopt the recommendation	Low	Yes
There is a risk of that Council incurs legal implications and associated costs if we do not	Medium	Adopt the recommendation	Low	Yes

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
name in accordance with current processes.				

Options

The following options are available to Council:

1. Council endorse the road name Echidna Close and call for submissions on the proposed name for a period of at least 28 days.

   Council formally adopts the name Echidna Close and publishes a notice of the new name in the NSW Government Gazette should no submissions or objections be received that require consideration of the proposed name.

   Receive a further report regarding the adoption of the name, should any submissions be received requiring consideration of the proposed name.

2. Reject the proposed road name and seek an alternate name.

Option one is recommended.

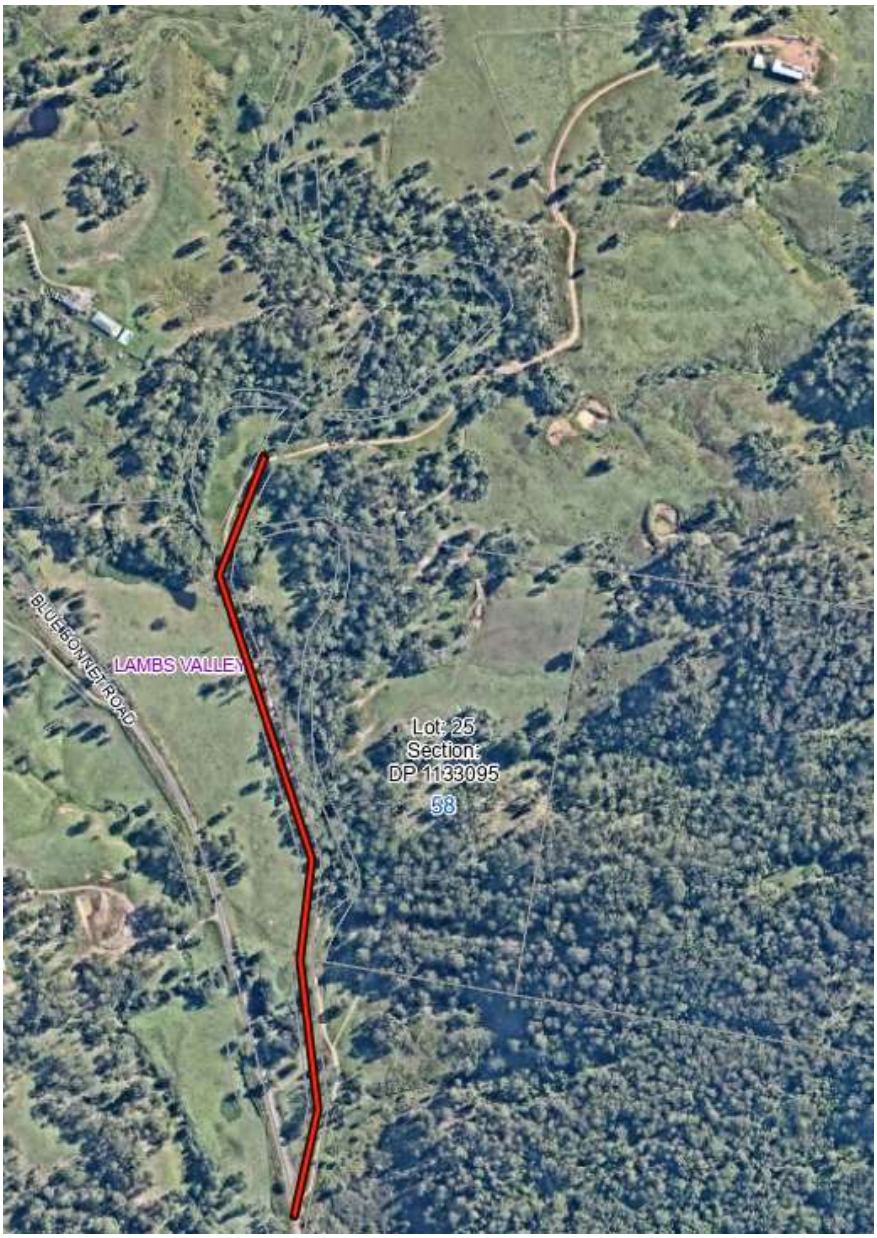
Conclusions

It is recommended that Council endorse the road name Echidna Close for public submissions and community consultation.

If no submissions are received on the proposed name, it is recommended that the name is adopted and published in the NSW Government Gazette.

Attachments
AT-1⇩ Map - Echidna Close LAMBS VALLEY

Road Naming – Echidna Close LAMBS VALLEY



Unnamed road

DCCS45/25. Report - Draft Council Run Events - Incoming Sponsorship Policy **FILE:** 25/00226

Author: Manager Community Experience & Events

Executive Summary

The purpose of this report is to seek Council's endorsement to place the draft *Council Run Events – Incoming Sponsorship Policy* on public exhibition for a period of 28 days to allow community feedback prior to adoption.

RECOMMENDED that Council:

1. Place the draft *Council Run Events – Incoming Sponsorship Policy* on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the draft document subject to consideration of submissions received.
2. The draft *Council Run Events – Incoming Sponsorship Policy* be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document.
3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the draft *Council Run Events – Incoming Sponsorship Policy*.

Report

The draft *Council Run Events – Incoming Sponsorship Policy* supports the vision of Council's *Community Strategic Plan 2035* by ensuring Council-run events reflect the diversity, creativity, and liveability of the Singleton Local Government Area (LGA).

The Policy establishes an ethical, transparent, and sustainable framework for managing incoming sponsorships for Council-delivered events. It aims to:

- Deliver flagship community events, including annual evening or twilight events such as *Christmas on John Street*, that promote inclusion, participation, wellbeing and civic pride.
- Ensure these events foster community connection, vibrancy, and a sense of belonging across the Singleton LGA.

By implementing this Policy, Council demonstrates its commitment to the systematic management of Council-run events, ensuring all sponsorship activities are undertaken ethically, sustainably, and in a manner that supports community needs.

While sponsorship assists in offsetting operational costs and enhancing event delivery, Council's flagship events will continue to be delivered regardless of sponsorship outcomes, with sponsorship funding considered supplementary to the allocated budget.

This Policy complements Council's *Community Strategic Plan*, *Asset Management Strategy*, and related documents, establishing a consistent approach to planning, delivery, and stakeholder engagement for community events in the LGA. All events and sponsorship arrangements will adhere to relevant legislation and guidelines to ensure compliance and best practice.

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
	1.1.1	Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain
	5.1	Our Council is customer focused and collabrative
	5.2	Our Council is trusted, responsible and transparent
	5.1.1	Council's service delivery is alligned with our Community's needs and delivered the best way possible
	5.1.2	Collaborate with our community stakeholders and Council to create an informed community and better outcomes
	5.2.3	Seek funding to provide infrastructure, programs, services or events which will add to the delivery of the objectives of Singleton 2036

Council Policy/Legislation

- *Local Government Act, 1993 (NSW)*
- *Local Government (General) Regulation, 2021*
- Singleton Community Strategic Plan 2035
- Procurement Policy

Financial Implications

All flagship events delivered by Council are funded through the adopted operational budget. Any income generated through sponsorship will be supplementary and managed in accordance with Council's financial management and procurement procedures to ensure transparency and accountability.

Consultation

- Director Corporate & Community Services
- Manager Community Experience & Events
- Combined Leadership Team
- Coordinator Events
- Business Improvement Specialist

Further consultation will occur through the public exhibition period to allow for community and stakeholder input.

Sustainability

The Policy delivers social, environmental, and economic benefits:

- **Social:** Events foster community connection, inclusion, and civic pride, enhancing wellbeing and local identity.
- **Environmental:** Encourages sustainable event practices, minimising waste and promoting responsible resource use.
- **Economic:** Strengthens the local economy through increased visitation, business engagement, and employment opportunities.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Lack of a clear sponsorship framework may lead to reputational damage or inconsistent decision-making.	Medium	Adoption of the draft policy.	Low	Yes
Sponsorships that do not align with Council values may lead to ethical or reputational risks.	High	Implementation of policy guidelines and approval processes.	Medium	Yes
Inability to secure sponsorship may lead to reduced opportunities to offset event delivery costs and enhance event offerings, which may in turn limit Council's capacity to expand or innovate future community events.	Medium	Continue delivering flagship events within allocated budgets and actively pursue future sponsorships under the Policy framework.	Low	Yes

Options

The following options are available to Council:

Council Resolves to:

Option 1:

a) Place the draft *Council Run Events – Incoming Sponsorship Policy* on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the draft document subject to consideration of submissions received.
b) The draft *Council Run Events – Incoming Sponsorship Policy* be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document.
c) Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the draft *Council Run Events – Incoming Sponsorship Policy*.

Option 2

a) Council resolves to not place the draft *Council Run Events – Incoming Sponsorship Policy* on public exhibition and request for further amendments to be made.

Option one is recommended.

Conclusions

The *Council Run Events – Incoming Sponsorship Policy* aligns with Council's CSP and supports the delivery of sustainable, inclusive, and vibrant community events. It provides a structured framework for sponsorship management that promotes transparency, compliance, and collaboration. While sponsorship assists in offsetting operational costs and enhancing event outcomes, Council's flagship events will continue to be delivered regardless of sponsorship outcomes, with sponsorship funding considered supplementary to the allocated event budget. Adoption of the Policy will strengthen Council's ability to deliver high-quality community events that enhance participation, foster social cohesion, and stimulate the local economy.

Attachments
AT-1⇩ Draft Council Run Events - Incoming Sponsorship Policy

COUNCIL RUN EVENTS – INCOMING SPONSORSHIP POLICY

POLICY | Community Experience & Events

This Policy aims to provide an understanding of Council's objectives and approach to receiving and managing sponsorships for events.

Policy No:	POL/	**Version:**	1.0
Service Unit:	Community Experience & Events – Civic and Events		
Responsible Officer:	Manager Community Experience & Events		
Responsible Director:	Director Corporate and Community Services		
Authorisation Date:	Date approved by Singleton Council.	**Review Date:**	March 2029
Minute No:			

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1 BACKGROUND

1.1 Title of the Policy and Commencement Date

The Event Sponsorship Policy (Incoming) takes effect upon adoption at a Singleton Council meeting.

1.2 Purpose

The purpose of this policy is to establish a framework for the sponsorship of Events run by Council. Council is responsible for the delivery of a range of community events, activities and programs each year which contribute to creating a vibrant and connected community.

As most of Council's events are free to the public, the ability to seek financial and in-kind sponsorship from local and external businesses to the organisation allows Council to enhance, grow and expand its program of events to the community.

The Event Sponsorship Policy (incoming) ensures that Council, when seeking additional funds or 'in-kind support', is acting in the best interest of the community, is acting ethically and is being transparent in its dealings with potential commercial sponsors. The purpose of any sponsorship agreement is to add value to something that Council already does and is not intended to replace existing funding.

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The purpose of this Sponsorship Policy is to provide a structured framework to guide the context and establishment of decisions regarding incoming sponsorship agreements.

2 OBJECTIVE

2.1 Objectives

Singleton Council has a range of responsibilities to deliver services and facilities and to provide assets under relevant legislation and policies. To enhance, vary or reduce the cost of Council services, facilities or assets, Council may enter sponsorship agreements to receive sponsorship.

While sponsorship may be advantageous for parties, Council must ensure all sponsorship agreements do not compromise or question the integrity of Council operations.

This policy formalises general principles and procedures applicable when negotiating and implementing sponsorship agreements. Sponsorship activities and projects are to be assessed, administered and delivered according to the following principles

- **Robust design and processes** that reflect efficient and ethical sponsorship assessment and administration, including through the establishment of effective risk management processes.
- **Leadership and innovation** that supports and promotes Council's brand, positioning it as a vibrant and connected community.

- **Community engagement** that focuses on supporting local organisations, businesses and residents to achieve their community goals.
- **Communication and messaging** through which Council can communicate the vision, brand and identity of the Singleton LGA.
- **Collaboration and partnership** that provide opportunities for strategic partnership development through the events program.
- **Achieving public benefit** through sponsorship arrangements that add value to the Events program and promotion.
- **Governance and Accountability** in which a robust governance framework clearly defines the roles and responsibilities of all parties in the sponsorship process and supports public accountability for decision making, sponsorship administration and delivery, and performance monitoring.
- **Probity and transparency** in which sponsorship arrangements reflect ethical behaviour in line with Council's Code of Conduct and comply with public reporting requirements.

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2.2 Scope

This Policy applies to:

- all incoming sponsorship received by Council. It does not apply to outgoing grants and sponsorship given by Council
- all sponsorship in the Singleton LGA for events run by Council and encompass their design, application process, assessment and decision making, agreement making, monitoring and delivery.

Activities or projects for which sponsorship will be considered under this policy include:

- Annual events and festivals (e.g. Christmas on John Street, Twilight, Firelight)
- Business event programs
- Community capacity building and social inclusion events
- Environmental and sustainability events
- Sport and recreation events
- Arts and cultural events and programs.

Under this policy, sponsorship arrangements must comply with the *Local Government Act 1993* and differ from regular procurement of goods, works and services.

Exclusion of Minor Sponsorship from Mining Organisations Under This Policy

Mining organisations often contribute funding to smaller Council-run events and programs as part of their corporate responsibility to reinvest in the local community. While Council may accept such funding, these sponsorship arrangements are not covered under this Policy. This Policy applies only to

sponsorships sought through formal processes for major Council events. Mining organisations may still apply to provide sponsorship for these major events through an Expression of Interest process.

3 APPLICATION

3.1 Criteria for attracting sponsorship

Any sponsorship arrangement that is offered to or sought by, Council must:

- Benefit the Singleton LGA and its residents, workers and visitors.
- Not create an actual or perceived conflict of interest.
- Not fetter or interfere with Council's compliance with and exercise of its legislative obligations under the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, Council's planning instruments, the Roads Act 1993 or any other legislation.

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3.2 Benefits for Sponsors

The primary benefit for Sponsors is a competitively priced strategy for reaching a target audience or to meet corporate social responsibility goals.

Entitlements include, but are not limited to:

- License to use Council intellectual property for the event such as logos, content and imagery.
- Branding on event marketing communications including print, press, direct marketing and other collateral.
- Exposure at events through signage, access to floor space for activities and integration into official event programs.
- Online promotion including banners, splashes and sponsored segments.
- Inclusion of sponsors name and logo in Councils Annual Report or other external publications.
- Award or trophy struck in the Sponsor's name and publicly presented.
- Professional footage and photography of a Council asset, service or event for use by the Sponsor in their advertising or sales promotion, in a form and on occasions, as mutually agreed.
- Merchandising of goods at selected points of sale.
- Print campaign to thank major sponsors.
- The ability to develop co-branded marketing initiatives.

Entitlements are determined by collaboration and agreement between Council and the Sponsor and are restricted by legislation and public policy.

3.3 Sponsorships not permitted

Council will not enter into sponsorship that:

- Require or imply Council's endorsement of commercial products, services, companies, political parties or individuals.
- Limit Council's ability to carry out its legislative functions fully and impartially.
- Restrict access to Council's sponsorship assets by the widest possible audience.
- Are not consistent with Council's social justice principles of equity, participation, rights and accessibility for all groups in the community.
- Personally benefit individual Council employees, or their family/friends.
- Pose a conflict with the broader policies and practices of Council.
- Pose a conflict between the objectives and values of Council and those of the Sponsor.

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Council will not enter into sponsorship where a:

- Prospective Sponsor has been found guilty of illegal or improper conduct by ICAC or any similar authority.
- Prospective Sponsor is subject to inspection or regulation by Council during the period of the event is being promoted or held.
- Prospective Sponsor may be involved with a planning matter before Council during the period of the event is being promoted or held.
- Prospective Sponsor involved in a competitive tender or purchasing process at or around the time of negotiating a sponsorship agreement.

Council will not accept sponsorship from entities which derive their principal source of revenue from the following activities:

- Pornography.
- Production or the sale of tobacco.
- Armaments and weapons manufacturing.
- Sexual activities.

Organisations that receive some or all their income from the provision of gambling activities or the sale of alcohol may provide sponsorship for events that are considered by Council officers to be appropriate. This will be determined on a case-by-case basis and discussed at the assessment stage of application.

3.4 Conflicts of Interest or Personal Benefit

Any sponsorship arrangement Council undertakes must not compromise Council's reputation, public image, probity or its ability to fulfil its legislative functions. Any sponsorship arrangement must not impose or imply conditions that would limit or be perceived to limit Council's ability to carry out its functions fully and impartially. There should be no actual or perceived conflict between the objective and values of Council and that of the sponsor.

All sponsorship proposals will be subject to an assessment process and consideration will be made by the Incoming Event Sponsorship Assessment Group of conflicts of interest issues that may arise, prior to entering negotiations with potential sponsors. Information will be provided to potential sponsors about Council's expectations, objectives, ethical requirements, sponsorship benefits, procedures and the criteria against which the application will be assessed.

Council will not enter into a sponsorship agreement with a potential sponsor whose interests, objectives and/or mission are in actual conflict with those of Council.

Conflicts arising from personal relationships or financial arrangements of staff involved in sponsorship assessment, approval or administration will be managed in accordance with the conflict-of-interest provisions of Council's Code of Conduct.

No employee may seek or receive a personal benefit or be perceived to receive a personal benefit, from a sponsorship. Any contribution from the sponsor must be received by Council, not directly to an individual, and must benefit Council and not an individual.

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4 DEFINITIONS

For the purposes of this policy:

Term	Meaning
Council	• Singleton Council
ELT	• The Executive Leadership Team of Singleton Council

Sponsorship	• A commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain benefits.
	• Is provided by the corporate sector or private individuals, in support of Council activity.
	• Does not include:
	  ○ Selling of advertising space
	  ○ Joint ventures
	  ○ Consultancies
	  ○ Grants to Council
	  ○ Unconditional gifts, donations, bequeaths or endowments to Council
	• Is not philanthropic because a sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.

Sponsor	• An organisation that contributes to a particular event, in return for negotiated benefits.
Sponsorship Agreement	• Refers to a signed agreement between Council and external organisations that notifies commitments, benefits and costs associated with the sponsorship of an event.

Incoming Event Sponsorship Assessment Group	• A committee that comprises of the Director Corporate & Community Services, Manager Community Experience & Events and Coordinator Events.

5 PROCESS

5.1 Identification of Sponsors

To ensure equitable opportunities for the business community and other interested parties to consider sponsorship of Council's sponsorship assets, Council will promote this opportunity via:

- **Expression of Interest advertisement:** Major events will be advertised to ensure the business community and other relevant government, and non-government agencies can participate in sponsorship opportunities.
- **Pitching a sponsorship:** Council may identify potential sponsors for the Council sponsorship assets and may wish to initiate direct contact with the potential sponsor or via third parties that represent the potential sponsor such as advertising, media, public relations, experiential or event agencies.

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5.2 Public Accountability, Transparency and Reporting

Council is committed to principles of open government, involving public accountability, transparency and accessibility. To meet these objectives:

- Decisions, with reasons to enter or terminate a sponsorship agreement, will be recorded.
- Sponsorship agreements will be written agreements.
- As much of the information relating to sponsorship agreements as can be made public will be open for public inspection (examples of exceptions could be copyrighted, privileged or commercial in confidence).
- Council's Sponsorship Policy will be publicly available and listed on Council's website.
- A public list of sponsorship agreement/s will be maintained by Council and will be included in each Annual Report.

5.3 Application Process

Expression of Interest: Major events will be advertised. The advertisement will outline the events that may be open for sponsorship and request that expressions of interest be submitted.

Pitching: To ensure all applications are treated equally, Council will approach an identified potential sponsor and present the opportunity to sponsor the event. The sponsor will then be required to complete a sponsorship proposal, ensuring alignment with all other applications and maintaining a fair and unbiased process for all organisations.

5.4 Assessment

A Sponsorship Application to provide sponsorship will only be approved in circumstances where it:

- supports the achievement of Council's objectives for the community
- is linked with key Council priorities and consistent with the Community Strategic Plan.
- ensures value for money
- upholds ethical, impartial and fair principles; and
- is made by an applicant with:
  - an ABN
  - an appropriate legal structure
  - current public liability coverage (where applicable).

The following table outlines the criteria that Assessing Officers will consider in assessing a Sponsorship Application.

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Criterion	Description
Alignment with Council's vision and objectives	The external party and Council will share similar goals and objectives in respect to the relevant event or program.
Financial risk and stability	The external party has sufficient financial sustainability to meet its responsibilities under a prospective Sponsorship Agreement.
Community Engagement	The external party will be committed to work with Council to engage with the community throughout the sponsorship.
Transparency and ethics	The external party will have transparent business practices and a commitment to ethical behaviour.
Compliance with laws and regulations	The external party can provide evidence that they will be compliant with all laws and regulations related to the arrangement.

5.5 Sponsorship Tiers

Sponsorship Tier	Financial Contribution	Example benefits for party receiving sponsorship	Example benefits for party providing sponsorship
Tier 1	$20,001 or greater	Financial contribution and/or	Significant presence on

		in-kind support for a single major event/project or across multiple events/projects	marketing collateral related to the event/project(s) (including logos on relevant materials). Exclusivity. Naming rights for an event or asset. Opportunities for significant presence at event/project(s) including: • Speaking opportunities • Opportunities to network and build relationships • Opportunities to host/chair segments Exhibition space and website space
Tier 2	$10,001 to 20,000	Financial contribution and/or in-kind support for a single event/project or a series of smaller connected projects	Significant presence on marketing collateral related to the Event/Project(s) (including logos on relevant materials). Opportunity for limited presence at Event/Project(s). Exhibition space and website space.
Tier 3	$10,000 or below	Financial Contribution and/or in-kind support for a single event/project	Significant presence on marketing collateral related to the event/project(s) (including logos on relevant materials). Exhibition space and website space.

5.6 Approval

If the assessing officer endorses an application for incoming sponsorship, it is then presented to the Incoming Event Sponsorship Assessment Group for approval.

5.7 Sponsorship Agreement

Before commencing any sponsorship activities, Council will enter into a Sponsorship Agreement.

A Sponsorship Agreement will:

- outline the details and objectives of the event/project that will be funded or supported by the sponsorship
- outline the specific way the sponsor will provide funding and/or in kind-resources for the event/project
- outline the specific benefits that the sponsor will receive in consideration for the sponsorship
- outline each party's responsibilities in relation to the arrangement
- provide that the release of any communications in relation to the arrangement will be subject to consultation between the parties and the approval of Council
- contain clauses related to dispute resolution
- contain termination clauses, including a provision for Council to terminate the Sponsorship Agreement where it learns of new information that would give rise to one of the circumstances described in clause 3 of this Policy
- provide for the term of the arrangement
- provide for any relevant monitoring and evaluation activities to be conducted

DRAFT

5.8 Monitoring and evaluation

Council will monitor and evaluate each Sponsorship Agreement for effectiveness and value against the objectives set for the arrangements.

If a Sponsorship Agreement has a term of more than 12 months, Council will undertake monitoring and evaluation activities on an annual basis.

If a Sponsorship Agreement has a term of less than 12 months, Council will undertake monitoring and evaluation activities at the end of the arrangement.

6 RELEVANT LEGISLATION

Local Government Act 1993

Local Government (General) Regulation 2021

ICAC Sponsorship in the Public Sector (May 2006)

7 DOCUMENT INFORMATION

7.1 Related Documents

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

Number	Title
20/2354	• Procurement Procedure
POL/1011	• Code of Conduct
POL/6001	• Procurement Policy
25/3859	• Integrated Risk Management Framework

Table 9-1 – Related documents

DRAFT

8 RESPONSIBLE OFFICER / POLICY OWNER

Responsibility for this policy lies with the Manager Community Experience & Events

9 RESPONSIBILITIES

All staff responsible for requesting sponsorships for events need to be fully aware of, and comply with, Council's Event Sponsorship Policy (Incoming). Where additional guidance is required, they should consult with the Coordinator Events.

10 APPROVAL

As per cover sheet.

11 MONITORING

This policy will be monitored by the Coordinator Events, to ensure compliance.

12 REVIEW DATE

This policy, once adopted, is to remain in force until it is reviewed by Council's Leadership Team. This policy is to be reviewed approximately every four (4) years or as required by Council.

13 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

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

14 BREACHES AND SANCTIONS

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

15 DOCUMENT HISTORY

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

Version	Date Amended	Author	Comments (eg reasons for review)
1.0	February 2025	Coordinator Events	• Initial Draft Document
			•
			•
			•
			•
			•

DRAFT

DCCS46/25. September 2025 Quarterly Budget Review Statement **FILE:** 25/00401
Author: Chief Financial Officer

Executive Summary

The purpose of this report is to seek Council's approval for the September 2025 Quarterly Budget Review Statement (QBRS). As a result of this review, Council's projected Net Operating Result before capital items for the year is a surplus of $0.059 million, a decrease from the original budgeted surplus of $0.114 million.

Capital expenditure is expected to reach $69.082 million, which is higher than the original budgeted amount of $49.678 million. This is due primarily to the carry forwards from 2024/2025 and Council receiving capital grants during the quarter.

RECOMMENDED that Council adopt the recommended budgetary changes presented in the September 2025 Quarterly Budget Review Statement at Attachment 1.

Report

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

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

Shown as **Attachment 1** is the September 2025 QBRS.

Community Strategic Plan

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

Council Policy/Legislation

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

Financial Implications

The September 2025 QBRS shows a projected year end operating surplus of $0.059m before capital items, compared to Council's 2026 Original Budget of $0.114 million surplus. Capital expenditure is projected to be $69.082 million compared to the original budget of $49,678 million. The commentary below explains a summary of the variations that are contained within the September 2025 QBRS, as shown as **Attachment 1**.

Council is currently implementing a Financial Improvement Project aimed at enhancing financial sustainability and efficiency. Efforts are underway to maintain the balanced budget, ensuring sound financial management and strategic allocation of resources for the future.

Income and Expense

A summary of significant budgetary changes to operating income and expense for the September 2025 QBRS movement of ($0.055m) before capital income include:

- User Fees and Charges have decreased by $0.571 million, primarily due to the reduction in income from the State Roads Maintenance Contract and a reduction in the forecast of income for Childcare fees based on the enrolment numbers.
- Operating Grants and Contributions have risen by $0.186 million, driven by the income recognition of Resources for Regions Grant.
- Other Income has grown by $0.271 million, reflecting higher-than-expected returns from Council's investment strategy.

Capital Expenditure

Capital expenditure is expected to reach $69.082 million, which is higher than the original budgeted amount of $49.678 million.

The increase in capital expenditure is primarily due to the approved carryovers from 2024/2025 and the increase in the building program as a result of the Grant for the Saleyards project.

A summary of significant budgetary changes to capital expenditure for the September 2025 QBRS movement of $19.404m include:

- Local Roads Program – Decreased due to a project granted funded being under budget. The funding is being used on another project inline with the funding deed.
- Building Program – Increased by $2.960 million which is primary driven by the Council being successful in obtaining a grant for the Saleyards which has allowed for additional works to be completed.
- Drainage Program – Increased due to the movement of Grant funds on under budget projects.
- Plant Program – Increased to allow for the replacement of plant as required.
- Waste Services – Increased as additional funding for the Solid Waste Hard Stand is required.
- Sewage Supply – Increased due to works in Kelso Street and works at the Sewage Treatment Plant.

Consultation

The September QBRS has been developed in consultation with the Finance Team, Leadership Team, Executive Leadership Team, and other relevant staff. A Councillor Briefing on this matter took place on Tuesday, 11 November 2025. The September QBRS will be presented to the Audit, Risk, and Improvement Committee on Tuesday 18 March 2025.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that major budget variations are not reported to Council prior to the finalisation of annual accounts which may result in the community's perception of financial mis-management leading to reputational damage.	Medium	Adoption of the recommendation.	Low	Yes
There is a risk of Councillors and management not having a good oversight over the financial affairs of Council which may lead to reputational damage to Council.	Medium	Adoption of the recommendation.	Low	Yes
There is a risk of Council operations and projects being delayed due to not having budget variations approved by Council leading to reputational damage.	Medium	Adoption of the recommendation.	Low	Yes

Options

The following options are available to Council:

1. That Council adopts adopt the recommended budgetary changes presented in the September 2025 Quarterly Budget Review Statement at Attachment 1.

2. That Council amends the recommended budgetary changes presented in the September 2025 Quarterly Budget Review Statement.

3. That Council does not adopt the recommended budgetary changes presented in the September 2025 Quarterly Budget Review Statement.

Option one is recommended.

Conclusions

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

Following this review, Council's Net Operating Result before capital items for the year is projected to show a surplus of $0.059 million, compared to the original budgeted surplus of $0.114 million for the 2026 financial year. Capital expenditure is projected to total $69.082 million, compared to the original budget of $49.678 million.

In my opinion, the QBRS for Singleton Council for the quarter ending 30 September 2025 indicate that the projected financial position at 30 June 2026 will be satisfactory, considering the estimated income and expenditure forecasts. However, I would like to place a qualification on this statement, taking into account the ongoing Financial Improvement Project being implemented by Council.

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

Attachments

AT-1⇩ 2025/2026 September Quarterly Budget Review Statements



QUARTERLY BUDGET REPORT

September 2025

W singleton.nsw.gov.au

SINGLETON COUNCIL

Introduction

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

The QBRS is composed of the following Statements:

1. Responsible Accounting Officer Statement
2. Quarterly Budget Review Financial Overview Statement
3. Income and Expense Budget Review Statements
4. Capital Budget Review Statement
5. Cash and Investments Budget Review Statement
6. Developer Contribution Summary.

Responsible Accounting Officer Statement

Budget review for the quarter ended 30 September 2025.

In accordance with clause 203(2) of the Local Government (General) Regulations 2005, it is my opinion that the Quarterly Budget Review Statement for Singleton Council for the quarter ending 30 September 2025 indicates that Council's projected financial position at 30 June 2026 will be satisfactory at year-end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure. However, I would like to place a qualification on this statement, taking into account the ongoing Financial Improvement Project being implemented by Council.

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



Kelly McGowan
Responsible Accounting Officer, Singleton Council

QBRS FINANCIAL OVERVIEW

Singleton Council

Budget review for the quarter ended 30/09/25

DESCRIPTION		Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
Net Operating Result before grants and contributions provided for capital purposes	General Fund	-7,299	-3,625	0	0	0	-3,625	-376	-4,001	-376	24,255
	Water Fund	2,622	1,246	0	0	0	1,246	202	1,448	202	1,093
	Sewer Fund	2,273	1,556	0	0	0	1,556	39	1,595	39	3,743
	Consolidated	-773	114	0	0	0	114	-55	59	-55	30,703
Operating Result from continuing operations (with capital grants and contributions) excluding depreciation, amortisation and impairment of non financial assets	**Consolidated**	**44,510**	**25,725**	**0**	**0**	**0**	**25,725**	**11,619**	**37,344**	**11,619**	**38,872**
Borrowings	Total borrowings	15,603	12,888						12,888	0	15,603
Liquidity	External restrictions	86,774	72,169	0	0	0	72,169	0	72,169	0	88,794
	Internal Allocations	42,302	44,523	0	0	0	44,523	0	44,523	0	48,337
	Unallocated	426	19,753	0	0	0	19,753	0	19,753	0	104
	Total Cash, Cash Equivalents and Invest	**129,502**	**136,445**	**0**	**0**	**0**	**136,445**	**0**	**136,445**	**0**	**137,235**
Capital	Capital Funding	38,388	49,678	0	0	0	49,678	19,404	69,082	19,404	5,481
	Capital Expenditure	38,388	49,678	0	0	0	49,678	19,404	69,082	19,404	5,481
	Net Capital	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

		Opening Balance As at 1 July 2025 $000's	Total Cash Contributions Received As at this Q $000's	Total Interest Earned As at this Q $000's	Total Expended As at this Q $000's	Total Internal Borrowings (to)/from As at this Q $000's	Held as Restricted Asset As at this Q $000's	Cumulative balance of internal borrowings (to)/from As at this Q $000's
Developer Contribution	Total Developer Contributions	20,266	254	232	61	0	20,691	0

Income and Expenses Budget Review Statement

Singleton Council

Budget review for the quarter ended 30/09/2025

Consolidated Fund

Description	Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
INCOME										
Rates and Annual Charges	39,287	43,108				43,108	-56	43,052	-56	41,526
User Charges and Fees	27,855	24,623				24,623	-571	24,052	-571	5,947
Other Revenue	1,014	1,669				1,669	179	1,848	179	352
Grants and Contributions - Operating	9,876	11,422				11,422	186	11,608	186	1,724
Grants and Contributions - Capital	26,623	7,379				7,379	11,674	19,053	11,674	3,760
Interest and Investment Income	5,051	5,890				5,890	-1,437	4,453	-1,437	1,160
Other Income	3,378	603				603	1,714	2,317	1,714	1,420
Net gain from disposal of assets	266	0				0	0	0	0	102
Total Income from continuing operations	**113,350**	**94,694**	**0**	**0**	**0**	**94,694**	**11,689**	**106,383**	**11,689**	**55,991**
EXPENSES										
Employee benefits and on-costs	30,455	31,731				31,731	61	31,792	61	8,028
Materials & Services	34,725	32,530				32,530	25	32,555	25	8,030
Borrowing Costs	710	659				659	0	659	0	118
Other Expenses	2,950	2,577				2,577	1	2,578	1	943
Net Loss from Disposal of Assets	0	1,472				1,472	-17	1,455	-17	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**68,840**	**68,969**	**0**	**0**	**0**	**68,969**	**70**	**69,039**	**70**	**17,119**
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**44,510**	**25,725**	**0**	**0**	**0**	**25,725**	**11,619**	**37,344**	**11,619**	**38,872**
Depreciation, amortisation and impairment of non financial assets	18,660	18,232				18,232	0	18,232	0	4,409
Operating result from continuing Operations	**25,850**	**7,493**	**0**	**0**	**0**	**7,493**	**11,619**	**19,112**	**11,619**	**34,463**
Net Operating Result before grants and contributions provided for capital purposes	**-773**	**114**	**0**	**0**	**0**	**114**	**-55**	**59**	**-55**	**30,703**

Singleton Council

Quarterly Budget Review Statement
for the period 01/07/25 to 30/09/25

Income & expenses budget review statement
Recommended changes for council resolution

Items noted below in the columns titled "Carry Over from previous year" and "Resolutions Outside of QBR" have already been adopted by Council.

Budget Variations being recommended include the following material items:

	Carry Over from previous year	Resolutions outside of QBR	September QBR adjustments for council resolution	Total changes per OLG templates
	$'000	$'000	$'000	$'000
Total movement including capital revenue:	**5,318**	**0**	**6,302**	**11,620**
Total movement excluding capital revenue:	**(73)**	**0**	**19**	**(54)**
Rates and Annual Charges				
Alignment of the budget to current actuals			(56)	**(56)**
User Charges and Fees				
Reduction in expected state road contract income			(472)	**(472)**
Reduction in estimated child care fees based upon current enrolments			(130)	**(130)**
Other			31	**31**
Other revenues				
Insurance claim for security system at Council Administration Building			160	**160**
Other			19	**19**

	Carry Over from previous year	Resolutions outside of QBR	September QBR adjustments for council resolution	Total changes per OLG templates
Grants and Contributions - Operational Purposes				
EPA Grant - Go FOGO grant program			53	**53**
Allocation of Resources for Regions Round 9 (R4R9) grant to strategy and engagement projects			178	**178**
Reduce Financial Assistance Grant to align with quarterly payments to be received			(55)	**(55)**
Other			10	**10**
Grants and Contributions - Capital Purposes				
Resources for Regions Round 9 - various projects	3,121		449	**3,570**
Office of Sport Partnership Program - AFL Clubhouse Extension Cook Park	191			**191**
Fixing Country Roads Round 6 - Restart NSW - Brunners Bridge	316		2,397	**2,713**
RRTRP Infrastructure Betterment Fund - Kilfoyles Bridge	763		1,068	**1,831**
Disaster Recovery Funding Arrangement - various projects	832			**832**
Active Transport Program - Combo Lane pedestrian bridge	55			**55**
OLG Recovery Grant	130			**130**
New REDCIP grant for saleyards			2,333	**2,333**
Other	(17)		36	**19**
Interest and Investment revenue				
TCorp managed fund investment revenue correction in accounting treatment as required by OLG Code of Accounting Practice and Financial Reporting			(1,443)	**(1,443)**
Other			6	**6**
Other income				
TCorp managed fund investment revenue correction in accounting treatment			1,443	**1,443**
Increase TCorp managed fund investment revenue in line with expected actuals			300	**300**
Other income			(29)	**(29)**

	Carry Over from previous year	Resolutions outside of QBR	September QBR adjustments for council resolution	Total changes per OLG templates
Employee benefits and on-costs				
Contractor works for short term project - now complete			14	**14**
Transfer from Materials and Services:				
Motor vehicle allowance in Risk Team			14	**14**
VPA project resources *(funded by VPA's)*			20	**20**
Cemeteries resource - to ensure compliance with new legislation			13	**13**
Materials and Services				
United Collieries Wambo VPA project funded by reserves	25			**25**
Dyrring Road building demolition	48			**48**
Anticipated decrease in state road maintenance contracts			(472)	**(472)**
Demolition costs funded by property reserve			158	**158**
Increase for strategy and engagement projects funded by R4R9 - funded through a reallocation of the R4R9 grant from capital to operating.			134	**134**
Contract labour to cover vacancies			30	**30**
Auditing services			49	**49**
Increase Legal fees to match actuals - to be recovered			60	**60**
Other			(7)	**(7)**
Net gain from disposal of assets				
Proceeds from sale of vehicle			(17)	**(17)**

Income and Expenses Budget Review Statement

Singleton Council

Budget review for the quarter ended 30/09/2025

General Fund

Description	Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
INCOME										
Rates and Annual Charges	32,458	35,849				35,849	-183	35,666	-183	34,249
User Charges and Fees	18,399	15,947				15,947	-572	15,375	-572	4,018
Other Revenue	801	373				373	179	552	179	101
Grants and Contributions - Operating	9,834	11,404				11,404	186	11,590	186	1,731
Grants and Contributions - Capital	25,168	6,170				6,170	11,674	17,844	11,674	3,722
Interest and Investment Income	2,395	2,781				2,781	-737	2,044	-737	629
Other Income	2,114	594				594	792	1,386	792	716
Net gain from disposal of assets	266	0				0	0	0	0	102
Total Income from continuing operations	**91,435**	**73,118**	**0**	**0**	**0**	**73,118**	**11,339**	**84,457**	**11,339**	**45,268**
EXPENSES										
Employee benefits and on-costs	26,426	27,354				27,354	61	27,415	61	6,745
Materials & Services	28,991	25,414				25,414	-4	25,410	-4	6,256
Borrowing Costs	587	551				551	0	551	0	90
Other Expenses	3,355	2,577				2,577	1	2,578	1	943
Net Loss from Disposal of Assets	0	1,054				1,054	-17	1,037	-17	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**59,359**	**56,950**	**0**	**0**	**0**	**56,950**	**41**	**56,991**	**41**	**14,034**
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**32,076**	**16,168**	**0**	**0**	**0**	**16,168**	**11,298**	**27,466**	**11,298**	**31,234**
Depreciation, amortisation and impairment of non financial assets	14,207	13,623				13,623	0	13,623	0	3,257
Operating result from continuing Operations	**17,869**	**2,545**	**0**	**0**	**0**	**2,545**	**11,298**	**13,843**	**11,298**	**27,977**
Net Operating Result before grants and contributions provided for capital purposes	**-7,299**	**-3,625**	**0**	**0**	**0**	**-3,625**	**-376**	**-4,001**	**-376**	**24,255**

Income and Expenses Budget Review Statement

Singleton Council

Budget review for the quarter ended 30/09/2025

Water Fund

Description	Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
INCOME										
Access Charges	1,725	1,844				1,844	73	1,917	73	1,860
User Charges	7,553	7,082				7,082	1	7,083	1	1,262
Fees	0	0				0	0	0	0	0
Grants & Contributions - Operating	13	7				7	0	7	0	3
Interest and Investment Income	1,758	1,863				1,863	-300	1,563	-300	353
Other Income	1,284	695				695	580	1,275	580	619
Net gain from disposal of assets	0	0				0	0	0	0	0
Total Income from continuing operations	**12,333**	**11,491**	**0**	**0**	**0**	**11,491**	**354**	**11,845**	**354**	**4,097**
EXPENSES										
Employee benefits and on-costs	2,159	2,123				2,123	0	2,123	0	693
Materials & Services	3,854	4,442				4,442	84	4,526	84	1,182
Borrowing Costs	66	58				58	0	58	0	15
Water purchase charges	0	0				0	0	0	0	0
Calculated taxaxtion equivalents	874	416				416	68	484	68	365
Debt guarantee fee	0	0				0	0	0	0	0
Other Expenses	0	0				0	0	0	0	0
Net Loss from Disposal of Assets	0	209				209	0	209	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**6,953**	**7,248**	**0**	**0**	**0**	**7,248**	**152**	**7,400**	**152**	**2,255**
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**5,380**	**4,243**	**0**	**0**	**0**	**4,243**	**202**	**4,445**	**202**	**1,842**
Depreciation, amortisation and impairment of non financial assets	2,758	2,997				2,997	0	2,997	0	749
Surplus / (Deficit) from continuing operations before capital amounts	**2,622**	**1,246**	**0**	**0**	**0**	**1,246**	**202**	**1,448**	**202**	**1,093**
Grants and Contributions - Capital	1,039	1,145				1,145	0	1,145	0	24
Surplus / (Deficit) from continuing operations after capital amounts	**3,661**	**2,391**	**0**	**0**	**0**	**2,391**	**202**	**2,593**	**202**	**1,117**

Income and Expenses Budget Review Statement

Singleton Council

Budget review for the quarter ended 30/09/2025

Sewer Fund

Description	Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
INCOME										
Access charges	5,104	5,416				5,416	54	5,470	54	5,417
User charges	1,667	1,594				1,594	0	1,594	0	667
Liquid trade-waste charges	236	0				0	0	0	0	100
Fees	0	0				0	0	0	0	0
Grants and contributions - Operating	29	10				10	0	10	0	-10
Interest and Investment Income	898	1,246				1,246	-400	846	-400	178
Other Income	598	608				608	342	950	342	237
Net gain from disposal of assets	0	0				0	0	0	0	0
Total Income from continuing operations	**8,532**	**8,874**	**0**	**0**	**0**	**8,874**	**-4**	**8,870**	**-4**	**6,589**
EXPENSES										
Employee benefits and on-costs	1,870	2,254				2,254	0	2,254	0	590
Materials & Services	1,879	2,673				2,673	-56	2,617	-56	593
Borrowing Costs	57	50				50	0	50	0	13
Calculated taxation equivalents	758	519				519	13	532	13	1,247
Debt Guarantee fee	0	0				0	0	0	0	0
Other Expenses	0	0				0	0	0	0	0
Net Loss from Disposal of Assets	0	209				209	0	209	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**4,564**	**5,705**	**0**	**0**	**0**	**5,705**	**-43**	**5,662**	**-43**	**2,443**
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	**3,968**	**3,169**	**0**	**0**	**0**	**3,169**	**39**	**3,208**	**39**	**4,146**
Depreciation, amortisation and impairment of non financial assets	1,695	1,613				1,613	0	1,613	0	403
Surplus / (Deficit) from continuing operations before capital amounts	**2,273**	**1,556**	**0**	**0**	**0**	**1,556**	**39**	**1,595**	**39**	**3,743**
Grants and Contributions - Capital	416	64					0	64	0	13
Surplus /(Deficit) from continuing operations after capital amounts	**2,689**	**1,620**	**0**	**0**	**0**	**1,556**	**39**	**1,659**	**39**	**3,756**

Capital Budget Review Statement

Singleton Council

Budget review for the quarter ended 30/09/2025

Description	Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
CAPITAL FUNDING										
Rates & other untied funding	367	3,156				3,156		3,156	0	190
Capital Grants & Contributions	20,017	9,156				9,156	8,467	17,623	8,467	3,170
Reserves - External Restrictions	9,296	23,060				23,060	5,165	28,225	5,165	1,153
Reserves - Internally Allocated	1,081	2,720				2,720	5,612	8,332	5,612	211
New Loans	4,000	8,537				8,537	0	8,537	0	757
Proceeds from sale of assets	0	0				0	0	0	0	0
Other	3,627	3,049				3,049	160	3,209	160	0
Total Capital Funding	**38,388**	**49,678**	**0**	**0**	**0**	**49,678**	**19,404**	**69,082**	**19,404**	**5,481**
CAPITAL EXPENDITURE										
WIP	38,388	49,678				49,678	19,404	69,082	19,404	5,481
New Assets	0	0				0	0	0	0	0
Asset Renewal	0	0				0	0	0	0	0
Other	0	0				0	0	0	0	0
Total Capital Expenditure	**38,388**	**49,678**	**0**	**0**	**0**	**49,678**	**19,404**	**69,082**	**19,404**	**5,481**
Net Capital Funding - Surplus /(Deficit)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Capital Program	Previous Year Actuals $'000	Original Budget $'000	Carry Over from previous year $'000	Resolutions outside of QBR $'000	September QBR adjustments for council resolution $'000	Total changes per OLG templates $'000	Projected Year End Result $'000	Actuals to 30th September $'000	Available Budget at 30th September $'000
Design Program	510	400	0	0	0	**0**	400	56	344
Local Roads Program	4,816	3,290	2,331	0	(585)	**1,746**	5,036	667	4,369
Regional Roads Program	363	612	280	0	0	**280**	892	0	892
Causeway & Bridge Rehabilitation Program	5,692	10,081	1,113	0	2	**1,116**	11,197	1,847	9,349
Building Program	11,442	9,587	3,074	0	2,960	**6,034**	15,621	1,177	14,444
Transportation Program	370	200	334	0	140	**474**	674	121	553
Drainage Program	78	610	403	0	226	**629**	1,239	15	1,225
Plant Program	824	1,210	0	0	627	**627**	1,837	45	1,792
Natural Disaster Recovery Program	1,216	0	832	0	0	**832**	832	10	822
Open Space & Reserves Program	3,526	375	1,069	295	48	**1,412**	1,787	371	1,416
Waste Services Program	1,376	6,690	1,085	0	347	**1,431**	8,121	169	7,952
Library books and digital collection	70	78	0	0	0	**0**	78	13	65
Water Supply Services	3,111	6,046	1,593	0	(258)	**1,335**	7,381	302	7,079
Sewerage Supply Services	4,993	9,689	1,565	0	1,923	**3,487**	13,176	685	12,491
Inventory - Real Estate for Resale	0	810	0	0	0	**0**	810	4	806
Total Capital Works	**38,388**	**49,678**	**13,679**	**295**	**5,430**	**19,404**	**69,082**	**5,481**	**63,601**

Items noted above in the columns titled "Carry Over from previous year" and "Resolutions Outside of QBR" have already been adopted by Council.

Singleton Council

Quarterly Budget Review Statement
for the period 01/07/25 to 30/09/25

Capital budget review statement
Recommended changes for council resolution

Items noted below in the columns titled "Carry Over from previous year" and "Resolutions Outside of QBR" have already been adopted by Council.

Budget variations being recommended include the following material items:

Details				Carry Over from previous year $'000	Resolutions outside of QBR $'000	September QBR adjustments for council resolution $'000	Total changes per OLG templates $'000
Local Roads Program			**Program Total:**	**2,331**	**0**	**(585)**	**1,746**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		2,331			**2,331**
Falbrook Road, Greenlands	Road widening and pavement strengthening	Budget reduced in line with expected actuals. R4R9 grant reallocated to projects in other programs in line with approved funding deed variation.				(585)	**(585)**
Regional Roads Program			**Program Total:**	**280**	**0**	**0**	**280**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		280			**280**
Causeway & Bridge Rehabilitation Program			**Program Total:**	**1,113**	**0**	**2**	**1,116**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		1,113			**1,113**
Various	Various	Various				2	**2**

Details				Carry Over from previous year $'000	Resolutions outside of QBR $'000	September QBR adjustments for council resolution $'000	Total changes per OLG templates $'000
Building Program			**Program Total:**	**3,074**	**0**	**2,960**	**6,034**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		3,074			**3,074**
AFL Clubhouse	Extension	Reallocation of R4R9 grant funding in line with approved deed variation				375	**375**
Saleyards / livestock exchange	Replacement of kiosk, car parking, landscaping, weighbridge upgrade, saleyard upgrade	Increase in project scope given awarding of new REDCIP grant				2,332	**2,332**
Various	Various	Various				253	**253**
Transportation Program			**Program Total:**	**334**	**0**	**140**	**474**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		334			**334**
Various	Footpaths	Reallocation of R4R9 from other programs				140	**140**
Drainage Program			**Program Total:**	**403**	**0**	**226**	**629**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		403			**403**
Boundary and Gibb Streets Singleton	Drainage pipe renewal	Funded by R4R9 grant.				226	**226**

Details				Carry Over from previous year $'000	Resolutions outside of QBR $'000	September QBR adjustments for council resolution $'000	Total changes per OLG templates $'000
Plant Program			**Program Total:**	**0**	**0**	**627**	**627**
Location	**Scope**	**Reason for movement**					
Council Works Depot	Various plant	Forecasted additional plant purchases				437	**437**
Administration Building	Integriti server installation	Funded by insurance claim				190	**190**
Natural Disaster Recovery Program			**Program Total:**	**832**	**0**	**0**	**832**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		832			**832**
Open Space & Reserves Program			**Program Total:**	**1,069**	**295**	**48**	**1,412**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		1,069			**1,069**
Jerrys Plains Recreation Grounds	Upgrade works	Additional funding from United Wambo VPA per prior council resolution			295		**295**
Various	Various	Various				48	**48**
Waste Services Program			**Program Total:**	**1,085**	**0**	**347**	**1,431**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		1,085			**1,085**
Waste Management Facility	Solid Waste Hard Stand Upgrade and Costruction	Additional funding required. Funded by Waste Reserve.				348	**348**

Details				Carry Over from previous year $'000	Resolutions outside of QBR $'000	September QBR adjustments for council resolution $'000	Total changes per OLG templates $'000
Water Supply Services			**Program Total:**	**1,593**	**0**	**(258)**	**1,335**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		1,593			**1,593**
Water Network	Various	Phasing of multi year project				(258)	**(258)**
Sewerage Supply Services			**Program Total:**	**1,565**	**0**	**1,923**	**3,487**
Location	**Scope**	**Reason for movement**					
Various	Various	Carryover / revote per prior council resolution		1,565			**1,565**
Kelso Street - Singleton	Rising main design and construction	Additional budget required to accommodate project variations - Funded through reserves				1,200	**1,200**
Sewage Treatment Plant	Various replacements	Reserve funding reallocated within program to cover forecast costs on sewerage treatement plant upgrade.				723	**723**

Cash and Investments Budget Review Statement

Singleton Council

Budget review for the quarter ended 30/09/2025

Description	Previous Year Actual 2024/25 $000's	Current Year Original Budget 2025/26 $000's	Approved Changes Review Q 1 $000's	Approved Changes Review Q 2 $000's	Approved Changes Review Q 3 $000's	Revised Budget $000's	Recommended changes for council resolution Q1 $000's	Projected Year End (PYE) Result 2025/26 $000's	VARIANCE ORIGINAL budget v PYE 2025/26 $000's	ACTUAL YTD 2025/26 $000's
Total Cash, Cash Equivalents & Investm	129,502	136,445				136,445		136,445	0	137,235
EXTERNALLY RESTRICTED										
Water Fund	31,052	29,740				29,740		29,740	0	30,838
Sewer Fund	15,172	4,991				4,991		4,991	0	15,427
Developer contributions - *General*	6,155	6,205				6,205		6,205	0	1,207
Developer contributions - *Water*	11,942	11,942				11,942		11,942	0	12,882
Developer contributions - *Sewer*	6,146	6,146				6,146		6,146	0	6,630
Transport for NSW Contributions	0					0		0	0	0
Domestic waste management	5,357	2,220				2,220		2,220	0	11,682
Stormwater management	0					0		0	0	0
Other	10,950	10,925				10,925		10,925	0	10,128
Total Externally Restricted	**86,774**	**72,169**	**0**	**0**	**0**	**72,169**	**0**	**72,169**	**0**	**88,794**
Cash, cash equivalents & investments not subject to external restrictions	**42,728**	**64,276**	**0**	**0**	**0**	**64,276**	**0**	**64,276**	**0**	**48,441**
INTERNAL ALLOCATIONS										
Employee entitlements	0					0		0	0	0
Financial Assistance Grant paid in advance	2,714	2,769				2,769		2,769	0	2,036
Infrastructure Management Fund	0					0		0	0	5,200
Voluntary Planning Agreements	12,961	13,164				13,164		13,164	0	13,158
Roads Fund	19,298	16,876				16,876		16,876	0	21,061
Property Reserve	2,684	3,754				3,754		3,754	0	2,403
Other	4,645	7,960				7,960		7,960	0	4,479
Total Internally Allocated	**42,302**	**44,523**	**0**	**0**	**0**	**44,523**	**0**	**44,523**	**0**	**48,337**
Unallocated	**426**	**19,753**	**0**	**0**	**0**	**19,753**	**0**	**19,753**	**0**	**104**

Developer Contributions Summary

Singleton Council

Budget review for the quarter ended 30/09/2025

Purpose	Opening Balance	Developer Contributions Received									Interest Earned	Interest Earned	Interest Earned	Amounts Expended	Amounts Expended	Amounts Expended	Internal Borrowings (to)/from	Internal Borrowings (to)/from	Internal Borrowings (to)/from	Held as Restricted Asset	Cumulative balance of internal borrowings (to)/from
	As at 1 July 2025	Cash	Cash	Cash	Non-Cash Land	Non-Cash Land	Non-Cash Land	Non-Cash Other	Non-Cash Other	Non-Cash Other	Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3	As at this Q	As at this Q
	$000's	Q1 $000's	Q2 $000's	Q3 $000's	Q1 $000's	Q2 $000's	Q3 $000's	Q1 $000's	Q2 $000's	Q3 $000's	$000's	$000's	$000's	$000's	$000's	$000's	$000's	$000's	$000's	$000's	$000's
Drainage	0	0			0			0			0			0			0			**0**	0
Roads	0	108			0			0			1			9			0			**100**	0
Traffic facilities	0	0			0			0			0			0			0			**0**	0
Parking	0	0			0			0			0			0			0			**0**	0
Open space	0	53			0			0			1			0			0			**54**	0
Community facilities	0	47			0			0			0			9			0			**38**	0
Other	1,000	8			0			0			11			43			0			**976**	0
Total S7.11 Under plans	**1,000**	**216**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**13**	**0**	**0**	**61**	**0**	**0**	**0**	**0**	**0**	**1,168**	**0**
S7.11 Not under plans	10	0			0			0			0			0			0			**10**	0
S7.12 Levies	0	0			0			0			0			0			0			**0**	0
S7.4 Planning agreements	0	0			0			0			0			0			0			**0**	0
S64 Contributions	19,256	38			0			0			219			0			0			**19,513**	0
Other	0	0			0			0			0			0			0			**0**	0
Total Developer Contributio	**20,266**	**254**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**232**	**0**	**0**	**61**	**0**	**0**	**0**	**0**	**0**	**20,691**	**0**

DCCS51/25. Fee Waiver Request for Singleton CBD Businesses - Christmas on John Street 2025 **FILE:** 25/00226-05

Author: Manager Community Experience & Events

Executive Summary

The purpose of this report is to seek Council's consideration of a waiver of fees of stallholder fees for Singleton CBD businesses to participate in Christmas on John Street 2025.

The proposed waiver aims to encourage greater participation by Singleton's John Street and CBD traders, supporting Council's ongoing efforts to activate the town centre, strengthen the local economy and enhance the vibrancy of the night-time economy.

RECOMMENDED that Council adopts one of the following options:

1. Council does not support the waiver of fees for Singleton CBD businesses to attend Christmas on John Street 2025, or

2. Council supports the waiver of fees for Singleton CBD businesses to attend Christmas on John Street 2025

Report

Christmas on John Street is one of Singleton's signature community events, attracting large crowds and creating opportunities for local businesses to engage with residents and visitors.

In previous years, participation from John Street and CBD businesses has been lower than anticipated, despite their central location. Feedback from traders indicates a strong desire to participate; however, they have requested Council's support to do so without incurring stallholder fees.

Waiving the $10.40 stallholder fee would remove a small but symbolic barrier to involvement, encouraging more local businesses to trade or activate their shopfronts during the event. Increased participation would help to boost the local and night-time economy, create a more vibrant event atmosphere, and strengthen community connection. This initiative supports Council's objectives to foster local business growth, promote inclusion, and deliver events that reflect Singleton's creativity and community spirit.

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
	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 financially sustainable way
Deliverable:	1	Our Community
	1.1	Provide services and facilities that meet the needs of our community at different stages of life
	5	Our Leadership
	5.1	Our Council is customer focused and collaborative
	5.2	Our Council is trusted, responsible and transparent

Council Policy/Legislation

This report relates to Singleton Council's Fees and Charges Policy, which outlines fees applicable to participation in Council-managed events.

Financial Implications

The waiving of the Christmas on John Street 2025 $10.40 per stall fee, for up to 20 sites, would result in a maximum foregone income of $208.00.

This represents a very minor reduction in Council revenue, outweighed by the anticipated social and economic benefits of increased business participation and activation of the Singleton town centre.

Consultation

- Singleton Council's Manager Community Experience & Events
- Singleton Council's Coordinator Events
- Singleton Council's Venue and Events Officer
- Singleton CBD Businesses
- Business Singleton

Sustainability

The event has minimal environmental impact on Council assets. Power and waste management requirements will be managed in accordance with Council's event procedures.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will be seen not supporting Singleton CBD businesses, which may lead to reputational damage.	Medium	Adoption of the recommendation	Low	Yes
There is a risk that waiving fees could set a precedent for further requests, leading to a small loss of income.	Low	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council does not support the waiver of fees for Singleton CBD businesses to attend Christmas on John Street 2025.
2. Council supports the waiver of fees for Singleton CBD businesses to attend Christmas on John Street 2025.

Option one is recommended.

Conclusions

Supporting the waiver of fees for Singleton CBD businesses to participate in Christmas on John Street 2025 will promote inclusion, local business engagement, and economic activation of Singleton's town centre.

The initiative aligns with Council's commitment to fostering community connection, supporting the local economy, and strengthening Singleton's night-time economy.

Attachments

There are no attachments for this report.

DCCS52/25. Singleton Homelessness Policy **FILE:** 25/00134
Author: Senior Community Development Specialist

Executive Summary

The purpose of this report is to seek Council's endorsement to place the draft Singleton Homelessness Policy on public exhibition for a period of 28 days to allow community feedback prior to adoption.

RECOMMENDED that:

1. Council place the draft Singleton Homelessness Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed policy subject to consideration of submissions received.

2. The draft Singleton Homelessness Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and Singleton Homelessness Policy be rescinded.

3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the draft Singleton Homelessness Policy.

Report

Singleton Council recognises homelessness as a complex social issue affecting some of the most vulnerable members of our community. While the primary responsibility for homelessness services rests with the Commonwealth and State Governments, local government has an important role in advocacy, collaboration, planning, and community support.

The draft Homelessness Policy (the draft Policy) provides Council with a structured framework to operate within to mitigate the impacts of homelessness. It aligns with the Community Strategic Plan priorities to foster an inclusive, safe, and healthy community.

The policy also acknowledges that homelessness can take many forms including:

- **Primary Homelessness**: People who live in improvised dwellings, including streets, parks, derelict buildings or cars.
- **Secondary Homelessness**: People who live in temporary accommodation, including emergency or short-term homeless services, or who stay temporarily with friends or family.

- **Tertiary Homelessness:** People living in accommodation without a lease or access to private kitchen or bathroom facilities, such as in boarding houses or caravan parks.
- **Rough sleeper:** Someone who sleeps or lives outdoors due to having no alternative accommodation.

The draft Policy has been developed in line with the NSW Government Protocol for Homeless People in Public Places. This Protocol is followed by NSW State agencies including, but not limited to, Police and Department of Community and Justice (DCJ). This protocol outlines how government and non-government agencies should interact with people experiencing homelessness in public places, ensuring their rights and dignity are respected.

The draft Policy was also developed through consultation with other Hunter Councils to ensure a collaborative and consistent approach across all Local Government Areas in the Hunter. A desk top review was also undertaken of other NSW Councils policy approach to homelessness.

The guiding principles of the draft Policy provide the foundation for Council's consistent and respectful approach to homelessness issues being:

- Treat individuals experiencing homelessness with dignity and respect.
- Recognise the rights of all people to access public spaces and participate in community life.
- Support collaborative approaches with service providers and stakeholders.
- Adhere to the NSW Government Protocol for Homeless People in Public Places.

The draft Policy clearly identifies Council role when addressing all forms of homelessness as follows:

- **Advocacy**: Represent community needs to State and Federal Governments.
- **Collaboration**: Facilitate partnerships with service providers and emergency agencies.
- **Planning**: Integrate homelessness considerations into strategic planning and emergency response.
- **Education**: Promote awareness and understanding of homelessness issues.
- **Limitations**: Council does not deliver homelessness services and has no legislative authority to enforce relocation of rough sleepers.

Community Strategic Plan

Strategy:	1	Our Community
	5	Our Leadership
Deliverable:	1.2	Our Community is safe, healthy and educated
	5.2	Our Council is trusted, responsible and transparent
Action:	1.2.2	Advocate and Collaborate with Government and other agencies to improve services relating to but limited to health, education, housing, integration, connectivity, security and well-being
	5.2.1	To lead, govern and regulate in an ethical, equitable and transparent way

Council Policy/Legislation

- *Local Government Act, 1993 (NSW)*
- *Public Spaces (Unattended Property) Act, 2022*
- *Public Spaces (Unattended Property) Regulation, 2022*
- *Anti-Discrimination Act, 1977 (NSW)*
- *Children's Guardian Act, 2019*
- Singleton Community Development Strategy 2024-2026

Financial Implications

There are no direct financial implications in relation to the draft Policy.

Consultation

The development of the draft Policy was informed by an internal working group that included representatives from, Regulatory Services, Recreation and Facilities, Customer Service, Disaster Risk Reduction and Community Development. Council's Leadership Team has considered the draft Policy prior to referral to Council for public exhibition and adoption.

Consultation also occurred with Hunter Council's Social Planner and Community Development Network to ensure a consistent approach across the Hunter Council's area.

External consultation will continue during the public exhibition period to ensure broad community awareness and opportunity for feedback.

Sustainability

The draft Policy supports social sustainability by:

- Promoting equity and inclusion by ensuring individuals experiencing homelessness are treated with dignity and respect.
- Supporting community wellbeing and cohesion by reducing marginalisation and fostering understanding.
- Aligning with human rights principles, reinforcing ethical governance and social justice.

- Integrating homelessness considerations into strategic planning and emergency preparedness, ensuring inclusive and resilient infrastructure.

In addition, the policy supports Governance Sustainability by:

- Providing a clear framework for Council's role, improving transparency and accountability.
- Encouraging collaborative approaches with service providers and other levels of government, creating systemic solutions rather than reactive measures.
- Reducing reputational and compliance risks by aligning with legislation and the NSW Government Protocol for Homeless People in Public Places.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will have unclear policy and processes which may lead to reputational damage	Medium	Adoption of the Singleton Homelessness Policy.	Low	Yes
There is a risk that there is an inconsistent staff response to homelessness issues, leading to complaints or conflict and reputational damage	High	Adoption of the Singleton Homelessness Policy.	Low	Yes
There is potential legal risk in not following the NSW Protocol for Homeless People in Public Places or discrimination laws.	Medium	Adoption of the Singleton Homelessness Policy.	Low	Yes
Misunderstanding of Local Governments' role in responding to homelessness may lead to community perceptions that Council is not listening or responsive resulting in potential reputational damage.	High	Adoption of the Singleton Homelessness Policy. Clear communication of the policy and adherence to legislative frameworks will help mitigate this risk.	Medium	Yes

Options

The following options are available to Council:

1. Council resolves to:

   a) Place the draft Singleton Homelessness Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed policy subject to consideration of submissions received.

   b) Adopt the draft Singleton Homelessness Policy following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and Singleton Homlessness Policy be rescinded.

   c) Present a further report to Council should any objections or submissions be received or any alterations be required to the draft Singleton Homelessness Policy, prior to adopting the draft Singleton Homelessness Policy.

2. Council resolves to not place the draft Singleton Homelessness Policy on public exhibition and request for further amendments to be made.

Option one is recommended.

Conclusions

The draft Singleton Homelessness Policy reflects Council's practical commitment to addressing homelessness and supporting collaborative solutions. It establishes a clear framework for Council's role in addressing homelessness, ensuring consistency, compliance, and alignment with the NSW Government Protocol for Homeless People in Public Places. The draft Policy promotes social sustainability by fostering inclusion, dignity, and respect for vulnerable community members, while strengthening Council's advocacy position with State and Federal Governments.

The draft Policy also supports a consistent approach across Council reducing the risks of inconsistent responses, reputational damage, and missed opportunities for strategic collaboration. By adopting the draft Policy, and placing it on public exhibition, Council demonstrates proactive leadership, reinforces its commitment to community wellbeing and positions itself as a key partner in creating systemic solutions to homelessness. This is an important step toward building a vibrant, progressive, connected, sustainable, inclusive and resilient community.

Attachments

AT-1⇩ Draft Homelessness Policy

SINGLETON COUNCIL

SINGLETON HOMELESSNESS

POLICY | Community Growth and Evolution

This policy outlines Singleton Council's role and commitment to reducing the impacts of homelessness within the Singleton Local Government Area (LGA) .

Policy No:	POL/	**Version:**	1
Service Unit:	Community Growth and Evolution		
Responsible Officer:	Senior Community Development Specialist		
Responsible Director:	General Manager		
Authorisation Date:		**Review Date:**	
Minute No:			

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1 BACKGROUND

1.1 Title of the Policy and Commencement Date

The Singleton Council Homelessness Policy takes effect upon adoption by Council.

1.2 Purpose of the Policy

The purpose of this policy is to define the role and commitment of Singleton Council in mitigating the impacts of homelessness within the community. It aims to provide a structured framework that empowers Council and its staff to effectively support individuals experiencing homelessness and respond to community concerns related to homelessness. This policy emphasises a collaborative approach, engaging various stakeholders, including government entities, service providers, and community organisations, to create a unified response to homelessness.

Additionally, this policy ensures that people facing homelessness are treated with dignity and respect, safeguarding them from discrimination based on their housing status. It encompasses all Council services, with a particular focus on:

- Interactions with homeless individuals in public spaces.
- Access to Council services and facilities.
- Council's regulatory functions.
- Strategic planning initiatives.
- Community development efforts.

Through this comprehensive approach, the policy seeks to foster an inclusive environment that promotes support, understanding, and effective action to address homelessness in our community.

When looking specifically at rough sleepers in public spaces, the policy will follow the NSW Government Protocol for homeless people in public places.

2 OBJECTIVE

2.1 Objectives and Coverage of the Policy

- Align with the Council's Community Strategic Plan (CSP) priorities to foster a community that is creative, vibrant, inclusive, safe, healthy and sustainable.
- Define Council’s role in addressing homelessness.
- Establish overarching principles for staff engagement with people experiencing homelessness in alignment with the NSW Government Protocol for homeless people in public places

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3 APPLICATION

3.1 Application of this Policy

This policy applies to all Councillors and Council employees who interact with, advocate for, or strategically plan for, people experiencing homelessness. It will provide a framework and direction for homelessness protocols and strategies.

4 DEFINITIONS

For the purposes of this policy:

Term	Meaning
Homeless	• People are considered homeless when they do not have accommodation that is safe, secure and appropriate. People can experience homelessness in 3 ways; Primary, Secondary and Tertiary Homelessness
Primary Homelessness	• People who live in improvised dwellings. This includes people who sleep on the street, in parks, derelict buildings or cars
Secondary Homelessness	• People who live in temporary accommodation. This includes people in emergency or short-term homeless services and people residing temporarily with friends or family;
Tertiary Homelessness	• People who live in accommodation without a lease or the private use of bathroom or kitchen facilities. This includes people in medium to long term boarding houses or caravan parks.
Public places	• For the purposes of this policy, public places are defined as land, buildings or places that are accessible to the public and are designated, regulated or managed by or on behalf of Council.
Rough sleeper	• Someone who sleeps or lives outside because they have no alternative accommodation.

5 PRINCIPLES/BODY

5.1 Guiding Principles

The Homelessness policy recognises that:

- People who are homeless represent some of the most disadvantaged and vulnerable members in our community. People who experience homelessness face additional significant challenges to their health, wellbeing, dignity and often face exclusion from society.
- People who are homeless are not a homogenous group. As such, assumptions should not be made about the reasons people become

homeless; the types of people who experience homelessness; and whether or not they may be interested in accessing homelessness services.

- The Universal Declaration on Human Rights, Article 25, recognises that everyone has the right to a standard of living adequate for the health and wellbeing of themselves and their family, including access to housing.
- People experiencing homelessness have the same rights as any member of the public to:
  - be in public places.
  - participate in public activities or events.
  - carry with them and manage their own belongings.
  - request or decline support or assistance.
- All members of the community, including those experiencing homelessness, have a shared responsibility to respect other users of public spaces and not unduly infringe on the safe and peaceful use of the public domain by others.
- Where possible, and when agreed upon by the person, people experiencing homelessness may be supported by specialist homelessness services and supported to exit homelessness.
- Council's Homelessness Policy does not override existing laws, statutory requirements or regulations; nor does it diminish the ability of agencies to enforce them.

5.2 Council's role and approach to supporting people who experience homelessness

The Commonwealth and State Governments hold primary responsibility for funding and delivering services to assist individuals who are homeless or at risk of homelessness. The role of local government in this space is not defined under Australian legislation and is generally limited to advocacy and support.

Singleton Council does not have a direct role in the delivery of homelessness services. However, Council recognises that homelessness is a complex issue influenced by a range of social, economic, and systemic factors. Addressing it effectively requires a coordinated and collaborative approach across all levels of government, service providers, and the broader community.

Council's contribution to this collective effort may include:

- Facilitating partnerships and collaborative responses with relevant service providers to support individuals experiencing homelessness and connecting people experiencing homelessness with appropriate services.
- Working with emergency response agencies to ensure people experiencing homelessness are considered in disaster preparedness and response planning.
- Delivering strategically planned infrastructure and social programs that benefit the broader community, including those experiencing homelessness.
- Collaborating with government and non-government stakeholders to identify and respond to unmet needs within the local community.

- Advocating on behalf of vulnerable community members, including those experiencing homelessness.
- Providing education and awareness programs that promote understanding of the rights of people experiencing homelessness and fostering community cohesion.
- Where public spaces are required for events, programs, or ceremonies and are occupied by people sleeping rough, Council may issue notice of the upcoming activity and request temporary relocation. It is important to note that Council does not hold legislative authority to enforce relocation.

Singleton Council will take a human-centred approach to interacting with people who experience homelessness, with the same respect and dignity provided to the whole community. In all interactions with people sleeping rough in Council-managed public spaces, Council will adhere to the NSW Government Protocol for Homeless People in Public Places. Council will also apply all relevant laws, statutory requirements, and regulations, including but not limited to child-safe legislation.

Further detail on Council's approach to homelessness is outlined in the Singleton Council Homelessness Framework, which supports the implementation of this policy.

6 RELEVANT LEGISLATION

- *Local Government Act 1993 (NSW)*
- *Public Spaces (Unattended Property) Act 2022*
- *Public Spaces (Unattended Property) Regulation 2022*
- *Anti-Discrimination Act 1977 (NSW)*
- *Children's Guardian Act 2019*

7 DOCUMENT INFORMATION

7.1 Related Documents

Number	Title
25/77804	• Homelessness Framework
25/29872	• Community Strategic Plan
22/68636	• Community Development Strategy 2022-2026
25/67072	• Advocacy Agenda
POL/1028.1	• Child Safe Policy
POL/1011	• Code of Conduct
POL/40009	• Social Media Policy
25/73171	• NSW Protocol for Homeless People in Public Places

8 RESPONSIBLE OFFICER / POLICY OWNER

Ownership of this policy rests with the Senior Community Development Specialist.

9 RESPONSIBILITIES

Parties or Persons	Responsibilities
ELT and Councillors	• Advocate for homelessness solutions and funding
Rangers or delegated Council staff	• In line with NSW Protocol for homeless people in public spaces, engage with people who experience homelessness. • Respond to community concerns raised on people experiencing homelessness.
Senior Community Development Specialist	• Monitor homeless data and implementation of relevant actions in Council strategies and plans • Maintain referral networks and keep referral documents up to date.
Manager Infrastructure Services	• Integrate homelessness needs into emergency planning.
Manager Community Services Delivery	• Implement child safety training to relevant staff.

10 APPROVAL

As per cover sheet.

11 MONITORING

This policy will be monitored by the Senior Community Development Specialist to ensure compliance.

12 REVIEW DATE

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

13 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

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

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14 BREACHES AND SANCTIONS

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

15 DOCUMENT HISTORY

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

Version	Date Amended	Author	Comments (eg reasons for review)
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			•
			•
			•
			•
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DRAFT

DI&P65/25. Sports Grant Program Funding Allocations Round 1 2025/2026 **FILE:** 24/00383

Author: Coordinator Recreation & Facilities

Executive Summary

The purpose of this report is to present to Council a recommendation to fund three (3) grant applications under Round 1 of the Singleton Council Sports Grant Program 2025/2026.

RECOMMENDED that Council approves the following applications for funding totaling $17,687.00 under Round 1 of the Singleton Council Sports Grant Program 2025/2026:

Applicant	Project	Project Cost (ex GST)	Grant Requested (ex GST)
Singleton MTB Club	Adaptive mountain bike loop upgrade	$19,905	$9,952
PCYC	Singleton PCYC Amateur Boxing Competition Event	$15,471	$7,735
Total		**$35,376**	**$17,687**

Report

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

In 2025/2026 grant funds totalling $170,984 are available to local sporting groups through the Program, with $85,000 initially allocated in Round 1.

Round 1 of the Program was open from 18 August 2025 until 12 September 2025. It attracted three (3) applications from three (3) different clubs totalling $26,286.00. The applications were received from the Singleton Mountain Bike (MTB) Club, Police and Community Youth Club (PCYC) and the Singleton Strikers Football Club.

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

Discussions with the project manager of the Alroy Oval Upgrade project indicated that funding was available within the project budget to provide the weather shelters requested by the Singleton Strikers Football Club. Council officers will work with the Strikers Football Club to deliver this infrastructure utilising these funds.

The remaining two grant applications were then assessed by a panel comprising the two Councillor representatives of the Singleton Sports Advisory Committee and the Manager Infrastructure Services. The panel resolved to support eligible funding applications as detailed in Table 1 below. Whilst the grant program is a dollar-for-dollar program, the amount recommended for approval reflects the amount requested by each Club.

Table 1: Applications supported for funding under the Singleton Council Sports Grant Program 2025/26 Round 1

Applicant	Project	Project Cost (ex GST)	Grant Requested (ex GST)
Singleton MTB Club	Adaptive mountain bike loop upgrade	$19,905	$9,952
PCYC	Singleton PCYC Amateur Boxing Competition Event	$15,471	$7,735
Total		$35,376	$17,687

Community Strategic Plan

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

Council Policy/Legislation

This matter has no specific policy implications for Council.

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

Financial Implications

There is $170,984 available to local sporting groups through the 2025/2026 Singleton Council Sports Grant Program, with $85,000 allocated to Round 1.

This report recommends the allocation of $17,687 in Round 1, with the balance of funds, being $153,297, being carried over to Round 2 of the Singleton Sports Grant Program 2025/2026.

Consultation

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

Sustainability

Nil.

Risk Implications

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

Options

The following options are available to Council:

1. Approves the following applications for funding totaling $17,687.00 under Round 1 of the Singleton Council Sports Grant Program 2025/2026:

Applicant	Project	Project Cost (ex GST)	Grant Requested (ex GST)
Singleton MTB Club	Adaptive mountain bike loop upgrade	$19,905	$9,952
PCYC	Singleton PCYC Amateur Boxing Competition Event	$15,471	$7,735
Total		$35,376	$17,687

2. Not endorse the applications for funding under Round 1 of the Singleton Council Sports Grant Program 2025/2026.

Option one is recommended.

Conclusions

The Singleton Council Sports Grant Program offers financial assistance to sport and recreation community organisations. Funding of $85,000 is available under the Singleton Council Sports Grant Program for Round 1 of 2025/2026. Three (3) applications, totalling $26,286 (ex. GST), were received, and assessed under Round 1. With the provision of weather shelters at Alroy Oval being eligible for funding under the existing project budget, the assessment panel endorsed two applications for funding, as shown in Table 1.

It is recommended that Council resolve to grant financial assistance to the two (2) eligible applications that have been endorsed by the assessment panel.

Attachments

There are no attachments for this report.

DI&P60/25. Revolving Energy Fund Policy **FILE:** 22/00428
Author: Manager Community Growth and Evolution

Executive Summary

The purpose of this report is for Council to consider the draft Revolving Energy Fund Policy and supporting Plan of Management. This policy provides guiding principles on the establishment, operation and management of a Revolving Energy Fund to support the delivery of actions identified in the adopted Emissions Reduction Action Plan, including actions to achieve Council's adopted emissions reduction targets.

RECOMMENDED that Council:

1. Resolve to adopt POL/40017 Revolving Energy Fund Policy.
2. Amend the Singleton Sustainability Advisory Committee Terms of Reference to include consideration of the Revolving Energy Fund.
3. Approve the Plan of Management for the Revolving Energy Fund.

Report
At its meeting on 20 June 2023 (DI&P32/23), Council resolved to:

1. Purchase 100% renewable energy from 2030.
2. Reduce its emissions by 65% by 2030 (aspirational interim target).
3. Publicly commit to net zero emissions by 2050 in line with the NSW Government target.

The draft Revolving Energy Fund Policy (**Attachment 1**) aims to support the delivery of Council's adopted emissions reduction targets and the adopted Emissions Reduction Action Plan through:

- Investing in energy efficient solutions to Council operations.
- Providing reductions in expenditure on energy consumption using new and innovative technologies.
- Providing an income stream(s) from energy-related investments.
- Facilitating the effective management of energy-related investments to complement Council's existing financial investment policies.
- Ensuring that all Council energy investment related activities occur within legislative frameworks.
- Establishing the principles of probity, equity and transparency in Council's energy investment related activities.

Energy investment activities will be undertaken in accordance with Council's adopted Delivery Program and Operational Plan and will be determined based on the feasibility and internal rate of return requirements set out in this Policy.

The draft Policy sets out the guiding principles related to investment probity, investment funding, funding criteria, allocation of funds, investment outcomes, conditions of funding,

project eligibility, fund management, funding limits, withdrawal of funds, return of excess funds, reinvestment of funds and monitoring and reporting requirements.

For transparency, it is proposed to include the Revolving Energy Fund within the governance framework of the Singleton Sustainability Advisory Committee. To support the draft Policy, a Fund Plan of Management (**Attachment 2**) has been prepared, to enable operational management and reporting to take place within the governance arrangements set out in amended Terms of Reference for the Sustainability Advisory Committee (**Attachment 3**).

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

The Revolving Energy Fund is governed by a Plan of Management to be approved by Council and reviewed in accordance with the review schedule in that Plan.

Reporting will be undertaken via the Integrated Planning and Reporting process and the Annual Report.

The Revolving Energy Fund will be managed in accordance with the requirements of the *Local Government Act, 1993*.

Financial Implications

The Revolving Energy Fund will support the Legacy Fund through the creation of long term financial viability for the achievement of Council's adopted emissions reduction targets and actions. By doing so in a structured, transparent manner, Council is able to use existing reporting processes to keep the community aware of the financial consequences of transition.

The approach will not reduce current service levels nor annual budget allocations. Councils long term financial plan will be amended, where required, to support the intent of the Revolving Energy Fund.

To be sustainable, it is proposed to target an initial funding amount of between $50,000 and $250,000 within the fund, with savings resulting from initiatives funded by the Revolving Energy Fund to be reinvested back into the Revolving Energy Fund, providing funding for future sustainability initiatives. The draft Policy sets out the terms for reinvestment and reconciliation to ensure funding initiatives and reimbursement are both financially sustainable.

It is noted that there are currently no funds proposed to be included in the Revolving Energy Fund. Funding sources may include, where it is appropriate and financially sustainable, the operational budget, capital budget, grants, internal loans, Voluntary Planning Agreements for renewable energy projects, savings from solar installations or other productivity improvement opportunities in electricity charges.

Consultation

The Revolving Energy Fund Policy and Plan of Management have been reviewed by the Sustainability Action Group (an internal sustainability group consisting of leadership and sustainability team members) and council's financial services team.

Sustainability

The Revolving Energy Fund aligns with Council's adopted Sustainability Strategy, in particular:

Goal 7: Affordable and Clean Energy

The following deliverables are relevant to the adoption of the Revolving Energy Fund Policy:

- Council will lead by example through clean energy practices
- More efficient use of energy by Council, households and businesses
- Promote affordable and clean energy
- Encourage sustainable design

The adoption of the Revolving Energy Fund Policy and Plan of Management will enable Council to work towards its adopted net zero reduction targets.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council is not adequately planning for opportunities to improve productivity and efficiency in energy consumption which may lead to financial sustainability issues for Council.	High	Adopt the recommendation	Medium	Yes
There is a risk that Council does not take a strategic approach to the planning and management of funding streams which may lead to financial sustainability issues for the Council in the long term.	High	Adopt the recommendation	Medium	Yes
There is a risk that Council does not take a strategic approach to the planning and management of funding streams which may lead to a decreased ability to deliver energy efficiency and reduction programs and works in the future which may lead to reduced levels of service.	High	Adopt the recommendation	Medium	Yes
There is a risk that Council will not be seen to be taking action to address the net zero targets adopted by Council which may lead to a negative reputation impact.	Medium	Adoption the recommendation	Low	Yes
There is a risk that alternate income is not available to fund energy efficiency and emissions reduction which may lead to an impact on Council finances.	High	Adoption the recommendation	Low	Yes

Options

The following options are available to Council:

1. It is recommended that Council:
   a. Resolve to adopt POL/40017 Revolving Energy Fund Policy.
   b. Amend the Singleton Sustainability Advisory Committee Terms of Reference to include consideration of the Revolving Energy Fund.
   c. Approve the Plan of Management for the Revolving Energy Fund.

2. Not adopt the proposed recommendation.

Option one is recommended.

Conclusions

The purpose of the Revolving Energy Fund Policy is to establish an internal loan system and establish the financing, management and governance arrangements to implement energy efficiency, renewable energy and other sustainability projects that generate productivity improvements, efficiencies and cost savings in relation to Council's operations.

The draft Policy has been developed to support the implementation of actions within the adopted Emissions Reduction Action Plan and achieve Council's adopted emissions reduction targets. The draft Policy is supported by its integration into the existing Sustainability Advisory Committee functions and governance arrangements and a Plan of Management, enabling transparent monitoring and reporting on initiatives financed and supported through the fund.

Attachments

AT-1⇩ Revolving Energy Fund Policy
AT-2⇩ Revolving Energy Fund Plan of Management
AT-3⇩ Singleton Sustainability Advisory Committee Terms of Reference

SINGLETON COUNCIL

REVOLVING ENERGY FUND

Policy | Community Growth and Evolution

To Provide Guiding Principles on the Establishment, Operation and Management of a Revolving Energy Fund to support the delivery of actions identified in the adopted Emissions Reduction Action Plan.

Policy No:	POL/40017	**Version:**	1
Service Unit:	Sustainability Services		
Responsible Officer:	Manager Community Growth and Evolution		
Responsible Director:	General Manager		
Authorisation Date:		**Review Date:**	
Minute No:			

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1 Background

1.1 Title of the Policy and Commencement Date

The Revolving Energy Fund Policy takes effect upon adoption by Council.

1.2 Purpose of the Policy

The purpose of this Policy is to establish an internal loan system and the financing, management and governance arrangements to implement energy efficiency, renewable energy and other sustainability projects that generate cost savings in relation to Council's operations.

2 Objective

2.1 Objectives and Coverage of the Policy

At its meeting on 20 June 2023 (DI&P32/23), Council resolved to:

1. *Purchase 100% renewable energy from 2030.*
2. *Reduce its emissions by 65% by 2030 (aspirational interim target).*
3. *Publicly commit to net zero emissions by 2050 in line with the NSW Government target.*

This Policy aims to support the delivery of Council's adopted emissions reduction targets and the adopted Emissions Reduction Action Plan through:

1. Investment in energy efficient solutions to Council operations.
2. Provide reductions in expenditure on energy consumption using new and innovative technologies.
3. Provide an income stream(s) from energy-related investments.
4. Facilitate the effective management of energy-related investments to complement Council's existing financial investment policies.
5. Ensure that all Council energy investment related activities occur within legislative frameworks.
6. Establish the principles of probity, equity and transparency in Council's energy investment related activities.

Energy investment activities will be undertaken in accordance with Council's adopted Delivery Program and Operational Plan and will be determined based on the feasibility and internal rate of return requirements set out in this Policy.

3 Application

3.1 Application of this Policy

This Policy applies to all Council owned and operated facilities and services.

4 Definitions

For the purposes of this policy:

Term	Meaning
Council	Singleton Council
Acceptable financial return	An assessment by Council's CFO, with criteria to be a payback period of less than 10 years or an internal rate of return of at least the equivalent of the current investment fund return.
Sustainability Action Group (SAG)	An internal reference group for advancing sustainability initiatives in accordance with adopted Council strategy. The SAG consists of the Leadership Team and performing functions in accordance with its Terms of Reference.

5 Principles/Body

5.1 Procedural Statement

The overarching intent of this Policy is to ensure maximum renewable energy consumption coupled with an acceptable financial return are achieved through appropriate investment in energy -related initiatives:

- Investment in energy -related initiatives and the proceeds generated from investment in energy-related activities will be managed as part of the Revolving Energy Fund.
- Portfolio performance will be monitored and report in accordance with the Plan of Management through the Singleton Sustainability Advisory Committee.

Investment Probity

Council has two distinct roles in its energy activities – as the organisation seeing to minimise its environmental footprint and reduce ongoing costs, and as a statutory authority responsible for compliance with environmental regulations. Council must exercise particular care to ensure its roles as consent authority and as a developer are kept separate and are seen to be separate.

In order to ensure probity in its energy-related investment activities, Council will establish a formal governance structure (including project management and contract management and reporting) for any significant energy investment projects that it undertakes.

Investment Funding

Council will establish a Revolving Energy Fund for its energy-related initiatives. Any cost savings realised or income received from energy related initiatives will be directed into the Revolving Energy Fund and then be distributed with the following parameters:

1. The Revolving Energy Fund reimburses any expenditure incurred from Council's General Fund such as research, procurement, maintenance and loan borrowings or repayment of any internal borrowing

2. The balance of the Revolving Energy Fund should be invested:
    a. As part of the pool of funds invested by Council and available to be utilised for investment in energy-related initiatives.
    b. In energy efficiency initiatives that will generate either cost savings or cash inflows or both.
    c. In accordance with Council's Investment Policy.

Funding Criteria

The funding criteria have been developed to ensure a strategic approach is taken to the application of Fund monies. These criteria will be used in the assessment of applications to the Fund.

Projects seeing funding under the Revolving Energy Fund will be required to meet as many of the following criteria as possible:

1. Demonstrated acceptable financial return (as defined in the definitions section) except where the project is fully covered by an external funding source(s)
2. A reduction in resource use (water, energy, fuel, materials)
3. Business improvement/efficiency gains
4. The long term and life cycle operational and maintenance costs
5. How the project will be funded (sources of funding)
6. Reduction in greenhouse gas emissions
7. Improved environmental outcomes
8. Improved social and cultural outcomes
9. Use of innovation and new technologies and approaches

Allocation of Funds

When making funding decisions the Sustainability Action Group will consider:

1. The extend to which the project meets the Funding criteria
2. The resourcing requirements of the project and the benefits that will be achieved
3. The level of cost savings and payback periods – see acceptable financial return definition
4. Whether the project will be subsidised through other funding sources
5. The Fund's financial capacity and priorities
6. Maintenance and asset renewal implications

Where projects are expected to meet a sustainability outcome without a financial return, funding will be limited to 10% of the Fund's opening balance.

Investment Outcomes

The efficient and effective investment in energy efficient initiatives will provide ongoing cost reductions which will be able to supplement Council's rate revenue and provide funds for further investment.

Conditions for Funding

An internal Revolving Energy Fund application form will be created and all requests for funding will be made using this form. Applications must consider the criteria for funding under this Policy as a minimum to meet project eligibility. At a minimum, the

application form will include:

1. A project summary
2. An outline of the project objectives
3. An outline of the project costs and funding sources
4. Whole of life costs, including decommissioning
5. A project plan outlining key activities and milestones
6. Detailed calculations of potential savings and payback periods
7. Other project benefits (non-financial)
8. Identification of the budget that savings are to be drawn from
9. Sign off from the relevant Manager(s)

Project Eligibility

Projects will be prioritised based on Council's adopted policy position. Projects identified through the adopted Emissions Reduction Action Plan (or its latest version), the Community Strategic Plan and Delivery Program or as a requirement of a planning approval condition of consent will take precedence over all other projects.

Other projects that may be considered include improvements to the environmental outcomes of the Council and the LGA, improvements to organisational performance and efficiency and enhancements to capital works projects that meet the Funding criteria.

Projects that will not be considered for funding include:

1. Projects that seek retrospective funding for works that have already commenced or have been completed
2. Projects that are inconsistent with Council policy objectives
3. Projects that do not meet legislative requirements or other statutory approvals and permits.

Fund Management

The Revolving Energy Fund will be managed by the Sustainability Action Group in accordance with the adopted Terms of Reference. The SAG comprises all members of the Leadership Team of Council and will be responsible for overseeing:

1. The allocation of Fund monies
2. Securing the re-investment of monies into the Fund
3. Annual review of the Fund's status
4. Reporting to the Executive Leadership Team and Council on a six-monthly basis outlining details of the projects implemented, savings realised and current balance.

Funding Limits

Whilst there is no proposed predetermined limit regarding the extent of financial support available for individual projects, the amount of funding available will depend upon:

1. The actual balance of the Fund at the time of funding application
2. The balance of funds scheduled to be reinvested into the Fund

3. The merits of the project, and opportunities for self-funding, internal loan and/or other funding sources

Monitoring and Reporting Requirements

Recipients of Fund monies will be required to provide a one-off annual report to the SAG one year after delivery of the project. This report will include:

1. Details of the activities/tasks undertaken as a result of the funding
2. An outline of how the project has been successful in achieving the objectives
3. Details of the project outcomes realised to date
4. A financial reconciliation

Withdrawal of Funds

Funds will be withdrawn if a project has not commenced one (1) year after the offer of funds has been made. Recipients will be required to provide an annual report during implementation to demonstrate progress on the project, along with an end of project report.

Return of Excess Funds

Any unspent monies from project allocations are to be returned to the Fund.

Reinvestment to the Fund

Savings resulting from initiatives funded by the Fund are to be reconciled by the Finance Department and reinvested into the Fund to provide funding for future sustainability initiatives.

Reinvestment to the Fund will occur with the initial repayment of funding at a rate of 100 percent of the realised savings until the initial funding provided by the Fund has been repaid. Upon full repayment of the loan, those savings (100 per cent of the realised savings) will continue to be reinvested for a minimum period of three years, to fund further sustainability initiatives. Following the reinvestment to the Fund, the ongoing savings will be returned to General Revenue unless otherwise agreed by the SAG.

All savings identified are required to have been quantified as part of the business case submitted as part of the application to the Fund. The Business Case must have been reviewed by Financial Services, prior to the application to the Fund, and must identify the departmental budgets where the savings will be made. Applicants should be aware that upon approval departmental budgets will be adjusted accordingly, with these adjustments being made at the beginning of each financial year and reconciled by Financial Services at the end of each year.

6 Relevant Legislation

The Provider is required to comply with all relevant legislation and obtain all applicable approvals and consents. As a minimum:

- *Environmental Planning and Assessment Act, 1979*
- *Local Government Act, 1993*
- Singleton Development Control Plan 2014

7 Document 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
	Singleton Sustainability Strategy
	Singleton Development Control Plan 2014

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Manager Development and Environmental Services.

9 Responsibilities

Parties or Persons	Responsibilities
Sustainability Action Group	• Development and implementation of the Revolving Energy Fund and operational framework • Process improvement and governance in relation to the Revolving Energy Fund • Monitor and report on the long term financial sustainability of the Revolving Energy Fund • Review, approve and monitor funding applications and allocations and approve expenditure • Undertake quarterly financial reporting following the Quarterly Budget Review • Make recommendations to the Executive Leadership Team in line with the SAG Terms of Reference
Executive Leadership Team	• Review applications for the Revolving Energy Fund and make recommendation to Council on approval or otherwise • Receive and review regular reporting from the SAG
Leadership Team	• Support the preparation of applications for funding through the Revolving Energy Fund • Monitor and report on funds received to align with the Quarterly Budget Review process • Ensure resources are allocated to provide for the preparation of applications and delivery of projects approved under the Revolving Energy Fund • Provide reports to the Sustainability Action Group on progress, particularly where projects are not meeting expectations and proposed adjustments
Manager Community Growth and Evolution	• Provide the resources necessary to support the functions of the Sustainability Action Group and the implementation of this Policy.
Manager Finance	• Establish and maintain the accounting structure required to support the Revolving Energy Fund.

	• Provide quarterly reporting on Fund performance to the SAG. • Provide six monthly report on Fund performance to the ELT and Council

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the Manager Development and Environmental Services to ensure compliance.

12 Review Date

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

13 Last Review Date

This is the first version of the Policy.

14 Record Keeping, Confidentiality and Privacy

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

15 Breaches and Sanctions

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

16 Document History

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

Version.	Date	Author	Comments (e.g. reasons for review)
1	February 2025	M Crawford	• New Policy

SINGLETON COUNCIL

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REVOLVING ENERGY FUND

REVOLVING ENERGY FUND| Plan of Management

Document No:	25/17932	**Version No:**	1
Service Unit:	Sustainability Services		
Author:	Manager Community Growth and Evolution		
Date Created:	20 March 2025		
Last Updated:			
Last Updated by:	Manager Community Growth and Evolution		

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Title

Singleton Revolving Energy Fund – Plan of Management

Overview

Council has established the Singleton Sustainability Advisory Committee to provide support to the development and implementation of sustainability actions underpinning adopted Sustainability Strategy and associated action plans. The Revolving Energy Fund creates an overarching financial reserve to assist future generations manage challenges that originate from the transition to net zero.

The purpose of this document is to outline the Plan of Management for the Revolving Energy Fund (REF).

Effective Date

The REF Plan of Management becomes effective XX/XX/X

1. Purpose

The Revolving Energy Fund (REF) has been established to support the Singleton Council Sustainability Strategy, to adequately and transparently consider the impacts and benefits of net zero transition on Council's long-term financial viability and underwrite opportunities to drive the prosperity of the LGA for future generations.

A REF Policy has been developed to provide the foundational governance platform and strategic direction for the development and management of the fund.

The REF will guide Council's investment and focus on the implementation of the adopted Emissions Reduction Action Plan (as amended from time to time) and is intended to support the long-term financial sustainability of Council.

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1.1 REF Objectives

The objective of the REF Fund is to provide the framework for the establishment, operation and management of a REF to support the delivery of actions identified in the adopted Emissions Reduction Action Plan, and where appropriate, community emissions reduction strategies as approved by Council.

2. Legislation and Policy

- *NSW Local Government Act, 1993*
- NSW Office of Local Government – Integrated Planning & Reporting (IP&R) Framework
- Singleton Council Sustainability Strategy
- Singleton Council Emissions Reduction Action Plan
- Singleton Council Climate Change Risk Assessment
- Singleton Council Revolving Energy Fund Policy

3. Community Strategic Plan

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

Our Environment

3.3 Our environment is enhanced through clean energy and proactive approach to climate change

3.3.2 To lead Council towards our emissions reduction goals for 2030

3 Assigned Accountability

The following structure has been established to manage the REF.

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	Sustainability Action Group	General Manager	ELT	Singleton Sustainability Advisory Committee	Council
Provide recommendations from the Sustainability Action Group for funding allocations from the REF	A	C	C	C	I
Reports to ELT recommendations for funding approval	A	C	C	I	I
Approves any allocation of funding from the REF	R	C	C	I	A
Reviews and assesses performance of the fund in accordance with the objectives of the REF	A	C	C	I	I
Consider recommendations on the performance of the REF	A	C	C	R	I
Report to Council REF performance	A	C	C	R	I

R - **R**esponsible for completing the task or step in the process
A - **A**ccountable for ensuring that the task or step in the process is completed
C - **C**onsulted prior to the completion of the task or step in the process
I - **I**nformed of the results once the task or step in the process is completed

4 Source of Income

Seed funding sources include a number of options (this list is in no particular order, is indicative and is not intended to be directed sources).

- Operational budget
- Capital budget
- Grants
- Internal loan

- Voluntary Planning Agreements for renewable energy projects.
- A proportion of savings from solar installations to be diverted to the seed fund.
- A network tariff review to find cost savings across all assets with an electricity meter. Where network tariff changes can be implemented across the Distributed Network Service Provider, allocate projected savings from each budget for the next 12 months into the REF.

5 Funding Allocation

6.1 Initial Seed Funding

The larger the seed fund, the quicker the fund will become self-sustaining.

It is recommended that a target of between $50,000 and $250,000 be allocated from a combination of available fund sources in the first instance. This will enable funding of projects with relatively short pay back periods and can be used to leverage financing more capital-intensive projects that generate a larger amount of savings.

6.2 Annual Top Up Amount

Savings from existing projects is the most effective way of ensuring the fund is self-sustaining.

Council's Revolving Energy Fund Policy states that:

- The Revolving Energy Fund reimburses any expenditure incurred from Council's General Fund such as research, procurement, maintenance and loan borrowings or repayment of any internal borrowing
- The balance of the Revolving Energy Fund should be invested as part of the pool of funds invested by Council and available to be utilised for investment in energy-related initiatives.
- In energy efficiency initiatives that will generate either cost savings or cash inflows or both.
- In accordance with Council's Investment Policy.

And that:

Savings resulting from initiatives funded by the Fund are to be reconciled by the Finance Department and reinvested into the Fund to provide

funding for future sustainability initiatives.

Reinvestment to the Fund will occur with the initial repayment of funding at a rate of 100 percent of the realised savings until the initial funding provided by the Fund has been repaid. Upon full repayment of the loan, those savings (100 per cent of the realised savings) will continue to be reinvested for a minimum period of three years, to fund further sustainability initiatives. Following the reinvestment to the Fund, the ongoing savings will be returned to general revenue unless otherwise agreed by the SAG.

All savings identified are required to have been quantified as part of the business case submitted as part of the application to the Fund. The Business Case must have been reviewed by Financial Services, prior to the application to the Fund, and must identify the departmental budgets where the savings will be made. Applicants should be aware that upon approval departmental budgets will be adjusted accordingly, with these adjustments being made at the beginning of each financial year and reconciled by Financial Services at the end of each year.

However, annual top up payments will ensure that the fund reaches a self-sustaining status sooner. It is proposed to maintain the initial seed funding amount until the fund is established and generates sustainable returns. Once this occurs, it is proposed to reduce the annual top up by 50% for a period of three (3) years, 25% from year 4 to year 9 and 0% at year 10 of the Fund.

Year	Amount
1 to first year of sustainable returns	
Year 1, 2 and 3 following first year of sustainable returns	$125,000
Year 4 to Year 9	$62,500
Year 10	$0

Council may also choose to target a minimum amount of grant funding each year to supplement the REF and may choose to reduce the amount of top up funds as a result. This can provide incentive to business units to seek alternative sources of funding for energy and emissions reduction projects so that general budget funds are freed up.

7 Meeting and Reporting

The Sustainability Action Group will meet no less than three time per year.

The Sustainability Action Group will report at least 6 monthly to the Sustainability Advisory Group on the delivery of projects.

The Sustainability Action Group will provide a report to ELT annually as required under the REF Policy and this Plan of Management on:

- outcomes achieved
- expenditure of funds
- balance of funds
- key success indicators for the REF

The Sustainability Advisory Committee will report to Council on an annual basis:

- Outcomes achieved
- Expenditure of funds
- Balance of funds
- Key success indicators for the REF
- Recommendations from the Committee on the effectiveness of the REF, suggested operational and community projects for future consideration and community feedback regarding implementation of the Emissions Reduction Action Plan.

8 Definitions

Governance	Parties
Council	• Elected Councillors
Sustainability Action Group	• Leadership Team in accordance with the adopted Sustainability Action Group Terms of Reference
Executive Leadership Team (ELT)	• General Manager, Acting Director Infrastructure and Planning, Director Corporate and Commercial Services, Executive Manager
Sustainability Advisory Committee	• Committee of Council that consists of at least two (2) councillors, community, industry and staff as per the adopted Terms of Reference for the Committee

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9 Reserve Owner

The General Manager is the responsible owner of REF internal reserve.



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Terms of Reference
Community Sustainability Advisory Committee

1. Establishment

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

2. Authority

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

3. Functions and Responsibilities

This committee's functions are to:

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

Comments.

4. Referral of Matters

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

5. Membership and length of term

The Committee will consist of:

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

6. Chairperson

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

7. Length of Term

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

8. Vacancies

Council will undertake an Expression of Interest process.

9. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Councils Advisory Committee Policy.
- Meetings may be held in person or virtually, at the discretion of the Chair.
- The Committee will meet at least quarterly.

- The Committee shall regulate the time and place of its meetings.
- All decisions and recommendations to Council shall be agreed by the Committee, preferably by consensus, or by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.
- Voting members include:
    - At least two (2) Councillors with one being the Chair
    - 1 x representative of a state government agency able to coordinate input from state agencies
    - 2 x representative of the local aboriginal community.
    - 2 x persons with relevant experience in sustainability.
    - 2 x members of the local community with a demonstrated interest in sustainability and experience in community engagement.
    - Manager Development and Environmental Services
    - Coordinator Environmental Services.

10. Conflicts of Interest

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

11. Quorum

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

12. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
    - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
    - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
    - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.

- Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.

- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

13. Meetings

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

14. Observers and Visitors

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

15. Agendas and Minutes

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

16. Access to Information and Advice from the Committee

- Committee members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Committee.

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

17. Evaluation and Review

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

18. Document History

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

DI&P66/25. Minutes - Local Traffic Committee - 23/10/2025 **FILE:** 25/00195
Author: Executive Assistant - Directors

Executive Summary

The Local Traffic Committee held its ordinary meeting on 23 October 2025. The minutes of the meeting are shown as **Attachment 1** and the amended draft Singleton Local Transport Forum - Terms of Reference are shown as **Attachment 2** for Council's consideration.

RECOMMENDED that Council

1. Note the minutes of the Local Traffic Committee Meeting held on 23 October 2025.

2. Adopt the following recommendations made by the Local Traffic Committee:

5.1 Item 1 - Establishment of the Singleton Local Transport Forum and Adoption of the Terms of Reference (ToR)

That Council:

1. Dissolve the Singleton Local Traffic Committee;
2. Establish the Singleton Local Transport Forum; and
3. Adopt the amended Draft Singleton Local Traffic Forum - Terms of Reference.

5.2 Item 2 - Public Electric Vehicle Infrastructure - Power Pole Chargers

That Council approves the installation of electric vehicle charging bays on John Street, Cambridge Street, Howe Street, Townhead Crescent and York Street as per drawing 'PS25-001 - Electric Vehicle Charging Infrastructure - Power Pole Chargers' subject to public consultation.

Community Strategic Plan

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

Financial Implications

5.1 Item 1 - Establishment of the Singleton Local Transport Forum and Adoption of the Terms of Reference (ToR)

Nil

5.2 Item 2 - Public Electric Vehicle Infrastructure - Power Pole Chargers

The estimated cost to Council is $10,000. The works will be funded from the Traffic Facilities Budget.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
5.1 Item 1 - Establishment of the Singleton Local Transport Forum and Adoption of the Terms of Reference (ToR)				
There is a risk that by not forming a Local Transport Forum, Council will not comply with *Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic* Instrument which may lead to noncompliance with the Instrument and reputational damage to Council.	Medium	Adopt the recommendation	Low	Yes
There is a risk that by not approving a Terms of Reference the Local Transport Forum will not comply with the Council Committees Policy which may lead to noncompliance with the Policy and reputational damage to Council.	Medium	Adopt the recommendation	Low	Yes

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
5.2 Item 2 - Public Electric Vehicle Infrastructure - Power Pole Chargers				
There is a risk that other Councils with EV infrastructure may become preferred locations for residents, visitors, and businesses seeking sustainable transport options which may lead to reduced economic activity, lower residential appeal and reduced business attraction and investment.	Medium	Installation of electric vehicle charging bays	Low	Yes

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a reputational risk to Council as residents and businesses may see Council as resistant to change or unsupportive of sustainable transport which may lead to them questioning Council's commitment to innovation and sustainability resulting in reputational damage.	Medium	Installation of electric vehicle charging bays	Low	Yes

Options

The following options are available to the Committee:

1. Recommend that Council:
   a) Note the minutes of the Local Traffic Committee Meeting held on 23 October 2025.
   b) dissolves the Singleton Local Traffic Committee;
   c) establishes the Singleton Local Transport Forum; and
   d) adopts the amended Draft Singleton Local Traffic Forum - Terms of Reference.

2. Recommend that Council does not:
   a) Note the minutes of the Local Traffic Committee Meeting held on 23 October 2025.
   b) dissolve the Singleton Local Traffic Committee
   c) establish the Singleton Local Transport Forum
   d) adopt the amended Draft Singleton Local Traffic Forum - Terms of Reference.

Option one is recommended.

Attachments

AT-1⇩ Minutes - Local Traffic Committee - 23 October 2025
AT-2⇩ AMENDED DRAFT - Singleton Local Transport Forum - Terms of Reference - October 2025

MINUTES
LOCAL TRAFFIC COMMITTEE
9:30AM THURSDAY 23 OCTOBER 2025

Present	Cr Sue George – Deputy Mayor, Singleton Council (Chair) (Cr SG) Bonnie Haverhoek – TfNSW (BH) Ruth Rogers – Members Representative (RR)
In Attendance	Katie Hardy – Acting Director Infrastructure and Planning Services, Singleton Council (KH) Conor Byrne – Manager Infrastructure Services, Singleton Council (CB) Sam Masoomi – Coordinator Engineering Services, Singleton Council (SM) Paul Smith – Executive Liaison Officer, Singleton Council (PS) Mugisha George-Kasongo – Traffic Engineer, Singleton Council (MGK) Hayden Vella – Road Safety Officer, Singleton Council (HV) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Council Chambers

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Local Traffic Committee meeting held on Thursday 28 August 2025, were confirmed.

Moved Cr SG

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Item 1 - Establishment of the Singleton Local Transport Forum and Adoption of the Terms of

Reference (ToR) **FILE:25/00195**

- Cr SG queried the role of the Chair in regards to the delegations
- KH confirmed delegate refers to Council and sub-delegate refers to General Manager. Once ToR are adopted, General Manager will hold delegated powers as per ToR in existing delegations
- Cr SG also queried 'vacancies' and the EOI process, advising this should be amended to request that organisations involved assign another representative to the LTF
- KH advised the draft ToR can be amended to clearly define the delegate and sub-delegate as well as removing the EOI process
- With the above amendments, all were in agreement to endorse the draft ToR subject to the discussed minor amendments ToR (to be attached to minutes)

Recommendation:

That the Local Traffic Committee recommends that Council:

1. Dissolve the Singleton Local Traffic Committee;
2. Establish the Singleton Local Transport Forum; and
3. Adopt the amended Draft Singleton Local Traffic Forum - Terms of Reference.

Moved RR **Seconded** Cr SG

5.2 Item 2 - Public Electric Vehicle Infrastructure - Power Pole Chargers FILE:25/00195

- Cr SG noted that the current charger on Castlereagh Street is used frequently
- Cr SG queried the location of 259 John Street, PS confirmed near Soapsuds Lane

Recommendation:

Local Traffic Committee recommends that Council approves the installation of electric vehicle charging bays on John Street, Cambridge Street, Howe Street, Townhead Crescent and York Street as per drawing 'PS25-001 - Electric Vehicle Charging Infrastructure - Power Pole Chargers' subject to public consultation.

Moved RR **Seconded** Cr SG

5.3 Informal Agenda Item 1 - Speed Zone Referrals to TfNSW FILE:25/00195

BH provided an update on outstanding speed zone reviews requested by Council:

Location	Request
Retreat Road	Request for reduction from 70km/h to 50km/h. [redacted] Sent to TfNSW on 13/5/2020 **This was completed in July 2025 – noting that the western end increased to 80 and the eastern end decreased to 60. TfNSW has asked Council to complete line marking for the entire length and replace CAMS on a curve within the section. Note that Dyrring Road was reduced to 80km/h as part of this review.**
Glendonbrook Road	80km/h sign on the western side of Beckers Bridge be moved further west to be adjacent to Blind Creek Road, and the speed limit at the existing 80km/h speed zone be 60km/h and that the 60km/h speed zone should extend to approximately 675 Glendonbrook Road. 80km/h speed zone though the Glendon Brook settlement between 830 and 914 Glendonbrook Road be reduced to 60km/h, followed by an 80km/h speed zone through to Boyce's Bridge. Requested by Glendon Brook Community Action Group. Sent to TfNSW on 17/6/2022 **This was completed in April 2025. Beckers Bridge was reduced to a 60 for a 1.6km section to capture approach to bridge on both sides. 80km zone not extended.**
Long Gully Road	Reduce Long Gully Road from 100km/h to 70km/h. Requested by [redacted] Sent to TfNSW on 10/5/2022 **This was completed in July 2025 noting that developers installed 60km signage prior to review. Road reduced to 60.**
Welshs Road	Reduce 100km/h rural default limit to 80km/h Requested by Members Representative Ruth Rogers on behalf of Milbrodale Mountain Classic organisers. Sent to TfNSW on 30/01/2025 **This review is not a current high priority. Unlikely to be undertaken this year.**
Pioneer Road	Extend 50km/h zone from boundary of 157 Pioneer Road, to beyond the entrance of the Mountain Bike Park. Requested by Mayor Sue Moore on behalf of Singleton Mountain Bike Club. Sent to TfNSW on 12/02/2025 **This was completed in June 2025.**

Broke Road	The existing 60km/h speed limit in place on Broke Road be extended from where it currently terminates (approximately 60m north of Blaxland Street) northwards for a distance of approximately 210m. The speed limit along this section of Broke Road is currently 100km/h. The existing 100mk/h speed limit on Broke Road, from the end of the new 60km/h speed limit outlined above, northwards for a distance of approximately 2.5km be reduced to 80km/h. Requested by Broke Residents Community Association. Sent to TfNSW on 28/02/2025 **A preliminary review was undertaken in June 2025 and the extension was rejected. Improved speed signage was installed (including 60 ahead signs along with road numerals).**

Noted

5.4 Informal Agenda Item 2 - Issues for Future Investigation FILE:25/00195

Nil.

Noted

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	23/10/2025	Make amendments to the draft ToR	Paul Smith	31/10/2025

8 Next Meeting

- 19 February 2026 at 9:30am – Location TBA

The meeting closed at 9:50am.

Cr Sue George, Deputy Mayor Chair
Chair

Terms of Reference
Singleton Local Transport Forum

1. Establishment

The Singleton Local Transport Forum (LTF) is established to provide technical advice, coordination, and expertise to the Council (the Delegate) on matters related to the control and management of traffic, transport, movement, and accessibility on the local road network within the Local Government Area. The Singleton LTF replaces the previous Local Traffic Committee.

2. Authority

Authority is derived from the 2025 Authorisation and Delegation Instrument issued by Transport for NSW (TfNSW). This Instrument:

- Authorises Council (the Delegate) to install, display, alter, or remove prescribed traffic control devices (PTCD) under section 122 of the *Road Transport Act, 2013*.
- Delegates TfNSW's power to regulate traffic for any purpose under section 115 of the *Roads Act, 1993*.

The LTF must be convened by the Delegate, and the Delegate must consider any advice provided by the LTF before exercising functions under the Instrument.

The Delegate is defined as a council constituted under the *Local Government Act, 1993.*

The 2025 Authorisation and Delegation Instrument also authorises those delegates, under section 3I(2) of the *Transport Administration Act, 1988*, to sub-delegate the functions set out below, to a Sub Delegate.

- The functions and powers of Transport for NSW under section 115(2) of the *Roads Act, 1993* to regulate traffic on a public road for purposes other than those set out in in that section.
- The power to establish and operate a special event parking scheme for a road under Part 8, Division 3 of the *Road Transport (General) Regulation, 2021*.

The Sub-Delegate is defined as the general manager of a council, or an employee of the council.

3. Functions and Responsibilities

The Singleton LTF has no decision-making or approval powers. It functions exclusively as an advisory body to Council, which remains the sole decision-maker regarding its road network.

Functions of the Singleton LTF include:

- Collaboration between agencies involved in transport management.
- Providing advice on street design, infrastructure, and traffic control facilities.
- Coordination of planned events and activities.
- Providing advice and information sharing on transport plans, policy, and management.
- Ensuring a public record of decisions relating to roads and streets.

Council must use the NSW Design of Roads and Streets Manual (DORAS) (TS 00066, as amended from time to time) as a primary reference when exercising functions or using the prescribed traffic control device authorisation.

Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

4. Referral of Matters

All Singleton LTF minutes will be reported to Council for information and for adoption of any recommendations.

Council will refer matters to the Singleton LTF as per the below. All other matters requiring Council to exercise Council's powers under s122 of the *Road Transport Act 2013* and under s115 of the *Roads Act 1993* to regulate traffic for any purpose will be undertaken by Council Staff under delegation from Council (the Sub-Delegate).

Mandatory Prior Referral
A Delegate must refer to the Singleton LTF any proposal to exercise a function under the Instrument or use the prescribed traffic control device authorisation where that proposal would, for a period exceeding:

- Six (6) months:
  - restrict or prohibit passage along a road of any persons, vehicles, or animals; or
  - compel or prevent a turn from one public road to another public road.
- 24 hours:
  - prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
  - prevent access to a public transport station, stop, wharf, or service; or
  - remove or render less effective any bus priority measure.

Discretionary Referral
Council may refer any other matter or proposal for advice, coordination, or general discussion at its discretion.

In addition to the mandatory referrals, the following items are to be referred to Singleton LTF:

1. Traffic Management Plans (TMP) for:
    - **New Special Events:** Where the event is being held for the first time.
    - **Existing Special Events (less than two occurrences):** Where the event has operated under the same TMP for fewer than two previous occasions.
    - **Substantially Changed Events:** Where there are significant changes to the event layout, scale, duration, or traffic arrangements compared with previous events.
2. Any project or proposal that significantly changes, or has the potential to significantly change, the capacity, operation, or safety of a road for example:
    - Intersection upgrades
    - Realignments or major route changes
    - Significant changes to road space allocation (i.e. cycle lanes)
    - Traffic calming (e.g. road humps, mini-roundabouts etc.)
3. Any project that results, or will likely result, in significant objections or concerns from the public and/or other stakeholders.

Post Facto Recording
A post facto record of any use of the prescribed traffic control device authorisation (excluding instances subject to prior referral) must be tabled at the Singleton LTF as soon as practicable and no later than three (3) months after the fact. This record must include the device type, specific location, and date of completion.

5. Membership and administration

The Singleton LTF is convened by Council. The Delegate must invite a representative from each of the following to attend:

- ~~The Delegate (~~Council~~)~~;
- TfNSW;
- NSW Police Force;
- The local Member(s) of NSW Parliament; and
- The operator of any public passenger service likely to be affected by traffic control work proposed by the Delegate.

Council may invite any other person to attend the Singleton LTF.

There are no voting members at the Singleton LTF.

The Singleton LTF is administered by Council, which may determine the frequency and format of meetings.

Agendas must be circulated to attendees at least seven (7) calendar days in advance. The agenda must include sufficient information to review proposals.

Minutes must be circulated for review and provided as a finalised copy.

Council Staff will make all necessary meeting arrangements.

Council staff will arrange for all Committee Minutes will be reported to Council for adoption or for information.

Length of Term

The Committee members will serve for the following term:

- The life of the Singleton LTF will be for the term of Council.
- The Council representative will be elected annually, consistent with other Council committees.

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

Election of Chairperson and Officers

Council shall appoint the Councillor representative as Chairperson at the meeting when Councillor representatives are determined.

In the event of the Chairperson's absence from a meeting, then the first business of that meeting is for the Singleton LTF members to elect a Chair from the floor.

The Chairperson shall preside at all meetings.

A Council Officer will undertake the duties of Minutes Secretary.

Vacancies

Members of the Singleton LTF will be required to nominate an alternate representative ~~Council will undertake an Expression of Interest process~~ for any vacancies declared during the term of the Singleton LTF.

6. Operation and Conflict Resolution

The LTF shall comply with Council's adopted Code of Conduct and Council's Advisory Committee Policy. Singleton LTF meetings are to be carried out in accordance with this Terms of Reference.

Singleton LTF members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.

Singleton LTF meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

Meetings may be held in person or virtually (or a combination of both) at the discretion of the Chair.

The Singleton LTF will meet at least quarterly.

The Singleton LTF shall regulate the time and place of its meetings.

Decision Making: Council must consider any advice provided by the Singleton LTF. Advice provided by members does not need to be unanimous. Any decision to exercise a function remains the sole responsibility of the Council.

Statement of Concern (SoC) Process (Applicable only to Mandatory Referrals): If a proposal requiring mandatory referral is discussed, and TfNSW has unresolved concerns, the TfNSW representative may advise the meeting that TfNSW will submit a SoC within seven (7) days.

- If this intent is signalled, the Delegate may not exercise the function until the seven (7) day period lapses, or the SoC is received.
- If an SoC is provided, Council must circulate a written response addressing the concerns and setting out the Delegate's reasons for proceeding, to all Singleton LTF members.
- The Delegate must wait a further seven (7) days after circulating the written response before exercising the function.
- An SoC ensures significant issues are placed on the public record but does not oblige Council to change or withdraw a proposal.

Coordination:

Public Passenger Services: Council must consult any public passenger service operator (either directly or via the Singleton LTF) before exercising a function likely to affect the operation of that service. Details of consultation undertaken outside of the Singleton LTF must be tabled at the Singleton LTF as soon as practicable.

Public Events: Council must give not less than seven (7) days' notice to NSW Police Force and TfNSW (directly or via the Singleton LTF) before regulating traffic for the purposes of a public event.

7. Quorum

A quorum for a meeting of the Singleton LTF is one representative in attendance from Council and one representative from TfNSW.

8. Conduct

All Singleton LTF members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:

- Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during meetings.
- Not engage in conduct that disrupts meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
- Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.

Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing.

Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.

It is important for Singleton LTF members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of the Terms of Reference must be made via the appropriate channels.

9. Access to Information and Advice from the Committee

Singleton LTF members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Singleton LTF.

The Singleton LTF may call for reports from the General Manager or their delegate on matters contained within the Committee functions.

The Singleton LTF shall be bound to maintain the confidentiality of information submitted to it, where such information is noted as being confidential.

Any legal matter or advice that is considered by the Singleton LTF is to be dealt with in a manner that ensures the protection of legal privilege.

10. Observers and Visitors

A Councillor who is not a member of a Committee or Forum, may attend the Committee or Forum, as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.

The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to

speak on a particular agenda item or to provide specialist advice. Council Staff attending in this capacity cannot move or second a motion or vote at the meeting.

11. Keeping of Records

The proceedings of the Singleton LTF must be recorded and made public as soon as practicable. This public record must be made publicly available online in an easily accessible manner and include:

- The meeting agenda.
- Meeting minutes and records of use of the prescribed traffic control device authorisation.
- The entirety of any SoC submitted by TfNSW.
- The entirety of any written Council responses to a SoC.

All meeting documents are to be recorded on the relevant Content Manager container.

12. Conflict of Interest

Members shall observe the provisions of the *Local Government Act, 1993* and Council's Code of Conduct in relation to declarations of interest in business placed before the Singleton LTF.

The agenda will have a standing item for conflicts of interest.

All conflicts of interest are to be declared to the Chairperson either prior to or at the commencement of the meeting.

All conflicts of interest and any action taken will be recorded in the minutes.

13. Evaluation and Review

The Singleton LTF shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.

The Chair of the Singleton LTF will initiate a review of the performance of the Singleton LTF at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the General Manager or relevant Director and any other relevant stakeholders, as determined by the Chair.

14. Document History

Date	Version	Responsible Officer	Changes
10/10/2025	1	Traffic Engineer	Developed to comply with 2025 Authorisation and Delegation

Date	Version	Responsible Officer	Changes
			Instrument issued by Transport for NSW (TfNSW)
23/10/2025	1.1	Traffic Engineer	Amended to incorporate clarification requested by Local Traffic Committee at meeting held 23/10/2025

ED1/25. Annual Code of Conduct Complaint Statistics - 1 September 2024 to 31 August 2025 **FILE:** 25/00192
Author: Governance Lead

Executive Summary
Clause 11.1 of Council's Procedures for the Administration of the Code of Conduct Policy (the Procedures) requires the Complaints Coordinator to report statistics relating to complaints made about Councillors and the General Manager to Council within three months of the end of September each year. This report covers the period from 1 September 2024 to 31 August 2025.

FOR INFORMATION

The reporting of complaints statistics is an important accountability mechanism that provides local communities with a valuable insight into the performance of their councils and also provides the Office of Local Government (OLG) with the means to evaluate councils' implementation of the Model Code framework and whether the framework has achieved its policy objectives.

Clause 11.1 of the Procedures requires the Complaints Coordinator to report the following statistics to Council within three months of the end of September each year:

a) the total number of Code of Conduct complaints made about Councillors and the General Manager under the Code of Conduct in the year to September (the reporting period);
b) the number of Code of Conduct complaints referred to a conduct reviewer during the reporting period;
c) the number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints;
d) the number of Code of Conduct complaints investigated by a conduct reviewer during the reporting period;
e) without identifying particular matters, the outcome of investigations completed under the Procedures during the reporting period;
f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews; and
g) the total cost of dealing with Code of Conduct complaints made about Councillors and the General Manager during the reporting period, including staff costs.

A copy of the Code of Conduct complaints statistics report is shown as **Attachment 1**.

A copy of the Code of Conduct complaints statistics report has been forwarded to OLG in accordance with Clause 11.2 of the Procedures.

It is noted that OLG intends to publish this data in the Time Series Data publication and will also include the data in the next iteration of the Your Council website. This information can be viewed at https://www.olg.nsw.gov.au/public/about-councils/comparative-council-information/.

Attachments

AT-1⇩ Annual Code of Conduct 2025

Model Code of Conduct Complaints Statistics 2024-25
Singleton Council

Number of Complaints

1		The total number of complaints **received** in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
	i	Community	0
	ii	Other Councillors	0
	iii	General Manager	0
	iv	Other Council Staff	0
2		The total number of complaints **finalised** about councillors and the GM under the code of conduct in the following periods:	
	i	3 Months	0
	ii	6 Months	0
	iii	9 Months	0
	iv	12 Months	0
	v	Over 12 months	0

Overview of Complaints and Cost

3	a	The number of complaints **finalised at the outset** by alternative means by the GM or Mayor	0
	b	The number of complaints **referred to the Office of Local Government (OLG)** under a special complaints management arrangement	0
	c	The number of code of conduct complaints **referred to a conduct reviewer**	0
	d	The number of code of conduct complaints **finalised at preliminary assessment** by conduct reviewer	0
	e	The number of code of conduct complaints **referred back to GM or Mayor** for resolution after preliminary assessment by conduct reviewer	0
	f	The number of finalised code of conduct complaints **investigated by a conduct reviewer**	0
	g	Cost of dealing with code of conduct complaints via preliminary assesment	0
	h	Progressed to **full investigation by a conduct reviewer**	0
	i	The number of finalised complaints investigated where there was found to be **no breach**	0
	j	The number of finalised complaints investigated where there was found to be **a breach**	0
	k	The number of complaints referred by the GM or Mayor **to another agency** or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
		i ICAC	0
		ii NSW Ombudsman	0
		iii OLG	0
		iv Police	0

v	Other Agency (please specify)	0
l	The number of complaints being investigated that are **not yet finalised**	0
m	The **total cost** of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	0

Preliminary Assessment Statistics

4 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:

a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
f	Other action (please specify)	0

Investigation Statistics

5 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0

6 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:

a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0

Categories of misconduct			
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:		
	a	General conduct (Part 3)	0
	b	Non-pecuniary conflict of interest (Part 5)	0
	c	Personal benefit (Part 6)	0
	d	Relationship between council officials (Part 7)	0
	e	Access to information and resources (Part 8)	0
Outcome of determinations			
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:		
	a	Adopted the independent conduct reviewers recommendation	0
	b	Failed to adopt the independent conduct reviewers recommendation	0
10	The number of investigated complaints resulting in a determination where:		
	a	The external conduct reviewers decision was overturned by OLG	0
	b	Council's response to the external conduct reviewers reccomendation was overturned by OLG	0
11		Date Code of Conduct data was presented to council	18-Nov-25

ED3/25. Minutes - Combined Rural Halls - 16 October 2025 - Hall Reports October 2025 **FILE:** 01/0301
Author: Executive Assistant

Executive Summary

The Combined Rural Halls Committee held its ordinary meeting on 16 October, 2025. Attached for Councillors information is the Minutes of the Ordinary Meeting shown as **Attachment 1** and the Hall Report – October 2025 shown as **Attachment 2**.

FOR INFORMATION

Attachments
AT-1⇩ Minutes - Combined Rural Halls Meeting - 16 October 2025
AT-2⇩ Combined Rural Halls - Hall Reports - October 2025

SINGLETON COMBINED RURAL HALLS

The committee is set up to facilitate communication between Council and Rural halls in the LGA

Meeting 16 October 2025

Meeting Room Singleton Diggers, York Street Singleton

Meeting opened 7.00 pm

Present: Patti Beetson Glendon, Bruce Merrick Warkworth, Errol Long Warkworth, Joy Patton Glendon, Jane Bryson Mitchell's Flat, Phil Reid Bulga, Maureen Joliffe Glendonbrook, Evelyn Hardy Broke, Antony Beetson Glendon, Rhonda Walter Jerry's Plains, Maureen Pratt Jerry's Plains, Ken Ferguson Putty, Cr Sue George,

Apologies: Margaret Ferguson Putty, Jim Joliffe Glendonbrook, Lisa Harper Hebden, Isabelle Baldé Howes Valley, Laura Gilkerson Whittingham, Narelle Paget Whittingham Sue Moore Elderslie, Rebecca Clark Glendonbrook

Minutes of the previous meeting: accepted moved Errol Long seconded Evelyn Hardy CARRIED

Business Arising from Minutes: NIL

Correspondence: Nil

Treasurer's Report:

Account Balance $11 795.01 Moved Maureen Joliffe sec Antony Beetson CARRIED

General Business

- **Resources for regions update**
  - Most halls to send in finalisation information by 31 October to Sue
- **Hall Updates**
  - **Warkworth** – Kitchen grant received, private member use only AGM 17 August no changes
  - **Mitchell's Flat** – hall use quiet, bingo monthly, AGM 25 October
  - **Glendon** – minimal work to complete
  - **Bulga –** afterschool and community activities – bingo, yoga, playgroup, Friday night events at hall, Christmas 13 December, Festival of Small Halls 2026
  - **Broke –** New Committee and Trustees, Broke Social Club using hall, Christmas 5 December, bingo monthly, mini markets, coffee & Chat, community meetings
  - **Glendon Brook –** AGM held, several regular bookings
  - **Putty –** Spring Fair successful, Friday Night Detour well attended, concern over increasing costs of Fire Inspections
  - **Howes Valley –** social dinners av 35 people, cuppa & chat & men's night monthly, cheesemaking workshop and Christmas party
  - **Jerry's Plains –** quiet year, lots of caravaners using area, outdoor movie night, security camera installed, planning for next year – annual fair, trivia night
- Other Business –
  - Fire inspections- concern over the increasing cost
  - Fire evacuation diagrams needed for all exits/doors – templates on line, or smartdraw software
  - ATO returns due

- **Next meeting– 19 February 2026 7pm at Diggers**

Meeting closed 7.27 pm

Warkworth Hall Community Centre Inc.
32 High Road
WARKWORTH NSW 2330

ABN: 56 371 159 961

16.10.2025

Singleton Combined Rural Halls

The grant from Glencore for the kitchen upgrade has been successful. The grant is for $5k, we are negotiating with the builder regarding the shortfall in funding, hoping to be able to supply labour to reduce the builders costs.

The hall is still restricted to private use by members and not available for public hire as we are still supporting the local church as it is still undergoing repairs as a result of the July 2022 flooding.

Updated evacuation diagrams have been put up and the AFSS has been completed and submitted
Small group held a morning tea – member and friends
Planning a members BBQ for this month
The hall is used weekly by the church for services and meetings.

In the process of updating the test and tag for electrical items and the register, including thermal imaging of the electrical switchboard.

Some of the members are planning a family lunch on the 29th November for a family Christmas gathering.

Our AGM was held on the 17th August, there are no changes in office bearers.

Peabody Resources continue to carry out the ground maintenance on a regular basis.

Regards

Errol Long
Hon. Treasurer
28 Edinburgh Ave.
SINGLETON N.S.W .2330
M: 0428340736

JERRYS PLAINS 16/10/25. / /

- A QUIET YEAR
- A LOT OF CARAVANERS USING THE RECREATION ~~GROUNDS~~. GROUNDS.
- We held an OUTDOOR MOVIE NIGHT
- We had SECURITY CAMERAS DONATED AND ARE NOW INSTALLED
- CHARLES HAS REPLACED THE QUEENS PHOTO
- VPA Meetings
- THE WIND TURBINES TRAFFIC INFORMATION NIGHTS.
- PLANNING A TRIVIA NIGHT FOR NEXT YEAR
- OUR ANNUAL FAIR WILL GO AHEAD NEXT YEAR. ORGANIZATION IS UNDERWAY.

Broke Hall

The hall has a new committee and new trustees.
Our long running treasurer, Michael Hewitt, has put down his pen and stepped down as both trustee and treasurer after more than 30 years. Thank you Michael.

Our new trustees and committee are Pres, Bianca Gordon-Smi[redacted]
Secretary, Evelyn Hardy, Treasurer, Graham Farish
Tony MacNamara and Gwen Lambkin.

The hall has had a steady, eventful and busy few months (BSC) Broke Social Club has kicked off and has had monthly social night gatherings.
Recently had a Trivia night which was a great success. And the Christmas Mega Raffle to finish off the year 5th Dec.

Bingo started 15th Oct brought to the hall by the BSC. which will contine to happen monthly. Yesterday was a great success.
Cuppa n Chat is on last Wednesday of the month
Mini Market at the hall has started and is making great progress and becoming very popolar.

Unfortunatly during a storm event the hall sprung 2 leaks and the SES was called.
If anyone can recommend a builder/s who will provide quotes to have these issues fixed it would be appreciated.
The hall has had several bookings.
Wedding party hair/makeup
Community meetings
Hunter Local Land services for feral pig issues with 2 more Oct & Nov

PUTTY HALL NEWS October 2025

Annual Fire Inspection carried out. The total cost for this year was $909.50

Total Fire sent quote for $484 which has to be signed, returned as accepted before an appointment is made.

Inspection was made on 1st October. Portable Fire Extinguishers, Exit Signs, and fire exits and paths of travel to fire exits. This cost an additional amount of $363. Total cost $847.00.

Singleton Council also sent and invoice for $102.50 for AFSS administration fee.

If this has to be done twice a year it will be quite a large expense for halls.

Brad from Total Fire also advised that we should have an Emergency Evacuation Plan in place. Does any other hall have this? Safe Work Australia have information available on their website to assist with this.

As noted in the minutes of Combined Hall meeting 17th July, a reminder to report to Dept of Fair Trading and the ATO. Just as a point of interest, Putty Community Association does not report to either body as we are a Charitable Trust and report to the ACNC at no charge.

The Putty Spring Fair was once again an exciting and successful event. Not as many people attended as in 2024 but still a good day. We had about 25 stalls, visitors and locals and the usual games, competitions, jumping castles etc.

The funds raised at the fair are welcome as we received the hall insurance policy a couple of days later and with this and the Fire Inspection there wont be much left from the fair takings.

Friday Night Detour Social is well attended each second week, Ladies Swap meet including trash and treasure once a month on a Monday and St. Shenouda Monastery every second Sunday afternoon. Men's Chat night not going ahead as it was not the success we hoped it to be. Chair Yoga continues with a small group of people enjoying the exercise. We will hold the Remembrance Day service as always, and our next major function will be the Family Christmas Party, date in December still to be decided.

Tim Spooner will be completing the questionnaire regarding work done at Putty Hall with R4R funding and will forward it to you. Simon has many photos of the work done at our hall already but these can be sent again if necessary.

Best wishes,

Margaret

47. Investment Report - October 2025 **FILE:** 25/00405
Author: Finance Officer - Treasury
Chief Financial Officer

Executive Summary

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

FOR COUNCIL'S INFORMATION

Report
For the last 12 months to 31 October 2025, the investment portfolio returned 6.95% versus the bank bill index benchmark's 4.11%.

Council's total portfolio of investments was $129.223 million with an additional $4.08 million held in Council's operational account, as of 31 October 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.28% 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 October, Council had $5.0m in deposits mature and sold an FRN for $1.6m for a gain. This sale aided in funding another floating rate note bid, offering an attractive rate. Council invested a total of $3.5m 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	211 Days	4.30%
$1,500,000	Floating Rate Note	1096 Days	4.54%

The NSW TCorpIM Long Term Growth Fund recorded another strong result during the month, recording a gain of 1.70% for the month of October. This result is reflective of the gains in both the domestic and international markets.

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

The TCorpIM Long Term Fund's investment strategy is to provide high exposure to growth assets, with a high return potential over the long term, with a high risk of negative annual returns. The investment object is to provide returns of CPI +3.5% pa over rolling 10-year periods. Council's investment in TCorp's IM Funds (long-term) is 25% of its portfolio. Council can therefore expect some fluctuations to its portfolio returns.

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 October 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 - October 2025

SINGLETON COUNCIL

Investment Summary Report
October 2025

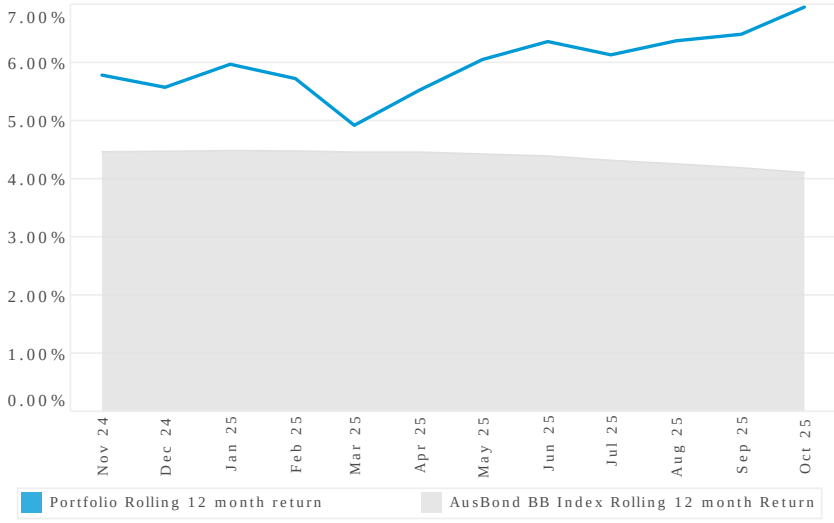
PRUDENTIAL INVESTMENT SERVICES CORP

Singleton Council
Executive Summary - October 2025

Investment Holdings

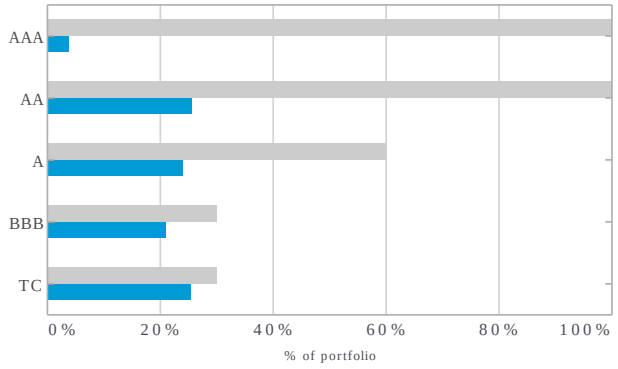
	Face Value ($)	Current Value ($)
Bonds	8,900,000	8,872,026
Cash	6,686,026	6,686,026
Floating Rate Note	31,800,000	31,950,303
Managed Funds	32,837,523	32,837,523
Term Deposit	49,000,000	49,000,000
	129,223,549	129,345,879

Investment Performance

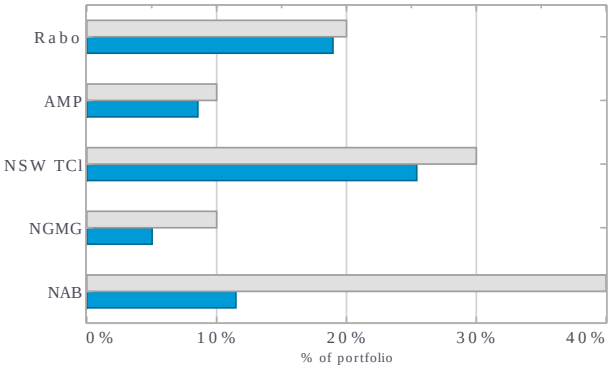


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Portfolio Exposure | Investment Policy Limit

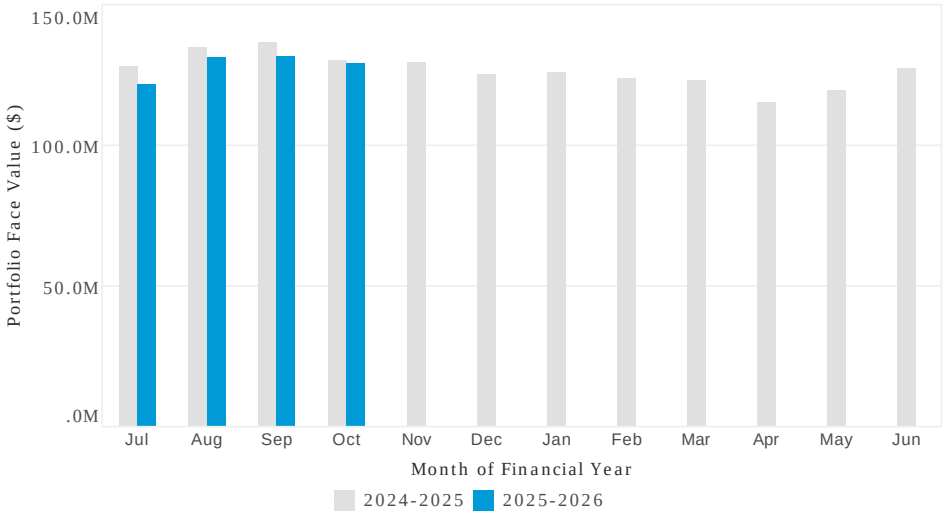
Term to Maturities

	Face Value ($)		Policy Max	
Between 0 and 1 years	100,623,549	78%	100%	a
Between 1 and 10 years	28,600,000	22%	80%	a
	129,223,549			

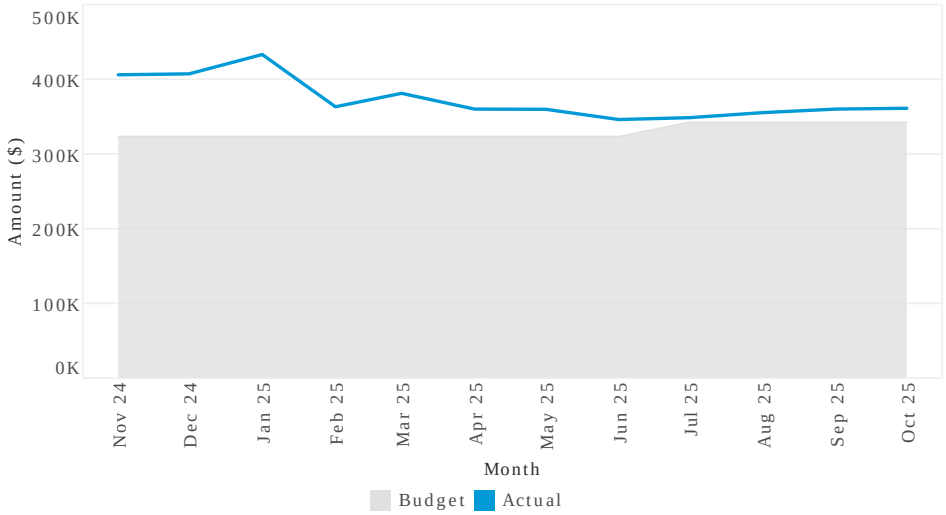
Specific Sub Limits				
Between 3 and 10 years	*7,400,000*	*6%*	*50%*	a
Between 5 and 10 years	*0*	*0%*	*25%*	a

Singleton Council
Executive Summary - October 2025

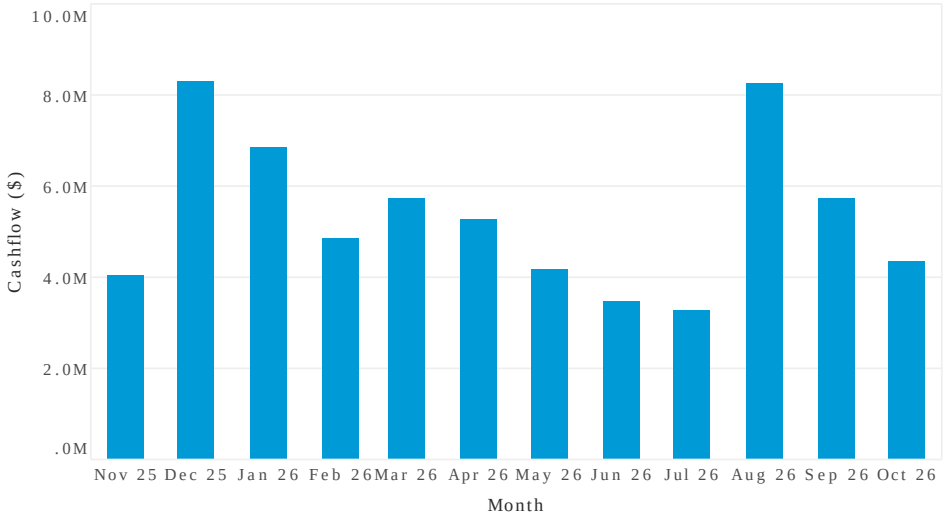
Historical Portfolio Balance



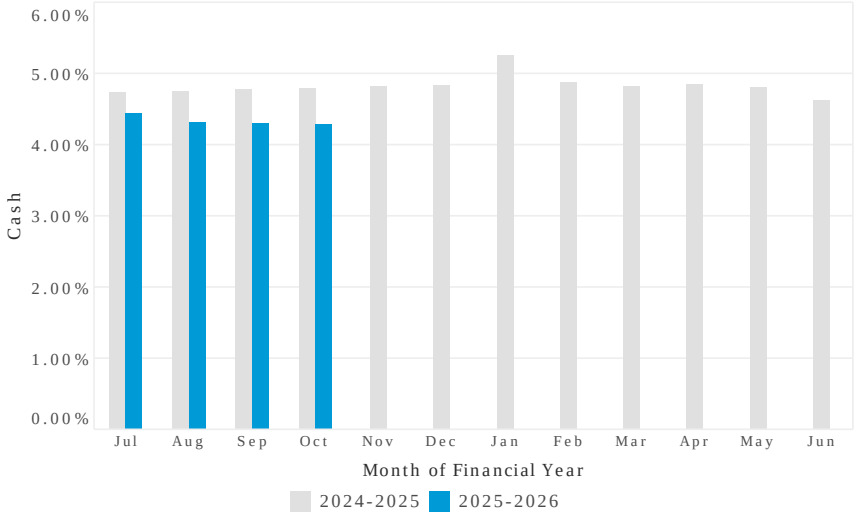
Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary



Weighted Average Return



PRUDENTIAL INVESTMENT SERVICES CORP

Singleton Council
Investment Holdings Report - October 2025

Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.	Reference
1,250,251.18	4.2500%	AMP Bank	BBB+	1,250,251.18	540079	31d Notice
1,996,842.75	3.9000%	Macquarie Bank	A+	1,996,842.75	540145	Accelerator
3,438,932.43	3.7000%	National Australia Bank	AA-	3,438,932.43	546234	Prof Acct
6,686,026.36	3.8626%			6,686,026.36		

Managed Funds

Face Value ($)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value ($)	Deal No.	Reference
32,837,522.91	1.6960%	NSW T-Corp (LT)	TCl	Long Term Growth Fund	32,837,522.91	544559	
32,837,522.91	1.6960%				32,837,522.91		

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
6-Nov-25	1,000,000.00	4.5000%	AMP Bank	BBB+	1,000,000.00	11-Jun-25	1,017,630.14	546150	17,630.14	At Maturity	
27-Nov-25	1,000,000.00	4.3000%	AMP Bank	BBB+	1,000,000.00	26-Jun-25	1,015,079.45	546213	15,079.45	At Maturity	
4-Dec-25	2,000,000.00	4.3500%	Bank of Queensland	A-	2,000,000.00	5-Jun-25	2,035,515.07	546137	35,515.07	At Maturity	
4-Dec-25	2,000,000.00	4.3700%	Rabobank Australia	A	2,000,000.00	2-Jun-25	2,036,396.71	546106	36,396.71	At Maturity	
17-Dec-25	1,000,000.00	4.1700%	Rabobank Australia	A	1,000,000.00	23-Jul-25	1,011,538.90	546282	11,538.90	At Maturity	
18-Dec-25	1,000,000.00	4.3000%	AMP Bank	BBB+	1,000,000.00	24-Jul-25	1,011,780.82	546286	11,780.82	At Maturity	
18-Dec-25	2,000,000.00	4.3800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,030,720.00	546212	30,720.00	At Maturity	
8-Jan-26	500,000.00	4.3000%	AMP Bank	BBB+	500,000.00	6-Aug-25	505,124.66	546308	5,124.66	At Maturity	
8-Jan-26	1,000,000.00	4.7500%	Bank of Queensland	A-	1,000,000.00	20-Mar-25	1,029,410.96	545941	29,410.96	At Maturity	
13-Jan-26	3,000,000.00	4.3000%	AMP Bank	BBB+	3,000,000.00	12-Aug-25	3,028,627.40	546330	28,627.40	At Maturity	
29-Jan-26	2,000,000.00	4.9500%	AMP Bank	BBB+	2,000,000.00	29-Jan-25	2,074,860.27	545757	74,860.27	At Maturity	
5-Feb-26	500,000.00	4.3000%	Rabobank Australia	A	500,000.00	6-Aug-25	505,124.66	546307	5,124.66	At Maturity	
5-Feb-26	2,000,000.00	4.4500%	Rabobank Australia	A	2,000,000.00	9-Jul-25	2,028,041.10	546249	28,041.10	At Maturity	
10-Feb-26	2,000,000.00	4.3400%	Suncorp Bank	AA-	2,000,000.00	11-Jun-25	2,034,006.58	546156	34,006.58	At Maturity	

Singleton Council
Investment Holdings Report - October 2025

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
19-Mar-26	2,000,000.00	4.2700%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,034,861.92	546135	34,861.92	At Maturity	
26-Mar-26	1,000,000.00	4.1500%	Westpac Group	AA-	1,000,000.00	28-Aug-25	1,007,390.41	546390	7,390.41	At Maturity	
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,069,493.15	545780	69,493.15	Annually	
16-Apr-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	4-Sep-25	1,006,673.97	546423	6,673.97	At Maturity	
30-Apr-26	2,000,000.00	4.1500%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,033,882.19	546136	33,882.19	At Maturity	
7-May-26	2,000,000.00	4.3000%	Rabobank Australia	A	2,000,000.00	8-Oct-25	2,005,654.79	546661	5,654.79	At Maturity	
21-May-26	2,000,000.00	4.2700%	Suncorp Bank	AA-	2,000,000.00	16-Jun-25	2,032,288.22	546169	32,288.22	At Maturity	
4-Jun-26	1,000,000.00	4.2500%	Rabobank Australia	A	1,000,000.00	1-Aug-25	1,010,712.33	546297	10,712.33	At Maturity	
9-Jul-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	19-Jun-25	1,015,534.25	546183	15,534.25	Annually	
23-Jul-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,028,615.89	546209	28,615.89	Annually	
6-Aug-26	2,000,000.00	4.1800%	National Australia Bank	AA-	2,000,000.00	4-Sep-25	2,013,284.38	546422	13,284.38	Annually	
13-Aug-26	1,000,000.00	4.1300%	Westpac Group	AA-	1,000,000.00	22-Aug-25	1,008,033.70	546375	8,033.70	At Maturity	
10-Sep-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,013,327.40	546250	13,327.40	Annually	
23-Sep-26	1,000,000.00	4.1000%	National Australia Bank	AA-	1,000,000.00	24-Jul-25	1,011,232.88	546285	11,232.88	Annually	
23-Sep-26	2,000,000.00	4.2000%	National Australia Bank	AA-	2,000,000.00	10-Sep-25	2,011,967.12	546463	11,967.12	Annually	
26-Nov-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,028,615.89	546210	28,615.89	Annually	
10-Dec-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,013,327.40	546251	13,327.40	Annually	
25-Mar-27	2,000,000.00	3.9500%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,027,704.11	546211	27,704.11	Annually	
	49,000,000.00	4.3031%			49,000,000.00		49,736,456.72		736,456.72		

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	2,517,811.97	540982	16,736.97	4-Dec-25	
15-Sep-26	1,500,000.00	4.0602%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	15-Sep-21	1,508,472.30	541879	7,842.30	15-Dec-25	
23-Oct-26	1,200,000.00	5.0994%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00	23-Jan-24	1,212,355.66	544801	1,508.86	23-Jan-26	
27-Oct-26	1,000,000.00	4.3025%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00	21-Oct-21	1,003,819.38	542004	589.38	27-Jan-26	
30-Oct-26	2,000,000.00	5.1491%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00	7-Jun-24	2,015,036.28	545154	564.28	30-Jan-26	

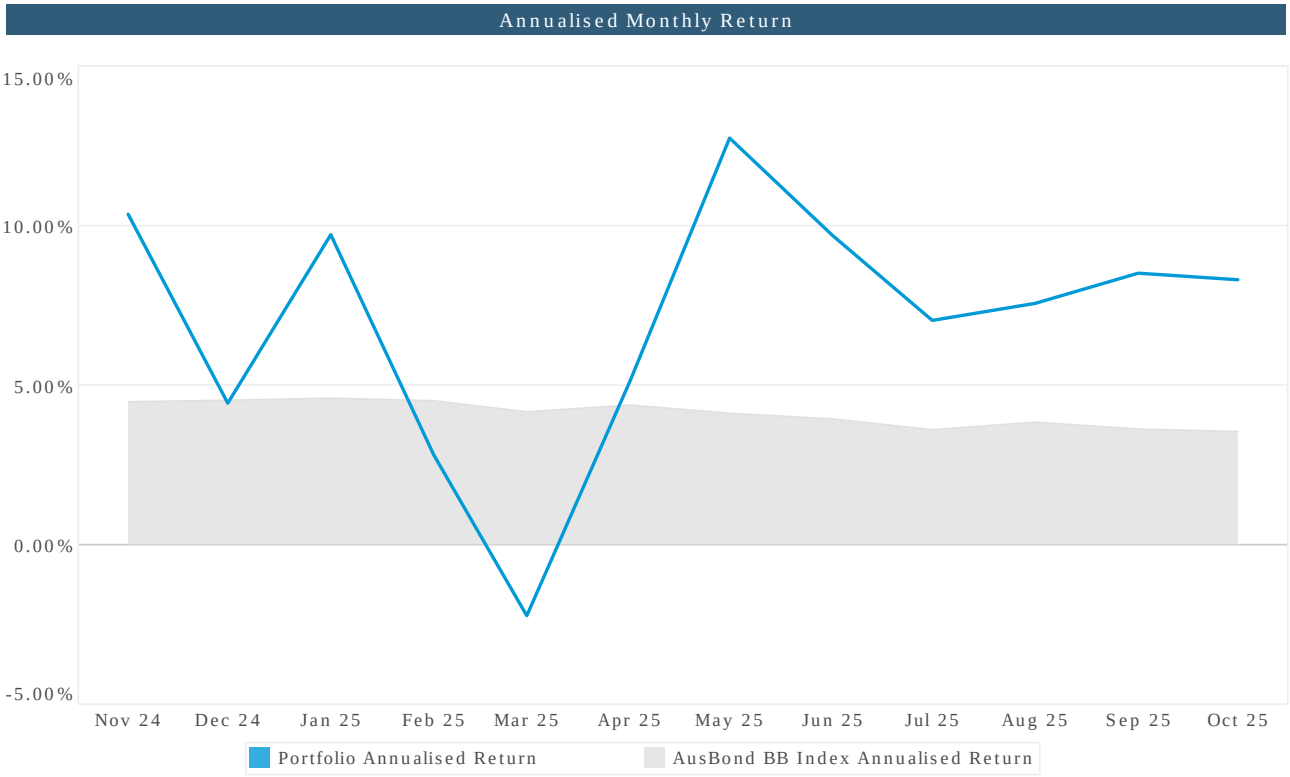
Singleton Council
Investment Holdings Report - October 2025

Maturity Date	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Coupon Date	Reference
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	1,004,107.64	541918	4,237.64	23-Dec-25	
14-Jan-27	2,000,000.00	4.2593%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00	14-Jan-22	2,010,360.95	542237	4,200.95	14-Jan-26	
25-Jan-27	1,000,000.00	4.2025%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00	25-Jan-22	1,003,485.68	542257	575.68	26-Jan-26	
25-Jan-27	1,800,000.00	4.2825%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00	25-Jan-22	1,806,941.96	542262	1,055.96	26-Jan-26	
8-Feb-27	1,400,000.00	5.2675%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	1,400,000.00	8-Feb-24	1,431,943.49	544823	17,173.49	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	1,014,023.87	545104	10,463.87	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	609,685.28	545078	5,989.28	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	1,014,411.56	545188	5,311.56	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	1,006,322.72	545463	6,322.72	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	1,316,309.10	545482	8,119.10	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	1,121,559.68	543634	6,841.68	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	1,516,596.49	546024	16,596.49	14-Nov-25	
3-Oct-28	1,500,000.00	4.5350%	TMB Snr FRN (Oct28) BBSW+0.95%	BBB+	1,500,000.00	1-Oct-25	1,505,629.73	546598	5,404.73	5-Jan-26	
22-Mar-29	2,000,000.00	4.4468%	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	2,000,000.00	15-Mar-24	2,024,486.41	544957	9,746.41	22-Dec-25	
21-Jan-30	3,000,000.00	4.7440%	NPBS Snr FRN (Jan30) BBSW+1.25%	BBB+	3,023,670.00	14-Aug-25	3,028,439.10	546339	4,289.10	21-Jan-26	
18-Mar-30	2,400,000.00	4.3889%	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	2,400,000.00	18-Mar-25	2,424,772.15	545902	12,697.75	18-Dec-25	
	31,800,000.00	4.5925%			31,840,460.00		32,096,571.40		146,268.20		

Fixed Rate Bonds

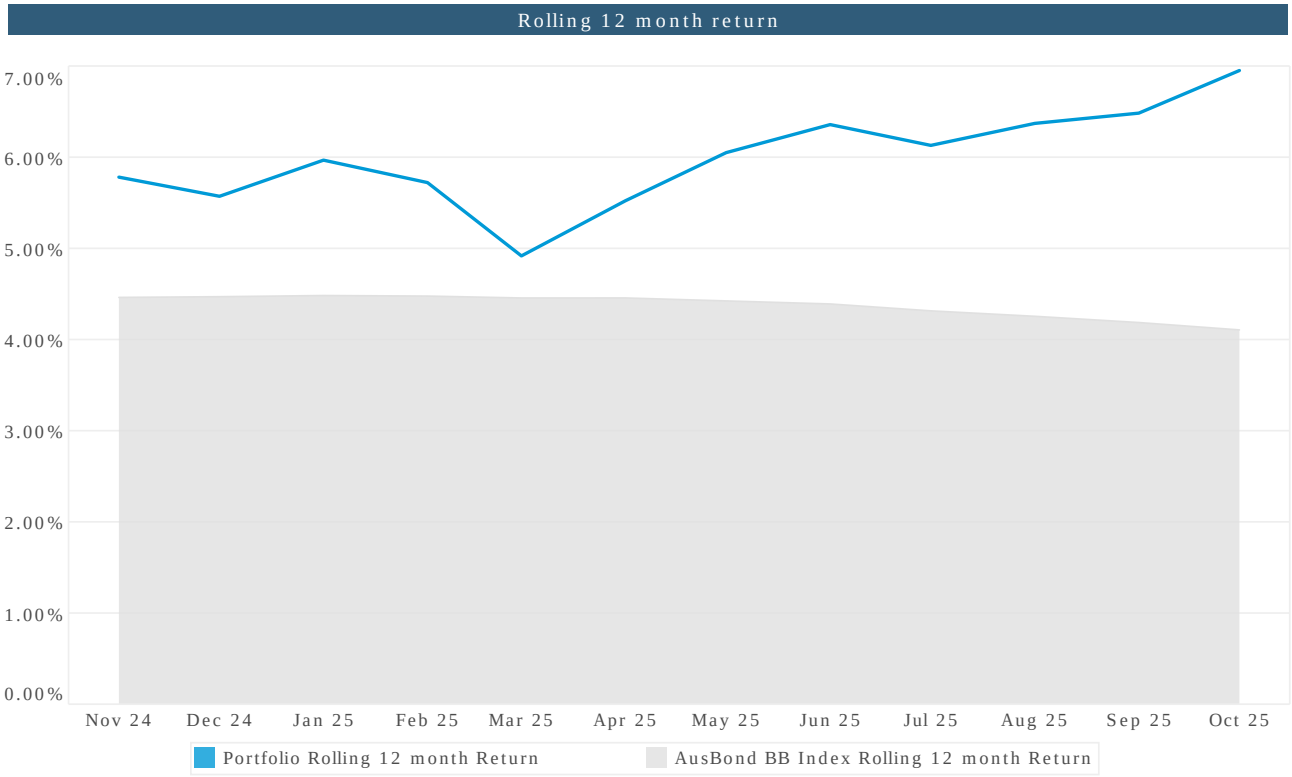
Maturity Date	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Purchase Yield	Reference
11-Nov-25	1,900,000.00	4.9000%	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,944,332.68	543536	44,006.28	4.99000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,007,582.42	541004	7,582.42	1.00000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	5,001,891.26	541284	30,191.26	1.30500%	
	8,900,000.00	3.0966%			9,422,288.00		8,953,806.36		81,779.96	2.0231%	

Singleton Council
Investment Performance Report - October 2025



Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Oct 2025	8.30%	3.55%	4.75%
Last 3 months	8.12%	3.67%	4.45%
Last 6 months	8.95%	3.78%	5.17%
Financial Year to Date	7.84%	3.65%	4.19%
Last 12 months	6.95%	4.11%	2.84%

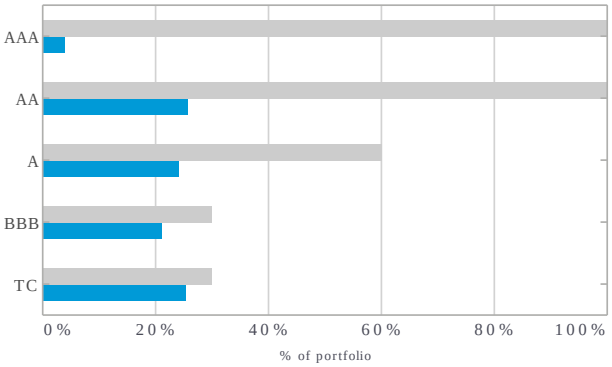
Singleton Council
Investment Performance Report - October 2025



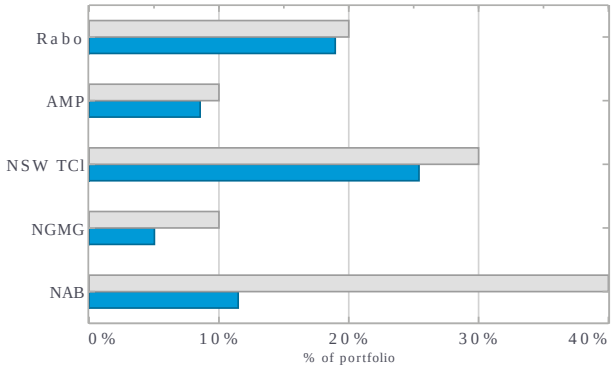
Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Oct 2025	0.68%	0.30%	0.38%
Last 3 months	1.99%	0.91%	1.08%
Last 6 months	4.42%	1.89%	2.53%
Financial Year to Date	2.58%	1.22%	1.36%
Last 12 months	6.95%	4.11%	2.84%

Singleton Council
Investment Policy Compliance Report - October 2025

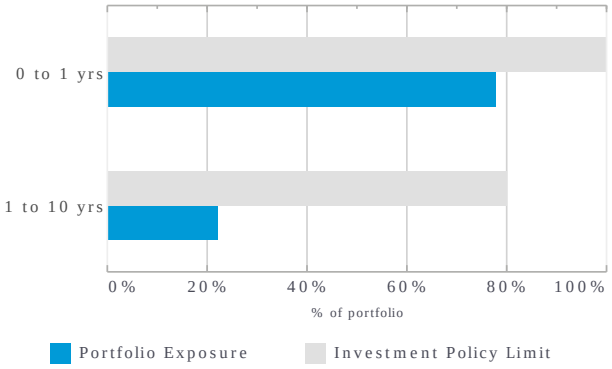
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value ($)		Policy Max	
AAA	5,000,000	4%	100%	a
AA	33,138,932	26%	100%	a
A	31,096,843	24%	60%	a
BBB	27,150,251	21%	30%	a
TC	32,837,523	25%	30%	a
	129,223,549			

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-)	11%	40%	a
Teachers Mutual Bank (BBB+)	2%	10%	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

	Face Value ($)		Policy Max	
Between 0 and 1 years	100,623,549	78%	100%	a
Between 1 and 10 years	28,600,000	22%	80%	a
	129,223,549			

Specific Sub Limits				
Between 3 and 10 years	*7,400,000*	*6%*	*50%*	a
Between 5 and 10 years	*0*	*0%*	*25%*	a

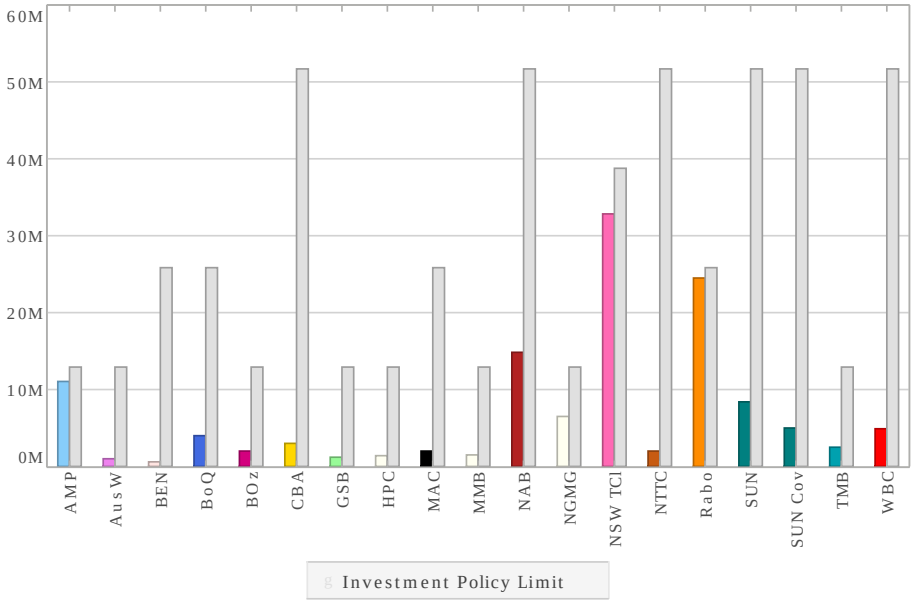
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r = non-compliant

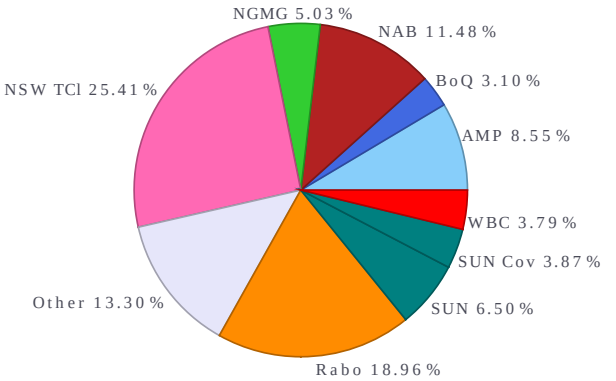
Singleton Council
Individual Institutional Exposures Report - October 2025

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	11,050,251	9%	12,922,355	10%	1,872,104
Auswide Bank (Baa2)	1,000,000	1%	12,922,355	10%	11,922,355
Bank Australia (BBB+)	2,000,000	2%	12,922,355	10%	10,922,355
Bank of Queensland (A-)	4,000,000	3%	25,844,710	20%	21,844,710
Bendigo and Adelaide Bank (A-)	600,000	0%	25,844,710	20%	25,244,710
Commonwealth Bank of Australia (AA-)	3,000,000	2%	51,689,420	40%	48,689,420
Great Southern Bank (BBB+)	1,200,000	1%	12,922,355	10%	11,722,355
Heritage and People's Choice (BBB+)	1,400,000	1%	12,922,355	10%	11,522,355
Macquarie Bank (A+)	1,996,843	2%	25,844,710	20%	23,847,867
Maitland Mutual Limited (BBB)	1,500,000	1%	12,922,355	10%	11,422,355
National Australia Bank (AA-)	14,838,932	11%	51,689,420	40%	36,850,488
Newcastle Greater Mutual Group (BBB+)	6,500,000	5%	12,922,355	10%	6,422,355
NSW T-Corp (TCl)	32,837,523	25%	38,767,065	30%	5,929,542
NT T-Corp (Aa3)	2,000,000	2%	51,689,420	40%	49,689,420
Rabobank Australia (A)	24,500,000	19%	25,844,710	20%	1,344,710
Suncorp Bank (AA-)	8,400,000	7%	51,689,420	40%	43,289,420
Suncorp Bank Covered (AAA)	5,000,000	4%	51,689,420	40%	46,689,420
Teachers Mutual Bank (BBB+)	2,500,000	2%	12,922,355	10%	10,422,355
Westpac Group (AA-)	4,900,000	4%	51,689,420	40%	46,789,420
	129,223,549				

Individual Institutional Exposure Charts





DCCS53/25. Finalisation of Singleton Council and Singleton RSL Sub-Branch Memorandum of Understanding (MoU) **FILE:** 24/00275/014

Author: Business Improvement Specialist

Executive Summary

The purpose of this report is to provide notification that a Memorandum of Understanding (MoU) between Singleton Council and the Singleton RSL Sub-Branch has been finalised in relation to the delivery of ANZAC Day Services.

Background

At April's Council Meeting, Councillor Jenkins moved that Council formalises the provision of in-kind and financial support for Singleton ANZAC Day services.

This notice of motion (NM10/25) intended to establish a consistent annual commitment for the duration of the current term of Council, thereby ensuring the stability and continuity of the ANZAC Day services.

Purpose

The Memorandum of Understanding outlines the commitment and responsibilities of Singleton Council and the Singleton RSL Sub-Branch to support and collaborate on the delivery of the Singleton ANZAC Day commemorative services from 2025 through to the end of the current term of Council (September 2028, unless advised otherwise).

Objectives

Below is a summary of the objectives of the MoU.

I. To formalise and clarify ongoing roles and contributions to ANZAC Day events.

II. To ensure respectful, inclusive, and well-organised services that reflect community expectations.

III. To promote transparent use of public funds and resources in line with Council's Community Economic Development Fund (CEDF) criteria which can be found on Singleton Council's website.

Council Commitments

As resolved by Council (Minute No. 37/25), Singleton Council will provide the following annual support:

I. Funding for all State Government fees related to road closures.

II. Development of the Traffic Management Plan (TMP).

III. Engagement of a traffic control contractor to implement the TMP.

Infrastructure and Logistics

I. Transportation of the dias from Council storage to the Police Station and return.

II. Provision of marquees, seating, and fencing (excluding transportation).

III. Provision and servicing of public amenities.

IV. Park maintenance at the service location (e.g., Burdekin Park in 2025).

Financial Contribution

I. An annual donation of $5,000 to the Singleton RSL Sub-Branch through the Community Economic Development Fund (CEDF) to assist with event delivery, subject to:
    a. Submission of a basic event plan outlining anticipated use of funds.
    b. Expenditure aligning with the intent of the CEDF (e.g., infrastructure hire, equipment; not meals or entertainment unless clearly justified).
    c. Council being advised annually on how the funds were used.

RSL Sub-Branch Commitments

As stated in the MoU, the Singleton RSL Sub-Branch has agreed to:

I. Lead and coordinate the commemorative ANZAC Day service.
II. Work collaboratively with Council staff on logistics and site planning via the event application process.
III. Provide an annual summary of event expenditure supported by Council's financial contribution.
IV. Seek community feedback and reflect it in planning future services (e.g., parade start times, seating arrangements for veterans and school children).
V. Engage with Council early each year to confirm event details, including site layout, timings, and key responsibilities.
VI. Provide acknowledgement of Singleton Council support in printed programs and speeches.

Finalisation

The Memorandum of Understanding (MoU) was signed on behalf of Singleton Council by Nicole Rindal, Manager of Community Experience and Events, and on behalf of the Singleton RSL Sub-Branch by Treasurer Kerry Lewis.

Next Steps

Singleton Council and the Singleton RSL Sub-Branch will commit to regular communication in the lead-up to ANZAC Day and a meeting will be scheduled ideally in Q4 each financial year to review the previous year's event and plan the next. A single point of contact will be nominated by each organisation to facilitate this.

Attachments

AT-1⇩ Memorandum of Understanding - ANZAC Day - Singleton Council and Singleton RSL Sub Branch - 28 08 2025

SINGLETON COUNCIL

Council Reference: 25/34590

28 August 2025

MEMORANDUM OF UNDERSTANDING
Between Singleton Council and the Singleton RSL Sub-Branch For the Delivery of ANZAC Day Services

1. **Purpose**

This Memorandum of Understanding (MoU) outlines the commitment and responsibilities of Singleton Council and the Singleton RSL Sub-Branch (hereafter "the Parties") to support and collaborate on the delivery of the Singleton ANZAC Day commemorative services from 2025 through to the end of the current term of Council (September 2028, unless advised otherwise).

2. **Objectives**

I. To formalise and clarify ongoing roles and contributions to ANZAC Day events.
II. To ensure respectful, inclusive, and well-organised services that reflect community expectations.
III. To promote transparent use of public funds and resources in line with Council's Community Economic Development Fund (CEDF) criteria which can be found on Singleton Council's website at https://www.singleton.nsw.gov.au/Council/Community-Funding-Programs/Singleton-Community-and-Economic-Development-Fund.
The broad principles of the Fund are to support the socio-economic future of Singleton by:
    a. Creating an environment that fosters and supports business, promotes job creation, supports entrepreneurship and diversifies our industry base.
    b. Providing education and training to create the foundations of a prosperous economy and community.
    c. Supporting and promoting activities that provide personal fulfilment for residents through arts and culture, encouraging personnel development and by creating beautiful outdoor spaces.
    d. Supporting and promoting sporting activities and events that provide physical development and pathways to excellence.
    e. Minimising the impacts of social issues such as homelessness and mental health issues.

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

3. Council Commitments

As resolved by Council (Minute No. 37/25), Singleton Council will provide the following annual support:

I. Funding for all State Government fees related to road closures.
II. Development of the Traffic Management Plan (TMP).
III. Engagement of a traffic control contractor to implement the TMP.

3.2 Infrastructure and Logistics

I. Transportation of the dias from Council storage to the Police Station and return.
II. Provision of marquees, seating, and fencing (excluding transportation).
III. Provision and servicing of public amenities.
IV. Park maintenance at the service location (e.g., Burdekin Park in 2025)

3.3 Financial Contribution

I. An annual donation of $5,000 to the Singleton RSL Sub-Branch through the Community Economic Development Fund (CEDF) to assist with event delivery, subject to:
    a. Submission of a basic event plan outlining anticipated use of funds.
    b. Expenditure aligning with the intent of the CEDF (e.g., infrastructure hire, equipment; not meals or entertainment unless clearly justified).
    c. Council being advised annually on how the funds were used.

4. RSL Sub-Branch Commitments

The Singleton RSL Sub-Branch agrees to:

I. Lead and coordinate the commemorative ANZAC Day service.
II. Work collaboratively with Council staff on logistics and site planning via the event application process.
III. Provide an annual summary of event expenditure supported by Council's financial contribution.
IV. Seek community feedback and reflect it in planning future services (e.g., parade start times, seating arrangements for veterans and school children).
V. Engage with Council early each year to confirm event details, including site layout, timings, and key responsibilities.

VI. Provide acknowledgement of Singleton Council support in printed programs and speeches.

5. Governance and Communication

I. A meeting between the Parties will be held annually (ideally in Q4 each financial year) to review the previous year's event and plan the next.
II. The Parties commit to regular communication in the lead-up to ANZAC Day.
III. A single point of contact will be nominated by each Party to streamline coordination.

6. Review and Amendment

I. This MoU is valid until the end of the current term of Council (September 2028).
II. It may be reviewed and amended at any time with the agreement of both Parties.

7. Acknowledgement

This MoU does not create a legally binding relationship but reflects the mutual intentions of the Parties to work in good faith toward the respectful delivery of ANZAC Day services in Singleton.



Signed:
For Singleton Council
Name: Nicole Rindal
Position: Manager Community Experience & Events



Signed:
For Singleton RSL Sub-Branch
Name: Kerry Lewis
Position: Treasurer

DI&P67/25. Hunter Strategic Regional Integrated Transport Plan **FILE:** 23/00695
Author: Executive Liaison Officer - Major State Government Projects

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Executive Summary
The purpose of this report is to provide an update on the implications and benefits for the Singleton LGA in the recently finalised Hunter Strategic Regional Integrated Transport Plan (SRITP) along with what was incorporated, partially incorporated, or not incorporated into the Plan based on Council's submission to the draft Plan.

FOR INFORMATION

Key Implications and Challenges

1. **Safety Concerns:** The Singleton LGA is identified as a high-risk location for motorcycle riders, who were over-represented in fatal and serious injury crashes. Motorcycle riders accounted for 44 per cent of fatal and serious injury crashes in Singleton LGA between 2019 and 2023, which is significantly higher than the NSW average of 23 per cent. However, it should be noted that the majority of these crashes occurred on State roads, particularly Putty Road.
2. **Road Network Access:** The New England Highway serves as the main road access point, contributing to traffic through the centre. The Bypass will become the New England Highway upon completion and remove a significant volume of through traffic from the town.
3. **Transport Service Infrequency:** The Hunter Rail Line, which connects Singleton to the Newcastle Interchange, sees fewer trains compared to other major lines, with services being less frequent, particularly at outlying stations like Singleton.
4. **Economic Transition:** The region's economy is transitioning away from its reliance on coal mining, which is forecast to contract by nearly 47 per cent between 2021 and 2041. This shift requires supporting infrastructure for new economic activities.

Planned Benefits and Opportunities
The SRITP identifies several initiatives (short-term: 0–5 years; medium-term: 5–10 years) and longer-term outcomes that will, or might, benefit Singleton:

Road Network and Amenity Improvements

- **Singleton Bypass Delivery:** The Bypass is currently under construction and is scheduled for completion in 2026.
- **Place Making and Liveability:** The completion of the Bypass presents an opportunity to re-imagine existing roads. The SRITP indicates that TfNSW will partner with Singleton Council on place making for the bypassed town to improve active transport networks, economic opportunities and the liveability of the town.

- **Freight and Energy Support:** Initiatives are focused on developing a priority program of safety and efficiency upgrades on the New England Highway between Belford and Muswellbrook. These upgrades are considered crucial for supporting the safe movement of general freight and OSOM vehicles associated with Renewable Energy Zones. TfNSW is also seeking to identify and implement opportunities for heavy vehicle rest stops and compliance facilities along the Golden Highway and New England Highway.
- **Housing Growth Enablement:** The SRITP outlines that TfNSW will collaborate with Singleton Council to enable projected residential growth in areas such as Hunterview and Singleton Heights through improvements to the transport network and supporting amenity. It should be noted that Council's request to include the upgrade of the Bridgman Road and New England Highway intersection is not listed as a short- or medium-term initiative in the SRITP.

Public Transport and Rail Opportunities

- **Increased Rail Capacity:** As the economy transitions away from coal and the volume of coal haulage reduces, there is an opportunity to use the new capacity on the Hunter Rail Line to provide additional passenger service frequency, benefiting both Singleton and Muswellbrook.
- **Hunter Rail Strategy:** The short-term development of a Hunter Rail Strategy will consider increasing passenger rail services along the Hunter Rail Line, linking to land release areas and establishing sustainable travel patterns. This also includes investigating new possible passenger connections.
- **Bus Service Improvements:** Review and implementation of bus service improvements are planned for Singleton in the short term to provide better access to essential services such as employment, healthcare, and education. Further service improvements are targeted for the medium term.
- **Connecting Communities:** The longer-term objective is to provide day return services for regional communities, including the Upper Hunter area, connecting to Tamworth and Newcastle.

Economic Diversification and Infrastructure Re-use

- **Mining Infrastructure Re-use:** A short-term initiative is dedicated to preserving opportunities for the re-use of mining infrastructure, including road and rail corridors, across the Hunter region.
- **Active Transport Tourism:** TfNSW will support the implementation of visitor economy infrastructure and services, including converting non-operational railways into cycle trails (such as the Shiraz to Shore Cycle Trail) and providing safe cycling connections to these trails from nearby towns.
- **Climate Change Response:** Given that the Upper Hunter area is projected to experience larger increases in severe fire weather days, transport initiatives focus on building resilience into the network to reduce the impact of shocks and stresses.

Singleton Council provided detailed feedback on the Draft SRITP recommending amendments, new initiatives, and alignment corrections.

The following outlines what was incorporated, partially incorporated, or not incorporated into the SRITP based on Council's submission and the final Plan:

Incorporated or Partially Incorporated Recommendations

Several of Council's recommendations were incorporated, either explicitly as initiatives or implicitly as core themes of the Plan's objectives, particularly concerning economic transition and leveraging the Bypass.

Recommendation Area	Council Request	SRITP Status & Outcome
Place Making Post-Bypass	Partnership on place making for the Singleton Bypass to improve active transport networks and economic opportunities, utilizing 15-minute neighbourhood principles.	**Incorporated (Explicit Initiative 29)** The Plan includes a short-term initiative (0–5 years) to partner with councils on place making for bypassed towns, including Singleton, to improve active transport networks and economic opportunities. The intent to leverage the Bypass to improve liveability, walking, and cycling is confirmed.
Agricultural Freight	Amend Initiative 4 (Short-term Initiative 3 in SRITP) to prioritise addressing network pinch points that inhibit movement of agricultural goods, considering first and last mile constraints.	**Incorporated (Explicit Initiative 3)** Initiative 3 explicitly involves working with local governments (including Singleton) to address network pinch points inhibiting agricultural goods movement, enabling ‘farm gate to plate’ and addressing first and last mile constraints.
Strategic Planning Alignment	Include initiatives advocating for collaboration with DPHI and relevant councils to deliver transport needs for Regionally Significant Growth Areas (RSGAs) and align strategic planning priorities (LSPS, etc.).	**Incorporated (Thematically)** The SRITP is positioned as TfNSW’s response to the Hunter Regional Plan 2041. The plan emphasizes alignment with DPHI goals and explicitly commits to collaborating with Singleton Council to enable projected residential growth in areas like Hunterview and Singleton Heights through transport network improvements.

Mining Infrastructure Re-use	Amend Initiative 28 (Short-term Initiative 24 in SRITP) to preserve opportunities for re-use of mining transport infrastructure specifically focusing on the Upper Hunter.	**Partially Incorporated** Initiative 24 (Short-term) covers preserving opportunities for re-use of mining infrastructure, including road and rail corridors, generally *across the Hunter*. While not exclusively focusing on the Upper Hunter as requested, the initiative's broader scope does encompass Singleton LGA.
New England Highway Upgrades (REZ/OSOM)	Develop a priority program of safety and efficiency upgrades on the New England Highway between Belford and Muswellbrook to support freight and OSOM movements (related to REZs) (Initiative 32). The Council recommended this priority program should be a 0–5-year timeframe.	**Incorporated (Explicit Initiative 32 & 49)** The SRITP includes Initiative 32 (Short-term: 0–5 years) to develop the priority program, and Initiative 49 (Medium-term: 5–10 years) to implement it, supporting the safe movement of freight and OSOM vehicles. The timing for development aligns with the Council's priority.
Population Projections	Review and align the population projections for Singleton with the DPHI 2041 forecast (11.2% growth) as the draft plan projected a 4.8% decline.	**Partially Incorporated (Thematically)** The SRITP generally uses the updated DPHI figures for the broader Hunter region and acknowledges the need to support housing growth. It is unclear if the “LGA at a Glance" summaries that were included with the Draft Plan, that indicated a projection of a 4.8% decline for Singleton, are to be reissued with the final Plan, and if so if the growth forecast has been updated.
General Bus Service Improvements	Review and implement bus service improvements across Singleton LGA to provide better access to essential services (Initiative 4/37).	**Incorporated (Explicit Initiatives 4 & 37)** Initiative 4 (Short-term) and Initiative 37 (Medium-term) address the review and implementation of bus service improvements for Singleton LGA, connecting residents to employment, health, and education.

Rail Service Capacity	Utilise new capacity on the Hunter Rail Line, resulting from reduced coal haulage, to provide additional passenger service frequency to Singleton and Muswellbrook.	**Incorporated (Thematically)** The Plan acknowledges the opportunity to use new rail line capacity created by the transition away from coal to provide *additional passenger service frequency* to Singleton and Muswellbrook. The development of a Hunter Rail Strategy (Initiative 5) includes increasing passenger rail services along the Hunter Rail Line and considering capacity enhancements.

Not Incorporated or Not Explicitly Confirmed Recommendations

The following specific requests, particularly those requiring new dedicated initiatives or high-cost upgrades, do not appear to have been explicitly incorporated into the initiatives list or specific text of the SRITP provided:

Recommendation Area	Council Request	SRITP Status
Urgent Infrastructure (Bridgman Road)	Prioritise the upgrade of the Bridgman Road and New England Highway intersection ($15M upgrade) due to residential growth and projected failure post-bypass.	**Not Incorporated** This specific, high-priority, infrastructure upgrade is not listed as a short- or medium-term initiative.
Hunter Express Bus Route	Amend Initiative 6 to implement a specific 'Hunter Express Bus Route' along the Hunter Expressway, connecting Singleton and Cessnock LGAs to key attractors like Newcastle University and John Hunter Hospital.	**Not Incorporated (Specific Route)** While improved coach/day return services are included in Initiative 6, the specific 'Hunter Express' service, route, and rationale requested by the Council is not explicitly adopted as a named initiative or defined route in the plan.
Upper Hunter Internal Cycle Planning	Amend Initiative 30 (Short-term Initiative 26 in SRITP) to specifically undertake initial planning to create rail trails and cycle networks *within and between population centres in the Upper Hunter*, focusing on the Hermitage Road to Branxton extension [15, 23(2)].	**Not Explicitly Incorporated** The adopted Initiative 26 focuses generally on supporting cycle trails across the Hunter (like Shiraz to Shore). Council's request for an explicit planning initiative prioritizing Upper Hunter internal networks and the Hermitage Road extension is not listed separately [15, 23(2)].
Power Station/Mining Place Planning	New initiatives to collaborate with councils and DPHI on transport infrastructure needs specifically supporting place planning outcomes at Liddell and Bayswater Power Stations and across Upper Hunter mining	**Not Explicitly Incorporated** These specific, named collaborations focused on post-mining land use and transport infrastructure planning are not listed as separate short-term initiatives, though general re-use

	operations [23(1), 23(3)].	preservation across the Hunter is included (Initiative 24).
Branxton Interchange Investigation	New initiative to investigate future transport needs and opportunities for the Branxton interchange of the Hunter Expressway through to Whittingham and the New England Highway/Golden Highway intersection.	**Not Explicitly Incorporated** Although the Anambah to Branxton growth corridor and OSOM movements are addressed, a specific investigation initiative centred on the Branxton interchange's future capacity needs, as requested, is not included in the initiative list.
Putty Road Aerotropolis Analysis	New initiative to analyse the potential impact of the Aerotropolis development on the use and safety of Putty Road.	**Not Incorporated** The SRITP does not include an initiative to analyse the impact of the Aerotropolis on Putty Road usage or safety. Putty Road is also not listed as a key state road in the plan.
Freight Study Scope (Putty Road/Aerotropolis)	Amend Initiative 43 (Short-term Initiative 35 in SRITP) to specifically integrate Putty Road and mandate demand forecasts be updated every 5 years following the Aerotropolis development.	**Not Explicitly Incorporated** Initiative 35 confirms the freight study will be completed and demand forecasts updated, but the explicit inclusion of Putty Road and the mandate for 5-year updates based on the Aerotropolis are not confirmed in the description of the initiative.
LGA at a Glance: Putty Road Map	Request that Putty Road be identified on the "LGA at a Glance" map.	**Not Confirmed** The source material does not contain the visual map, so incorporation cannot be confirmed.

Advocacy

The table below outlines which of the “Not Incorporated or Not Explicitly Confirmed Recommendations” aligns with Council’s advocacy themes, what the advocacy focus is, and, based on Council’s adopted Advocacy Agenda, the possible actions for inclusion in the 2026/2027 Operational Plan.

Advocacy Theme	Relevant SRITP Gap or Issue	Advocacy Focus for Council	Potential 2026/2027 Operational Plan Actions
Funding and support to rebuild and enhance vital infrastructure impacted by the	• Bridgman Road and New England Highway intersection upgrade not incorporated as a	• Advocate for NSW Government commitment to fund the Bridgman Road and New England Highway	• Undertake detailed concept designs and benefit–cost analysis of Bridgman Road upgrades.

Advocacy Theme	Relevant SRITP Gap or Issue	Advocacy Focus for Council	Potential 2026/2027 Operational Plan Actions
Singleton Bypass	funded initiative. • Need for improved Branxton interchange planning to manage future capacity pressures.	upgrade as a priority post-bypass mitigation project. • Seek inclusion of Branxton interchange upgrades in forward planning to accommodate growth and OSOM freight.	
Increase public transport options to enhance connectivity and ease of movement between Singleton and the Lower Hunter	• The proposed Hunter Express Bus Route along the Hunter Expressway was not incorporated. • Limited commitment to specific express or inter-LGA services.	• Advocate for a dedicated express coach route (Singleton–Cessnock–Newcastle) via the Hunter Expressway, aligned with university, hospital, and employment hubs. • Seek commitment to a trial service or inclusion in TfNSW service reviews.	• Undertake a Public Transport Needs Assessment (Singleton to Lower Hunter corridors) including data collection, patronage modelling, and stakeholder engagement.
Statutory body to drive a whole-of-Hunter approach to economic transition	• Lack of an identified statutory coordination mechanism for Hunter transition or place-based planning (e.g. Liddell, Bayswater).	• Advocate for creation of a statutory body to coordinate infrastructure, land use, and workforce planning across post-mining precincts.	• Participate in regional alliances (e.g. HJO) to promote the concept. • Allocate resources for joint submissions and regional advocacy campaigns.
Planning for economic outputs for the future of mining-related land	• No explicit initiatives supporting place planning or infrastructure coordination for	• Advocate for dedicated transport and infrastructure planning initiatives supporting	• Undertake a Transport & Infrastructure Transition Study for Liddell/Bayswater and the Singleton mining areas. • Map re-use

Advocacy Theme	Relevant SRITP Gap or Issue	Advocacy Focus for Council	Potential 2026/2027 Operational Plan Actions
	Liddell, Bayswater, or Upper Hunter mining transition areas.	transition precincts. • Seek funding partnerships with DPHI and NSW Treasury for infrastructure re-use studies.	opportunities and infrastructure dependencies.
Equitable government support for regional infrastructure to unlock development-ready land in Singleton	• Lack of specific commitments to Branxton interchange or Putty Road upgrades. • No recognition of Aerotropolis flow-on impacts or freight route integration (Putty Road).	• Advocate for equitable investment in enabling infrastructure to support residential and industrial land activation. • Push for Putty Road inclusion in future freight and safety programs.	• Identify costed infrastructure projects supporting housing and employment land supply.

We will work within the Integrated Planning and Reporting Framework to incorporate these additional actions into the combined Delivery Program and Operational Plan 2026/2027. Any proposed changes to the Delivery Program will be identified in the documents and highlighted in the Council reports with justification of why these adjustments have been included.

Attachments
There are no attachments for this report.

DI&P68/25. Submission on NSW Parliament Select Committee on Rural Housing and Second Dwellings Reform **FILE:** 23/00186/009

Author: Principal Development Contributions Officer
Development & Environment

Executive Summary

At its Ordinary Meeting on 16 September 2025, Council resolved to prepare and lodge a submission to the NSW Parliament Select Committee on Rural Housing and Second Dwellings Reform, advocating for reforms to the Standard Instrument Local Environmental Plan (LEP) to reduce red tape and support second dwellings on rural land.

This report provides an overview of the submission prepared in response to that resolution. The submission draws on Council's adopted strategic planning frameworks, including the recently adopted Singleton Rural Lands Strategy (2025) and Local Housing Strategy, and supports the intent of the State's reform process while emphasising the need for flexibility, local responsiveness, and balancing the protection of productive rural land with support for Innovation and Economic Diversification

FOR INFORMATION

At its ordinary meeting on 16 September 2025, Council resolved to *prepare and lodge a submission to the NSW Parliament Committee on Rural Housing and Second Dwellings Reform, as outlined in the Terms of Reference, advocating for reforms to the Standard Instrument Local Environmental Plan (LEP) to reduce red tape and support second dwelling entitlements on rural land. The submission should reflect appropriate key principles outlined in the Singleton Rural Land Use Strategy that can help address the housing crisis in rural and regional NSW.*

1. ***Support for Criteria-Based Dwelling Entitlements:*** *- Advocate for a criteria based approach to dwelling entitlements to allow second dwellings on land, particularly where properties are below the minimum lot size for viable agricultural activities. This approach will provide flexibility for landholders, reduce regulatory barriers, and contribute to addressing the housing crisis in NSW.*
2. ***Reduction of Red Tape in the Standard Instrument LEP:*** *- Highlight the limitations of the current Standard Instrument LEP, which restricts flexibility for property owners to establish dwellings due to unclear or restrictive dwelling entitlement provisions. Propose amendments to streamline processes and provide clarity & flexibility for landholders seeking to build second dwellings etc.*
3. ***Alignment with Singleton Rural Land Use Strategy:*** *- Emphasize the Strategy's commitment to balancing agricultural viability and rural lifestyle aspirations. The submission should advocate for planning that enable housing development while protecting highly productive rural land, as guided by the Strategy Planning Principles.*
4. ***Addressing Housing Needs:*** *- Stress the urgent need for increased housing options in NSW to support population growth, economic diversification, and community resilience. Second dwellings can provide affordable housing solutions,*

support multi-generational living & care, and enable rural tourism opportunities without compromising agricultural land.

5. ***Promotion of Flexible and Sustainable Land Use:*** *- Support reforms that allow higher-order uses, such as second dwellings, on rural land where agricultural viability is limited. This may include integrating land capability mapping.*
6. ***Support for Innovation and Economic Diversification:*** *- Highlight opportunities for second dwellings to support rural tourism, regenerative agriculture, property rights and other innovative land uses identified in the Singleton Rural Land Use Strategy. This includes enabling small-scale accommodation or farm-stay developments to enhance property rights, economic growth and resilience.*

Having regard to the principles for the submission as set out in the Council resolution, council staff prepared and lodged the attached submission with the NSW Parliament on 10 October 2025.

Submission Summary

The submission includes the principles set out in the Council resolution, expressing Council's overall support for the intent of the reform, while highlighting several key issues and recommendations summarised as follows:

1. **Support for Criteria-Based Dwelling Entitlements** – advocating for a criteria-based approach to assessing dwellings on rural land to balance flexibility and agricultural protection.
2. **Reduction of Red Tape in the Standard Instrument LEP** – calling for reforms that remove unnecessary procedural barriers and enable councils to tailor local planning controls.
3. **Alignment with Singleton Rural Lands Strategy** – recommending that any statewide reforms reflect Council's adopted strategy and criteria-based mapping approach.
4. **Addressing Housing Needs** – noting that dual occupancies are already permitted in Singleton's rural zones and that reform should instead focus on subdivision and ageing-in-place challenges.
5. **Promotion of Flexible and Sustainable Land Use** – supporting a more adaptable rural planning framework that encourages agribusiness, eco-tourism, and innovative housing models.
6. **Support for Innovation and Economic Diversification** – recommending reforms that facilitate appropriate use of dwelling entitlements on undersized or constrained lots to enable rural enterprise and diversification.

A full copy of the submission is provided as **Attachment 1** to this report.

Attachments

AT-1⇩ Submission - NSW Select Committee on Rural Housing and Second Dwellings

SINGLETON COUNCIL

10 October 2025

The Hon. John Ruddick MLC
Select Committee on Rural Housing and Second Dwellings Reform
Parliament of New South Wales
Macquarie Street
Sydney NSW 2000

Dear Mr. Ruddick,

Submission – Select Committee on Rural Housing and Second Dwellings Reform

Thank you for the opportunity to comment on the NSW Parliament Select Committee on Rural Housing and Second Dwellings Reform. Singleton Council is supportive of the overarching purpose of the reform, most of which is reflected in Council's recently adopted Singleton Rural Lands Strategy 2025 and existing planning controls.

At its Ordinary Meeting on 16 September 2025, Council resolved to prepare and lodge a submission to the NSW Parliament Committee on Rural Housing and Second Dwellings Reform, as outlined in the Terms of Reference, advocating for reforms to the Standard Instrument Local Environmental Plan (LEP) to reduce red tape and support second dwelling entitlements on rural land.

This matter is a key issue for our Council and has been for many years, as we continue to balance rural housing opportunities with the long-term viability of agricultural land uses.

For the purpose of this submission, the term 'second dwelling' is understood to mean a full-size dwelling that is the second dwelling to be erected on the same lot.

This submission is split into the following sections:

1. Support for Criteria-Based Dwelling Entitlements
2. Reduction of Red Tape in the Standard Instrument LEP
3. Alignment with Singleton Rural Land Use Strategy
4. Addressing Housing Needs
5. Promotion of Flexible and Sustainable Land Use
6. Support for Innovation and Economic Diversification

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1. Support for Criteria-Based Dwelling Entitlements

The Terms of Reference (ToRs) state that '*a select commit be established to inquire into and report on reforms to facilitate the construction of second dwellings in rural zones, and in particular: planning instruments and development controls to facilitate the construction of second dwellings in rural zones in New South Wales.'*

In Singleton's case, the LEP already enables dual occupancies in all rural zones, and in the Environmental Living C4 zone. This means the proposed flexibility is already available in Singleton, and therefore the reforms will not materially affect our LGA.

Instead, Singleton supports reform that includes addressing the complex issue of the subdivision of rural land for residential purposes where the lot does not comply with the relevant lot size requirements.

Singleton Council has recently adopted a Rural Lands Strategy (Attached) that supports a criteria-based approach to dwelling to identify appropriate rural land for potential dwelling entitlements, ensuring identified land meets the suitability criteria including, but not limited to agricultural land assessments, natural hazards and risk assessment, environmental and ecological sustainability, access to services and infrastructure and land use compatibility.

Singleton Council has also advocated, through its adopted Advocacy Agenda, for a review of the Standard Instrument LEP for rural landholders. Specifically, policy must be developed to support higher order uses (including housing) where rural land is zoned and below the minimum lot size for viable agricultural activities.

Supporting criteria-based approaches to dwelling entitlement is a necessary and urgent action to contribute to resolving the housing crisis in rural and regional NSW. As the Plan that sets out standards and permissions that apply to land use and development within a local government area, the introduction of a standard instrument LEP has created undue stress for new property owners who are facing a lack of flexibility to build dwellings where it is difficult to determine existing property entitlements.

Through the adoption of the Rural Lands Strategy and the Advocacy Agenda, Singleton Council would like to see a review of the approach to orderly and economic use of rural land, where rural land cannot be used for a productive agricultural purpose.

2. Reduction of Red Tape in the Standard Instrument LEP

The Standard Instrument Local Environmental Plan (LEP) has provided consistency across the State, but in doing so it has also created rigidity that limits councils' ability to respond to local conditions, strategic priorities, and emerging economic development needs, including housing. The one-size-fits-all framework often results in unnecessary layers of process, duplicated controls, and restricted opportunities for innovative development outcomes, including on rural land.

Council supports reform to the Standard Instrument LEP that would enable councils to investigate more diverse housing forms, adapt to unique

environmental and economic contexts, and deliver responsive planning outcomes.

3. Alignment with Singleton Rural Land Use Strategy
As above, Singleton Council has recently adopted a Rural Lands Strategy which provides the strategic framework for balancing rural lifestyle aspirations and housing with the protection of highly productive agricultural land. The Strategy promotes criteria-based mapping for dwelling entitlements while avoiding inappropriate subdivisions that fragments rural land.

Council recommends that any statewide reform should align with this model and Singleton Council are happy to work with the Committee on including this within the proposed reform.

4. Addressing Housing Needs
Council acknowledges the pressing need to expand housing opportunities across NSW, and recognises that second dwellings can contribute to affordability, multi-generational living, and rural tourism. In Singleton, however, these opportunities are already available through the existing permissibility of dual occupancies in rural zones. As such, the proposed reforms will not generate additional housing supply in our LGA. Council instead emphasises the importance of reform that addresses the more complex issue of rural subdivision, particularly where lots do not comply with the minimum lot size requirements, as this remains a key constraint to the unlocking of both new housing opportunities and the challenges of aging in place that rural and regional communities face.

Council recommends that statewide housing reforms focus on enabling appropriate rural subdivision pathways and flexible land use options that genuinely increase housing supply and support aging in place, rather than duplicating provisions already available under existing dual occupancy controls.

5. Promotion of Flexible and Sustainable Land Use
Singleton Council supports reform that increases flexibility in the planning system and encourages sustainable land use outcomes. Council's recently adopted Singleton Rural Lands Strategy highlights the need to take a more holistic approach to rural land use. This includes reviewing the land use tables in rural zones to ensure complementary land uses that foster economic resilience and growth are permissible.

A flexible land use planning framework is essential to achieving sustainable development outcomes, as it enables rural land to accommodate a greater mix of compatible activities such as agribusiness, eco-tourism, small-scale enterprises, and innovative housing models. This approach better reflects the realities of contemporary rural areas, provides additional income streams for landowners, and creates housing opportunities that remain consistent with environmental and agricultural values.

Council recommends that future reforms prioritise a more adaptable rural planning framework that supports complementary and sustainable land uses—

such as agribusiness, eco-tourism, and innovative housing models—to strengthen rural economies while safeguarding environmental and agricultural values.

6. Support for Innovation and Economic Diversification
Council recognises that 'second dwellings' can play an important role in supporting innovation and diversification in rural areas, particularly where agricultural viability is limited. For example, second dwellings may enable farm-stay accommodation, eco-tourism, or other rural tourism activities that contribute to local economies and provide supplementary income for landholders. For the same reasons, it is also important to consider the utilisation of dwelling entitlements on undersized lots. This issue has been a recurring theme in rural planning across NSW, with ongoing concerns about inconsistency between councils, legal uncertainty for landowners, and the lost opportunity for housing supply.

Consultation with our community has shown that in many cases, agricultural enterprises require a dwelling on-site to establish viability, attract investment, and enable landholders to participate competitively in agricultural markets. Enabling these entitlements to be realised (in the right locations) would provide an additional pathway to deliver rural housing while also supporting rural industries.

Council recommends that reform should facilitate the use of dwelling entitlements on undersized or constrained rural lots where appropriate, to enable innovation, support rural industries, and promote economic diversification through sustainable tourism and agricultural enterprise opportunities.

Conclusion
Council supports the intent of the Committee to reduce regulatory barriers and improve rural housing supply. While some of the proposed reforms to facilitate second dwellings in rural zones have limited application to Singleton, we strongly support reform that delivers broader flexibility, reduces red tape, and addresses the long-standing complexities of rural subdivision and dwelling entitlements.

Singleton Council remains committed to working collaboratively with the State to ensure that any reform framework achieves these objectives and welcomes the opportunity for ongoing dialogue.

Please contact Strategic Planning Coordinator, Emily Riley on 02 6578 7594 should you wish to discuss this matter further.

Yours faithfully,



Mary-Anne Crawford
Manager Development and Environmental Services

DI&P69/25. Minutes - Singleton Sports Advisory Committee - 16/10/2025 **FILE:** 25/00185

Author: Executive Assistant - Directors

Executive Summary

The Singleton Sports Advisory Committee held its ordinary meeting on 16 October 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes - Singleton Sports Advisory Committee - 16 October 2025

MINUTES
SINGLETON SPORTS ADVISORY COMMITTEE
7:00PM THURSDAY 16 OCTOBER 2025

Present	Cr Danny Thompson (Chair) (Cr DT) Howe Park Tennis Club – Mark Rix (MR) Singleton AFL – Mal Draper (MD) Singleton Golf Club – Greg Bateman (GB) Singleton Junior Rugby Union – Erik Blaikie (EB) Singleton Mountain Biking Club – Alan Fletcher (AF) Singleton Netball Association – Kate Munzenberger (KM) Singleton Strikers Football Club (Community) – James Doust (JD) Singleton Track and Field – Hilary Kennedy (HK)
In Attendance	Conor Byrne – Manager Infrastructure Services, Singleton Council (CB) Amanda McMahon – Coordinator Recreation & Facilities, Singleton Council (AM) Matt Sawyer – NSW Office of Sport (via Teams) Gaylene Ryan – NSW Office of Sport (via Teams) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Library Meeting Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
    - Cr Mel McLachlan – Singleton Council
    - Katie Hardy – Singleton Council
    - Joy Poole – Country Tennis Club
    - Warren Gillespie – Singleton Strikers Football Club (Premier)
    - Ian O'Brien – Singleton Triathlon Club
    - Carol Burgmann – Singleton Parkrun
    - David Andrews – Singleton PCYC
    - Mark Austin – Singleton Strikers Football Club (Community)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Sports Advisory Committee meeting held on Thursday 21 August 2025, were confirmed.

Moved EB **Seconded** MD

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Capital Works Delivery FILE:25/00185

CB provided an update on the progression of the Capital Works Delivery.

Cook Park #4 Amenities Extension ($2.2M)

- Building works are complete
- A significant delay is being experienced due to issues with the septic system. The new pressure system design has been approved by Water and Sewer and is now out for quotation and closes 24 October. We cannot provide an estimated construction completion date until a contractor has been engaged and a program provided
- As a result, the opening event has been postponed until further notice

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

- Construction has been completed and the wicket should be available for use again early next year

Replacement of Cook Park #2 and #4 Cricket Wickets ($120,000)

- Works have commenced

Alroy Oval and Amenities Upgrade ($8.2M)

- Building defect works are underway and nearing completion. Access to the building will be provided once these works are completed
- Field maintenance remains the responsibility of the contractor until play ready
- The facility will be available for use from April 2026

Gym and Swim Indoor 25m Pool Dome ($4M)

- Tender evaluation was completed this week
- Construction due to commence in November

Gym and Swim Car Park Upgrades

- Completed

Gym and Swim Splash Pad ($1.5M)

- Works have commenced with demolition complete
- Completion currently scheduled for November 2025

Allan Bull Spectator Seating ($50,000)

- Site meeting has been held with the club and investigations into options has commenced

NOTED

5.2 Capital Works Planning FILE:25/00185

Nil update

NOTED

5.3 Maintenance Activities FILE:25/00185

AM advised there were 6 CRM's received in August – September.

Date	Customer	Request	Outcome
10/08/25	Singleton Netball Association	Ladies bathroom light is not working and the toilet straight ahead as you walk in is still running constantly.	Allocated to contractors 11/08/25.
11/08/25	Singleton Netball Association	Toilet area in clubhouse has a water leak we are not sure where it is coming from but there is a significant amount of water laying around in the bathrooms.	Councils officer attended and inspected 12/08/25. It was believed to be from someone hosing out the toilets..
01/09/25	Howe Park Tennis	There is no water supply to our courts 1-4 and the greenkeepers shed. All taps at the meter were checked and they are all on. It would appear Council has recently replaced the supply pipe under Boundary Street so maybe an isolation valve was not turned back on. Access to the courts if needed can be gained by walking from the Clubhouse entry gate.	This issue was resolved on 11/09/25
03/09/25	Singleton Junior Rugby Union	Attempted break in to the canteen of the amenities block at Allan Bull Reserve. Dyna bolts have been removed. Photos attached to verify break in attempt.	Job was allocated to contractors 04/09/25
19/09/25	Singleton Netball Association	There is a very dangerous magpie nesting in the gum tree on the ryan ave side of the SNA club house. We have had numerous incidences of this magpie attacking people. It is swooping kids on bikes with helmets and flying under their helmets and attacking faces. One child nearly had their eye hit this week. It is terrifying all the children at netball and netball training as well as walkers and general public. It's not safe.	Bulga NPWS were contacted and forwarded through a license for removal. No further action has been taken pending approval from leadership team.

20/09/25	Singleton Strikers Football Club	Empty Metal bins at Alroy.	Mattress was removed 17/9/25. JR Richards have been made aware that these bins are not being emptied when scheduled and it needs to be done. Further to this the metal bin has no lid and now has water in the bottom of it. Can lid be replaced, if bin is to heavy with water in it parks team may need to drill a hole in the bottom to let it drain out.

- Destiny has been sprayed on Cook Park #4 earlier this week to remove the rye grass
- Light globes (one for Howe Park and one for Cook #4) are to be replaced under warranty in the coming weeks
- Contractors will be conducting weed maintenance for Wilf Allan Walk every two weeks going forward

NOTED

5.4 Sports Club Updates FILE:25/00185

Warren Gillespie – Singleton Strikers Football Club (Premier) – via email

- Season has concluded with 1st Grade losing the second leg of the play off finals
- Under 16's Premier Youth made the semi-finals however were knocked out in the second round
- Over 35's made the grand final however lost to Nelson Bay
- Positive season with great numbers from Junior Development and Premier Youth Leagues
- Club Stalwart Bronwyn Cox became the 7th (and 1st female) to be awarded Life Membership of the Premier Club
- The club is busy holding trials for 2026 with pre-season training to commence mid-November with the 2026 season commencing in early March 2026

HK – Singleton Track and Field

- Season commenced on Tuesday night with just over 200 registrations
- Thank you to Council for repairing damage to the long jump pit run up
- Cameras and PA system recently installed from grant funding
- Preparing for zone in December

KM – Singleton Netball Association

- Twilight competition commenced on Monday
- Trials for reps to start next month

- Working groups in place for merchandise and revamp of the club
- Koori Cup final gala day in Charlestown 25 & 26 October

MR – Howe Park Tennis Club

- New courts have a few defects which Court Craft will return to rectify
- Concept designs almost finished for the clubhouse refurbishment
- Markings have been added to existing hot shot courts for pickleball

GB – Singleton Golf Club

- Desilting works on drains have temporarily paused to accommodate conditioning of the course for men's and ladies championships
- Power has been connected to the new pump shed
- Club commenced children's introductory coaching clinic's for all school aged children

EB – Singleton Junior Rugby Union

- AGM held with a few new members on the Committee
- Under 14's competition to commence 7 November
- Have come to an agreement with Strikers (Premier) after last meeting
- Registrations will open in November
- Starting the process to develop concept plans

MD – Singleton AFL

- AGM scheduled for 9 November
- Clubhouse was unfortunately broken into recently

AF – Singleton Mountain Biking Club

- Anticipating 400 children for the upcoming NSW Championships
- Soft Cogs 'Groms Day' and Orienteering NSW events recently held at both Maison Dieu and Pioneer
- Working with the contractor and Council to address defects at Pioneer

JD – Singleton Strikers Football Club (Community)

- Season finished last month, thank you to Singleton Track & Field for sharing their facilities for the season
- Final presentation being held this weekend, thank you to Cricket for accommodating this also
- Looking forward to Alroy's completion, planning is underway for an Open Day on 21 February 2026

NOTED

5.5 Grant Programs FILE:25/00185

AM provided an update on the open sports grants funding opportunities.

Singleton Council Sports Grant Program Round 1 2025/2026

- Round 1 closed on 12 September 2025 and applications are currently being assessed

Local Sport Defibrillator Grant Program

- Up to $500,000 in funding with grants up to $3000 available to eligible sporting clubs and facility owners
- Closes by 1 December 2025

Clubgrants Category 3

- Applications open 24 November and close 15 December 2025
- Grants of $50,000 to $300,000
- Council applications need to match the funding amount requested

Play Our Way Program

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

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

Current Grant Applications

- Nil

Successful Grant Applications

- Nil

NOTED

5.6 Financial Report FILE:25/00185

The Singleton Sports Advisory Committee – Financial Report for September 2025 was reviewed by the Committee.

NOTED

5.7 Strategic Planning Update FILE:25/00185

AM provided an update on the progression of Strategic Planning.

Fees & Charges Review
- Consultant to be engaged to undertake the review
- Currently under assessment and hoping to award soon
- Timeline includes workshops with the Committee

Equine Feasibility Study
- Council has allocated funding for the study
- Still undertaking assessment of submissions

NOTED

5.8 Guest Speaker from NSW Office of Sport on Child Safe Standards for Sport Organisations FILE:25/00185

Presentation in session – a copy to be distributed to the Committee.

NOTED

6 Other Business

- KM queried when the next round for Council Sports Grants is, AM confirmed February 2026
- AM reminded clubs of the Waste Management Practices Review that was distributed, the cut off date was 7 October however we will still accept submissions
- KM sought clarification on the Child Safe Standards / Police Checks – the presentation with links and information will be distributed to the Committee

7 Action List

- Nil

8 Next Meeting

- Thursday 18 December 2025 at 7:00pm in the Library Meeting Room

The meeting closed at 7:48pm

Cr Danny Thompson
Chair

QG6/25. Questions of Which Notice Has Been Given Report **FILE:** 25/00140
Author: Governance Lead

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1. Cr Watson – Request for Briefing on Singleton Saleyards.

FOR COUNCIL'S INFORMATION

1. Cr Watson – Request for Briefing on Singleton Saleyards.

Following the recent announcement by Singleton Council of successful funding under the Regional Economic Development and Community Investment Program, can Councillors please receive a briefing, before the October Council meeting, on the Singleton Saleyards which includes the following:

1. Current Asset value and projected value in 2026/27
2. Expenditure on asset last 5 years- both capital and operational
3. Projected expenditure next 5 years- both capital and operational
4. Any associated grant agreements
5. Income from the asset for last 5 years - split by rent and any other appropriate categories
6. Current rent agreement and any proposed future

Answer

Councillors were briefed on this matter 11 November 2025.

Attachments
There are no attachments for this report.