



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 9 December 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.

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| Opening of Meeting | |
| Acknowledgement of Country | |
| <i>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.</i> | |
| Apologies and applications for a leave of absence by Councillors | |
| Confirmation of Minutes | |
| 1. 18 November 2025 | |
| Matters Arising from Minutes | |
| Disclosures of Interests | |
| Withdrawal of Items/Late Items of Business | |
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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.

NM19/25. Notice of Motion - Councillor Yeomans - Community Engagement
Author: Governance Officer**FILE:** 25/00593

Councillor S Yeomans will move:

That Council ensure that surveys & consultations are designed to capture the trade-offs residents are willing to accept, in all future proposed community & stakeholder consultations on projects and services as it relates to the Integrated Planning & Reporting documents, providing a deeper balanced approach to information gathering, managing community expectations, and their willingness to support or request new projects with the below points in mind:

1. inclusion of the respondent's willingness to pay & service prioritisation assessments
2. Greater effort to get responses & metrics from the silent & busy majority, either directly or via proxies
3. To ameliorate the notion that operations are costless or costs to be imposed on others

A report to be provided on the initiatives that have been implemented to achieve this.

Rationale:

1. Service Prioritisation Questions enable the council to gauge resident preferences for new projects relative to existing services, ensuring that decisions reflect genuine community priorities and acceptable trade-offs (e.g., reducing funding for one service to support a new project).
2. Willingness to Pay Questions provide critical insights into the financial support residents are prepared to offer through taxes, fees, or other contributions, ensuring fiscal sustainability and alignment with community values.
3. Incorporating both types of questions will enhance the council's ability to make wholesome, informed, transparent, and community-driven decisions about proposed projects, while fostering greater public engagement and trust.
4. to better understand community preferences, trade-offs, and financial support for such initiatives.
5. To help balance community expectations, to ameliorate the notion that operations are costless or imposed on others, help decision makers reach better conclusions
6. Reaching or attempting to reach a more representative group directly or via proxies will provide a more representative response rather than getting feedback from a small & narrow group

Attachments

There are no attachments for this report

NM22/25. Notice of Motion - Councillor Watson - Amendment to Ordinary Council Meeting Commencement Time
Author: Governance Lead**FILE:** 25/00593

Councillor Watson will move:

That Council amend the commencement time of Ordinary Council Meetings to 6.00pm, to commence 30 minutes after the commencement of the Public Forum, effective from the next scheduled meeting

Background:

The current commencement time is 5.30pm.

Under the new code of meeting practice council are required to publicly state the commencement time for public forums and also the exact commencement times for meetings.

If the current meeting times don't change, public forums would be 30 minutes before this time, meaning it would commence at 5.00pm. This may limit public attendance and participation, particularly for community members, working individuals, and stakeholders who may find it difficult to arrive by that time.

By changing meeting times to 6.00pm this would mean that public forums would commence at 5.30pm which is currently the case.

Adjusting the meeting start time to 6.00pm will provide greater accessibility, accommodate community engagement and support the principles of transparency, participation, and good governance.

Attachments

There are no attachments for this report.

GM75/25. Draft Singleton Affordable Housing Action Plan
Author: Coordinator Strategic Planning**FILE:** 23/00549**Executive Summary**

The purpose of this report is to seek Council endorsement to place the Draft Singleton Affordable Housing Action Plan (draft Action Plan) **Attachment 1** on public exhibition in accordance with Council's adopted Community Engagement Strategy.

The draft Action Plan has been developed to identify realistic, evidence-based and locally appropriate actions to improve access to affordable housing across the Singleton Local Government Area (LGA). The Plan details Council's role in facilitating and supporting affordable housing outcomes through planning policy, advocacy, partnerships, and collaboration with State and Federal agencies, Community Housing Providers (CHPs), and the development sector.

The draft Action Plan will inform future strategic planning, advocacy priorities, funding partnerships, and monitoring frameworks, positioning Council to respond proactively to local housing needs and support a more inclusive, resilient and diverse community.

RECOMMENDED that Council:

1. Endorse the Draft Singleton Affordable Housing Action Plan **Attachment 1** to be placed on Public Exhibition for a period of 42 days (to accommodate the Christmas and New Year period) as per Council's adopted Community Engagement Strategy.
2. Receive a further report should objections or feedback be received during the public exhibition period.
3. If no submissions are received, adopt the draft Singleton Affordable Housing Action Plan following the public exhibition period.

Report

The Singleton Local Government Area (LGA) includes a diverse range of communities, housing types and economic drivers that contribute to the social and economic character of the region. As Singleton continues to experience growth and change, pressures such as rising demand for rental and purchase housing, limited housing diversity, and cost-of-living challenges have increased the need for a dedicated affordable housing action plan to facilitate affordable housing outcomes.

In 2022, Council adopted the Singleton Local Housing Strategy (Housing Strategy). The Housing Strategy identified that diverse and affordable housing types in the Singleton local government area was a housing gap that required actions. Only a small portion of dwelling in Singleton are diverse and affordable housing types, such as dual occupancy, multi-dwelling housing, senior housing and boarding houses. Increasing the amount of diverse and affordable housing types will contribute to housing choice, a reduction in mortgage and rental stress, and provide housing options which are better suited to the needs of individuals across all demographics in the community.

The Housing Strategy identified a number of actions related to diverse and affordable housing, including:

1. Review Local Environmental Plan and Development Control Plan controls and make appropriate amendments to better facilitate diverse and affordable housing outcomes where the standard of outcome will not be impacted and in consultation with the community.
2. Engage with key stakeholders to understand impediments, if any, to increased diverse and affordable housing in the Singleton LGA.
3. Investigate a public-private partnership “demonstration project” for a diverse housing typology project.
4. Investigate alternative housing systems that deliver construction efficiency, high quality housing and lower cost to market
5. Facilitate land use efficiency through diversity of urban release lot sizes and price points Proactively work with resources sector, community housing and Defence Housing Authority providers to explore new models for shared and investment incentives through subsidized or deferred return on investment programs.
6. Support innovative housing solutions such as prefab, manufactured housing, 3D print housing and tiny houses where development outcomes do not negatively affect amenity of the site or surrounds.
7. Investigate and implement ways to encourage temporary housing for transient workers or individuals displaced due to social issues. This can include motel and hotel developments so rental stock is not taken up by this cohort.
8. Investigate ways to ensure a greater number of dwellings are adaptable and implement measures where appropriate.
9. Investigate impacts on housing affordability as a result of the pandemic and respond accordingly within resource availabilities.

In response to both the actions identified in the Housing Strategy and an increasing demand and identified opportunities to expand the supply of affordable housing, the 2023/2024 Operational Plan identified an action for council to *monitor and report on the implementation of the Housing Strategy* (action 2.4.6.1). This monitoring report was completed in July 2024 to assist in identifying priority actions for the 2025/2026 Operational Plan as well as reporting on works undertaken to date against the adopted Strategy. This report identified, amongst other things, the need to develop an Affordable Housing Action Plan as a key priority under Principle 2 of the Strategy.

In response, an action was included in the 2025/2026 Operational Plan to Develop Affordable Housing Guidelines (action 2.3.1.7). To support delivery of this action, council staff made an application to the Regional Housing Strategic Planning Fund. On 26 May 2025, council received successful notification under the Regional Housing Strategic Planning Fund Round 3 for funding to, amongst other things, develop an Affordable Housing Action Plan with guiding principles to increase development of affordable and diverse housing resilient to natural hazards within the Singleton CBD and connected neighbourhoods.

The draft Action Plan has been prepared to provide a strategic framework to guide Council's role in facilitating, enabling and advocating for the delivery of affordable housing across the Singleton Local Government Area. It establishes clear objectives, actions and partnership opportunities to support the delivery of dedicated affordable housing by government, community housing providers and the private sector.

The work aligns with the Hunter Regional Plan 2041, Singleton Local Strategic Planning Statement (LSPS), and Singleton Local Housing Strategy, ensuring that local actions contribute to broader regional housing objectives and population growth management.

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

Community Strategic Plan

| | | |
|--------------|-------|--|
| Strategy: | 2 | Our Places |
| Deliverable: | 2.3 | Our Places are thoughtfully designed to enhance the environment, heritage and investment outcomes |
| Action: | 2.3.1 | Advocate and facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community |

Council Policy/Legislation

Singleton Local Housing Strategy (LHS)

The draft Action Plan helps achieve actions 1, 2 and 10 from Principle 2 'Housing will be Diverse and Affordable' from the LHS.

2025/2026 Operational Plan

The draft Action Plan achieves action 2.3.1.7 from the Operational Plan to develop Affordable Housing Guidelines.

Community Engagement Strategy

If endorsed by Council, the draft Action Plan will be publicly exhibited in accordance with Council's Community Engagement Strategy.

Financial Implications

There are no financial implications arising from the adoption of the draft Action Plan. Implementation of the Action Plan and its associated actions will be incorporated into future Operational Plans utilising existing resources and grant funding where available.

Consultation

Internal

The draft Plans have been prepared in consultation with the Environmental Services and Financial Services sections of Council.

A briefing of Councillors was held on 28 October 2025.

External

External consultation occurred with other councils who are also in the process of developing affordable housing action plans and strategies.

If endorsed by Council, the draft Action Plan will be publicly exhibited in accordance with Council's Community Engagement Strategy.

Given the exhibition will occur during the holiday period, it is proposed to publicly exhibit the document for a period of 42 days (as opposed to 28 days). Exhibition will include a public notice published in a local newspaper and on Council's website. The draft Action Plan will be available for inspection on Council's website, and at the Administration Building, Singleton Library and the Singleton Visitor Information Centre.

Submissions can be made to Council during the public exhibition period. Following exhibition, a report will be prepared to summarise any submissions received and to seek Council approval to finalise the draft amended Action Plan.

Sustainability

The draft Action Plan promotes long-term social, economic and environmental sustainability through Council's facilitative role in supporting the delivery of affordable housing. It recognises that access to safe and secure housing is essential to maintaining a resilient, inclusive and economically active community.

The Plan focuses on creating the planning, policy and partnership conditions that enable affordable housing to be delivered by others—such as State and Federal Government agencies, Community Housing Providers, and the private sector. This includes identifying suitable locations, advocating for funding and legislative reform, and embedding supportive provisions within local planning instruments and strategies.

The Action Plan aligns with the Hunter Regional Plan 2041, Singleton Local Strategic Planning Statement (LSPS) and Singleton Local Housing Strategy, ensuring local actions contribute to regional sustainability outcomes.

Risk Implications

| Risk | Risk Ranking | Proposed Treatments | Proposed Risk Ranking | Within Existing Resources? |
|--|--------------|--------------------------|-----------------------|----------------------------|
| There is a risk that without an adopted Action Plan to guide Council's facilitative and advocacy role, there would be no clear strategic basis for Council's future work in affordable housing. This may limit Council's ability to influence planning policy, access external funding, or demonstrate alignment with State and regional housing objectives. | Medium | Adopt the recommendation | Low | Yes |
| There is a risk that without an adopted Action Plan, Council's ability to effectively advocate for and collaborate with State and Federal Government agencies, Community Housing Providers, and the development sector would be reduced. | Medium | Adopt the recommendation | Low | Yes |

Options

The following options are available to Council:

1. That Council:

- a) Endorse the Draft Singleton Affordable Housing Action Plan **Attachment 1** to be placed on Public Exhibition for a period of 42 days (to accommodate the Christmas and New Year period) as per Council's adopted Community Engagement Strategy.
- b) Receive a further report should objections or feedback be received during the public exhibition period.
- c) If no submissions are received, adopt the draft Singleton Affordable Housing Action Plan following the public exhibition period.

2. That Council does not endorse the recommendations.

Option one is recommended.

Conclusions

This report seeks Council endorsement to place the Draft Singleton Affordable Housing Action Plan (draft Action Plan) on public exhibition in accordance with Council's adopted Community Engagement Strategy

The draft Action Plan has been developed to identify realistic, evidence-based and locally appropriate actions to facilitate the supply and availability of affordable housing within the Singleton LGA. It defines Council's facilitative and enabling role in supporting affordable housing outcomes through strategic planning, advocacy, and partnerships with State and Federal Government agencies, Community Housing Providers (CHPs) and the development sector.

Attachments

AT-1 [1](#) Draft Singleton Affordable Housing Action Plan

DRAFT SINGLETON AFFORDABLE HOUSING ACTION PLAN 2025



Funded by:





Acknowledgement of Country

Ngayan marrungku wyan Wanarruwampa kunarr, mirumalikan parryaku ani, ngatan ngayan marrung wyan 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.

The Singleton Affordable Housing Action Plan 2025 is proudly funded by the NSW Government through the NSW Regional Housing Strategic Planning Fund.

Mayor's Message

Singleton is a growing regional community with a strong local identity, diverse economy and a changing housing landscape.

Recognising that access to safe, appropriate and affordable housing is fundamental to the health, wellbeing and long-term economic resilience of our community—especially as housing pressures continue to evolve—it's important that Council is well positioned to understand these challenges and respond in a coordinated, proactive and strategic way.

The Singleton Affordable Housing Action Plan provides the framework for this response. It identifies the key drivers of housing stress in our LGA, including rising house prices, increasing rental pressure, limited housing diversity and growing demand from key workers, older residents, young people and households on low to moderate incomes. While Singleton has historically offered more affordable options than many metropolitan areas, affordability pressures are intensifying, particularly for renters and first home buyers.

This Action Plan outlines realistic, evidence-based and locally appropriate actions to support improved access to affordable housing in Singleton. It clarifies Council's role in facilitating and enabling affordable housing outcomes through strategic planning,



Cr Sue Moore
Mayor of Singleton

advocacy, and partnerships with State and Federal agencies, Community Housing Providers and the development sector.

While Council does not directly build or manage affordable housing, we play a critical part in creating the conditions that make it possible. Through planning incentives, policy settings, advocacy and collaboration with our partners, Council can help influence the types of homes built in Singleton and support a more diverse, inclusive and sustainable housing future for our community.

General Manager's Message

Like many regional areas across NSW, Singleton is experiencing changing housing needs and increasing pressure on household affordability. These shifts are affecting a range of demographics, from young people seeking independence and older residents looking to downsize through to key workers who support our essential services and families striving to stay connected to the community they call home.

A safe, secure and affordable place to live is fundamental to the wellbeing of every person in our community. It underpins social connection, economic participation and the long-term sustainability of our local workforce and businesses. As housing pressures grow, it is important that we act early, plan thoughtfully and work collaboratively to ensure Singleton continues to provide opportunities for all.

This Action Plan sets out a clear and practical framework for how Council will respond to current conditions. It draws on evidence-based, best-practice examples from across NSW, and the priorities identified in our Local Housing Strategy and Local Strategic Planning Statement. The Plan focuses on the areas where Council can make the greatest impact: shaping land use planning decisions,



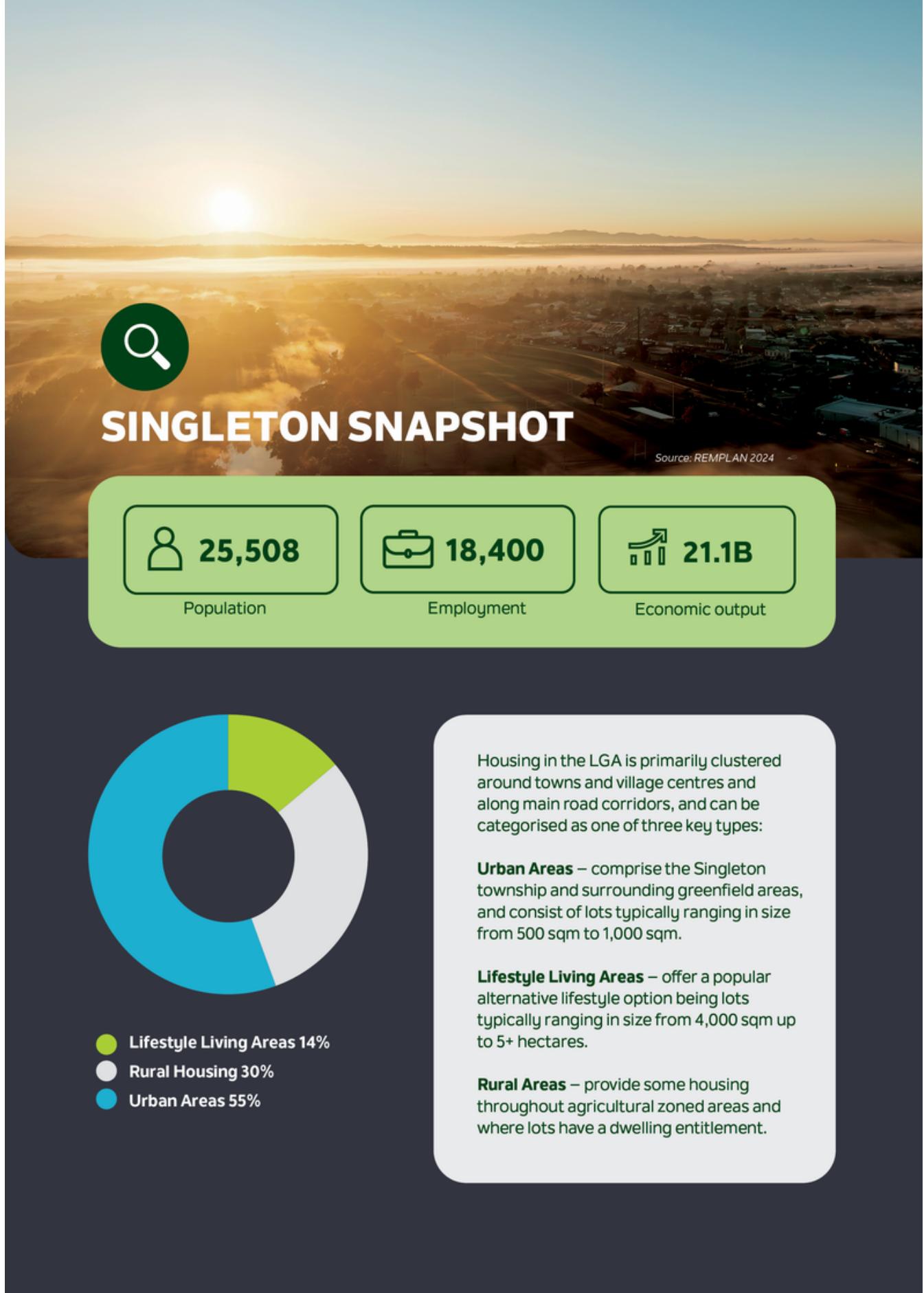
Justin Fitzpatrick-Barr
General Manager

advocating for investment and policy reform, and fostering strong partnerships with State and Federal agencies, community housing providers and the development sector.

Singleton has always been a community that supports one another, and this Action Plan strengthens that ethos. By taking a proactive approach, we can ensure that as Singleton continues to grow, it retains those characteristics we value most as inclusive, accessible and supportive of the people who live and work here.

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EXECUTIVE SUMMARY

The Singleton Affordable Housing Action Plan (the Action Plan) has been developed to identify realistic, evidence-based and locally appropriate actions to improve access to affordable housing across the Singleton Local Government Area (LGA). The Action Plan outlines Council's role in facilitating and supporting affordable housing outcomes through planning policy, advocacy, partnerships, and collaboration with State and Federal agencies, Community Housing Providers, and the development sector.

It will guide future strategic planning, advocacy priorities and funding partnerships, positioning Council to proactively respond to local housing needs and support a more inclusive, resilient and diverse community. To achieve this, the Action Plan contains the following three Priority Areas, each with respective actions:



1 INTRODUCTION AND PURPOSE

1.1 WHAT DO WE MEAN BY AFFORDABLE HOUSING?

Affordable housing is defined within the Environmental Planning and Assessment Act, 1979 as being '*housing for very low income households, low income households or moderate income households, being such households as are prescribed by the regulations or as are provided for in an environmental planning instrument.*'

Affordable housing refers to housing that is suitable for the needs of very low, low and moderate income households and is priced in a way that allows these households to meet other essential living costs such as food, transport, medical care, clothing and education. A common benchmark is that housing is considered affordable when it requires less than 30% of gross household income to pay rent or service a mortgage.

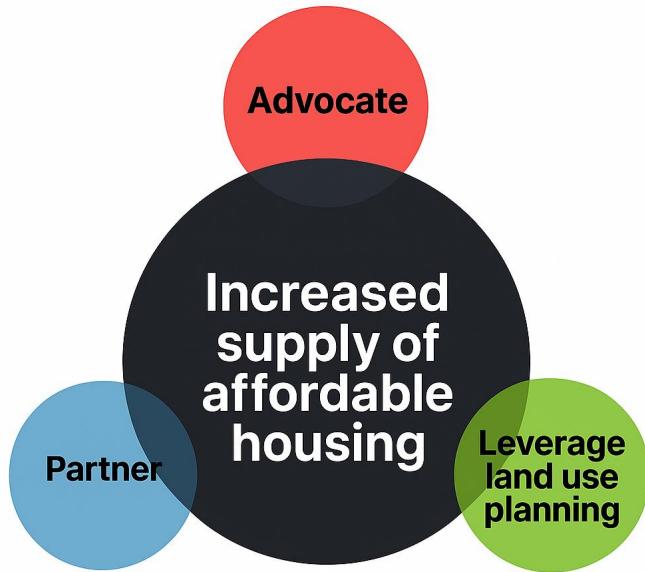
While affordable housing can sometimes be offered for purchase, it is most commonly delivered as rental housing. Affordable rental housing may be owned by private developers, investors, local councils, charitable organisations or Community Housing Providers. It is typically managed by registered not-for-profit Community Housing Providers, although in some cases it may be managed by other qualified organisations.

1.2 PURPOSE AND OBJECTIVES OF THE ACTION PLAN

The purpose of the Singleton Affordable Housing Action Plan is to guide Council's coordinated efforts in facilitating and supporting affordable housing outcomes through planning policy, advocacy, partnerships, and collaboration with State and Federal agencies, Community Housing Providers, and the development sector.

The objectives of the Action Plan are to:

1. Improve access to affordable rental housing for low- and moderate-income households.
2. Support partnerships that enable and deliver long-term affordable housing.
3. Provide planning pathways that increase housing diversity and affordability.
4. Align Council's policies, strategies and investment decisions with housing objectives.
5. Enable data-driven advocacy to State and Federal Governments

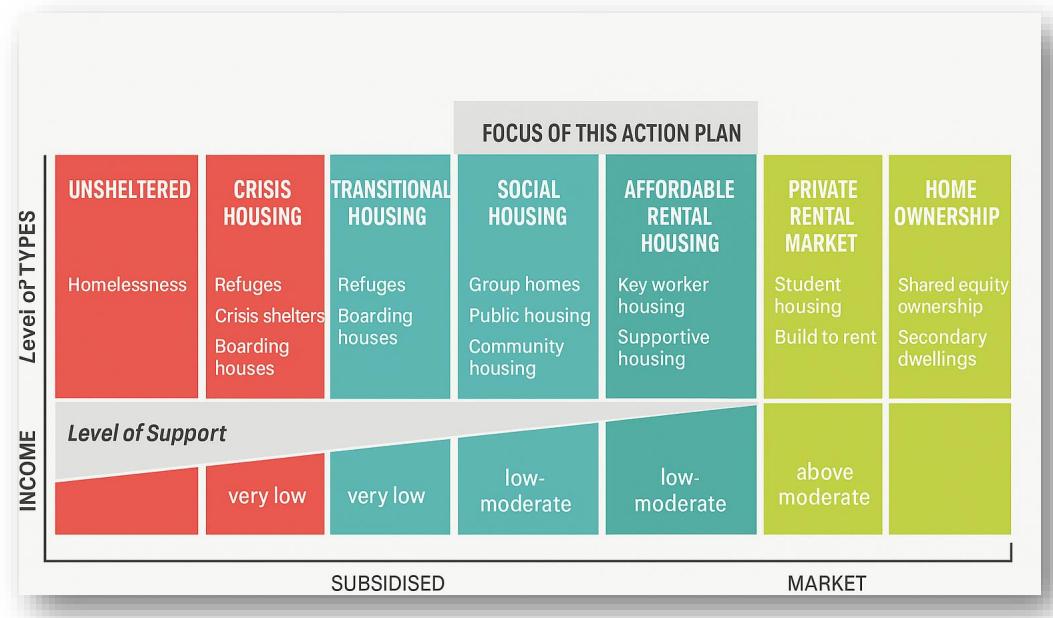


The actions are focused on planning, policy, advocacy, and partnership initiatives that will help deliver on these objectives. While Council does not build or manage affordable housing, it plays a critical role in enabling delivery through policy levers such as planning incentives, advocacy and partnering with the community housing sector and other stakeholders.

1.3 WHAT IS THE FOCUS OF THE ACTION PLAN?

This Action Plan focuses specifically on **affordable housing**, as defined under the Environmental Planning and Assessment Act 1979 and the State Environmental Planning Policy (Housing) 2021. Affordable housing refers to rental housing for very low-, low- and moderate-income households that is managed by a registered Community Housing Provider. While this differs from the broader concept of **housing affordability**, which concerns the general cost of housing relative to household incomes, the two are connected.

Improving the supply of affordable housing can help relieve pressure in the wider housing system, but this Plan is targeted toward the defined affordable housing product as demonstrated in **Figure 3** below.



The Action Plan centres on actions within Council's sphere of influence, including planning, policy, advocacy and partnership initiatives. Although Council does not build or manage affordable housing, it plays a critical enabling role. This includes shaping land use planning outcomes, applying policy tools such as planning incentives and voluntary planning agreements, advocating for investment and policy reform from State and Federal Governments, and working collaboratively with Community Housing Providers and other key stakeholders.

Accordingly, the scope of the Action Plan is directed toward the areas where Council can have the greatest impact, while recognising that the successful delivery of affordable housing depends on coordinated action across all levels of government, the community housing sector and the development industry.

1.4 WHY AFFORDABLE HOUSING MATTERS IN SINGLETON?

The total population of Singleton in 2021 was 24,725, and by 2046 it is forecast to increase by a further 9,033 people. This level of growth will place pressure on the local housing system, driving increased demand for new homes, influencing land supply requirements, and potentially exacerbating affordability challenges if supply and infrastructure do not keep pace.

Without coordinated planning and targeted interventions, rising demand may contribute to higher purchase and rental costs, reduced availability of suitable housing, and increased pressure on households already experiencing housing stress. This underscores the importance of delivering a balanced and well-sequenced supply pipeline, supported by strategic actions to improve housing affordability and expand access to affordable housing options.

Affordable housing, as defined under the Environmental Planning and Assessment Act 1979 and the State Environmental Planning Policy (Housing) 2021, is an essential component of a balanced and resilient housing system. It provides long-term, secure rental housing for very low, low and moderate income households and is managed by registered Community Housing Providers to ensure ongoing affordability and appropriate tenancy management.

Housing pressures in Singleton are increasing. Rising rents and mortgage repayments are outpacing income growth, contributing to greater financial stress for many households. At the same time, growth in single-person households and an ageing population is increasing demand for smaller, more affordable and accessible dwellings. Key workers, including teachers, health care workers, childcare educators and hospitality workers, are also experiencing rental stress, which affects their ability to live locally and support essential services.

Affordable housing directly supports economic resilience by enabling key workers and lower-income households to remain close to employment, education and services. This stability strengthens labour force retention and helps local industries remain viable.

Affordable housing also contributes to stronger, more cohesive communities. It ensures that people at different life stages, household types and income levels can live in Singleton and stay connected to their neighbourhood networks. Community diversity supports volunteering, informal care networks, and the social vibrancy of the LGA.

Importantly, affordable housing plays a preventative role in reducing homelessness. Secure, long-term housing for households at risk of housing instability reduces pressure on crisis accommodation, health services and emergency responses. Ensuring an adequate supply of affordable housing improves community wellbeing, economic productivity and the overall liveability of Singleton.

1.5 STRATEGIC CONTEXT

This Action Plan has been developed to align with key local, regional and state planning frameworks that guide housing, land use and community wellbeing in Singleton. These include:

- **Singleton Community Strategic Plan 2025–2035**
- **Singleton Local Housing Strategy (2024)**
- **Hunter Regional Plan 2041**
- **NSW Housing Strategy 2041**
- **State Environmental Planning Policy (Housing) 2021**
- **Singleton Advocacy Agenda**
- **Construction Workers Accommodation Policy**

The Action Plan supports Council's broader goals for liveability, sustainability, social equity and economic development. It responds to the need for targeted local action to support affordable housing delivery, recognising that while Council is not a housing provider, it plays a critical enabling role. Through its planning functions, advocacy responsibilities and strategic partnerships, Council can influence the conditions that support an increased supply of affordable housing in the Singleton LGA.

2 UNDERSTANDING AFFORDABLE HOUSING

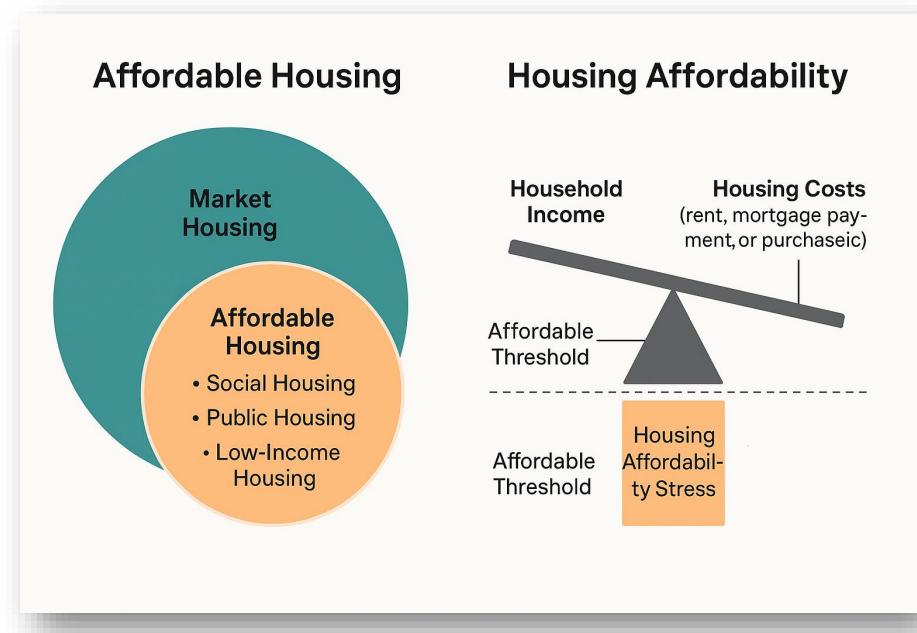
2.1 HOUSING AFFORDABILITY v AFFORDABLE HOUSING

It is important to distinguish between **Affordable Housing**, which is a defined term under NSW legislation, and **housing affordability**, which refers more broadly to the relationship between housing costs and household incomes across the entire housing market. Affordable Housing describes a specific type of long-term rental housing for very low, low and moderate income households, delivered and managed to remain affordable over time. In contrast, housing affordability is a general concept that reflects how easily households can meet housing costs such as rent or mortgage payments relative to their income.

Although the two terms have different meanings and purposes, they are interconnected. A shortage of Affordable Housing can place additional pressure on the private rental market, contributing to reduced housing affordability for a much wider group of households. Conversely, when the broader market becomes less affordable (such as during periods of rising rents, rapid population growth or increasing mortgage costs) demand for Affordable Housing intensifies, leaving more households unable to secure stable and appropriate housing.

Affordable Housing plays a stabilising role within this broader system. By providing secure, below-market rental homes for eligible households, it can help relieve pressure on the private market, reduce competition for lower-cost rentals and support overall market resilience. Likewise, improvements in housing affordability (such as increases in supply, reduced price pressures or higher household incomes) can indirectly reduce demand for Affordable Housing.

Understanding the differences between these terms, and the ways they interact, is fundamental to effective local planning. **Figure 4** illustrates this relationship, showing how Affordable Housing forms one component of the wider housing system and contributes to improving housing outcomes across the community.



2.2 WHO IS AFFORDABLE HOUSING FOR?

Affordable Housing is designed to support people and households who contribute to the social and economic life of the community but who cannot access appropriate, secure or affordable accommodation in the private rental market. Under NSW legislation, Affordable Housing is targeted to very low, low and moderate income households, with eligibility generally based on household income thresholds set by the NSW Government.

Affordable Housing can support a wide range of residents in Singleton, including:

- **Key workers** such as teachers, health care workers, childcare educators, aged care staff, disability support workers, hospitality workers and emergency service personnel who may be priced out of the private market.
- **Older residents** on fixed or limited incomes who may struggle to afford rising rents or maintain larger homes.
- **Young people** entering the workforce or seeking independence who face challenges securing stable and affordable rental housing.
- **People with disability** or people requiring support services who need safe, accessible and secure accommodation.
- **Single-person households** whose income levels make private rental difficult to sustain.
- **Low- to moderate-income families** who are employed but unable to access suitable and affordable homes in the private market.
- **Households at risk of homelessness** who would benefit from long-term, stable and appropriately managed rental housing.

By providing secure, well-managed homes for these income groups, Affordable Housing supports the essential workforce, strengthens community diversity, and reduces pressure on crisis services and the broader rental market. It ensures Singleton remains a place where people of different incomes, life stages and backgrounds can live, work and stay connected to their community.

2.3 WHAT IS HOUSING STRESS?

Housing stress is a commonly used measure of financial pressure within the housing system. A household is considered to be in housing stress when it spends more than 30% of its gross income on housing costs such as rent or mortgage repayments. Severe housing stress is typically defined as spending more than 50% of household income on housing. When housing costs consume this proportion of income, households often struggle to meet other essential living expenses such as food, utilities, transport, medical care and education.

Singleton, like many regional areas in NSW, is experiencing rising levels of housing stress. Increasing rents, limited supply of smaller or lower-cost dwellings, and strong competition in the private rental market are contributing to greater financial pressure, particularly for households with lower or fixed incomes. The impacts of housing stress are disproportionately felt by:

- Older people living on fixed or limited incomes
- Single-parent households, who often have a single income supporting dependants
- Young adults attempting to secure their first rental home or enter the ownership market
- Key workers in essential sectors such as health, aged care, retail, education, childcare and hospitality

Housing stress is a critical indicator of unmet housing need. It signals that households are unable to access appropriate and affordable housing within the private market and may be at increasing risk of housing instability or homelessness. These pressures also drive higher demand for Affordable Housing as households that cannot sustain private rental costs look for secure, long-term options managed by Community Housing Providers.

Understanding the prevalence and drivers of housing stress in Singleton is essential for planning future housing supply, identifying priority groups, and shaping targeted actions that support a more resilient and inclusive housing system.

2.4 HOUSING STRESS IN SINGLETON

The most recent Census data shows that housing stress is a growing issue for many households in Singleton. Rental stress is particularly significant, with 27.7 percent of renting households spending more than 30 percent of their gross household income on

rent (ABS Census 2021, Housing Costs – Rental Payments). This means more than one in four renters are experiencing financial pressure from their housing costs. Mortgage stress is less common but still notable, with 9.9 percent of households with a mortgage paying more than 30 percent of their income on repayments (ABS Census 2021, Housing Costs – Mortgage Repayments).

It is also important to recognise that Singleton's income profile is strongly influenced by the mining sector, which has a high proportion of households earning above-average wages. These higher incomes lift the overall median income for the LGA and can make local housing appear more affordable on paper. However, this does not reflect the experience of lower-income households who are not part of the mining workforce. For these households, particularly renters, housing costs account for a much larger share of income and the risk of housing stress is significantly higher.

Rising rents since 2021, combined with cost-of-living pressures and income inequality, mean many households are increasingly vulnerable to housing stress. These pressures are contributing to growing demand for affordable rental options, crisis accommodation and social housing across the Singleton LGA.



RENTAL STRESS

27.7%

of renting households in Singleton
spend more than 30% of their
income on rent.

Higher than mortgage stress and nationally
significant for a regional area.

3 AFFORDABLE HOUSING DELIVERY FRAMEWORK

3.1 WHO DELIVERS AFFORDABLE HOUSING?

Affordable housing is delivered through a network of partners across all levels of government, the community housing sector, not-for-profit providers and the private market. In New South Wales, the planning and regulatory framework (State Environmental Planning Policy (Housing) 2021) and associated guidance provides pathways for the delivery of social and affordable housing and sets expectations around long-term management and eligibility. **Figure 5** below summarises the affordable housing delivery framework and the respective roles of key stakeholders.



In Singleton, affordable housing outcomes will generally be achieved through these partnerships rather than Council directly owning or managing housing. The Delivery Framework outlined below clarifies where each partner is best placed to act and how Council can support coordinated delivery.

3.2 ROLE OF FEDERAL GOVERNMENT

The Australian Government influences affordable housing primarily through:

- National housing and homelessness agreements and funding programs
- Housing Australia (formerly NHFIC) finance and guarantees for affordable and social housing projects
- The Housing Australia Future Fund and other capital funding mechanisms
- Tax settings (for example, negative gearing, capital gains tax) and income support such as Commonwealth Rent Assistance.

These levers shape the overall viability of affordable housing projects and the resources available to CHPs and state agencies to deliver new supply.

3.3 ROLE OF STATE GOVERNMENT

In NSW, the State Government plays a direct and enabling role by:

- Setting the planning framework through the **Housing SEPP**, which includes provisions for social and affordable housing, co-living housing, build-to-rent and other diverse housing forms.
- Regulating and registering CHPs via the Registrar of Community Housing.
- Funding and delivering social and affordable housing through Homes NSW, including redevelopment and renewal of existing estates
- Supporting Aboriginal housing delivery and the Aboriginal community housing sector through the Aboriginal Housing Office.
- Providing guidance, tools and programs to support councils and CHPs to plan and deliver affordable rental housing.

3.4 ROLE OF LOCAL GOVERNMENT

Local government is not a major housing provider in NSW but plays a significant enabling role in affordable housing. Research and sector guidance recognise councils as key shapers of local housing outcomes through their planning, community and advocacy functions.

Council's role includes:

- Strategic planning – preparing and implementing the Local Strategic Planning Statement, Local Housing Strategy and LEP/DCP amendments that support well-located, diverse and feasible housing outcomes.
- Development assessment and land use planning – applying the Housing SEPP and local controls to facilitate appropriate affordable housing proposals.
- Infrastructure and contributions planning – using local infrastructure contributions, planning agreements and infrastructure coordination to unlock suitable sites and precincts.
- Developing local policies that intersect with housing needs - including policies relating to homelessness, emergency and crisis accommodation, temporary worker and construction-worker accommodation.
- Partnerships and facilitation – convening and partnering with CHPs, State agencies, developers, employers and community organisations to progress specific projects or precincts.
- Advocacy – representing Singleton's housing needs in regional and state forums, and advocating for funding, policy reforms and programs that support local delivery of affordable housing.

3.5 ROLE OF COMMUNITY HOUSING PROVIDERS

Community Housing Providers (CHPs) are central to affordable housing delivery in NSW. They are non-profit organisations registered and regulated to ensure the affordability component is maintained.

CHPs may act as:

- Tenancy and property managers for dwellings owned by government, councils, private investors or the providers themselves
- Developers and owners of new affordable housing, financing projects through a mix of government funding, borrowing, cross-subsidy and partnerships
- Place managers and support partners, working with service providers to support tenants with complex needs.

The NSW Community Housing Industry Strategy notes that some CHPs operate at scale as developers and place managers, while others have a more local or niche focus, often working through partnerships and joint ventures

3.6 ABORIGINAL COMMUNITY HOUSING PROVIDERS (ACHPS)

Aboriginal Community Housing Providers (ACHPs) are Aboriginal or Torres Strait Islander organisations that own or are responsible for managing community housing. ACHPs play a critical role in improving housing outcomes for First Nations People by delivering culturally appropriate, community-led housing services. ACHPs are registered providers under the National Regulatory System for Community Housing (NRSCH) and operate with specialist knowledge of the needs, aspirations and lived experiences of First Nations People.

ACHPs provide more than just housing; they deliver holistic support that strengthens community wellbeing, cultural connection and long-term housing stability. Their service models often integrate tenancy management, culturally safe support programs, advocacy, and partnerships with local Aboriginal and Torres Strait Island organisations, helping to address barriers households face in accessing and sustaining housing in the private market.

For Council, strengthening relationships with ACHPs represents a meaningful pathway to increasing culturally appropriate affordable housing options in Singleton. This aligns with Council's broader commitments to equity, reconciliation, inclusion, and place-based approaches that respond directly to community need.

3.7 ROLE OF OTHER NOT-FOR-PROFIT PROVIDERS

Beyond CHPs and ACHPs, a range of not-for-profit organisations contribute to affordable and supported housing outcomes, including:

- Charitable and church-based organisations that own or head-lease dwellings and provide low-cost or transitional housing
- Specialist homelessness services that operate crisis and transitional accommodation
- Organisations providing wrap-around support (for example, domestic and family violence services, youth services or mental health support) that partner with CHPs or government agencies.

These organisations are often critical partners in supporting tenants with higher or more complex needs, and in creating pathways from crisis or transitional accommodation into stable long-term affordable housing.

3.8 ROLE OF AFFORDABLE HOUSING IN TACKLING HOMELESSNESS

Affordable housing is a key part of the broader response to homelessness, although it does not replace the need for crisis and specialist homelessness services. Stable, long-term, well-located and affordable rental housing:

- Provides a pathway out of homelessness for households leaving crisis or transitional accommodation
- Helps prevent homelessness by offering secure options for households experiencing housing stress, relationship breakdown, illness or job loss
- Reduces pressure on high-cost emergency, health and justice services by addressing the underlying housing instability that often drives demand.

In Singleton, increasing the supply of Affordable Housing (defined term) can help reduce the risk of residents cycling between insecure housing, overcrowding, informal arrangements and crisis services. By linking affordable housing initiatives with local support services and Aboriginal housing partners, Council and its partners can better address both the causes and consequences of homelessness in the LGA.

4 CHALLENGES AND OPPORTUNITIES

4.1 CHALLENGES

Singleton faces a range of local and regional housing challenges that are shaping demand, supply and affordability across the LGA. Persistent low vacancy rates, limited rental availability and ongoing regional migration trends are placing pressure on the housing market, while increasing construction costs continue to affect delivery timeframes and development feasibility.

There are also clear gaps in housing supply, including a shortage of smaller dwellings suitable for singles and couples, limited accessible housing, and insufficient rental options for key workers who are essential to the local economy. These pressures are compounded by planning and infrastructure constraints, such as servicing requirements in growth areas, land fragmentation, and the feasibility and viability challenges associated with rezoning and development in a regional context. Collectively, these factors contribute to a constrained and pressured housing system that requires coordinated planning, advocacy and partnerships to address.

4.2 OPPORTUNITIES

A range of opportunities exist to improve affordable housing outcomes in Singleton through planning mechanisms, partnerships and targeted investment. There is potential to utilise planning tools such as LEP amendments, DCP incentives, voluntary planning agreements, density bonuses and affordable housing contribution pathways, as well as undertaking pilot precinct investigations to test new approaches.

Strengthened collaboration with stakeholders including community housing providers, Homes NSW, major employers, service providers, government agencies and developers can help unlock new delivery pathways and support jointly led projects. Land use and zoning opportunities also present avenues for growth, including the redevelopment of underutilised sites, enabling mixed-use and higher-density residential zones, encouraging development in transit-accessible locations and facilitating housing close to employment areas.

Funding and investment opportunities are expanding, with potential access to the Housing Australia Future Fund, the NSW Housing Infrastructure Fund, federal and state grant programs, CHP borrowing mechanisms and emerging philanthropic partnerships. Collectively, these opportunities provide a strong foundation for Council and its partners

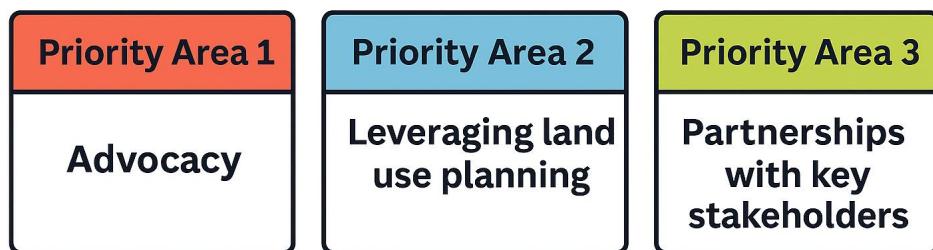
to facilitate more diverse, sustainable and affordable housing outcomes across the Singleton LGA.

5 PRIORITY AREAS AND ACTIONS

5.1 DEVELOPMENT OF PRIORITY AREAS

Following benchmarking of approaches used by other councils and an assessment of the suitability of potential actions for the Singleton context, Council has identified three Priority Areas to guide the delivery of this Action Plan. These Priority Areas reflect the key tools and levers available to local government to influence affordable housing outcomes. **Figure 6** below shows the three Priority Areas of the Action Plan:

Priority Areas



By structuring the Action Plan around advocacy, leveraging land use planning, and partnerships with key stakeholders, Council can focus its efforts on the areas where it can have the greatest impact, work collaboratively with delivery partners, and support long-term, effective and locally appropriate affordable housing solutions for the Singleton community. This Chapter details the Priority Areas and their respective actions.

5.2 PRIORITY AREA 1 – ADVOCACY

Advocacy



Advocacy is a critical lever for local government, particularly in areas such as affordable housing where delivery and funding responsibilities largely sit with State and Federal Governments and the community housing sector. Through targeted, evidence-based advocacy, Council can ensure Singleton's housing needs are recognised in regional planning, infrastructure funding programs, and government policy settings.

Affordable housing is not a defined land use in the Standard Instrument LEP, which means it is generally delivered through existing residential and mixed-use land use zones. In practice, the most suitable locations for affordable housing are zones that provide good access to services, public transport, employment areas and essential infrastructure, such as the R1 General Residential, R2 Low Density Residential, R3 Medium Density Residential, R4 High Density Residential, and other mixed use zones where residential uses are permitted. Delivery is less appropriate in rural or low-density zones where access to services is limited, infrastructure costs are higher, and car dependency can exacerbate housing stress.

By creating clearer pathways, removing barriers and identifying opportunities for well-located and diverse housing, Council can actively influence the feasibility and supply of affordable housing. This Priority Area also ensures alignment with the NSW planning system, the Housing SEPP and emerging best-practice approaches across other councils.

Actions:

1. Advocate, based on local evidence, for greater social and affordable housing investment from State and Federal Governments, and support local agencies and networks in their advocacy to government.
2. Support the proposed Housing Australia Future Fund (HAFF) which would deliver centralised funding for Affordable Housing.
3. Advocate for State and Federal funding programs (e.g., HAFF, Housing Australia, infrastructure programs) to prioritise regional areas experiencing housing stress.
4. Advocate for State and Federal funding to develop the evidence base required to inform the development of an affordable housing contributions scheme.
5. Advocate for a Workforce and Accommodation Strategy for State Significant Development (SSD) and Renewable Energy Zone (REZ) projects to ensure adequate accommodation for workforces, consideration of the cumulative impacts and prioritisation of local employment



5.3 PRIORITY AREA 2 - LEVERAGING LAND USE PLANNING

Leveraging the land use planning system



As the local planning authority, Council's most direct influence on affordable housing lies in its land use planning functions. This Priority Area focuses on actions that utilise planning tools, such as the Local Housing Strategy, LEP and DCP reviews, site-specific planning proposals, precinct planning, planning incentives and voluntary planning agreements, to enable and facilitate affordable housing delivery. By creating clearer pathways, removing barriers, and identifying opportunities for well-located and diverse housing, Council can actively influence the feasibility and supply of affordable housing. This Priority Area also ensures alignment with the NSW planning system, the Housing SEPP and emerging best-practice approaches across other councils.

Actions:

6. Subject to funding, investigate the feasibility of an affordable housing contributions scheme.

7. If feasible, develop an affordable housing contributions scheme under s7.32 of the EP&A Act, 1979.
8. As part of the next review of the Singleton Local Housing Strategy, ensure there is ongoing alignment with affordable housing objectives and identify new precinct opportunities.
9. As part of the next review of the Singleton Development Control Plan 2014, include controls and objectives that encourage diverse types of housing (e.g. small dwellings, co-living, accessible housing, terraces).
10. As part of the next review of the Singleton Local Environmental Plan 2013, ensure that there are no impediments to the facilitation or delivery of affordable housing.
11. Investigate the feasibility of planning incentives linked to affordable housing outcomes in appropriate locations.
12. Proactively seek to enter into Voluntary Planning Agreements that contribute to the delivery and facilitation of affordable housing.
13. Use future LEP amendments to enable mixed-tenure housing models where viable.



5.4 PRIORITY AREA 3 - PARTNERSHIPS WITH KEY STAKEHOLDERS

Working in partnership, providing incentives, and exploring opportunities



Affordable housing cannot be delivered by Council alone. It relies on coordinated collaboration between Community Housing Providers, NSW Government agencies, private developers, not-for-profit organisations, Aboriginal housing providers, major employers and local support services. This Priority Area focuses on building and strengthening these partnerships to support new supply, improve housing pathways, and maximise available funding and expertise. By acting as a facilitator Council can help unlock opportunities, support project feasibility, and ensure affordable housing initiatives align with community needs. Strong partnerships will create the foundation for long-term, sustainable and culturally appropriate affordable housing outcomes in Singleton.

Actions:

14. Identify and assess Council-owned land for potential future partnerships to deliver affordable housing.
15. Continue to work with Homes NSW on a Memorandum of Understanding to support the delivery of affordable housing.
16. Establish a regular engagement schedule with Community Housing Providers to identify partnership opportunities.

17. Explore potential for partnerships with major employers experiencing workforce housing pressures.
18. Continue to strengthen relationships with the not-for-profit sector to support wrap-around services linked to housing stability.
19. Support Community Housing Providers, NSW Government agencies, not-for-profit organisations, Aboriginal housing providers, major employers and local support services on their advocacy agendas.



6 IMPLEMENTATION PLAN

| Priority Area | Action Number | Action | Timeframe |
|------------------------------|---------------|---|-----------|
| Advocacy | 1 | Advocate, based on local evidence, for greater social and affordable housing investment from State and Federal Governments, and support local agencies and networks in their advocacy to government. | Short |
| Advocacy | 2 | Support the proposed Housing Australia Future Fund (HAFF) which would deliver centralised funding for Affordable Housing. | Short |
| Advocacy | 3 | Advocate for State and Federal funding programs (e.g., HAFF, Housing Australia, infrastructure programs) to prioritise regional areas experiencing housing stress. | Medium |
| Advocacy | 4 | Advocate for State and Federal funding to develop the evidence base required to inform the development of an affordable housing contributions scheme. | Medium |
| Advocacy | 5 | Advocate for a Workforce and Accommodation Strategy for State Significant Development (SSD) and Renewable Energy Zone (REZ) projects to ensure adequate accommodation for workforces, consideration of the cumulative impacts and prioritisation of local employment. | Medium |
| Leveraging land use planning | 6 | Subject to funding, investigate the feasibility of an affordable housing contributions scheme. | Medium |

| | | | |
|---|----|---|--------|
| Leveraging land use planning | 7 | If feasible, develop an affordable housing contributions scheme under s7.32 of the EP&A Act, 1979. | Long |
| Leveraging land use planning | 8 | As part of the next review of the Singleton Local Housing Strategy, ensure there is ongoing alignment with affordable housing objectives and identify new precinct opportunities. | Medium |
| Leveraging land use planning | 9 | As part of the next review of the Singleton Development Control Plan 2014, include controls and objectives that encourage diverse types of housing (e.g. small dwellings, co-living, accessible housing, terraces). | Medium |
| Leveraging land use planning | 10 | As part of the next review of the Singleton Local Environmental Plan 2013, ensure that there are no impediments to the facilitation or delivery of affordable housing. | Medium |
| Leveraging land use planning | 11 | Investigate the feasibility of planning incentives linked to affordable housing outcomes in appropriate locations. | Long |
| Leveraging land use planning | 12 | Proactively seek to enter into Voluntary Planning Agreements that contribute to the delivery and facilitation of affordable housing. | Short |
| Leveraging land use planning | 13 | Use future LEP amendments to enable mixed-tenure housing models where viable. | Long |
| Partnerships with key stakeholders | 14 | Identify and assess Council-owned land for potential future partnerships to deliver affordable housing. | Short |

| | | | |
|---|----|---|---------|
| Partnerships with key stakeholders | 15 | Continue to work with Homes NSW on a Memorandum of Understanding to support the delivery of affordable housing. | Short |
| Partnerships with key stakeholders | 16 | Establish a regular engagement schedule with Community Housing Providers to identify partnership opportunities. | Medium |
| Partnerships with key stakeholders | 17 | Explore potential for partnerships with major employers experiencing workforce housing pressures. | Medium |
| Partnerships with key stakeholders | 18 | Continue to strengthen relationships with the not-for-profit sector to support wrap-around services linked to housing stability. | Ongoing |
| Partnerships with key stakeholders | 19 | Support Community Housing Providers, NSW Government agencies, not-for-profit organisations, Aboriginal housing providers, major employers and local support services on their advocacy agendas. | Ongoing |

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GM77/25. Minutes - United Wambo Voluntary Planning Agreement Committee - 20 November 2025
Author: VPA Projects Officer
Director Corporate & Community Services

FILE:
25/00128/003-01

Executive Summary

The United Wambo Voluntary Planning Agreement (UW VPA) Community Committee held its ordinary meeting on 20 November 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

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

RECOMMENDED that Council:

1. Notes the minutes of the UW VPA Community Committee meeting held on the 20 November 2025 at **Attachment 1**.
2. Endorses the UW VPA Community Committee recommendation that Council allocate the accumulated interest of \$48,692.97 to the UW VPA which reflects the total of interest that was not allocated between the commencement of the UW VPA and 1 July 2023.
3. Endorses the payment of unallocated interest to all VPAs, totalling \$184,435.03.
4. Requests the General Manager ensures interest continues to be paid on all VPAs going forward.

Report

The UW VPA Community Committee held its ordinary meeting on 20 November 2025 and the minutes of the meeting are shown as **Attachment 1** for Council's consideration.

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

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

Council's Director Corporate and Community Services attended the Committee Meeting on 21 August 2025 and led discussions regarding the Accumulated Interest Report and Singleton Council's Investment Policy.

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

Following the endorsed recommendation made by the UW VPA Community Committee at their ordinary meeting on the 21 August 2025 that Council investigate the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July 2023.

Council's Finance Team undertook a review and concluded that \$48,692.97 in interest had not been paid to the UW VPA from the inception of the VPA until July 2023. They undertook an additional review and found that there was unallocated interest to all VPAs, totalling \$184,435.03.

At the UW VPA Community Committee Meeting on the 20 November 2025, it was reported that there was \$48,692.97 of unallocated accumulated interest between the commencement of the UW VPA and 1 July 2023. At this Meeting, the Committee was unanimous in their request that Council allocate the additional interest to the UW VPA.

Director Corporate and Community Services Commentary

Council held a policy position prior to 1 July 2023 to only pay interest to VPA reserves/funds where this was required under the VPA agreement. This policy position was changed as of 1 July 2023 and all VPA reserves/funds were subsequently paid interest at the average interest rate, calculated on a monthly/quarterly basis.

The UW VPA did not have a clause in their VPA agreement requiring payment of interest. However, this would be a normal expectation and there is some evidence that interest was discussed at a UW VPA Community Committee. The Committee were therefore of the belief that interest was being paid from the inception of the fund. A decision to back pay this unallocated interest would effectively change a policy position in retrospect and set a precedent for all VPA funds.

Community Strategic Plan

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

Council Policy/Legislation

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

Financial Implications

There are financial implications if the unallocated interest is applied back to the UW VPA. Such a decision will set a precedent for all VPA funds. The estimated unallocated interest across all VPA funds (including CEDF and UW VPA) is \$213,128. This amount could be included as an adjustment in the December quarterly budget review and funded from savings identified in that review.

Risk Implications

| Risk | Risk Ranking | Proposed Treatments | Proposed Risk Ranking | Within Existing Resources? |
|---|--------------|--------------------------|-----------------------|----------------------------|
| There is a risk that Council will not be seen to be taking action on concerns raised by the UW VPA Community Committee which may lead to a negative reputation impact. | Medium | Adopt the recommendation | Low | Yes |
| There is a reputational risk that the strong relationship that Council staff have worked hard to build with the UW VPA Community Committee will be impacted if the UW VPA Community Committee recommendation is not endorsed. | Medium | Adopt the recommendation | Low | Yes |
| If the UW VPA Community Committee recommendation is endorsed, there is a financial risk to Council and it will set a precedent for other agreements which may lead to negative financial implications. | Low | Adopt recommendation | Low | Yes |

Options

The following options are available to Council:

1. That Council:

Notes the minutes of the UW VPA Community Committee meeting held on the 20 November 2025.

Endorse the recommendation from the UW VPA Community Committee that Council allocate the accumulated interest of \$48,692.97 to the UW VPA which reflects the total of interest that was not allocated between the commencement of the UW VPA and 1 July 2023.

General Manager's Report (Items Requiring Decision) - GM77/25

Endorses the payment of unallocated interest to all VPAs, totalling \$184,435.03.

Requests the General Manager ensures interest continues to be paid on all VPAs going forward.

2. That Council:

Notes the minutes of the UW VPA Community Committee meeting held on the 20 November 2025.

Not endorse the recommendation from the UW VPA Community Committee to allocate the accumulated interest of \$48,692.97 to the UW VPA which reflects the total of interest that was not allocated between the commencement of the UW VPA and 1 July 2023.

Not endorse the payment of unallocated interest to all VPAs, totalling \$184,435.03.

Not request the General Manager ensures interest continues to be paid on all VPAs going forward.

Option 1 is recommended

Conclusions

It is recommended that Council notes the minutes of the UW VPA Community Committee meeting of 20 November 2025 and endorse the recommendation from the UW VPA Community Committee that Council allocate the accumulated interest of \$48,692.97 to the UW VPA which reflects the total of interest that was not allocated between the commencement of the UW VPA and 1 July 2023. If endorsed, it is further recommended that unallocated interest be paid to all VPA funds, totalling \$233,128 (including UW VPA).

Attachments

AT-1 [Minutes - United Wambo Voluntary Planning Agreement Community Committee - 20 November 2025](#)

MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY COMMITTEE
12 PM - 1 PM THURSDAY 20 NOVEMBER 2025



| | |
|-------------------------|---|
| Present | Cr Sue George, Deputy Mayor (Chair) Aislinn Farnon (United Wambo Representative) David Thelander (Community Representative) Brian Atfield (Community Representative) Jess Dunston (VPA Projects Officer) Kellie Jordan (IP+R Specialist) |
| In Attendance | |
| Meeting Location | Jerrys Plains School of Arts |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies:
 - Melinda Curtis (Executive Director)
 - Alessandra Seidler (VPA Projects Officer)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED BA **SECONDED** AF That the minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on Thursday 21 August 2025, were confirmed.

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Action Update

FILE:25/00128/003-01

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

All actions from the previous meeting have been completed.

NOTED

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY
COMMITTEE
12 PM - 1 PM THURSDAY 20 NOVEMBER 2025**

**5.2 Project Update****FILE:25/00128/003-01**

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

NOTED**5.3 Financial Report****FILE:25/00128/003-01**

The Financial Report as of 13 October 2025 was circulated with the Agenda for the Committee's information.

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

NOTED**5.4 Proposed Committee Meeting Dates - 2026** **FILE:25/00128/003-01**

A list of meeting dates for 2026 was provided to the Committee.

The following meeting dates are subject to change closer to each date, dependent on Committee availability and to ensure a quorum.

- 26 February 2026, 12pm – 1pm at Jerrys Plains School of Arts
- 14 May 2026, 12pm – 1pm at Jerrys Plains School of Arts
- 20 August 2026, 12pm – 1pm at Jerrys Plains School of Arts
- 12 November 2026, 1pm – 2pm at Jerrys Plains School of Arts – Please note change to meeting time due to clash with another Committee Meeting for BA.

NOTED**5.5 Request for Contribution Towards Jerry's Plains Footpaths Update - EnergyCo Response** **FILE:25/00128/003-01**

Council received a response to the request made to EnergyCo for a financial contribution to footpaths in the Jerrys Plains community as part of the Port to REZ Project.

NOTED

MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY COMMITTEE
12 PM - 1 PM THURSDAY 20 NOVEMBER 2025



5.6 Expressions of Interest are now open to join the UW VPA Community Committee **FILE:25/00128/003-01**

There are two vacancies on the UW VPA Community Committee. We are seeking expressions of interest for one (1) community representative position and one (1) alternate community representative position.

The Committee was encouraged to promote this opportunity within the local community and to appropriate community members.

Expressions of interest close on 2 December 2025 and can be submitted here - www.singleton.nsw.gov.au/UnitedWamboVPAEOI

NOTED

5.7 Accumulated Interest Update **FILE:25/00128/003-01**

The Committee was provided with the figure for the amount of interest that has not been paid to the United Wambo Voluntary Planning Agreement from the period of its inception until July 2023.

RECOMMENDATION:

MOVED: AF SECONDED: BA that the United Wambo Voluntary Planning Agreement Community Committee recommends that Council allocate the accumulated interest of \$48,692.97 to the UW VPA which reflects the total of interest that was not allocated between the commencement of the UW VPA and 1 July 2023.

NOTED

6 Other Business

6.1 AF will attend the December Council Meeting to talk in public forum about the Committee recommendation regarding accumulated interest.

6.2 The Chair wished everyone a Merry Christmas and thanked the Committee for their attendance and commitment.

MINUTES

UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY COMMITTEE

COMMITTEE

12 PM - 1 PM THURSDAY 20 NOVEMBER 2025



7 Action List

| Pulse/Action No | Meeting Date | Action | Responsible Officer | Due Date |
|-----------------|--------------|---|----------------------|-----------|
| | 20/11/2025 | VPA staff to provide details to Committee on how to register for public forum for the December Council Meeting. | VPA Projects Officer | 8/12/2025 |

8 Next Meeting

- 26 February 2026, 12pm – 1pm at Jerrys Plains School of Arts

The meeting closed at 12.12pm.

Cr Sue George, Deputy Mayor Chair
Chair

GM74/25. Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 30 October 2025
Author: VPA Projects Officer

FILE:
25/00027/006-01

Executive Summary

The Mount Thorley Warkworth Voluntary Planning Agreement (MTW VPA) Community Committee held its ordinary meeting on 30 October 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration. Council is also requested to endorse the funding of one project.

RECOMMENDED that Council:

1. Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 30 October 2025.
2. Approve a total of \$31,200 for the Resurfacing of the Cricket Pitch at the Bulga Recreation Ground, these funds will be from the MTW VPA Reserve in the existing allocated 2025/2026 budget.

Report

At the MTW VPA Community Committee Meeting on the 30 October 2025, the MTW VPA Community Committee assessed and voted on the project proposal submitted during Round 2 of the 2025 Mount Thorley Warkworth VPA Funding Program.

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

Resurfacing of the Cricket Pitch at the Bulga Recreation Ground.

That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that the Resurfacing of the Cricket Pitch at the Bulga Recreation Ground Project be approved for funding at a value of \$31,200 with the following condition:

- The surface of the cricket pitch is to be removed first and an assessment of works to be undertaken be determined at this stage. If minor repairs can be completed to repair the cricket pitch back to an acceptable state that would be the recommendation. If it is determined that a full replacement is needed than replacement will be undertaken.

This project was previously refused by the Mount Thorley Warkworth VPA Community Committee for funding. The Committee decided to invite the applicant to resubmit their original application for consideration.

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

Community Strategic Plan

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

Council Policy/Legislation

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

Financial Implications

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

Risk Implications

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

Options

The following options are available to Council:

1. Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 30 October 2025.

Approve a total of \$31,200 for the Resurfacing of the Cricket Pitch at the Bulga Recreation Ground Project, these funds will be from the MTW VPA Reserve in the existing allocated 2025/2026 budget.

2. Not adopt the recommendations of the Committee and not allocate funding to the project listed.

Option one is recommended.

Conclusions

It is recommended that Council notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting of 30 October 2025 and adopt the recommendation of the Committee to allocate funding to the project listed.

Attachments

AT-1 [Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 30 October 2025](#)

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 2PM THURSDAY 30 OCTOBER 2025



| | |
|-------------------------|---|
| Present | Sue Moore, Mayor (Chair) Gary Mulhearn (Yancoal Representative) Ian Hedley (Community Representative) Pauline Rayner (Community Representative) Neale McCallum (Community Representative) Stirling Keayes (Community Representative) Sarah Purser (Community Representative) Jess Dunston (VPA Projects Officer) |
| In Attendance | Rebecca Bailey (Governance Lead) |
| Meeting Location | Committee Room |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies:
 - Judith Leslie (Alternate Community Representative)
 - Melinda Curtis (Executive Director)
 - Kellie Jordan (IP+R Specialist)
 - Alessandra Seidler (VPA Projects Officer)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- **MOVED** NM **SECONDED** GM that the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on Thursday 11 September 2025, were confirmed.

4 Matters arising from the Minutes

- Nil.

5 Agenda Items

5.1 Submission Workshop - Round 2 2025 FILE:25/00027/006-01
Executive Summary

The Mount Thorley Warkworth VPA Community Committee assessed and voted on the project proposal submitted during Round 2 of the 2025 Mount Thorley Warkworth VPA Funding Program.

The following project was assessed by the Committee. A full breakdown of voting and feedback provided by the Committee is included below.

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 2PM THURSDAY 30 OCTOBER 2025



1. Resurfacing of Cricket Pitch at Bulga Recreation Ground

Total of:

- 2 recommended approval votes
- 5 recommended approval with conditions votes

Recommendation: Recommended with conditions

Committee Votes and Feedback:

- **Pauline – Yes**

The community want this project. Would complement the upgrade to the Bulga Tennis Courts. Hopefully the cricket pitch will be used more including by local schools.

- **Stirling – Yes with conditions**

Requested that the following condition be included in the project scope of work: The surface is to be removed first and an assessment of works to be undertaken be determined at this stage. If minor repairs can be completed to repair the cricket pitch back to an acceptable state that would be the recommendation. If it is determined that a full replacement is needed than replacement will be undertaken.

- **Sarah – Yes with conditions**

Yes with the following condition: The surface is to be removed first and an assessment of works to be undertaken be determined at this stage. If minor repairs can be completed to repair the cricket pitch back to an acceptable state that would be the recommendation. If it is determined that a full replacement is needed than replacement will be undertaken.

- **Neale – Yes with conditions**

Yes with the following condition: The surface is to be removed first and an assessment of works to be undertaken be determined at this stage. If minor repairs can be completed to repair the cricket pitch back to an acceptable state that would be the recommendation. If it is determined that a full replacement is needed than replacement will be undertaken.

- **Mayor – Yes**

The community want this project - lots of community interest and support for this project.

- **Gary – Yes with conditions**

Did a site visit to the cricket pitch. The upgrade to the cricket pitch will complement the Bulga Tennis Court Project. Yes with the following condition: The surface is to be

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 2PM THURSDAY 30 OCTOBER 2025



removed first and an assessment of works to be undertaken be determined at this stage. If minor repairs can be completed to repair the cricket pitch back to an acceptable state that would be the recommendation. If it is determined that a full replacement is needed than replacement will be undertaken.

• **Ian – Yes with conditions**

Yes with the following condition: The surface is to be removed first and an assessment of works to be undertaken be determined at this stage. If minor repairs can be completed to repair the cricket pitch back to an acceptable state that would be the recommendation. If it is determined that a full replacement is needed than replacement will be undertaken.

MOVED SK SECONDED PR

Summary of Project Outcome:

| Project assessed | Amount | Committee Recommendation |
|---|----------|-----------------------------|
| Resurfacing of Cricket Pitch at Bulga Recreation Ground | \$31,200 | Recommended with conditions |

NOTED

6 Action List

| Pulse/Action No | Meeting Date | Action | Responsible Officer | Due Date |
|-----------------|-----------------|--|----------------------|------------------|
| | 30 October 2025 | Provide further information for insurance requirements for event organisers using the Bulga Cricket Pitch. | VPA Projects Officer | February Meeting |
| | 30 October 2025 | Clarify with Council technical staff what the new proposed surface of the Bulga Cricket Pitch will be. | VPA Projects Officer | February Meeting |

7 General Business

- Pauline Rayner raised about the Bulga Stock Reserve walking trails. This project would require a new funding application to be submitted. VPA Projects Officer to meet with Pauline to discuss project further.
- Sarah Purser provided the Committee with a quick update on the Bulga Milbrodale Equestrian Centre Feasibility Study Project. Scope of works for

**MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 2PM THURSDAY 30 OCTOBER 2025**



feasibility study are to be rewritten by Project Manager and submitted back to VPA Projects Officer for approval so that a quotation for consultant can be obtained.

8 Next Meeting

- 19 February 2026 at 1pm – 3pm, Bulga Community Centre

The meeting closed at 1.34pm.

Sue Moore, Mayor
Chair

GM76/25. Public Forum Policy
Author: Governance Lead

FILE: 19/00530

Executive Summary

The purpose of this report is to advise Council of the outcomes for the consultation undertaken on the draft Public Forum Policy and to note the proposed response to submissions provided at (Attachment 1 – Response to Submissions). The report recommends that Council adopt the Public Forum Policy.

RECOMMENDED that:

1. Receive and note the submissions received during the public exhibition of the draft POL/40018 Public Forum Policy; and
2. Adopt the draft POL/40018 Public Forum Policy.

Report

At its meeting held on 21 October 2025, Council resolved to publicly exhibit the draft POL/40018 Public Forum Policy for a period of 28 days. The draft Policy was publicly exhibited from 24 October 2025 to 24 November 2025, and one submission was received during the exhibition period. Responses to the issues raised in the submission are provided in Attachment 1 – Response to Submissions.

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

Adoption of the Policy will enable Council to continue facilitating open engagement with the community while ensuring meetings are conducted in an orderly and efficient manner.

The public exhibition period has provided an opportunity for Council to consider community feedback prior to adopting the final Policy, ensuring that the approach to public forums remains transparent, consistent, and responsive to community expectations.

Following consideration of the submission, no modifications to the draft Policy are proposed.

Community Strategic Plan

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

Council Policy/Legislation

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

Financial Implications

Nil.

Consultation

The draft Policy was publicly exhibited from 24 October 2025 to 24 November 2025. One submission was received during the exhibition period. Responses to the issues raised in the submission are provided in Attachment 1 – Response to Submissions.

Sustainability

Nil.

Risk Implications

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

Options

The following options are available to Council:

1. a) Receive and note the submissions received during the public exhibition of the draft POL/40018 Public Forum Policy; and
- b) Adopt the draft POL/40018 Public Forum Policy.
2. Resolve not to adopt Public Forum Policy.

Option one is recommended.

Conclusions

The draft Public Forum Policy was publicly exhibited and received one submission. The Policy now progresses to Council for adoption. Adoption of the Public Forum Policy will formalise a clear and consistent framework for community participation in Council meetings, ensuring public forums are conducted in an orderly, transparent, and equitable manner. This will support Council's commitment to open governance, meaningful community engagement, and effective and efficient decision-making.

Attachments

AT-1 [!\[\]\(3071bca4a76c5290ea9e7dda9532a1e4_img.jpg\) Draft - Public Forum - Policy](#)
AT-2 [!\[\]\(91a58d979450379d0014982fce1187ab_img.jpg\) Public Forum Policy - Submissions](#)



PUBLIC FORUM POLICY

POLICY | Executive Manager

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

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

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1 SCOPE

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

1.1 Purpose of the Policy

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

2 APPLICATION

This policy applies to members of the community.

3 PRINCIPLES

3.1 Application of Principles

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

3.2 The Public Forum Process seeks to:

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

4 PROCEDURES

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

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

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

4.19 When addressing the Council, speakers at public forums must comply with this policy and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.

4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.21 This does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the Code of Meeting Practice.

4.22 Where a speaker engages in conduct of the type referred to above, the General Manager, Executive Director or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager, Executive Director or their delegate considers appropriate.

4.23 Public Forums are to be livestreamed / webcast on the Council's website. By attending speakers and other persons consent to an audio recording of their address being included in the webcast of the meeting, as per the Code of Meeting Practice.

5 DEFINITIONS

For the purposes of this policy:

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

| | |
|------------------|---|
| | Public Forum Policy. This includes ensuring that procedures are in place to facilitate the orderly conduct of public forums in accordance with the Policy and relevant legislation. |
| Item of Business | <ul style="list-style-type: none"> Reports or motions listed in the Council Meeting Order of Business. |
| Webcast | <ul style="list-style-type: none"> An audio broadcast of a meeting transmitted across the internet. |

6 RELEVANT LEGISLATION

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

7 DELEGATIONS AND AUTHORISATIONS

There are no delegations or authorisations applicable to this policy.

8 RELEVANT DOCUMENTS

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

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

Table 7-1 – Related documents

9 RESPONSIBLE OFFICER / POLICY OWNER

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

10 RESPONSIBILITIES

| Parties or Persons | Responsibilities |
|--------------------|------------------|
| Councillors | |

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

11 APPROVAL

Approved by Council resolution following public exhibition.

12 REVIEW DATE

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

13 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

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

14 BREACHES AND SANCTIONS

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

15 DOCUMENT HISTORY

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

| Version | Date Amended | Author | Comments (eg reasons for review) |
|---------|--------------|----------------|--|
| 1 | | Rebecca Bailey | <ul style="list-style-type: none">• New Policy |

DRAFT

Draft Public Forum Policy

| No. | Author of submission | Comment | Council response |
|-----|----------------------|--|--|
| 1 | Jan Fallding | <i>Public Forums are to be livestreamed / webcast on the Council's website. By attending speakers and other persons consent to an audio recording of their address being included in the webcast of the meeting, as per the Code of Meeting Practice I hope that this means an audio, not a visual recording? Or maybe if requested by them, people can be videos as well?</i> | Public Forums must be webcast in full, including both audio and video, via Council's website, as required by the Office of Local Government's Code of Meeting Practice. Audio-only recordings are not permitted. By attending, speakers and other participants provide consent for their address to be captured in both audio and visual format and included in the webcast. |
| 2 | Jan Fallding | <i>I also have a comment on s4.3 which asks that presenters state whether they wish to speak 'for' or 'against'. This is a difficult question in many cases, as for Das there is often a 'for' or 'against' a specific proposal, but in the case of policy issues, speakers often only wish to speak to certain points of the policy, suggesting changes etc; they are not either 'for or against'. I hope that this can change.</i> | While the requirement for presenters to indicate whether they wish to speak 'for' or 'against' will remain as outlined in the Code, we understand that this may not always neatly apply—particularly when speakers are commenting on broader policy matters or specific elements within a proposal. In these situations, a commonsense approach will be taken to ensure everyone has the opportunity to have their views appropriately heard and recorded. |
| 3 | Jan Fallding | <i>Also s4.9 is difficult if there are more than the required no of speakers and people are asked to organise amongst themselves for a</i> | There will be discretion applied in its implementation. It is recognised that in some situations, speakers may not know one another or be aware that others are |

| | | | |
|--|--|--|---|
| | | <p><i>representation to speak for 'each side'. In many cases, the different speakers will not know each other or be aware that there are any others speaking on the same issue. This makes it impossible for them to decide amongst themselves who may speak. There should be some discretion in this issue.</i></p> | <p>intending to speak on the same matter, which can make coordination difficult. In these circumstances, a commonsense and fair approach will be taken to ensure that all perspectives are appropriately represented.</p> |
|--|--|--|---|

DCCS54/25. Draft Investment Policy**Author:** Chief Financial Officer**FILE:** 25/00405**Executive Summary**

The purpose of this report is for Council to consider the revised draft Investment Policy

RECOMMENDED that Council:

1. Adopt draft POL/6004.11 - Investment Policy.
2. Rescind POL/6004.10 - Investment Policy.

Report

Council's current Investment Policy (POL/6004.10) was last reviewed in December 2024. The Office of Local Government Investment Guidelines (2010) states that Council's Investment Policy should be reviewed annually and that any changes should be approved by resolution of Council.

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

The objectives of this policy are:

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

The draft Investment Policy (POL/6004.11) has been reviewed with some minor changes.

The main recommended changes include:

- A) **Section 5.2.1 Credit and Maturity Guidelines** - increase of Overall Portfolio Credit Framework Long Term Credit Ratings BBB rating from 30% to 40% and increase of Institutional Credit Framework Long Term Credit Rating A from 20% to 30% and BBB from 10% to 20%.
- B) **Section 7.1 Related Documents** – the addition of the Investment Register Workbook as a related document.

Proposed amendments are highlighted in yellow and outlined in the Document History section of the draft Policy which is shown at **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 | Our Leadership |
| | 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

The draft Investment Policy (POL/6004.11) will supersede POL/6004.10 which was adopted by Council on 10 December 2024.

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

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

Financial Implications

The draft Investment Policy (POL/6004.11) provides a framework for the investment of Singleton Council's funds at the most favourable rate of interest available at the time to maximise returns, while protecting the capital invested. Council holds approximately \$130 million in investments, as outlined in the Investment Report included as part of this Agenda. The return on these investments varies depending on prevailing interest rates and market conditions but earns Council in the order of \$1 million to \$8 million per annum.

Consultation

The revision of the Investment Policy involved consultation with Council's Investment Advisor.

The Investment Policy operates under multiple layers of legislation, regulations and guidelines and there is limited scope for variation. Given the limited scope to amend this policy and consistent with legislation, this Policy is not required to be placed on exhibition.

Sustainability

Council will assess the long-term value when making investment decisions with the aim to preserve the capital or the face value of the investment.

Risk Implications

The draft Investment Policy (Policy No. 6004.11) provides clear guidelines to assist Council meeting both its risk management and prudent personal objectives.

| Risk | Risk Ranking | Proposed Treatments | Proposed Risk Ranking | Within Existing Resources? |
|---|--------------|---------------------------|-----------------------|----------------------------|
| There is a risk that Council's Investment Policy is not current which may lead to financial loss and reputational damage. | Medium | Adopt the recommendation. | Low | Yes |
| There is a risk that Council is exposed to financial losses on investments due to credit threat and market volatility which will impact on Council's financial performance. | Medium | Adopt the recommendation. | Medium | Yes |
| Risk of not maximising returns on investments which will impact on Council's financial performance. | Medium | Adopt the recommendation. | Low | Yes |

Options

The following options are available to Council:

Option 1

1. Adopt draft POL/6004.11 - Investment Policy.
2. Rescind POL/6004.10 - Investment Policy.

Option 2

1. Not adopt draft POL/6004.11 Investment Policy and retain the existing policy.

Option one is recommended.

Conclusions

The Office of Local Government Investment Policy Guidelines requires Council to maintain and annually review an Investment Policy. This updated draft Policy (Policy No 6004.11) ensures that this requirement is achieved and ensures that Council maximises earnings from authorised investments within identified risk parameters.

Attachments

AT-1 [1](#) Attachment 1 - Draft POL/6004.11 - Investment Policy



INVESTMENT POLICY

Investment Policy | Finance

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

| | | | |
|-----------------------|--|--------------|-----------------|
| Policy No: | POL/6004 | Version: | 10 |
| Service Unit: | Finance | | |
| Responsible Officer: | Responsible Accounting Officer | | |
| Responsible Director: | Director Corporate & Commercial Services | | |
| Authorisation Date: | 9 December 2025 | Review Date: | 9 December 2025 |
| Minute No: | 180/24 | | |

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Policy Investment

1 Background

1.1 Title of the Policy and Commencement Date

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

1.2 Purpose of the Policy

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

2 Objective

2.1 Objectives and Coverage of the Policy

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

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

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

3 Application

3.1 Application of this Policy

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

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

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

4 Definitions

For the purposes of this policy:

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

5 Principles/Body

5.1 Authorised Investments

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

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

5.1 Risk Management Guidelines

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

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

5.1.1 Credit and Maturity Guidelines

Investments are to comply with the following risk management frameworks:

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

Overall Portfolio Credit Framework

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

| Long Term Credit Ratings | Portfolio Max % |
|-------------------------------|-----------------|
| AAA | 100% |
| AA | 100% |
| A | 60% |
| BBB | 40% |
| Non Rated ADIs | 10% |
| NSW TCorpIM Funds (not rated) | 30% |

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

Institutional Credit Framework

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

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

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

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

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

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

Term to Maturity Framework

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

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

5.2 Investment Strategy

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

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

5.3 Investment Advisor

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

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

5.4 Accounting

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

| | |
|--------|------------|
| Policy | Investment |
|--------|------------|

5.5 Safe Custody Arrangements

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

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

5.6 Performance Benchmarks

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

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

5.7 Reporting

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

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

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

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

6 Relevant Legislation

All investments are to comply with the following:

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

7 Document Information

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

7.1 Related Documents

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

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

Table 7-1 — Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Responsible Accounting Officer.

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

9 Monitoring

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

9.1 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This

Policy

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

9.2 Last Review Date

This Policy was last reviewed on **9 December 2025**.

10 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.

10.1 Breaches and Sanctions

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager. Any breaches of this Policy will be referred to the General Manager for appropriate action and reported to Council.

11 Document History

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

| Section | Date Amended | Author | Comments (e.g. reasons for review) |
|---------|--------------|-----------|---|
| General | 30/10/2025 | K McGowan | <ul style="list-style-type: none">• Annual review• Section 5.2.1 Credit and Maturity Guidelines: increase of Overall Portfolio Credit Framework Long Term Credit Ratings BBB rating from 30% to 40% and increase of Institutional Credit Framework Long Term Credit Rating A from 20% to 30% and BBB from 10% to 20%.• Added Investments Register Workbook as a related document |

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

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

DCCS49/25. Road Naming - Renaming of part of the New England**FILE:****Highway**

24/00362/001

Author: Geographical Information Systems Officer**Executive Summary**

The purpose of this report is for Council to consider the naming of the section of the New England Highway stretching from the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill. This section will become unnamed when the name New England Highway will move to the Singleton Bypass.

RECOMMENDED that:

1. Council endorse the road name Hilltop Road and call for public submissions on the proposed name for a period of 42 days, ending on 29 January 2026.
2. Council formally adopts the name Hilltop Road 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

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

Council endorsed on 19 August 2025 to seek community feedback to submit a proposed name. Council received twenty (20) names that complied with the NSW Addressing Policy and User Manual and the requirements of the Geographical Names Board.

Councillors were given a ballot paper to complete which resulted in the name Hilltop Road being chosen as the preferred name.

Transport for NSW have endorsed the use of the name, Hilltop Road, for the subject piece of road.

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

A map of the proposed Hilltop Road is provided in **Attachment 1**.

Community Strategic Plan

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

Council Policy/Legislation

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

Financial Implications

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

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

Consultation

Council promoted the naming opportunity through its website, social media channels, and direct letters to affected property owners. Community members were invited to submit proposed names via an online form, with a 28-day period provided for submissions. Twenty (20) eligible names were received, whereby the Councillors completed a ballot paper to determine the preferred name.

Transport for NSW has endorsed the proposed name Hilltop Road.

The proposal if endorsed by Council, will be advertised on Council's website, the Singleton Argus and Hunter River Times. The community will be given 42 days to provide submissions on the name.

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

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 that Council incurs legal implications and associated costs if we do not name in accordance with current processes. | Medium | Adopt the recommendation | Low | Yes |

Options

The following options are available to Council:

1. Council endorse the road name Hilltop Road and call for public submissions on the proposed name for a period of 42 days, ending on 29 January 2026.

Council formally adopts the name Hilltop Road 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

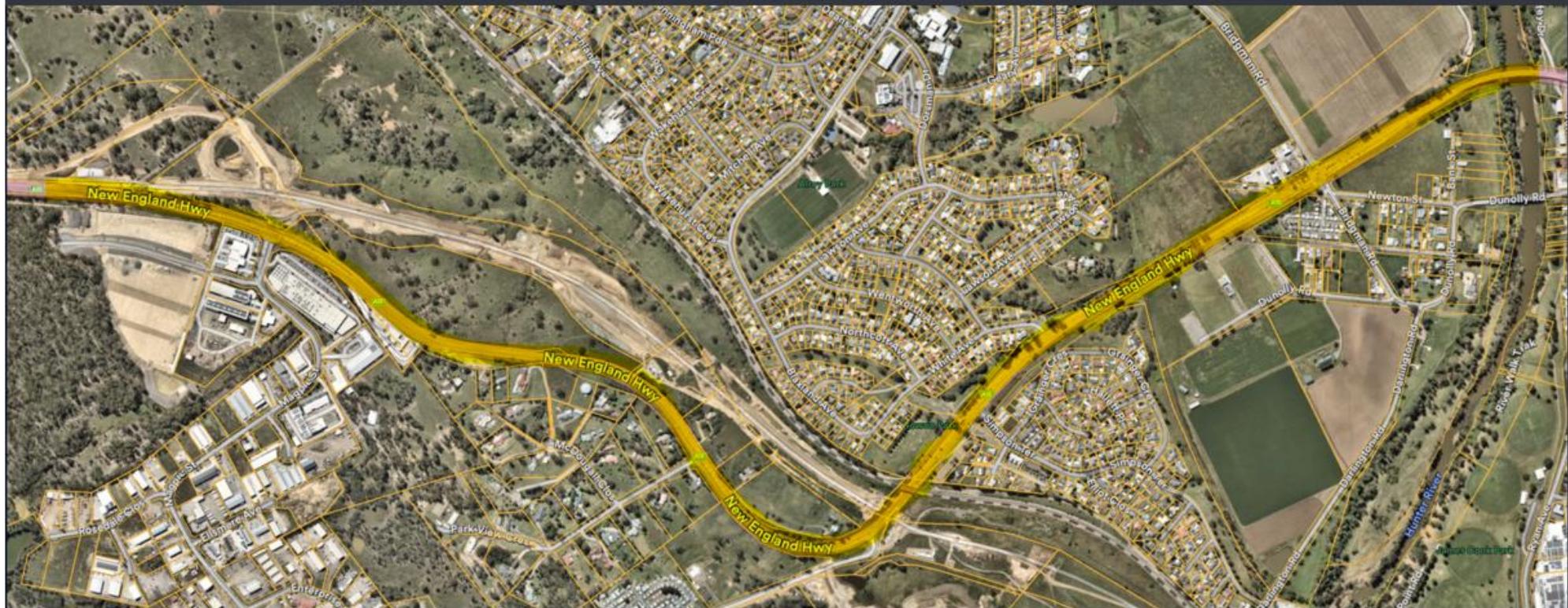
It is recommended that Council endorse the road name Hilltop Road and seek community consultation for 42 days, ending on 29 January 2026.

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 [!\[\]\(1db5354617fdc6eeb1c77e953d3d9c49_img.jpg\)](#) Map - Dunolly to McDougalls Hill

Location of the renaming – Dunolly to McDougalls Hill



DCCS55/25. Minutes - Singleton Community and Economic Development Fund Joint Management Board Meeting - 3 December 2025
Author: Executive Assistant - Directors

FILE:

25/00546/002

Executive Summary

The Singleton Community and Economic Development Fund Joint Management Board (CEDF-JMB) held an extra-ordinary meeting on 3 December 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration. Council is also requested to endorse the funding of one project.

RECOMMENDED that Council:

1. Notes the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting held on the 3 December 2025.
2. Approve an allocation from the Singleton Community and Economic Development Fund of \$287,400.40 for the continuation of the Singleton Skills and Employment Program.

Report

In September 2022, Singleton Council applied for Resources for Regions Round 9 grant funding to undertake the Singleton Skills and Employment Exchange (Program). The Program was identified as a critical need as the evolving Upper Hunter economy and mining closures are expected to significantly impact Singleton local jobs. The Program was designed to assist Singleton residents to access jobs and career advice, fee free skills development (traditional and micro credential courses) and connection to employers.

The Program was designed to support all Singleton residents including transitioning, return to work, youth, mature and vulnerable workers. The aim of the Skills and Employment Program is to support Singleton's transition from a mining-dependent economy to a more diverse and resilient future.

The Program identified job skills required (current and emerging), facilitated appropriate skills programs and connected local employers to those seeking work.

The Program generated the following deliverables:

1. A dedicated fixed term staffing resource within Singleton Council to provide for the delivery of the Program to the community of Singleton.
2. A central connection point between Singleton residents, training providers and local employers.
3. Connection and promotion of targeted skills and micro credential courses, enabling residents to be skilled to meet local employer needs.
4. Relationships with Registered Training Organisations and State training services to deliver tailored training programs in the Singleton LGA.

Corporate and Community Services - Report (Items Requiring Decision) - DCCS55/25

5. An online jobs board, employment and skills resource hub, enabling communication of available roles and desired skills to those seeking work across the Singleton LGA.
6. The Singleton Employment Network Forum,
7. Personalised 1:1 jobs and careers advice to Singleton residents.
8. A database of the jobs of the future in emerging industries and local community education on how to be future work ready.
9. Two Careers Expos specific to the local Singleton community.

Over 1200 people participated across all elements of the Program with increasing participation occurring each year. This highlights the importance of continuation, as well as the value of a locally led program. A detailed analysis of engagement is included in **Attachment 2**.

Singleton Council has advocated to both the State and Federal government for additional funding to continue this important program for our community. With the Net Zero Economy Authority precluding export coal mines from its remit, and the Future Jobs and Investment Authority yet to be stood up, the continuation of this Program is in limbo without immediate funding support.

It is proposed to seek a two (2) year extension to the Program through the Community Economic Development Fund, utilising the Community Economic Development Funds.

The following table identifies the funding sought for the two-year continuation of the Program:

| | Budget |
|--------------------------------------|---------------------|
| Administration | \$10,000.00 |
| General Operational Costs | \$1,550.40 |
| Salaries | \$234,000.00 |
| Office Rental Expense | \$7,200.00 |
| Marketing and Promotional activities | \$5,000.00 |
| Social media marketing | \$16,500.00 |
| Training and Workshops | \$10,800.00 |
| Printing & Stationary | \$2,350.00 |
| TOTAL (OVER TWO YEARS) | \$287,400.40 |

A summary report on the outcomes and deliverables of the initial Program is included at **Attachment 3**.

Community Strategic Plan

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

Council Policy/Legislation

- *Environmental Planning and Assessment Act, 1979*

Financial Implications

There is currently (as at 31 October 2025) \$6,808,638 in the CEDF. Annual interest is estimated to be \$350,000. Therefore, if this allocation (\$287,400) is approved on top of the budgeted \$275,000 for round five projects, there will be a slight reduction (\$212,400) in capital value of the funds.

Risk Implications

| Risk | Risk Ranking | Proposed Treatments | Proposed Risk Ranking | Within Existing Resources? |
|---|--------------|--------------------------|-----------------------|----------------------------|
| There is a risk that the completion of the Program will result in a lack of confidence in the tripartite approach to local transition and create further disengagement in the community, which may lead to reputational damage. | Medium | Adopt the recommendation | Low | Yes |
| There is a risk that the community will miss out on opportunities to develop the skills needed to support the transition, which may lead to reputational damage. | Medium | Adopt the recommendation | Low | Yes |

Options

The following options are available to Council:

1. a) Note the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting of 3 December 2025.
 - b) Approve an allocation from the Singleton Community and Economic Development Fund of \$287,400.40 for the continuation of the Singleton Skills and Employment Program.
2. a) Note the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting of 3 December 2025.
 - b) Not approve the funding request for the continuation of the Singleton Skills and Employment Program, from the Singleton Community and Economic Development Fund.

Option one is recommended.

Conclusions

It is recommended that Council notes the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting of 3 December 2025 and adopt the recommendation of the CEDF-JMB to allocate funding to the Singleton Skills and Employment Program.

Attachments

- AT-1** [!\[\]\(4a1cc1613a2d864ca34de2b73fb5c76e_img.jpg\) Minutes - Singleton Community and Economic Development Fund Joint Management Board 03122025](#)
- AT-2** [!\[\]\(85a643f6479c7a44c26be71d2275da25_img.jpg\) Economic Development Skills and Employment Dashboard](#)
- AT-3** [!\[\]\(11af3a52df8256b665eed0fbe410101d_img.jpg\) Brief Summary - Singleton Skills and Employment Program](#)

MINUTES

COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD

3:00PM - 3:30PM WEDNESDAY 3 DECEMBER 2025



| | |
|-------------------------|---|
| Present | Cr Sue George, Deputy Mayor (Chair) – Singleton Council Cr Godfrey Adamthwaite, Councillor – Singleton Council <i>Virtual</i> Ashley McLeod – Glencore Thomas Holz – Bloomfield Group <i>Virtual</i> Justin Fitzpatrick-Barr, General Manager – Singleton Council (Ex-Officio) |
| In Attendance | Dwight Graham, Director Corporate & Community Services – Singleton Council Mary-Anne Crawford, Manager Community Growth & Evolution – Singleton Council Kirsten Torrance, Executive Assistant – Singleton Council |
| Meeting Location | Committee Room & virtual via Microsoft Teams |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Cr Sue Moore (Mayor)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Community Economic Development Fund Joint Management Board meeting held on Wednesday 30 July 2025, were confirmed.

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

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Singleton Skills and Employment Program - Request for Funding Support

The Community Economic Development Fund (CEDF) Joint Management Board (Board) was provided a discussion paper to continue the Singleton Skills and Employment Program, which has previously been funded under the NSW Government's Resources for Regions initiative.

Justin Fitzpatrick-Barr, General Manager, provided an overview of the discussion paper, which was taken as read. Justin explained that the Singleton Skills and

MINUTES

COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
3:00PM - 3:30PM WEDNESDAY 3 DECEMBER 2025



Employment program supports the Novaskill initiative and lends itself to the goals of the CEDF and the intent of the Deed.

A Board member expressed concern around withdrawing these funds from the CEDF capital and believes co-contribution funding should be available for the program.

Recommendation:

That the Community Economic Development Fund Joint Management Board:

1. Support a recommendation to Council for funding, totalling \$287,400.40, to continue the Skills and Employment Program to be funded through the untied portion of the Community Economic Development Fund.
2. Receive six monthly reports on the delivery of the Skills and Employment Program to monitor the Program and its performance.

For the motion – Thomas Holz; Cr Sue George; Cr Godfrey Adamthwaite

Against the motion – Ashley McLeod

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

6 Other Business

Nil

7 Action List

Nil

8 Next Meeting

Thursday 18 December 2025, 1:00pm – 3:00pm

The meeting closed at 2:50pm.

Cr Sue George, Deputy Mayor
Chair



Events, Workshops and Services Participant Summary

Participants by Program and Year

| Program To Date | 2022 | 2023 | 2024 | 2025 |
|---|------------|-----------|------------|------------|
| 2022 White Card Course | 27 | | | |
| 2023 White Card Course | | 18 | | |
| 2024 Careers Expo | | | 350 | |
| 2025 Careers Expo | | | | 415 |
| AES Traineeship sessions with Kaya Kumpa | 5 | | | |
| Bright Futures - Panel Event | 39 | | | |
| Bright Futures - Training Skills | 56 | | | |
| IEPP Community BBQ | 3 | | | |
| Naidoc connections with IEPP | 21 | | | |
| Skills Training 1 - Construction Skills and Traffic Control | | 12 | | |
| Skills Training 2 - Hospitality | | 9 | | |
| Skills Training 3 - How to write a resume' and Cover Letter | | 1 | | |
| Skills Training 4 - Hospitality | | | 9 | |
| Skills Training 5 - Construction Skills and Traffic Control | | | 14 | |
| Skills Training 5 - Information Session | | | 22 | |
| Skills Training 6 - Hospitality Skills and First Aid | | | 14 | |
| SSaEN Meetings | | 90 | 105 | |
| Total | 151 | 18 | 462 | 579 |

Total Participants (2022 - 2025)

1210

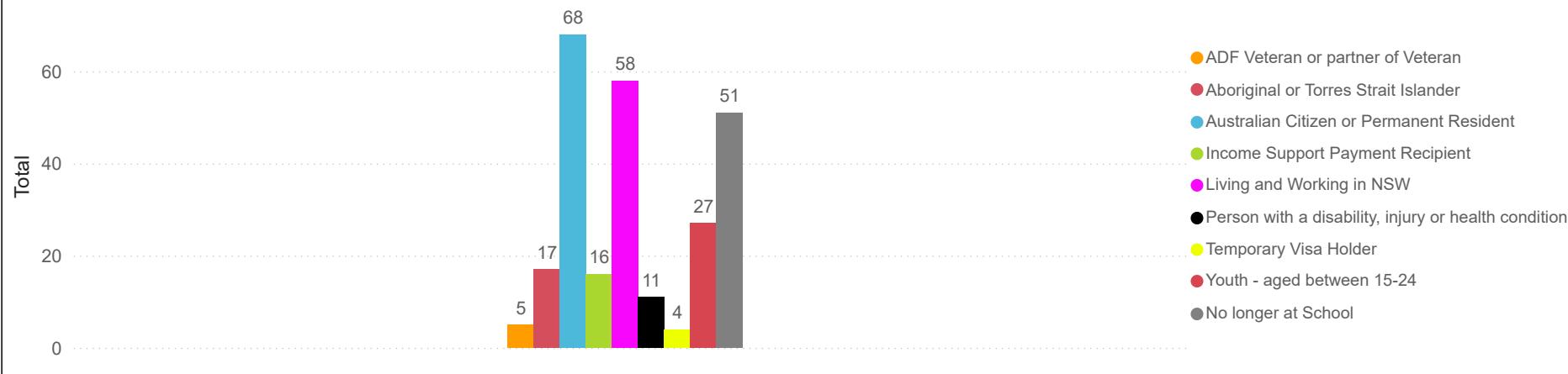


Jobseeker Demographics

Type of Jobseeker Support



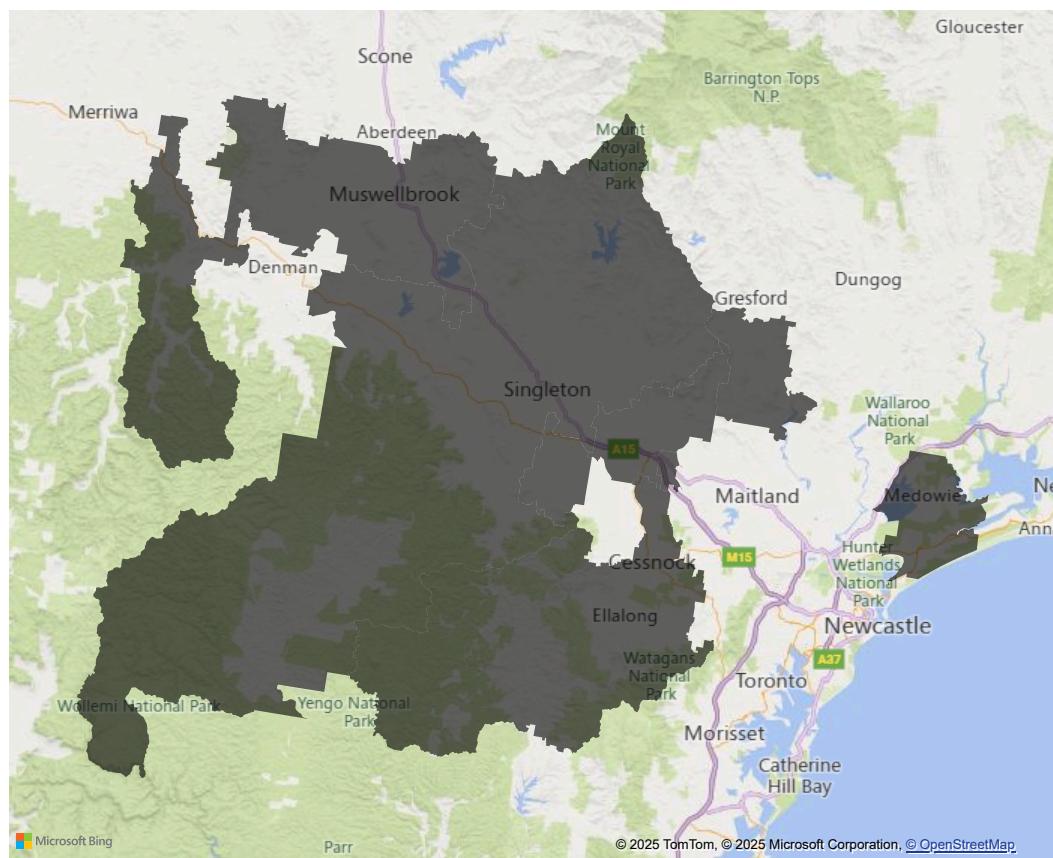
Demographic Categories of Jobseekers



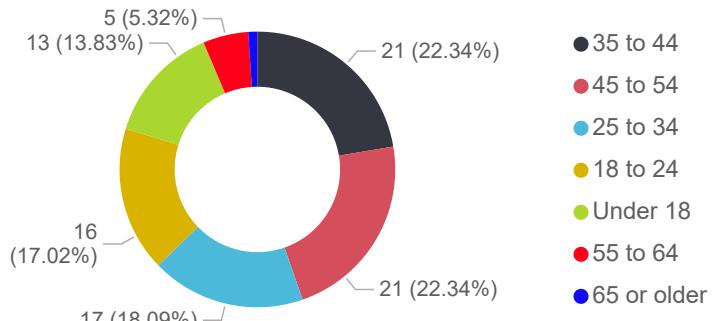


Jobseeker Demographics Continued

Location of Jobseekers

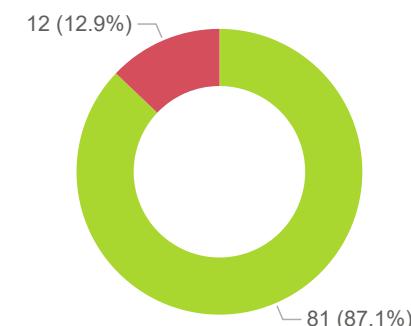


Jobseeker Age Summary



Links to Employment Service Providers (ESP)

● Not Currently linked with ESP ● Currently linked with ESP





Direct Jobs Secured Summary (known)

Jobs Secured 2022/2023 FY

19

Jobs Secured 2024/2025 FY

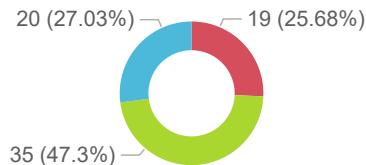
35

Jobs Secured 2025/2026 FY To Date

20

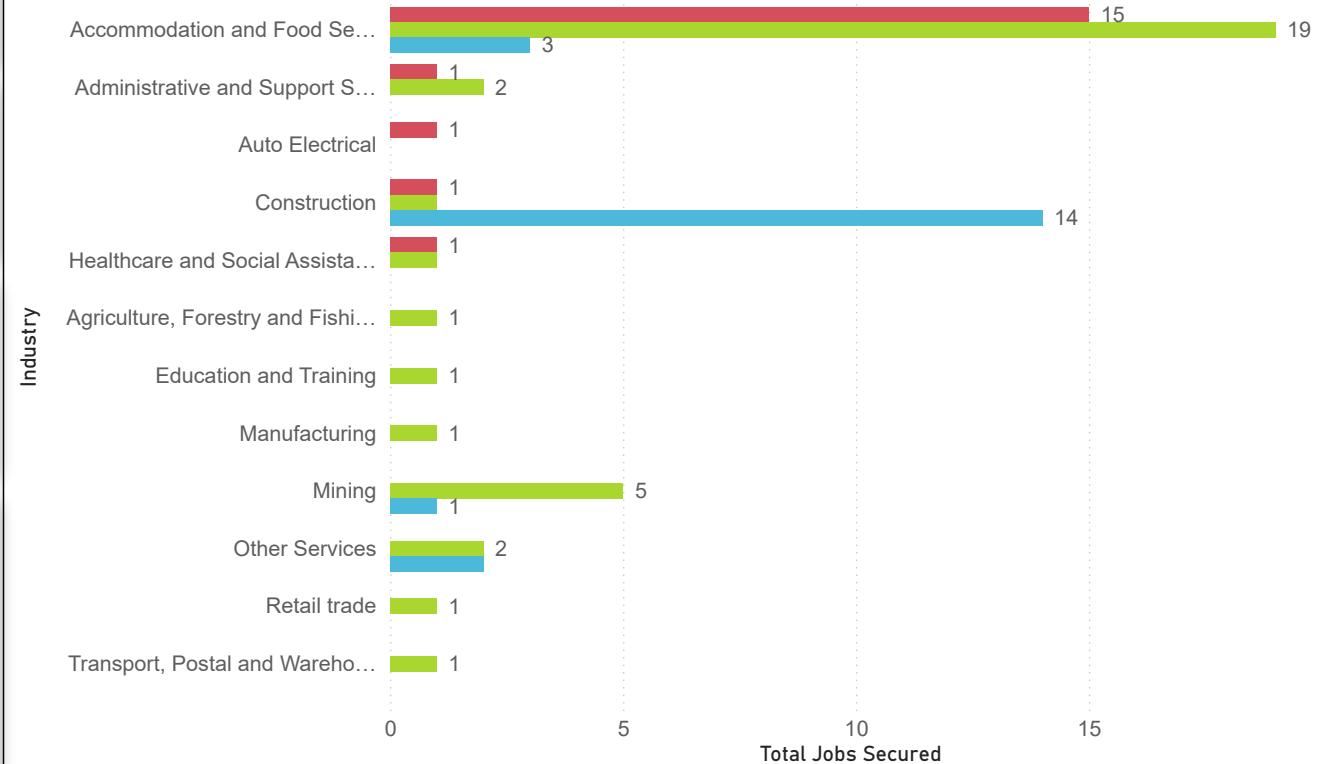
Jobs Secured Comparison by FY

● 22/23 ● 24/25 ● 25/26



Jobs Secured by Industry & Financial Year

● 2022/23 FY ● 2024/25 FY ● 2025/26 FY





| Overall Customer Experience (CX) Metrics Continued | | Survey Name |
|---|---|-------------|
| Survey Name | Comments | Survey Name |
| Singleton Skills and Employment Program - Feedback Survey | Good experience. Thank you for this opportunity given to me. | All |
| Singleton Skills and Employment Program - Feedback Survey | Great learning experience, was able to learn a lot and was very informative and interesting. | |
| Singleton Skills and Employment Program - Feedback Survey | Great trainer | |
| Singleton Skills and Employment Program - Feedback Survey | Hopefully there are other opportunities for training | |
| Singleton Skills and Employment Program - Feedback Survey | I enjoyed the course, I didn't have any bad experience. The course was great | |
| Singleton Skills and Employment Program - Feedback Survey | I learnt lot of new skills and training from this course. Thank you so much for the organizing this course. It was very helpful | |
| Singleton Skills and Employment Program - Feedback Survey | I loved this program. | |
| Singleton Skills and Employment Program - Feedback Survey | I want to specifically thank Kevin Lomax for his unwavering support. Not only did he help me to understand the mining industry a lot better - he also assisted me with understanding of like me that were coming from a completely different industry. Kevin even reworked my cv into a format used by the mining industry; I believe this got me noticed and led to an opportunity extremely supportive, professional, knowledgeable and kind. I find it extremely comforting to know there are programs like this, it really opens up the pathways into industries and even excuses, enabling you to tread this path and take responsibility for your career and development. Thank you again Kevin! | |
| Singleton Skills and Employment Program - Feedback Survey | It was a great experience and I learned new skills as it's very challenging but is worth it when you are working hard to achieve your goals in life. | |
| Singleton Skills and Employment Program - Feedback Survey | It was an extremely important skill set and great initiative by Singleton Council and all the entities involved in making this a successful and well delivered course. I enjoyed every aspect of the package such as the skill set I took part in has evolved into gaining successful employment that I can take away and draw on within the hospitality industry. Further, I would like to continue through the processes of enrolment and the effort he put in to engage with us daily and keep us informed on meeting prospective employers and organisations throughout the 2 week successful completion of training that will no doubt benefit the local community and all parties involved for future endeavours. | |
| Singleton Skills and Employment Program - Feedback Survey | Kevin is amazing! He helped me a lot and was very supportive. I am so lucky to have crossed paths with him. | |
| Singleton Skills and Employment Program - Feedback Survey | Totally great experience | |
| 2025 Singleton Careers Expo Stallholder Feedback | Big rush at the start - maybe stagger the school groups and only bring students who are interested in a role. A lot are just there to get out of school. | |
| 2025 Singleton Careers Expo Stallholder Feedback | It would have been good to wrap up at 5.30pm as it was very quiet after that. | |



2024 Singleton Careers Expo Attendee Feedback Survey Results Summary

Total Responses

14

Customer Satisfaction %
(Target 85%)

92.86

Effort Score



Net Promoter Score (Target 40)

57.14

Comments

Great job to singleton council, you got this right! Staff were fantastic helping us navigate our way.

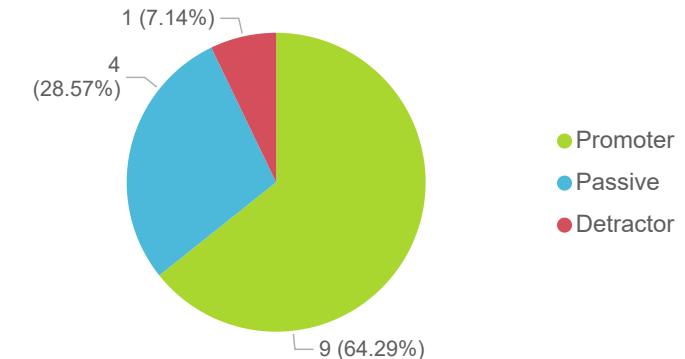
Have different industries present at the expo and not overly centralised on the mining industry.and having more industries in general present.

I went with for moral support with my nervous Husband. He is mature age and looking to enter the mining industry. We both thought the event was brilliant. Cannot praise it highly enough.

Kevie Lomax did an amazing job organising the careers expo and coordinating people from different works of life to be in one place for the young people of Singleton to meet and greet and get a better understanding of what employment opportunities we have near Singleton.

The event was organised very well. The way the stalls were set out made it easy to see and approach each stall. The organising team were available on the night to chat with and assist with introductions where needed.

NPS Category Breakdown





2025 Singleton Careers Expo Feedback Survey Results Summary

Total Responses

44

Customer Satisfaction % (Target 85%)

97.73

Effort Score



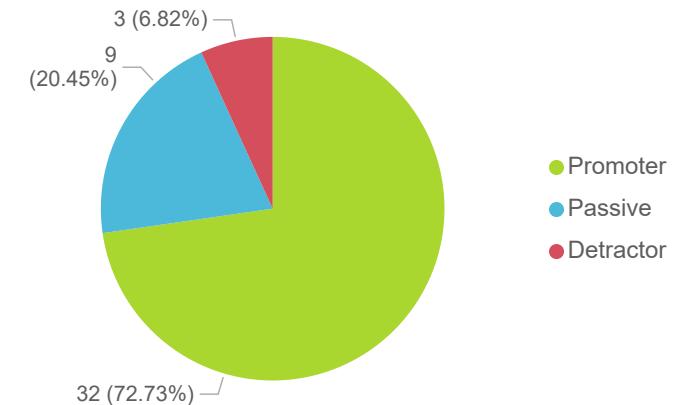
Net Promoter Score (Target 40)

65.91

Comments

Good experience with stalls and people here.
 Great idea. Good to connect with other agencies and companies
 Helpful people on stands
 Hosts were very cordial. Participating organisations shared all the necessary information. I kind of know now as to how to move forward.
 I thought it was amazing to see all the high school students genuinely looking for a career path
 I was looking for a career change but not in trade. Couldn't find any help in that as those other professions were not there. I am interested to speak to potential employers not just training organisations.
 Kevin did an incredible job of pulling together the day. Very well organised and a highly interactive event. Well done to all involved.
 The Singleton Careers Expo was very impressively organised and a great platform for students seeking apprenticeships, training pathways, and entry-level opportunities. The stallholders were approachable and informative, and the overall atmosphere was welcoming and supportive. However, as an experienced professional, I found limited options relevant to mid-to-senior level careers.
 Including more employers or agencies catering to experienced individuals would make the event even more inclusive and valuable for a broader audience.

Net Promoter Score Category Breakdown





2024 and 2025 Combined Singleton Careers Expo Feedback Survey Results Summary

Total Responses

58

Customer Satisfaction %
(Target 85%)

96.55

Effort Score



Net Promoter Score (Target 40)

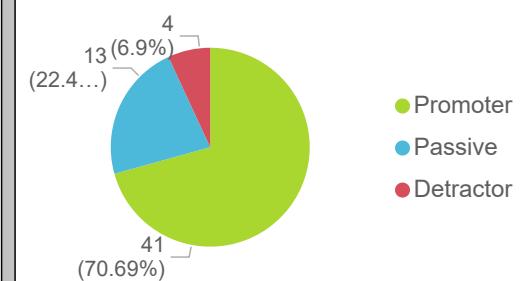
63.79

Survey Name

Comments

| | |
|--------------------------------------|---|
| 2024 Singleton Careers Expo Feedback | Great job to singleton council, you got this right! Staff were fantastic helping us research our future career paths. |
| 2024 Singleton Careers Expo Feedback | Have different industries present at the expo and not overly centralised on the major industries in general present. |
| 2024 Singleton Careers Expo Feedback | I went with for moral support with my nervous Husband. He is mature age and I both thought the event was brilliant. Cannot praise it highly enough. |
| 2024 Singleton Careers Expo Feedback | Kevie Lomax did an amazing job organising the careers expo and coordinating people from different industries in one place for the young people of Singleton to meet and greet and get a better understanding of the opportunities we have near Singleton. |
| 2024 Singleton Careers Expo Feedback | The event was organised very well. The way the stalls were set out made it easy to move around. The organising team were available on the night to chat with and assist with introducing us to different industries. |
| 2025 Singleton Careers Expo Feedback | Good experience with stalls and people here. |
| 2025 Singleton Careers Expo Feedback | Great idea. Good to connect with other agencies and companies. |
| 2025 Singleton Careers Expo Feedback | Helpful people on stands. |
| 2025 Singleton Careers Expo Feedback | Hosts were very cordial. Participating organisations shared all the necessary information to move forward. |
| 2025 Singleton Careers Expo Feedback | I thought it was amazing to see all the high school students genuinely looking for opportunities. |
| 2025 Singleton Careers Expo Feedback | I was looking for a career change but not in trade. Couldn't find any help in that regard. |

Net Promoter Score Category Breakdown





2025 Singleton Careers Expo Attendance Summary

2025 Singleton Careers Expo Total Attendees

415

Total Registered Attendees

228

Total High School Student Attendees

79

Total Stallholder Staff Attendees

102

Total VIPs (Including Councillors)

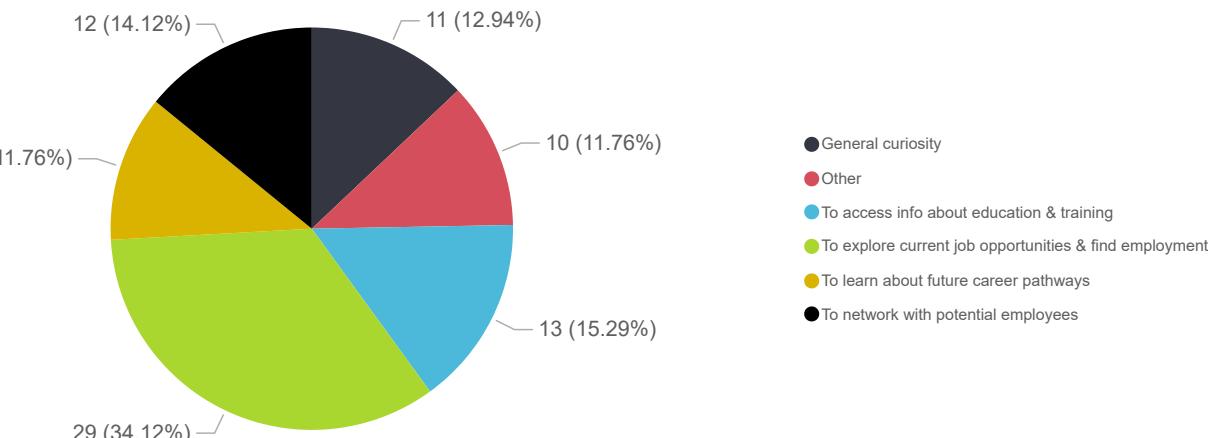
6

Total Attendees Comparison

● 2025 ● 2024



Reason for Attending





2024 Singleton Careers Expo Stallholder Feedback Survey Results Summary

Total Responses

23

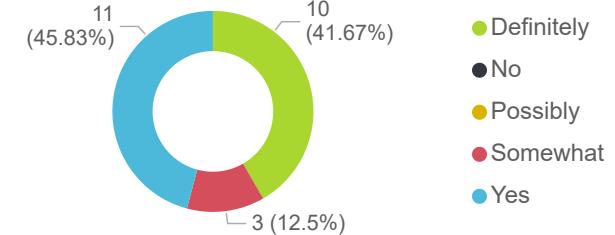
Stallholder Satisfaction %

100.00

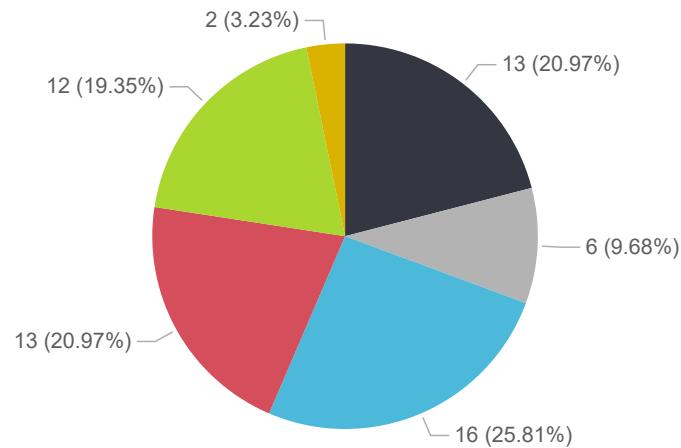
Net Promoter Score
(Target 40)

47.83

Were Positive Connections Made?



Reason for Attendance



- To grow our network with other local organisations
- To support local jobseekers as a service provider
- To engage with local youth & promote future career path...
- To share information regarding education & skills trainin...
- To promote current job opportunities & find employees
- Other



2025 Singleton Careers Expo Stallholder Feedback Survey Results Summary

Total Number of Stallholders

17

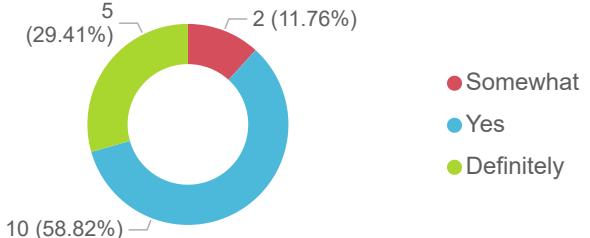
Stallholder Satisfaction %

100.00

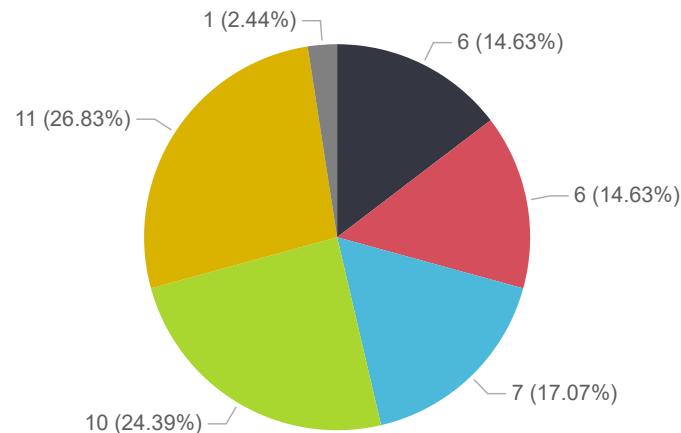
Net Promoter Score
(Target 40)

35.29

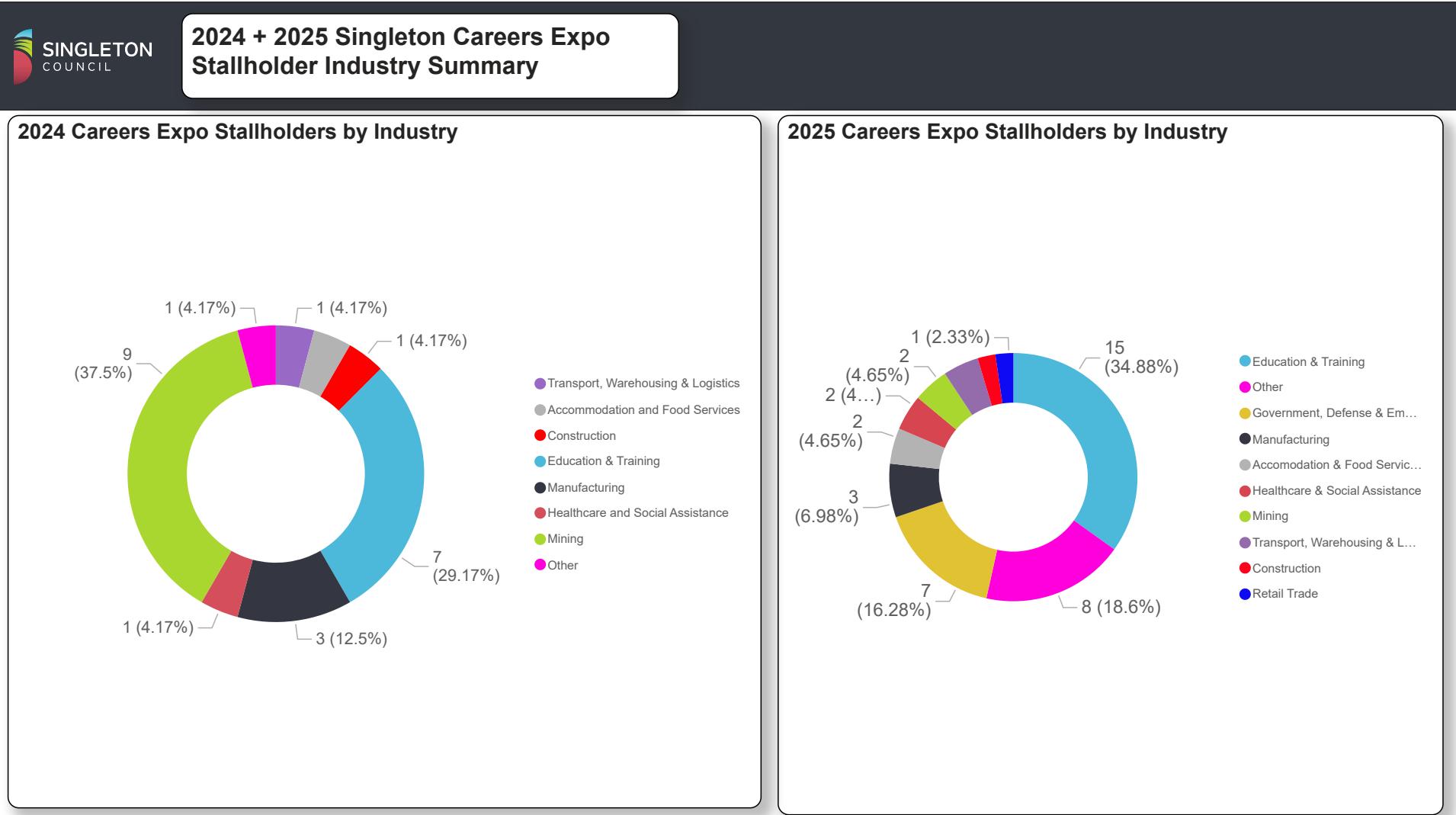
Were Positive Connections Made?



Reason for Attendance



- To support local jobseekers as a service provider
- To share info about education & skills training
- To promote current job opportunities & find employees
- To grow our network with other local organisations
- To engage with youth & promote career pathways
- Other



Summary: Singleton Skills and Employment Program

Introduction

This summary report outlines the implementation, outcomes, and evaluation of the Singleton Skills and Employment Program, funded under the NSW Government's Resources for Regions initiative. The program aimed to support Singleton's transition from a mining-dependent economy to a more diverse and resilient future.

Program Overview

The Singleton Skills and Employment Program delivered tailored skills training, established a central hub for skills and employment information, and fostered partnerships with local employers, training providers, and community organisations. The program exceeded participation targets and achieved high satisfaction rates.

Program Objectives

- Facilitate access to career, training, and employment opportunities.
- Support economic diversification and community prosperity.
- Provide fee-free skills development and direct employer connections.
- Engage all residents including youth, mature workers, and vulnerable groups.

Program Delivery

The program delivered:

- Central connection point between residents, training providers, and employers.
- Micro-credential and tailored skills programs.
- Online local jobs board.
- Employment network forums and careers expos.
- Personalised career advice and mentoring.

Stakeholder Engagement

Stakeholders included Federal and State government departments, regional training services, employment service providers, community organisations, and schools.

Regular forums and the Singleton Skills and Employment Advisory Network facilitated collaboration and reduced duplication of local efforts.

Program Activities and Outcomes

Activities included:

- Short Skills Training in construction, hospitality, and job hunting.
- Two Careers Expos with over 700 community attendees and 80+ stallholders.
- Quarterly Employment Network Forums.

- 1-on-1 career coaching and mentoring.
- Collaborative events with local employers and training providers.

Costs

The Program budget was \$242 000 over two years and was funded under round 9 of the NSW Government's Resources for Regions initiative.

The program delivered all its objectives under budget.

Evaluation and Impact

Evaluation methods included participation data, satisfaction surveys, Net Promoter Score (NPS), and stakeholder feedback.

- Total Responses: **133**
- Satisfaction rate: **98%**
- Effort score: **4.6 / 5**
- NPS: **65 / 100**
- Direct employment outcomes (known): **35**
- High engagement and positive employment outcomes.

Lessons Learned and Recommendations**Successes:**

- Relationships between Federal, State and Local Government
- Strong stakeholder collaboration.
- High satisfaction and employment outcomes.
- Effective Employer Connect activities.

Challenges:

- Sustaining stakeholder engagement.
- Adapting to labor market changes.
- Managing 1-on-1 Careers Coaching expectations.

Recommendations:

- Explore staffing resource.
- Explore additional funding sources.
- Continue stakeholder forums.

Conclusion

The Singleton Skills and Employment Program successfully met its objectives and contributed to Singleton's overall economic resilience. Insights from the programs final report will inform future initiatives within the Singleton region.

DI&P71/25. Mount Thorley Warkworth Historic Heritage Conservation Fund - Heritage Advisory Committee - 15 August 2025
Author: Coordinator Planning & Development Services

FILE: 25/00199

Executive Summary

The Singleton Heritage Advisory Committee (SHAC) held its ordinary meeting on 15 August 2025. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

1. Note the minutes of the Heritage Advisory Committee Meeting held on 15 August 2025.
2. Adopt the following recommendation made by the Heritage Advisory Committee:

5.2 Mount Thorley Warkworth Grant Application Request - 42 - 44 George Street Singleton

That Council draws on the Mount Thorley Warkworth Historic Heritage Conservation Fund to support the following applications for Major Works (being the restoration of the building facade) for: 42 – 44 George Street, Singleton in the amount of \$30,000.00.

Report

The Singleton Heritage Advisory Committee held its ordinary meeting on 15 August 2025. The meeting minutes were received by Council on 16 September 2025 for information, however this report seeks Council determination on the following item considered by SHAC:

42 – 44 George Street, Singleton

In June 2025, Council received a grant application for 42 – 44 George Street, Singleton.

The grant application proposes the restoration of the building's façade.

The works are quoted to cost \$40,000 and the applicant seeks funding for \$30,000 to complete these works.

The application was reviewed by Council's Heritage Advisor and was deemed suitable for consideration.

SHAC recommends this application be supported and Council to draw on the Mount Thorley Warkworth Historic Heritage Conservation Fund in the amount of \$30,000.00.

Financial Implications

Nil.

Risk Implications

| Risk | Risk Ranking | Proposed Treatments | Proposed Risk Ranking | Within Existing Resources? |
|---|---------------------|----------------------------|------------------------------|-----------------------------------|
| There is a risk that Council will not support improving heritage items in accordance with the grant funding program, which could lead to community criticism and unwanted publicity and reputational damage to Council. | Medium | Adopt the recommendations | Low | Yes |
| There is a risk that significant building dilapidation occurs to heritage items causing increased safety hazards and reputational damage to Council. | Medium | Adopt the recommendations | Low | Yes |

Attachments

AT-1  Minutes - Singleton Heritage Advisory Committee - 15 August 2025

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 15 AUGUST 2025



| | |
|-------------------------|--|
| Present | Cr Sue George, Deputy Mayor (Chair) (Cr SG) Darrell Rigby - Heritage Advisor (DR) Fay Gray - Community Representative (FG) Brian Atfield - Community Representative (BA) Dain Simpson - Community Representative (DS) Stewart Mitchell - Community Representative (SM) George Zapletal - Community Representative (GZ) |
| In Attendance | Mary-Anne Crawford - Acting Director Infrastructure & Planning Services, Singleton Council (MAC) Vivian Waugh - Coordinator Development & Environmental Support Services, Singleton Council |
| Meeting Location | Committee Room |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies –
 - Lyn MacBain
 - Sarah Boyton – Acting Coordinator Planning and Development Services

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Heritage Advisory Committee meeting held on Friday 30 May 2025, were confirmed, noting matter arising from the minutes.

MOVED G Zapletal SECONDED D Simpson

4 Matters arising from the Minutes

- Note - Error in minutes with GZ & SM. Will be corrected in future minutes
- Correction to Minutes 30 May 2025 – Dain Simpson provided Broke Walk Brochure

5 Agenda Items

5.1 Singleton Heritage Advisors Report - August 2025 FILE:25/00199
Executive Summary

The purpose of this report is to provide the Singleton Heritage Advisory Committee with the Heritage Advisors report for August 2025.

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 15 AUGUST 2025



Discussion

- DR – On line series about building materials used on heritage properties
- ASHA Conference 24-26 September Devonport Tasmania
- National Conference for ICOMOS – Ballarat
- ICOMOS best known in Australia for Burra Charter
- MTW grant application process
- 1316 Glendonbrook - Impacts of current codes and safety. Rural Fire Service requirements for asset protection can impact heritage outcomes.
- SM – Does subdivision require licence for RFS
- DR – brief overview of process. Licence not required. Ultimately no impact.
- DS – Does it affect heritage gardens?
- DR – It can
- 85 Glendon Lane – Wedding Chapel – window works
- MAC – Great example of adaptive use of a heritage building
- DS – In an original position?
- MAC – Yes still original design
- DR – Particular site was originally unsympathetically modified. New owners have used for original purpose. Only concern about changing windows. Council visited site. Glass will be taken out glass put in and heritage glass put back in.
- MAC - building code allows for performance standards
- DR – When you have a Council with proactive approach to heritage positive things happen
- 88 George Street – Carport in back yard no issues
- Lambkin Street Subdivision – Old report on Aboriginal Heritage. Surface water moves artifacts as a result can't rely on old reports.
- 54 Castlereagh Street – Carport
- Broke War Memorial colours
- DS – Report back from Committee said to look at colours. Currently white and green. Community looking for lighter colour. Probably fits better for setting.
- DR – DS hit on important thing in heritage, community preference
- MAC – Anything needed from Council?
- DS – we have Council approval
- DR – Currently working on CMAPP project with mapping
- Mount Leonard Hayshed – Works finished as suggested by the committee. Good project, proponent wanted to fix the Hayshed
- DR – Hayshed photos – been labelled which bits are new. Shed has been straightened
- BA – Looks pretty good
- DR – Both sides of post have been braced
- SM – Concern that appearance has been changed

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 15 AUGUST 2025



- DR – all of original fencing has been kept
- GZ – Roof section has been replaced
- DR – Not part of this work, front part original structure back part has been added on in the past. Now safe to walk through and experience the hayshed. Ensures Mount Leonard Hayshed will be standing in future and can now be managed and maintained
- FG – Bypass went through heritage items removed. How can something be significant and something not?
- Cr SG – has to be determined to be of significance and included at local or State level.
- DR – One of the challenges of heritage – TFNSW conducted studies and assessments. Local Committees important.
- Opportunity with New LEP to make sure heritage items are documented to make sure heritage items are impact assessed.

NOTED

5.2 Mount Thorley Warkworth Grant Application Request
- 42 - 44 George Street Singleton **FILE:25/00199**

Executive Summary

Purpose:

The purpose of this report is to provide information to the Committee so that it can determine if it will support the application for grant funding under the Singleton Mount Thorley Warkworth Heritage Grants, and request Council to release funds for the repairs to the heritage listed buildings detailed below.

Discussion

- DS – What was the building?
- Cr SG – building and housing above. More professional offices
- MAC – Restoration works to façade front of building. Applicant seek \$30,000. The terms of the MTW Grant is that co contribution should be 50/50 in this case 75% has been requested. Darryl has deemed appropriate. Under grant programme Council expectation to have invoiced application. Council would consider important works especially with bypass and re-purpose of George St.
- GZ – Quality of people doing works, noting incident with Catholic Church
- MAC – If Committee has questions we can defer to another meeting
- SM – What is percentage?
- Cr SG – 75%, the Committee can say it should be 50/50 and it is up to the committee to decide if it can be approved and percentage
- DR – Overview of disbursement of funds. Needs doing as it is in the main street. Worthwhile investment noting there are no other projects proposed under the grant program at this point in time.

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 15 AUGUST 2025



- FG – Who owns the place
- Cr SG – Privately owned. We can decide in 2 parts, does the Committee support paying money? And how much does the Committee want to pay?
- SM – Does this set precedent
- Cr SG – No each application assessed on its own merit

SHACC88 That the Singleton Heritage Advisory Committee recommend to Council to draw on the /25 Singleton Mount Thorley Warkworth Heritage Grant to:

1. support an application for Major Works (being restoration of building facade) at 42 - 44 George Street, Singleton; and
MOVED Member Simpson **SECONDED** Member Gray
2. support funding in the amount of \$30,000.00
Moved Member Atfield **SECONDED** Member Simpson

CARRIED

**5.3 Singleton Local Environmental Plan 2013 - Schedule
5 FILE:25/00199**

Executive Summary

Attached for the Committee's information is the list of heritage items identified in Schedule 5 of the Singleton Local Environmental Plan 2013.

Discussion

- Cr SG list of heritage properties
- MAC – list over a decade old. Committee to review list to add or remove items to list. If it's not on the list then it will not be considered for new development.
 Heritage conservation areas and archaeological sites needs to be identified
- BA – Dalwood Homestead in Singleton?
- MAC – Yes
- DR – Problem with Dalwood homestead excised out of Pokolbin Estate. Advice to give homestead back to winery. Committee called Friends of Dalwood
- SM – Does Council any input into Cultural Aboriginal Sites on Mining Land
- MAC – Council is an advisory agency. Council can make submissions. No regulatory ability for council for State determined applications
- SM – Rely on concerns raised by local aboriginal people
- SM – Building under State Heritage listing, why are they included in list?
- MAC – Main reason is to have a complete list for applicants or someone wanting to buy a property. Also single source of truth for staff. Obligated by law to identify heritage items on planning certificates
- SM – Bulga Bridge State Heritage listed
- MAC – TFNSW asset. TFNSW responsible for any works on site.
- SM – Duplication not necessary
- MAC – Probably State Listed after 2013
- DR – No mechanism to update LEP

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 15 AUGUST 2025



- DS – would it be better to identify state listed
- DR – If State listed it will be automatically local listed
- BA – Jerrys Plain Anglican Church has been sold. Going to made into a function centre
- Cr SG – Do research to add sites
- DR SHAC should go through list prior to next meeting
- DS – Can state sites be added to list
- DR – Yes
- SM – Naming of Bulga Public School, copy of original list of original LEP . Possible typo . Problem with restoration of school site. Under management of local community. Concern, previous Council advice name couldn't be changed, intention to rename to Bulga Public School. Mount Lenord Public School doesn't exist. Problems in future, Crown Land treating it as Mount Leonard Public School. Documentation to verify that it is Bulga Public School would like it to be put forward.
- MAC – In order to amend the LEP we need the committee members to update the heritage item assessment template. Council wouldn't have issue for school to be referred to as Bulga Public School whilst we go through the process of LEP review.
- Cr SG – When we do new LEP it should say Bulga Public School
- DR – We can create a committee level internal itemised list as the committee review will be part of inventory list
- DS – If registered on heritage list does it impact eligibility for MTW grants
- MAC – No not at all
- SM – Presenting DA for Bulga Public School for restoration works – pushing at that stage to refer to be call Bulga Public School. No evidence that it was called Mount Leonard Public School.
- SM – Name of building irrelevant for planning purposes, as it is identified by lot and DP in the LEP and for DA. Encourage a pre-DA meeting before lodging.

NOTED

6 Other Business

- BA – Can organise trip to Wambo Homestead – current works
- Can be organised through the mine
- SM – If we give enough notice can be aligned with meeting
- FG – Buildings in Bathurst St – Caretakers cottage, what are restrictions on works?
- DR – In terms of heritage in heritage conservation area, structure subject to standard DA conditions
- FG – Could they pull it down?
- DR – Would need a DA which would be a red flag to Council
- SM – Photographs of heritage buildings. Possible tour of heritage buildings
- MAC – photos in Library

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 15 AUGUST 2025



- DR – New spreadsheet should have links to photographs
- GZ – heritage photos taken by
- DR – One chance to get list updated
- DS – Heritage area in George St, is there a post bypass strategy for heritage
- Cr SG – In contact with TFNSW
- MAC – Applied for grant with federal government for beyond the bypass
- DS – Will gardens be included
- DR – Trees already listed in the LEP

7 Action List

| Pulse/ Action No | Meeting Date | Action | Responsible Officer | Due Date |
|---------------------|-----------------|--|------------------------|------------------|
| | 15/08/2025 | Refer LEP heritage list to Aboriginal Advisory Committee for input | Sarah B | February 2026 |
| | 15/08/2025 | Committee members to review and provide feedback on LEP heritage list | Sarah B | Ongoing |
| | 15/08/2025 | Council to liaise with Brian Atfield regarding Committee site visit to Wambo Homestead – Brian to contact Wambo mine for a suitable date | Sarah B | 21 November 2025 |
| | 15/08/2025 | Council to contact Ray Robinson regarding access to photos of heritage items | Sarah B | 21 November 2025 |

8 Next Meeting

- 21 November 2025, 9:00am Council Committee Room

The meeting closed at 10.37am.

Cr Sue George, Deputy Mayor
 Chair

GM72/25. Minutes - Audit Risk and Improvement Committee - 18 November 2025
Author: Governance Officer

FILE:
25/00177/004

Executive Summary

The Audit Risk and Improvement Committee held its ordinary meeting on 18 November 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1  Minutes - ARIC - 20 November 2025

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



| | |
|-------------------------|---|
| Present | Paul Quealey (Chair) (PQ) (<i>virtual</i>) Meredith Caelli - Independent (MerC) Tony Harb - Independent (TH) (<i>virtual</i>) Cr Godfrey G Adamthwaite (GA) (<i>virtual</i>) |
| In Attendance | Justin Fitzpatrick-Barr - General Manager, Singleton Council (JFB) Melinda Curtis - Executive Director, Singleton Council (MeIC) Dwight Graham - Director Corporate & Community Services, Singleton Council (DG) Mike Duff – Director Infrastructure and Planning, Singleton Council (MD) Kelly McGowan - Chief Financial Officer, Singleton Council (KMc) Deb McDonald - Manager Integrated Risk, Singleton Council (DMc) (<i>virtual</i>) Aaron Malloy – Manager Waste and Circular Economy, Singleton Council (AM) (<i>virtual</i>) Andrew Henry – Acting Manager Development and Regulatory, Singleton Council (AH) Judy Malpas (O'Connor Marsden & Associates) - Internal Auditor (JM) (<i>virtual</i>) Erika Wagstaff – Governance Lead, Singleton Council (Minutes) |
| Meeting Location | Committee Room |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies -
 - Luke Malone - External Auditor
 - Cass Malone – NSW Audit Office

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Audit Risk and Improvement Committee meeting held on Wednesday 20 August 2025, were confirmed.

Note the amendment to the date of the next meeting, being 18 November 2025

4 Matters arising from the Minutes

- Nil

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



5 Agenda Items

5.1 Internal Audit Report - Waste Management FILE:25/00177/004

Executive Summary

The final internal audit report for the Waste Management function is attached for the information of the Committee.

The committee discussed the report and clarified the following:

- Three low risk items with recommendations have been approved by management.
- Although cash is an accepted form of payment, cash handling was not included in the scope of the audit.
- Following the completion of an additional cell the life of the current site is 15 years. Project design is complete. There is a masterplan currently at environmental impact statement approval stage which will give an additional 53 years.
- Emergency management plans – fire drills every 6 months, pollution reduction annual review as well as after every event.
- Future liability – working to determine pressure points and develop financial models for the long term financial sustainability of the site.

ACTION: Review incident investigation procedure, consider additional training needs for incidents to be closed within 5 days.

NOTED

5.2 Internal Audit Report - Development Compliance FILE:25/00177/004

The Committee was provided the final internal audit report for the Development Compliance function.

Cr Godfrey Adamthwaite joined the meeting, the time being 02:17 PM

The committee discussed the report and clarified the following:

- Large number of positives and strengths. 1 medium risk and 2 low risk areas of improvement.
- Scope of the audit did not specifically include fraud and corruption however found the process to be adequate.
- Conflicts of interest would be key item in scope of a Development Application audit, not in this audit.
- Compliance and enforcement activities are monitored via the document management system.
- Onus is on owner of the property to inform Council that the conditions have

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



been satisfied to obtain a final certificate.

ACTION Determine the proportion of interim certificates that are issued and not completed?

- The risk and liability to Council for the outstanding interim certificates.

ACTION: Determine whether the risk of liability of the interim certificates remaining incomplete is listed on the Risk Register and if not, ensure that it is.

- Resourcing and cross-training to manage the key-person risk in this function.

NOTED

5.3 September 2025 Quarterly Budget Review Statement FILE:25/00401

The purpose of this report is to present the September 2025 Quarterly Budget Review Statement (QBRs) to the Audit Risk & Improvement Committee.

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.

The committee discussed the report and clarified the following:

- Council on track for completion of a challenging Capital Works program.
- Depreciation relating to Waste Management Facility and Road revaluation will be reported in the December QBR
- OLG confirmed an error in the guidelines, cannot review ARIC against the IPPF. Wont be changed until the next review

MOVED Mr Harb **SECONDED** Ms Caelli that the Audit Risk & Improvement Committee:

1. Note the budgetary changes and the projected year end result presented in the September 2025 Quarterly Budget Review Statement.
2. Note the September 2025 Quarterly Budget Review Statement will presented to Council at the November Council Meeting.

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



5.4 Annual Risk Management Report - Waste & Circular Economy
FILE:25/00177/004

The Committee was provided an update on the annual Risk Management Report for 2024 for the Waste & Circular Economy business unit.

The committee discussed the report and clarified the following:

- Operational site, numerous inherent risk with customers and operational staff.
- Leachate management is an ongoing issue, consistent with neighbouring councils. Risk of environmental damage will always be moderate or higher due to the operations.
- 5 inherent risks are outside tolerance level, particularly fire, leachate management and legislative compliance. Batteries present an ongoing uncontrollable risk.
- Risk associated with poor internal communication has been mitigated via the inclusion of the position Coordinator Waste Management Facility.
- Outstanding actions are actively a work in progress.

NOTED

Andrew Henry left the meeting, the time being 2:59pm

Aaron Malloy left the meeting, the time being 3:01pm

5.5 Strategic Risk Register **FILE:25/00177/004**

Council's strategic risk register was provided for the information of the Audit, Risk and Improvement Committee.

The committee discussed the report and clarified the following:

- Environmental Risk Management Specialist position commenced late 2024, Development of the organisation Environmental Risk Management system is underway and whilst ever we continue to have incidents, we cannot reduce this risk ranking despite the effectiveness of the controls.
- Comprehensive review, reliance on the Managers for their knowledge of their area to identify the effectiveness of controls has resulted in a large number of partially effective controls, this is considered normal and beneficial.

Dwight Graham left the meeting, the time being 03:10 PM

Dwight Graham returned to the meeting, the time being 03:12 PM

NOTED

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



5.6 Corporate Compliance Calendar
Executive Summary

FILE:25/00177/004

The purpose of this report is to advise the Committee that the Corporate Compliance Calendar actions for 2025 / 2026 have been allocated to the appropriate officer in Pulse. All Compliance Calendar actions will be included in the Pulse report.

The committee discussed the report.

There were no questions from the committee.

NOTED

5.7 Service Reviews 2025-2029

FILE:25/00177/004

The Committee was provided with detail of the Service Reviews committed for completion within the duration of the Delivery Program, per meeting action ARIC25-23.

The committee discussed the report and clarified the following:

- Function selection involves consideration of the risks associated with the function and the offering of Local Government NSW offering the service review package

ACTION: Include in reports to ARIC: the scope of service reviews, completed service reviews and the analysis of how/why the functions were chosen.

NOTED

5.8 New Complaints Handling Policy

FILE:25/00177/004

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

The committee discussed the report and clarified the following:

- Previous feedback from ARIC and Leadership Team, resulted in further discussion with relevant staff and the current version being prepared for presentation to ARIC, request feedback from ARIC within 4 weeks, 15 December 2025. Aim to present to Council in February.

NOTED

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



5.9 Fraud and Corruption Prevention Plan **FILE:25/00177/004**

The purpose of this report was to provide an update regarding the recently completed review of the Fraud and Corruption Prevention Plan 2025 – 2028.

The committee discussed the report and clarified the following:

ACTION check the format for the communication of the completed or in progress actions from the Fraud and Corruption Prevention Plan 2025 – 2028 and ensure this is reported or highlighted to ARIC.

- Note 1 amendment to the plan, the annual stores stocktake is bi-annual stocktake not annual.

NOTED

5.10 ARIC Pulse Action Status Report - August 2025 to October 2025
FILE:25/00177/004

The Audit Risk and Improvement Committee were updated on the progress of actions recorded in Pulse for the following areas:

- Audit Risk & Improvement Committee Meeting Actions
- Audit Office Management Letter
- Internal Audit Actions
- Fraud and Corruption Prevention Plan
- Corporate Compliance Calendar Actions

The committee discussed the report

There were no questions from the committee

MOVED Ms Caelli **SECONDED** Mr Harb

That the Audit Risk and Improvement Committee note the status of Pulse actions for August 2025 to October 2025 and approved changing the due date for several items as detailed in the report.

6 Other Business

- Set the meeting dates for 2026
 - To be discussed and circulated to ARIC with a view to align with the QBR.

ACTION: Circulate 2026 date options to committee members.

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025



7 Action List

| Pulse/Action No | Meeting Date | Action | Responsible Officer | Due Date |
|-----------------|------------------|---|--|-----------------|
| ARIC25-24 | 18 November 2025 | Review incident investigation procedure, consider additional training needs for incidents to be closed within 5 days. | Manager Integrated Risk | 2 February 2026 |
| ARIC25-25 | 18 November 2025 | Determine, and report back to ARIC, the proportion of interim certificates that are issued and not completed. | Acting Manager Development and Regulatory | 2 February 2026 |
| ARIC25-26 | 18 November 2025 | Determine whether the risk of liability of the interim certificates remaining incomplete is listed on the Risk Register and if not, ensure that it is. | Acting Manager Development and Regulatory | 2 February 2026 |
| ARIC25-27 | 18 November 2025 | Include in reports to ARIC: the scope of service reviews, completed service reviews and the analysis of how/why the functions were chosen. | Integrated Planning and Reporting Specialist | 2 February 2026 |
| ARIC25-28 | 18 November 2025 | check the format for the communication of the completed or in progress actions from the Fraud and Corruption Prevention Plan 2025 – 2028 and ensure this is reported or highlighted to ARIC | Governance Lead | 2 February 2026 |
| | 18 November 2025 | Circulate 2026 date options to committee members | Governance Lead | 2 February 2026 |

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4.00PM TUESDAY 18 NOVEMBER 2025

**8 Next Meeting**

- 2026 dates to be circulated to committee with the aim of holding ARIC as close as possible to the Council meeting in line with Quarterly Budget Review reports.

The meeting closed at 3:54pm.

Minutes approved by email 2 December 2025, CM 25/89508

Paul Quealey
Chair

GM73/25. Minutes - Wambo Coal Singleton Hall of Fame Committee - 23 October 2025
Author: Executive Assistant

FILE: 25/00117

Executive Summary

The Wambo Coal Singleton Hall of Fame Committee held its meeting on 23 October 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [Minutes - Wambo Coal Singleton Hall of Fame Committee Meeting - 23 October 2025](#)

MINUTES
WAMBO COAL SINGLETON HALL OF FAME COMMITTEE
10:00AM THURSDAY 23 OCTOBER 2025



| | |
|-------------------------|--|
| Present | Cr Godfrey Adamthwaite (Chair) Peter Jaeger (Wambo Coal) (Virtual) Nicole Lonsdale (Manager Community Service Delivery) Melinda Curtis (Executive Director) Briony O'Hara (Coordinator Communication and Engagement) |
| In Attendance | Sam Calleja (Executive Assistant) |
| Meeting Location | Committee Room |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Cr Sue Moore (Mayor)

2 Disclosure of Interests

- Cr Godfrey Adamthwaite declared a non-significant, non-pecuniary interest in one of the nominations as his brother is married to the daughter of the nominee. He will abstain from voting on this nomination.
- Peter Jaeger declared a non-significant, non-pecuniary interest in one of the nominations as they are a supplier for Peabody. He will abstain from voting on this nomination.

3 Confirmation of Minutes

MOVED Mel Curtis **SECONDED** Peter Jaeger that the minutes of the Wambo Coal Singleton Hall of Fame Committee meeting held on Thursday 5 June 2025, were confirmed.

CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Consideration of Nominations

FILE:25/00117

The draft run sheet, nominations and criteria for selection were forwarded to the Committee for their consideration with the agenda.

ACTION: Peter Jaeger to confirm who will speak on behalf of Peabody

ACTION: Invite NAA to speak on behalf of previous inductees. If unavailable approach the Army Museum.

MINUTES
WAMBO COAL SINGLETON HALL OF FAME COMMITTEE
11:00AM THURSDAY 23 OCTOBER 2025



MOVED Briony O'Hara **SECONDED** Mel Curtis that the following individuals be inducted into the Wambo Coal Singleton Hall of Fame on Thursday, 20 November 2025:

| Name | Category |
|--------------------------|-------------------|
| John and Isabella Bailey | Community Service |
| Ron and Joan Stokes | Community Service |

CARRIED

6 Other Business

- Peter Jaegar provided an update on Peabody / Wambo:
As of 1 November, a structural change will take place within the Wambo component of the Peabody business. Peter Jaegar will finish with Peabody in February.
Peter will confirm with the new complex manager (commencing 1 November) whether they will act as the Wambo Coal Committee representative.
Peter will also confirm in the RSVP whether the new representative will attend the Wambo Hall of Fame event with him.
- Briony O'Hara to begin preparing speeches, certificates, induction booklet, photography and news release
- Invitations have been approved and will be sent tomorrow

7 Action List

| Meeting Date | Action | Responsible Officer | Due Date | Update |
|--------------|---|---------------------------|------------|--|
| 31/10/2024 | Review current agreement and prepare new agreement for 2026 onwards | Peter Jaegar + Mel Curtis | 23/10/2025 | Peter has confirmed this has been verbally approved and supported for next 3 years. Signed copy to be returned in the next 2-3 weeks |

MINUTES

WAMBO COAL SINGLETON HALL OF FAME COMMITTEE
11:00AM THURSDAY 23 OCTOBER 2025

| | | | | |
|------------|---|---------------|------------|--|
| 23/10/2025 | Confirm who will be speak on behalf of Peabody | Peter Jaegar | 7/11/2025 | |
| 23/10/2025 | Invite NAA to speak on behalf of previous inductees. If unavailable approach the Army Museum. | Sam Calleja | 7/11/2025 | |
| 23/10/2025 | Begin preparing speeches, certificates, induction booklet, photography and news release | Briony O'Hara | 7/11/2025 | |
| 23/10/2025 | Invitations to be sent to Special Guests, Previous Inductees and Nominees for 2025 | Sam Calleja | 24/10/2025 | |

8 Next Meeting

- Thursday 4 June 2026 – 11AM

The meeting closed at 11.13AM.

Cr Godfrey Adamthwaite
Chair

GM78/25. Anambah to Branxton Regionally Significant Growth Investigation Area (RSGA)
Author: Coordinator Strategic Planning**FILE:** 23/00274**Executive Summary**

The purpose of this report is to provide an update of the strategic planning process that has commenced for the Anambah to Branxton (A2B) Regionally Significant Growth Area (RSGA), which is identified in the Hunter Regional Plan 2041. The A2B RSGA is located at the convergence of the New England Highway, the Hunter Expressway, and the Main Northern Rail Line and includes parts of Cessnock, Maitland and Singleton Local Government Areas.

FOR INFORMATION

The Hunter Regional Plan 2041 identified a corridor from Anambah to Branxton as a Regionally Significant Growth Corridor (RSGA). This corridor is experiencing significant growth across multiple development fronts, with existing residential zoned land having a capacity to deliver up to an additional 15,000 homes. However, the RSGA is estimated to have potential to deliver between 65,000 and 100,000 additional dwellings over the longer term (40 plus years).

This area as a key location for housing and employment growth. The goal is to create well-connected, sustainable communities that align with infrastructure capabilities and investment.

In July 2024, a grant submitted by Cessnock City Council on behalf of the three councils was successful, securing almost \$4 million under the Commonwealth Housing Support Program (HSP) to deliver the outputs required for the current stage of the A2B RSGA strategic planning process. A Councillor briefing was also held in July 2024 on the project.

The three councils are working together and with key State Government agencies as part of a Project Working Group to progress the strategic land use and infrastructure planning required to enable the ongoing development pipeline to manage the envisaged growth within the RSGA.

The grant funds support the preparation of:

- Background technical studies to inform strategic land use and infrastructure decisions and establish the baseline for assessing future growth scenarios.
- A Structure Plan (report and maps) identifying the agreed long-term development outcome for the RSGA, to guide the sequenced planning of individual precincts in the next stage.
- An Infrastructure Delivery Plan outlining the prioritisation and sequencing of infrastructure needed to support ongoing growth.
- A program-wide Strategic Business Case to underpin future funding bids for critical infrastructure investment.

The technical studies will address the following matters:

- Biodiversity
- Bushfire
- Community and Social Infrastructure Needs
- Employment and Economic Analysis
- Flooding and Water Cycle Management
- Heritage Assessment
- Infrastructure Needs
- Odour, Air, Noise and Vibration
- Population and Dwelling Analysis
- Strategic Contamination
- Strategic Geotechnical and Mine Subsidence
- Transport Planning

A Structure Plan is currently being developed based on the outcomes of the technical studies including assessment or testing of various growth scenarios within future development across the RSGA and the infrastructure requirements to support this.

The Structure Plan will identify land suitable for development, outlining the distribution of residential densities within a range of housing types, areas for commercial and employment land uses, supporting public transport and community infrastructure, as well as land identified for the protection of identified environmental and cultural heritage values.

A draft Structure plan is expected to be reported to each Council in early 2026, with public exhibition expected in mid - 2026.

Attachments

There are no attachments for this report.

**GM79/25. Conference Report - Mayor Moore - 2025 ALGA
National Local Roads & Transport Congress**
Author: Executive Assistant

FILE:
24/00441/010

Executive Summary

Mayor Sue Moore attended the 2025 ALGA National Local Roads & Transport Congress in Bendigo from 11 – 12 November 2025. A copy of her report on the event is shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [!\[\]\(505b64dc74d4e36543281d6661b4e642_img.jpg\) Conference Report - 2025 Roads Conference – Bendigo -
Mayor Sue Moore](#)

Roads Conference – Bendigo

11–12 November 2025

Day 1 – Tuesday 11 November**Congress Opening**

- Welcome to Country
- Address by Mayor Andrea Metcalf (Andrea was obviously Mayor at the time program was printed as the next day a different person was voted as Mayor. Victoria doesn't popular elect their Mayors.)
- Address by ALGA President, Mayor Matt Burnett
 - 250 delegates attended from across Australia
 - Federal announcement: Road Funding Inquiry reinstated

Opening Session**Key Speakers & Themes****Cr Jennifer Anderson – President, MAV (Municipal Association of Victoria)**

- 87% of roads are managed by Local Government.

Mayor Matt Burnett

- Federal inquiry: strong need to **double Roads to Recovery funding**
- Ageing infrastructure significantly impacting communities

Senator Matt O'Sullivan – Shadow Assistant Minister

- Funding previously cut by former PM in July 2023
- Commonwealth originally covered 80% now more like 50%.
- Safety improvements require infrastructure upgrades
- Roads nationwide are deteriorating; government focusing on speed limit changes rather than fixing roads
- Long-term underinvestment needs structural solutions

Tom O'Dea – NBN

- Communications are essential during crises

Around the Grounds – First-Time Session

Representatives from MAV, LGNSW, LGANT, LGAQ, WALGA, LGASA

VIC / MAV

- per km funding option needed. 87% of roads managed by Councils.
- Procurement panels needed for road repair works

NSW

- 167,000 km of roads, 48% unsealed
- Cost-shifting impacting road funding
- Councils need input into speed management reviews

QLD

- 73 of 77 impacted by disasters in the past year

SA

- Enabling infrastructure for housing- financial sustainability and road investment are their issues. Freight bypass - network not designed for the traffic.

WA

- Challenges: natural disasters, clearing native vegetation, service relocations, cost escalation
- Seeking improved road funding agreements with the State - currently 30%.

TAS

- 52% sealed, 48% unsealed
- Heavy vehicle levies and funding issues
- Need better access to transport funding

NT

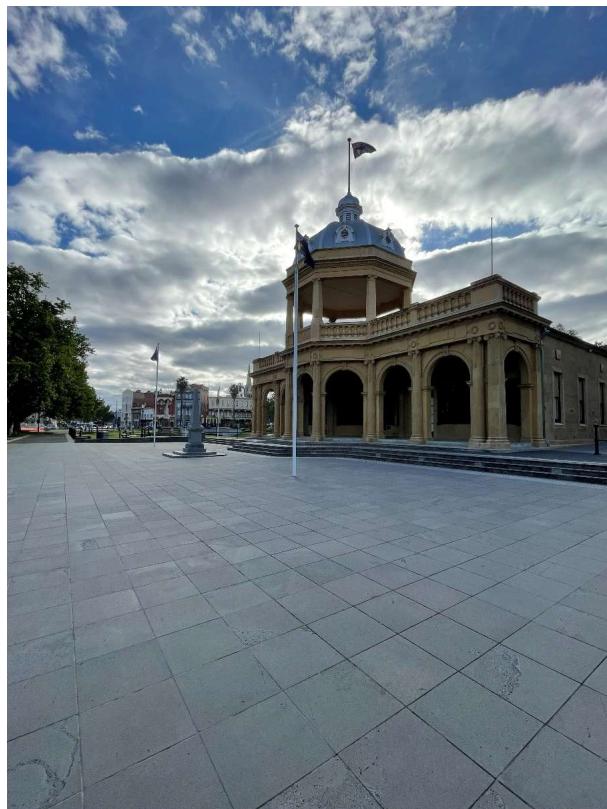
- Funding per km
 - Major cities: \$2,600/km
 - Remote: \$995/km
 - Very remote: \$772/km
- Social economic disadvantaged. Receive lowest funding
 - \$2,247 for most advantaged

- \$1,183 for most disadvantaged
- Funding reforms needed -structural disadvantaged and poor road network infrastructure.

Roads Australia – Movement and Place Framework

- Road safety issues driven by behaviour, distractions, increased traffic
- “We need public support” and what local councils can do to help.
- Ideal town layout is like a spider web- developers tend to break up the spider web into smaller webs - creating greater need for roads. Should build up rather than out- but acknowledged that is more sustainable for large regional towns.
- Maintenance planning should occur alongside capital works. Roads should be liabilities not an asset on budgets.

Remembrance Day observed with a minute's silence (image of the Bendigo War Memorial)



Road Funding & Maintenance Productivity – Panel Discussion**Speakers: Roads Australia, Transport Professionals & Higher Corporate Consulting**

Key points:

- Safety challenges tied to behaviour, cost, and network pressures
- We need public support - and what Councils can do to help.
- Ideal town layout is a spider web however many developers break up the spider web and create small webs which needs more road funding. Build up rather than out. Plan maintenance along with capital works (we do this already).
- Roads are liabilities not assets- should not be included as assets in Council budgets.
- Transport professionals- get involved in LG forums - limited funding growth - reforms take time- standards don't secure funding- uneven funding outcomes. Infrastructure isn't enough.
- “One Program – One Voice” approach recommended

Breakout Sessions followed after lunch.**Exhibition Area**

- Looking through the displays I found RACAS - the company who did our road surveillance work using a product called Shepherd.

AI for Smarter Transport Investment & Grants

- Grant applications should tell a compelling **community-focused story**

Afternoon Sessions

- Managing LG assets
- Path to Vision Zero (no new learnings for us)

Conference Dinner

Held at Bendigo City Hall – magnificent historic venue.

Day 2 – Wednesday 12 November**Keynote – Rupe Hoskins AM: The Human Side of Infrastructure**

- Shared examples of many situations both Australia and overseas where he brought forward the human aspects of building infrastructure.

The Hon Catherine King MP

- Key achievement: reinstating Infrastructure Australia
- 33 Million dollars was needed.
- Focus areas: productivity, liveability, sustainability
- More funds than ever before being invested into infrastructure. Over next decade 27 million to be spent over the country.
- Roads to Recovery remains a cornerstone program
 - Increasing by \$500 million by 2027–28
- Bridge and Black Spot programs remain application-based
- Road safety- speed limits in rural and remote roads- been on the agenda for quite some time to reduce deaths. Submissions recently closed -Consultation will inform Ministers of path forward.
- Re indexation for road maintenance funding directly for transport routes.
- The Minister does not like seeing money unspent on projects- need to get this out to projects in pipeline.
- Local government sustainability- looking forward to the recommendations from this study.

Questions Addressed

- *Active Transport Fund*: 100 million dollar fund- well over subsidised- undecided if it will continue- matter for next budget.
- *Inland Rail*: shock report pretty damning. Started building project without any firm directions on cost - accepted all findings of shock report. Beyond Parkes- no planning approvals in place.
- *FAG Grants*: 1% how does this equate to all other funds- don't really have a handle on how much money goes to LG. Community infrastructure currently over 1 billion over many community programs. Don't have a good handle on how much is already given to Councils. Looking for LG to deliver commonwealth supportive programs. Spoke of housing projects.
- *Road Safety*: 7.2 million into Bruce Hwy - shared responsibility. Road safety has many factors - people aspect- speeding drug taking dangerous driving - larger impacts.
- *Speed Limits*: federal government does not set limits. Matter for States and Territories. Should the model Australian road rules be changed- then it will be up to each state.

- *Active Transport*: reinstatement would again involve assessment. All new roads being built with ample pedestrian and cycleways.

Circular Economy in Road Construction

- Use of recycled materials (rubber, glass, plastics)
- Principles for responsible re-use
- Case studies on crushed glass, blended recycled products, and trials on unsealed roads

Breakout Sessions

- Behaviour change & road space reallocation
- Managing infrastructure & coastal erosion
 - Great Ocean Road: long-term challenges, potential inland relocation
 - Tweed Shire: erosion plans following several floods. State wide mutual wouldn't cover - Tweed had no flood cover. CEO and Council set out strategy to get flood cover back. Set out on plan to get there own flood maps from their own stories. Council relocated their depot. Anything that could be repurposed ie toilet block - removed chip board and raised power points above flood heights so that it can be simply hosed out after. Much like Rosepoint Park.
 - For community that can't get housing insurance- working with them for better outcomes. Looking into Unbundling insurance. Insurance companies use Go technology to look at every house. They work in best interests of their shareholders.

Afternoon Breakouts

- Transport planning in regional cities
- Freight logistics

Final Session – Roads Infrastructure & Funding (Melony Czajor, Assistant Secretary, Department of Infrastructure, Transport, Regional Development, communications, Sports and the Arts)

- Overview of infrastructure support programs.
- Councils need streamlined applications - build now - design for future. Homepage has a lot of information. IMS program will shut down in 8 days ahead of RMP open in 1st Dec. incorporating safer roads and old bridges program. 200

million each year - open all year round - heavy vehicle rest areas to support new and upgraded heavy vehicle areas.

- Black Spot Program – \$150M per year; \$3M per project; no co-funding. Funding eligibility under BSP.
- Roads to Recovery – up to \$1B per year
- \$4.4B total available nationally
- Feedback on unsuccessful projects.
- Black Spot Consultative Chair required

Flyers collected and provided to the General Manager.

Some conference presentations available online: [National Local Roads, Transport & Infrastructure Congress 2025](#)

Closing Remarks from the President

- Emphasis on collaboration, partnership, and long-term planning
- Reinforced the critical role of councils in funding advocacy

Thank You

- Thank you for the opportunity to attend.
- Bendigo was obviously a very wealthy town in gold mining hay days. Many grand old buildings are kept in reasonable condition today - viewing from the street. Bendigo has a population of over 129,000 quickly approaching 130,000.
- Shame the trams were undergoing work.
- Networking was great and I learnt a lot about challenges of other areas across the Country. Was great to hear firsthand of the funding opportunities.

Cr Sue Moore

Mayor

GM81/25. Conference Report - Mayor Moore - 2025 LGNSW Annual Conference
Author: Executive Assistant

FILE:
24/00441/013

Executive Summary

Mayor Sue Moore attended the 2025 Local Government NSW Conference in Penrith from 23 to 25 November 2025. A copy of her report on the event is shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1  LGNSW Annual Conference - Mayor Moore - Conference Report

LG NSW conference 2025 Penrith

I arrived Sunday afternoon and therefore didn't attend Sunday.

Hunter Joint Organisation dinner was organised as per previous years.

Very successful and well attended at by most Councils. A great night with about 35 attending. Several Councillors commenting how good it was to get together. Talking with Muswellbrook Mayor we both have a similar idea of how we can include all Councillors in some of the Joint Organisation advocacy discussions. I had a brief conversation with Kim (from HJO) over dinner as to how we could work this. First step however is to make sure all Mayors are comfortable with the idea.

Day 2

President Phyllis Miller opened the day and acknowledged the Welcome to Country from previous day.

Premier Chris Minns addressed the conference - some of his comments were - acknowledging the work of local government and in particular Councillors. Housing top of his list.

Conference officially opened by President Phyllis Miller - Start of consideration of business papers. This commenced with the opposition of standing orders. Took 15 mins to work through.

Lot of debate around financial sustainability and renewable energy and housing and affordable housing.

Some very interesting ones for us

Motion 11 - passed to have LGNSW to lobby for gravel quarry operations to be treated as mining operations.

Dungog was listed as submitting 2 of the motions more relevant for Singleton or Muswellbrook however I was sitting with Dungog Mayor so easily able to second.

Motion 44 - was listed from Singleton - unlocking regional prosperity through industrial land planning - Government fund place based strategies. No opposition or discussion.

By lunch time it was obvious to me that we were not going to get through the entire business papers. President did her best to hurry along discussion and amendments to the point where she had 3 motions of dissent against her rulings. 2 of the digital votes ended in an even 50% each way and that resulted in 2 casting votes all added to the drama of the day.

The day finished with 21 motions not considered by the members and these will be considered by the board. Our motion on Air Quality studies was one of these.

An interesting day. I walked through the trade exhibition several times - spoke to NBN - Tim O'Dea he spoke at Bendigo and was with David Crough who is a regular to our area. Very useful catch up.

Voting year for the LGNSW Board - good selection of candidates. Only one nomination for Treasurer- Mayor Adam Shultz from Lake Macquarie - no election needed.

Didn't attend conference dinner as they are too expensive and not entirely useful. Had dinner while networking with Dungog and Midcoast Councils.

All round an interesting Conference.

**GM80/25. Conference Report - Councillor Watson - 2025
Australian Local Government Women's Association
(ALGWA) NSW Conference
Author:** Executive Assistant

FILE:
24/00441/006

Executive Summary

Councillor Peree Watson attended the Australian Local Government Women's Association (ALGWA) NSW Conference in Griffith from 4 to 6 September 2025. A copy of her report on the event is shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Conference Report - 2025 ALGWA Conference - Councillor Peree Watson



Peree Watson

Singleton Councillor

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Report to Council

Conference: Australian Local Government Women's Association Conference

Date: 4-6 September 2025

Location: Griffith City

Overview

The conference aims to unite and inspire women in local government. As a first time councillor I will be thrilled to have the opportunity to attend and learn from women across the state about their local government experiences.

The theme for this year's event, was Taste the Inspiration, a very fitting theme for a conference held in the Riverina City of Griffith.

The conference content was certainly designed to motivate and empower the new councillors who attended but also encourage all to embrace fresh ideas and innovative approaches to leadership.

The 2025 ALGWA NSW Conference aimed for attendees to leave with the tools, motivation, and networks to lead with vision and resilience, shaping the future of local government and I am grateful for the experience.

Conference opening

President Penny Pederson opening the conference at an event that celebrated the multicultural joy of Griffith and its inspiration woman leaders.

A stirring welcome to country video was played that featured local first nations people of all ages, first in English then in language, on country and with a musical background, it was sensational. A similar welcome video specifically for Singleton should be investigated by the Singleton Council Aboriginal Reconciliation Committee.

The local Pukapukan community, from the northern Cook Islands, Puka Pukan Dance Group performed an exciting drum and dance welcome also.

Griffith winemaker Emma Norbiato, from Calabria Wines, spoke to the fact when she began to study winemaking the gender mix was 50/50 however only 10% of winemakers across the country are women.

Day 1

While women make up the majority of the current Singleton Council we cannot take this for granted. Minister for Women Jodie Harrison in her address women currently make up 40% of councillors across the state.



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LGNSW president Phylis Miller welcomed councillor delegates and also encouraged councils to send staff members to future conferences also. Phylis spoke to code of meeting practice changes and about the need for councillors to work as a team to produce the best outcomes for their communities.

The conference was MC'd by Alicia McKay, author of *Local Legends – Strategic Leadership in Local Government*, who was excellent.

Water Panel

In Griffith, the community and the economy rely on water access, and water was the theme for the first panel a panel discussion.

Panel members were:

- Zara Lowien – national Irrigation Council
- Helen Dalton- Independent Member for Murray
- The Hon. Sussan Ley MP- Leader of the Federal Opposition and Member for Farrer
- Nella Smith- Local Environmental Activist

Discussion centred on correct monitoring, farmers and environmental groups working together, the damage caused by carp and the role of local government.

Housing Panel

The housing crisis is front of mind for councils and communities across the state.

Panel members were:

- The Hon. Rose Jackson MLC – Minister for Housing, Homelessness, Youth and Water
- Cr Doug Curran – Mayor of Griffith
- Serena Hardwick – Business NSW

Discussion began with the need for housing not just as a necessity but also for community economic growth. A vacancy rate of 2.5% is required for sustainable housing.

What is the role of councils?

- All agreed that local council's role is vital in fixing the issue.
- Need to look at options that will include modern modular housing for solutions.
- Look at opportunities to create legacy of housing post worker accommodation for essential workers or social housing
- Forbes have provided land and built social housing (Phylis Miller best contact to discuss)
- Councils can look to debt defer as an incentive to development of different forms of housing



Peree Watson

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- Work with Homes NSW
- Develop Affordable Housing Scheme

De Bortoli Wines

Tour of De Bortoli Wines highlighted the enormous volumes of wine produced in the Riverina compared to our local Hunter Valley Vineyards

The tour also reiterated the must superior quality of our Hunter Valley wine.

Day 2

Banna Murals Walk/CBD Activation

Morning walk to view Griffiths murals, similar to those at Kurri Kurri, which were funded to as part of the Her Way Program. The activation was about woman safety when walking around the CBD and utilising public transport. \$1m budget.

Main features:

- Permanent community kiosk in main street to be utilised by community groups as a pop up for raffles, cake sales, activations
- Community consultation was undertaken through a series of "WALKSHOPS" where council staff went for a walk with community members to hear their thoughts on different parts of the CBD
- Public transport infrastructure like bus stops were built fit for purpose to accommodate strollers and also incorporate phone charging as this was identified as a major concern for young girls travelling alone that their phone would go flat
- Forde councillors on the walk spoke about their "AMAZING" signage which they installed to promote travellers to come into town to get a photo rather than bypass the town, built by a local construction firm and has proved to be a massive hit. Would be great to have





Peree Watson

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Councillor Wellbeing

Emma Broomfield held a councillor wellbeing session, with some very useful tips on how to look after yourself and your fellow councillors.

Youth

Shirine Nehme spoke to the conference and was an exceptionally impressive young woman.

Shirine is the 2025 Griffith Young Citizen of the Year and on the Griffith Youth Advisory Group.

Griffith Youth Advisory Group:

- Made up of 12 members
- Aged 12 to 24
- Meet every two weeks very casually to coordinate, have a group chat and an email chain
- Report to council 6 monthly
- Create events free of charge for youth
- Events held: A splash of colour, drive in movie, roller disco

It would be great to see Singleton form a similar group who work together with a small budget to deliver events focussed on the communities youth.

Action Items

- We must empower our young female council staff, attendance at next years conference by a staff member would be a great first step
- Other councils do it so much better than us when it comes to youth voices, we can do better, I would like to see Singleton Council allocate some budget and form a youth advisory group
- An iconic “item” in town that is insta popular can lead to increased visitation post bypass, lets get creative
- Investment in an impactful welcome to country video would be beneficial for Singleton for a variety of events

Thank you Singleton for the opportunity to attend this conference.

ED6/25. Conference Report - Councillor Watson - 2025 LGNSW Annual Conference
Author: Governance Lead

FILE:
24/00441/013

Executive Summary

Councillor Peree Watson attended the 2025 Local Government NSW Conference in Penrith from 23 to 25 November 2025. A copy of her report on the event is shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [!\[\]\(938a085945e82841c76ad854c72f5f22_img.jpg\) Conference Report - 2025 LGNSW Conference - Councillor Peree Watson](#)



Peree Watson

Singleton Councillor

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Report to Council

Conference: Local Government NSW Conference

Date: 23-25 November 2025

Location: Penrith

Overview

The Annual Conference is an opportunity for councillors to come together to share ideas and debate issues that shape the way LGNSW is governed and to vote on the advocacy items that will be undertaken by LGNSW on behalf of the local government sector.

Day 1

Professional Development Workshops: Affordable Housing Contribution Schemes for councils

I believe it's vital that Singleton Council develop a deliverable affordable housing strategy that serves our community's needs into the future and that is why I attended this session.

This session held on Day 1 of the conference was aimed at councillors with practical advice on how to establish an affordable housing scheme.

Examples of schemes where councils provided land, the local housing providers used debt/equity and Homes NSW bought the cash to deliver projects. The call from Homes NSW was we are here and we have funding, work with us.

Councils with clauses in their LEPs can make contributions to affordable housing contributions schemes a conditions of consent.

Advised to ensure you have the same policy settings as neighbouring councils if you have properties closely located being developed.

Vital to partner with local community housing provider (Home in Place in Singleton) who have tax incentives and specialist expertise.

It is recommended that these contributions are passed on the CHP and not sit on Council balance sheets. The schemes must be in place before any rezoning.

Affordable housing delivery is vital to ensure housing availability for a communities essential workers.

Plenary Session President's Welcome



Peree Watson

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Addresses by President Phyllis Miller OAM followed by the announcement of the winners of the AR Blewitt Awards, metro was won by Camden Council and the regional rural category by Leeton Shire Council.

Minister for Local Government the Hon. Ron Hoenig MP.

Minister Hoenig spoke to the updated Code of Meeting Practice and his overarching aim to provide maximum transparency for our community on decisions made by the council.

The banning of briefing sessions was the subject of much discussion by councillors in attendance. Minister Hoenig stated that the current sessions are not confidential unless specified.

As a previous Mayor the Minister stated that his intention is to make it easier for councillors to do their jobs.

The issue of attendance at Council meetings online however is very unpopular with regional councils particularly and LGNSW continue to advocate for changes to this particular item.

Hunter Joint Organisation Dinner

This dinner was a great opportunity to network with councillors from across the Hunter.

Day 2

ALGWA Breakfast

It was great to catch up with fellow Australian Local Government Woman's Association members for breakfast many of whom I met at the conference earlier this year.

Guest speaker for the breakfast was Karla Grant who spoke on *Resilience, Representation and the Power of Never Giving Up.*

Conference

Premier Chris Minns addressed the conference delegates and spoke of what has been delivered for the local government sector over the past two years. Particularly popular with councils across the state has been the "Fresh Start" program which has seen hundreds of fully funded apprentices working for councils with a \$250m state government investment.

The conference had 134 motions up for debate on the day which would determine the organisations advocacy agenda. Some motions included:

- The call for Federal Government Financial Assistance grants to be 1% of Commonwealth Taxation revenue was universally endorsed.



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- Goulburn moved a motion reclassify rating categories for quarries to be included in mining related category which was passed
- Newcastle Council's motions on local energy hubs and a just transition passed
- Lake Macquarie Council's streamlining of post mining land use pathways also passed
- Singleton's motion for Federal funding support for regional place strategies to release industrial lands passed
- Motions on affordable housing delivery were hotly debated but passed with amendments
- Importantly a motion was passed unanimously to prevent councils weaponising LGNSW membership against elected LGNSW Board members

Two motions required casting votes which caused quite the stir considering the large voting numbers.

Conference Dinner

Many councillors were recognised for their long service during the dinner.

Day 3

Had a few meetings with other councillors across the Hunter.

Plenary Sessions covered planning reforms and tourism.

New Board

Elections were held during the conference for the board.

I was so pleased for new president Darcy Byrne who I have gotten to know well, and also incoming treasurer Adam Shultz. Two new vice presidents were elected and the formidable Phyllis Miller will be joined by many new board members also.

I note outgoing President Miller and new President Byrne have together visited the PM since the conference to advocate on behalf of the sector.

Action Items

- Singleton needs housing diversity and Council can play a role in delivering that working with partners
- Developing a good working relationship with the local community housing provider is key

Thank you to all in Singleton for the opportunity to attend this conference.

ED5/25. Integrated Planning and Reporting documentation requirements and timeline - Combined Delivery Program + Operational Plan and Long Term Financial Plan

FILE: 25/00033

Author: Integrated Planning & Reporting Specialist
Chief Financial Officer

Executive Summary

The purpose of this report is to provide Councillors with an overview of the processes required by the Office of Local Government Integrated Planning and Reporting (IP&R) Framework for the review, update and adoption of the combined Delivery Program 2025 – 2029 and Operational Plan 2026/2027 and Long Term Financial Plan.

FOR INFORMATION

Consistent with the IP&R Framework, Council is required to complete an annual review and update of the Long Term Financial Plan (LTFP) and combined Delivery Program 2025 – 2029 and Operational Plan 2026/2027 (DPOP), including the budget and Statement of Revenue Policy. The 2026/2027 Operational Plan actions as adopted in the combined DPOP 2025 – 2029 will only be amended where essential and significant amendments will be presented in the relevant Council meeting report per the timeline tabled below.

To ensure the documents are prepared in line with all legislative requirements, Council staff have developed the timeline tabled below which includes adequate time to complete the requirement of public exhibition of the documents for a minimum of 28 days and submissions received during the process to be considered during finalisation and adoption.

Council is required to adopt the draft IP&R documentation by 30 June 2026 in accordance with legislative requirements under the *Local Government Act, 1993*.

Timeline:

| Date | Task |
|----------------------------|---|
| Commencing 01/11/2025 | Internal workshopping and document review and updates. |
| 17/03/2026 | Council meeting report. Report to be included on agenda, requesting endorsement of the draft DPOP and LTFP for public exhibition. Report to note significant changes made to the documents and reasons for the changes. |
| 18/03/2026 – 14/04/2026 | 28 days public exhibition period. |
| 14/04/2026 – 01/05/2026 | Public exhibition feedback to be considered and incorporated into the documents before finalisation. |
| 19/05/2026 | Council meeting report. Report to be included on agenda, requesting endorsement of the draft DPOP and LTFP. Report to provide log of feedback received during public exhibition and detail of how feedback was considered and incorporated where possible. |
| 30/06/2026 | Statutory deadline for endorsement of DPOP and LTFP and notification made to OLG. |

Attachments

There are no attachments for this report.

56. Investment Report - November 2025**FILE: 25/00405****Author:** Finance Officer - Treasury
Chief Financial Officer**Executive Summary**

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

FOR COUNCIL'S INFORMATION**Report**

For the last 12 months to 30 November 2025, the investment portfolio returned 6.28% versus the bank bill index benchmark's 4.04%.

Council's total portfolio of investments was \$131.967 million with an additional \$4.214 million held in Council's operational account, as of 30 November 2025.

Without marked-to-market influences, Council's investment portfolio yielded 4.26% 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 November, Council had \$3.9m in deposits mature and Council invested a total of \$5.25m during the month. These new investments are detailed in the following table:

| Amount | Investment Type | Period | Rate |
|-------------|--------------------|-----------|-------|
| \$1,000,000 | Term Deposit | 210 Days | 4.36% |
| \$2,000,000 | Floating Rate Note | 1096 Days | 4.57% |
| \$750,000 | Floating Rate Note | 1104 Days | 4.70% |
| \$1,500,000 | Floating Rate Note | 1461 Days | 4.69% |

The NSW TCorpIM Long Term Growth Fund recorded a loss of -0.32% (actual) for the month of November. This result is reflective of the decreases seen across the Australian share market, which has caused a negative effect. However, pleasingly the fund has had a 5.97% overall client return result to Council for this financial year to date.

Council has a well-diversified portfolio invested predominantly among a range of term deposits and senior ranked bonds from highly rated Australian bank issuers. Council also has exposure to growth classes, including listed property and international and domestic shares, via NSW TCorp's Long Term Growth Fund. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes. However, short-term fluctuations should be expected.

Corporate and Community Services - Report (Items for Information) - DCCS56/25

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 November 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 - November 2025

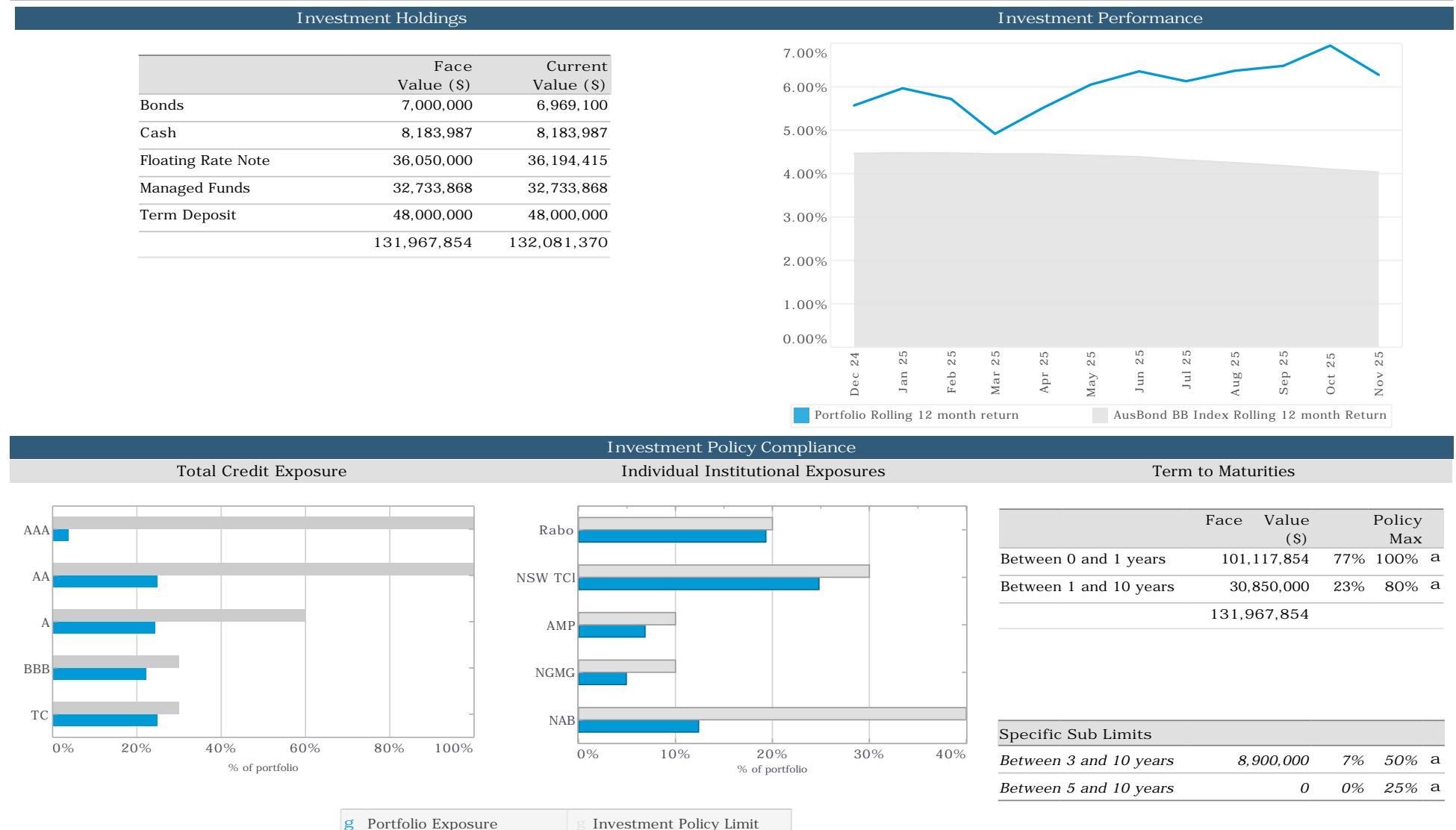


Investment Summary Report
November 2025



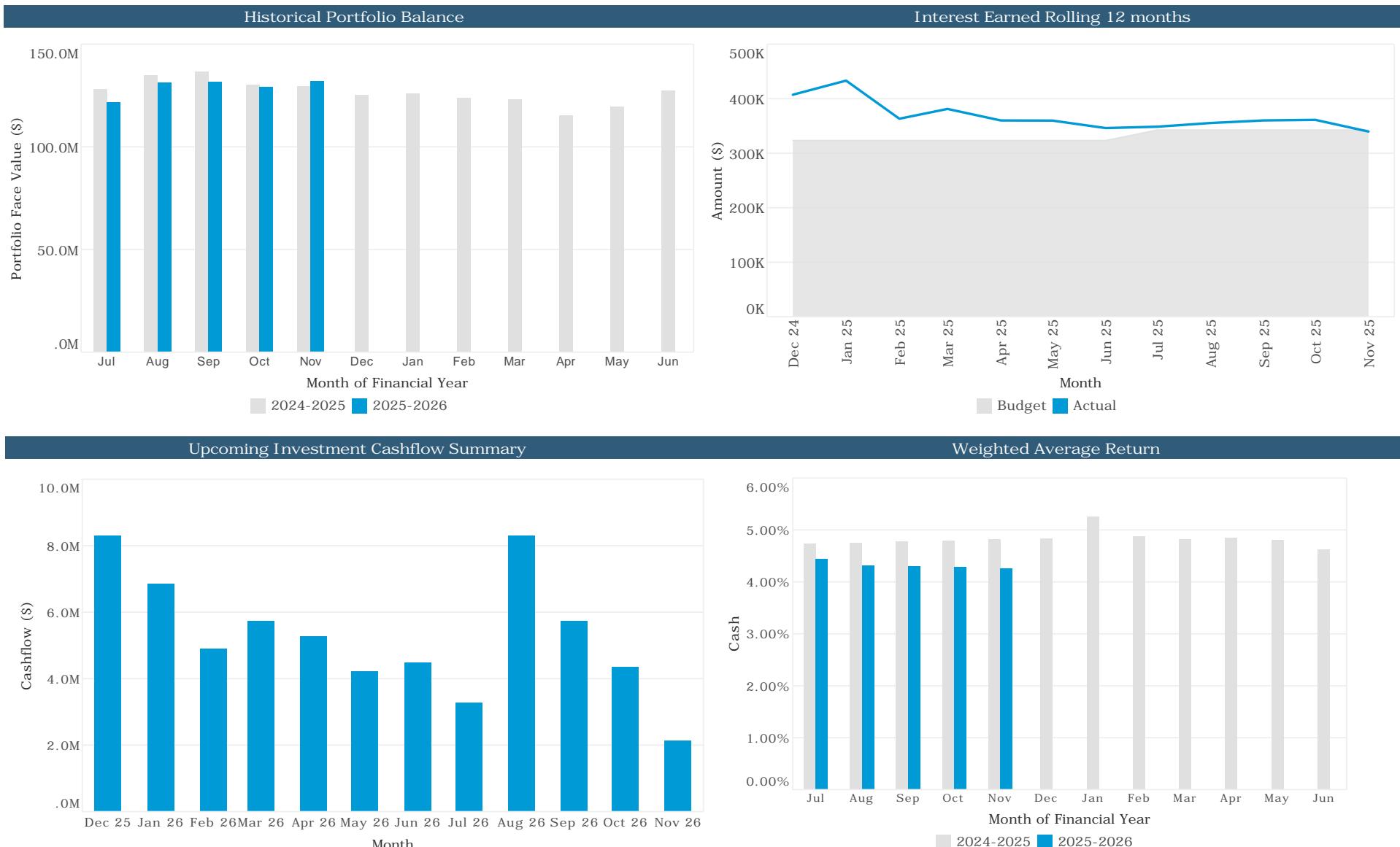
Singleton Council

Executive Summary - November 2025



Singleton Council

Executive Summary - November 2025



Singleton Council

Investment Holdings Report - November 2025



Cash Accounts

| Face Value (\$) | Current Rate (%) | Institution | Credit Rating | Current Value (\$) | Deal No. | Reference |
|-----------------|------------------|-------------------------|---------------|--------------------|----------|-------------|
| 1,254,764.07 | 4.2500% | AMP Bank | BBB+ | 1,254,764.07 | 540079 | 31d Notice |
| 1,982,810.16 | 3.9000% | Macquarie Bank | A+ | 1,982,810.16 | 540145 | Accelerator |
| 4,946,412.52 | 3.7000% | National Australia Bank | AA- | 4,946,412.52 | 546234 | Prof Acct |
| 8,183,986.75 | 3.8328% | | | 8,183,986.75 | | |

Managed Funds

| Face Value (\$) | Monthly Return (%) | Institution | Credit Rating | Funds Name | Current Value (\$) | Deal No. | Reference |
|-----------------|--------------------|-----------------|---------------|-----------------------|--------------------|----------|-----------|
| 32,733,867.69 | -0.3157% | NSW T-Corp (LT) | TCL | Long Term Growth Fund | 32,733,867.69 | 544559 | |
| 32,733,867.69 | -0.3157% | | | | 32,733,867.69 | | |

Term Deposits

| Maturity Date | Face Value (\$) | Current Rate (%) | Institution | Credit Rating | Purchase Price (\$) | Purchase Date | Current Value (\$) | Deal No. | Accrued Interest (\$) | Next Interest Date | Reference |
|---------------|-----------------|------------------|--------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|--------------------|-----------|
| 4-Dec-25 | 2,000,000.00 | 4.3500% | Bank of Queensland | A- | 2,000,000.00 | 5-Jun-25 | 2,042,665.75 | 546137 | 42,665.75 | At Maturity | |
| 4-Dec-25 | 2,000,000.00 | 4.3700% | Rabobank Australia | A | 2,000,000.00 | 2-Jun-25 | 2,043,580.27 | 546106 | 43,580.27 | At Maturity | |
| 17-Dec-25 | 1,000,000.00 | 4.1700% | Rabobank Australia | A | 1,000,000.00 | 23-Jul-25 | 1,014,966.30 | 546282 | 14,966.30 | At Maturity | |
| 18-Dec-25 | 1,000,000.00 | 4.3000% | AMP Bank | BBB+ | 1,000,000.00 | 24-Jul-25 | 1,015,315.07 | 546286 | 15,315.07 | At Maturity | |
| 18-Dec-25 | 2,000,000.00 | 4.3800% | Rabobank Australia | A | 2,000,000.00 | 26-Jun-25 | 2,037,920.00 | 546212 | 37,920.00 | At Maturity | |
| 8-Jan-26 | 500,000.00 | 4.3000% | AMP Bank | BBB+ | 500,000.00 | 6-Aug-25 | 506,891.78 | 546308 | 6,891.78 | At Maturity | |
| 8-Jan-26 | 1,000,000.00 | 4.7500% | Bank of Queensland | A- | 1,000,000.00 | 20-Mar-25 | 1,033,315.07 | 545941 | 33,315.07 | At Maturity | |
| 13-Jan-26 | 3,000,000.00 | 4.3000% | AMP Bank | BBB+ | 3,000,000.00 | 12-Aug-25 | 3,039,230.14 | 546330 | 39,230.14 | At Maturity | |
| 29-Jan-26 | 2,000,000.00 | 4.9500% | AMP Bank | BBB+ | 2,000,000.00 | 29-Jan-25 | 2,082,997.26 | 545757 | 82,997.26 | At Maturity | |
| 5-Feb-26 | 500,000.00 | 4.3000% | Rabobank Australia | A | 500,000.00 | 6-Aug-25 | 506,891.78 | 546307 | 6,891.78 | At Maturity | |
| 5-Feb-26 | 2,000,000.00 | 4.4500% | Rabobank Australia | A | 2,000,000.00 | 9-Jul-25 | 2,035,356.16 | 546249 | 35,356.16 | At Maturity | |
| 10-Feb-26 | 2,000,000.00 | 4.3400% | Suncorp Bank | AA- | 2,000,000.00 | 11-Jun-25 | 2,041,140.82 | 546156 | 41,140.82 | At Maturity | |
| 19-Mar-26 | 2,000,000.00 | 4.2700% | Rabobank Australia | A | 2,000,000.00 | 5-Jun-25 | 2,041,881.10 | 546135 | 41,881.10 | At Maturity | |
| 26-Mar-26 | 1,000,000.00 | 4.1500% | Westpac Group | AA- | 1,000,000.00 | 28-Aug-25 | 1,010,801.37 | 546390 | 10,801.37 | At Maturity | |

Singleton Council

Investment Holdings Report - November 2025



| Maturity Date | Face Value (\$) | Current Rate (%) | Institution | Credit Rating | Purchase Price (\$) | Purchase Date | Current Value (\$) | Deal No. | Accrued Interest (\$) | Next Interest Date | Reference |
|---------------|-----------------|------------------|-------------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|--------------------|-----------|
| 8-Apr-26 | 2,000,000.00 | 4.7500% | National Australia Bank | AA- | 2,000,000.00 | 7-Feb-25 | 2,077,301.37 | 545780 | 77,301.37 | Annually | |
| 16-Apr-26 | 1,000,000.00 | 4.2000% | Rabobank Australia | A | 1,000,000.00 | 4-Sep-25 | 1,010,126.03 | 546423 | 10,126.03 | At Maturity | |
| 30-Apr-26 | 2,000,000.00 | 4.1500% | Rabobank Australia | A | 2,000,000.00 | 5-Jun-25 | 2,040,704.11 | 546136 | 40,704.11 | At Maturity | |
| 7-May-26 | 2,000,000.00 | 4.3000% | Rabobank Australia | A | 2,000,000.00 | 8-Oct-25 | 2,012,723.29 | 546661 | 12,723.29 | At Maturity | |
| 21-May-26 | 2,000,000.00 | 4.2700% | Suncorp Bank | AA- | 2,000,000.00 | 16-Jun-25 | 2,039,307.40 | 546169 | 39,307.40 | At Maturity | |
| 4-Jun-26 | 1,000,000.00 | 4.2500% | Rabobank Australia | A | 1,000,000.00 | 1-Aug-25 | 1,014,205.48 | 546297 | 14,205.48 | At Maturity | |
| 11-Jun-26 | 1,000,000.00 | 4.3600% | Rabobank Australia | A | 1,000,000.00 | 13-Nov-25 | 1,002,150.14 | 546839 | 2,150.14 | At Maturity | |
| 9-Jul-26 | 1,000,000.00 | 4.2000% | Rabobank Australia | A | 1,000,000.00 | 19-Jun-25 | 1,018,986.30 | 546183 | 18,986.30 | Annually | |
| 23-Jul-26 | 2,000,000.00 | 4.0800% | Rabobank Australia | A | 2,000,000.00 | 26-Jun-25 | 2,035,322.74 | 546209 | 35,322.74 | Annually | |
| 6-Aug-26 | 2,000,000.00 | 4.1800% | National Australia Bank | AA- | 2,000,000.00 | 4-Sep-25 | 2,020,155.62 | 546422 | 20,155.62 | Annually | |
| 13-Aug-26 | 1,000,000.00 | 4.1300% | Westpac Group | AA- | 1,000,000.00 | 22-Aug-25 | 1,011,428.22 | 546375 | 11,428.22 | At Maturity | |
| 10-Sep-26 | 1,000,000.00 | 4.2300% | Rabobank Australia | A | 1,000,000.00 | 9-Jul-25 | 1,016,804.11 | 546250 | 16,804.11 | Annually | |
| 23-Sep-26 | 1,000,000.00 | 4.1000% | National Australia Bank | AA- | 1,000,000.00 | 24-Jul-25 | 1,014,602.74 | 546285 | 14,602.74 | Annually | |
| 23-Sep-26 | 2,000,000.00 | 4.2000% | National Australia Bank | AA- | 2,000,000.00 | 10-Sep-25 | 2,018,871.23 | 546463 | 18,871.23 | Annually | |
| 26-Nov-26 | 2,000,000.00 | 4.0800% | Rabobank Australia | A | 2,000,000.00 | 26-Jun-25 | 2,035,322.74 | 546210 | 35,322.74 | Annually | |
| 10-Dec-26 | 1,000,000.00 | 4.2300% | Rabobank Australia | A | 1,000,000.00 | 9-Jul-25 | 1,016,804.11 | 546251 | 16,804.11 | Annually | |
| 25-Mar-27 | 2,000,000.00 | 3.9500% | Rabobank Australia | A | 2,000,000.00 | 26-Jun-25 | 2,034,197.26 | 546211 | 34,197.26 | Annually | |
| 48,000,000.00 | | | | | 48,000,000.00 | | 48,871,965.76 | | 871,965.76 | | |

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 | 2,526,392.61 | 540982 | 25,394.03 | 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 | 1,513,583.03 | 541879 | 12,848.03 | 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 | 1,216,676.01 | 544801 | 6,538.41 | 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 | 1,007,215.68 | 542004 | 4,125.68 | 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 | 2,023,140.56 | 545154 | 9,028.56 | 30-Jan-26 | |
| 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 | 1,007,517.37 | 541918 | 7,497.37 | 23-Dec-25 | |

Singleton Council

Investment Holdings Report - November 2025



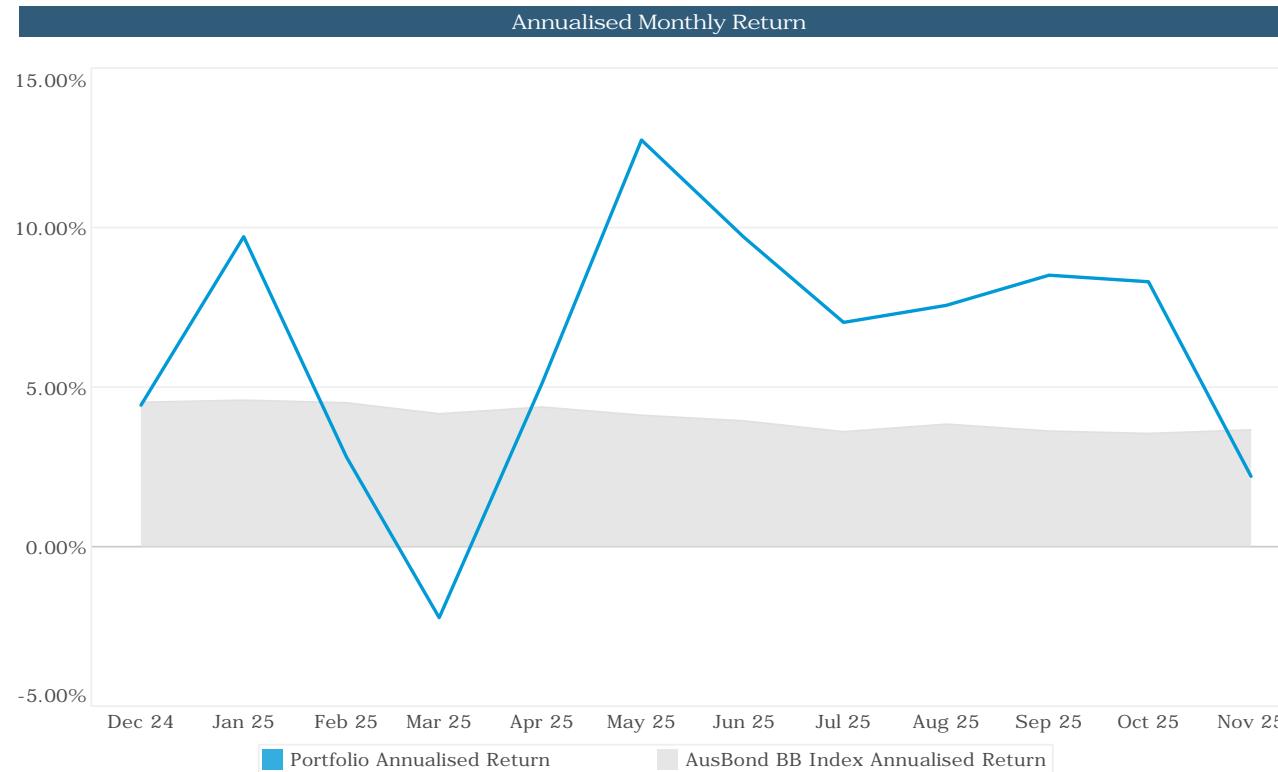
| Maturity Date | Face Value (\$) | Current Rate (%) | Security Name | Credit Rating | Purchase Price (\$) | Purchase Date | Current Value (\$) | Deal No. | Accrued Interest (\$) | Next Coupon Date | Reference |
|---------------|-----------------|------------------|---------------------------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|------------------|-----------|
| 14-Jan-27 | 2,000,000.00 | 4.2593% | CBA Snr FRN (Jan27) BBSW+ 0.70% | AA- | 2,000,000.00 | 14-Jan-22 | 2,017,202.54 | 542237 | 11,202.54 | 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 | 1,006,909.79 | 542257 | 4,029.79 | 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 | 1,813,169.71 | 542262 | 7,391.71 | 26-Jan-26 | |
| 8-Feb-27 | 1,400,000.00 | 5.2448% | HPC Snr FRN (Feb27) BBSW+ 1.60% | BBB+ | 1,400,000.00 | 8-Feb-24 | 1,418,350.58 | 544823 | 4,224.58 | 9-Feb-26 | |
| 10-Feb-27 | 1,000,000.00 | 4.6448% | NPBS Snr FRN (Feb27) BBSW+ 1.00% | BBB+ | 996,250.00 | 28-May-24 | 1,006,082.35 | 545104 | 2,672.35 | 10-Feb-26 | |
| 14-May-27 | 600,000.00 | 4.6549% | BEN Snr FRN (May27) BBSW+ 1.00% | A- | 600,000.00 | 14-May-24 | 604,990.82 | 545078 | 1,300.82 | 16-Feb-26 | |
| 21-Jun-27 | 1,000,000.00 | 4.8468% | TMB Snr FRN (Jun27) BBSW+ 1.30% | BBB+ | 1,000,000.00 | 21-Jun-24 | 1,018,185.23 | 545188 | 9,295.23 | 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 | 1,010,358.50 | 545463 | 10,358.50 | 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 | 1,321,452.51 | 545482 | 13,301.51 | 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 | 1,125,464.71 | 543634 | 11,208.71 | 15-Dec-25 | |
| 15-May-28 | 1,500,000.00 | 5.1549% | MMB Snr FRN (May28) BBSW+ 1.50% | BBB | 1,500,000.00 | 14-May-25 | 1,503,601.37 | 546024 | 3,601.37 | 16-Feb-26 | |
| 3-Oct-28 | 1,500,000.00 | 4.5350% | TMB Snr FRN (Oct28) BBSW+ 0.95% | BBB+ | 1,500,000.00 | 1-Oct-25 | 1,511,250.82 | 546598 | 10,995.82 | 5-Jan-26 | |
| 3-Nov-28 | 2,000,000.00 | 4.5650% | GSB Snr FRN (Nov28) BBSW+ 0.93% | BBB+ | 2,000,000.00 | 3-Nov-25 | 2,004,127.40 | 546745 | 7,003.84 | 3-Feb-26 | |
| 27-Nov-28 | 750,000.00 | 4.6978% | BOz 'SRI' Snr FRN (Nov28) BBSW+ 1.03% | BBB+ | 750,000.00 | 19-Nov-25 | 750,392.87 | 546852 | 386.12 | 27-Feb-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 | 2,032,214.22 | 544957 | 17,056.22 | 22-Dec-25 | |
| 5-Nov-29 | 1,500,000.00 | 4.6949% | HPC Snr FRN (Nov29) BBSW+ 1.05% | BBB+ | 1,500,000.00 | 5-Nov-25 | 1,505,466.47 | 546771 | 5,016.47 | 5-Feb-26 | |
| 21-Jan-30 | 3,000,000.00 | 4.7440% | NPBS Snr FRN (Jan30) BBSW+ 1.25% | BBB+ | 3,023,670.00 | 14-Aug-25 | 3,041,006.63 | 546339 | 15,986.63 | 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 | 2,431,483.31 | 545902 | 21,355.31 | 18-Dec-25 | |
| | 36,050,000.00 | 4.5987% | | | 36,090,460.00 | | 36,416,235.09 | | 221,819.60 | | |

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 |
|---------------|-----------------|------------------|------------------------------|---------------|---------------------|---------------|--------------------|----------|-----------------------|----------------|-----------|
| 15-Jun-26 | 2,000,000.00 | 1.0000% | NT T-Corp Bond (Jun26) 1.00% | Aa3 | 2,000,000.00 | 12-Feb-21 | 2,009,230.77 | 541004 | 9,230.77 | 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 | 5,012,610.93 | 541284 | 43,510.93 | 1.30500% | |
| | 7,000,000.00 | 2.6071% | | | 7,527,000.00 | | 7,021,841.70 | | 52,741.70 | 1.2179% | |

Singleton Council

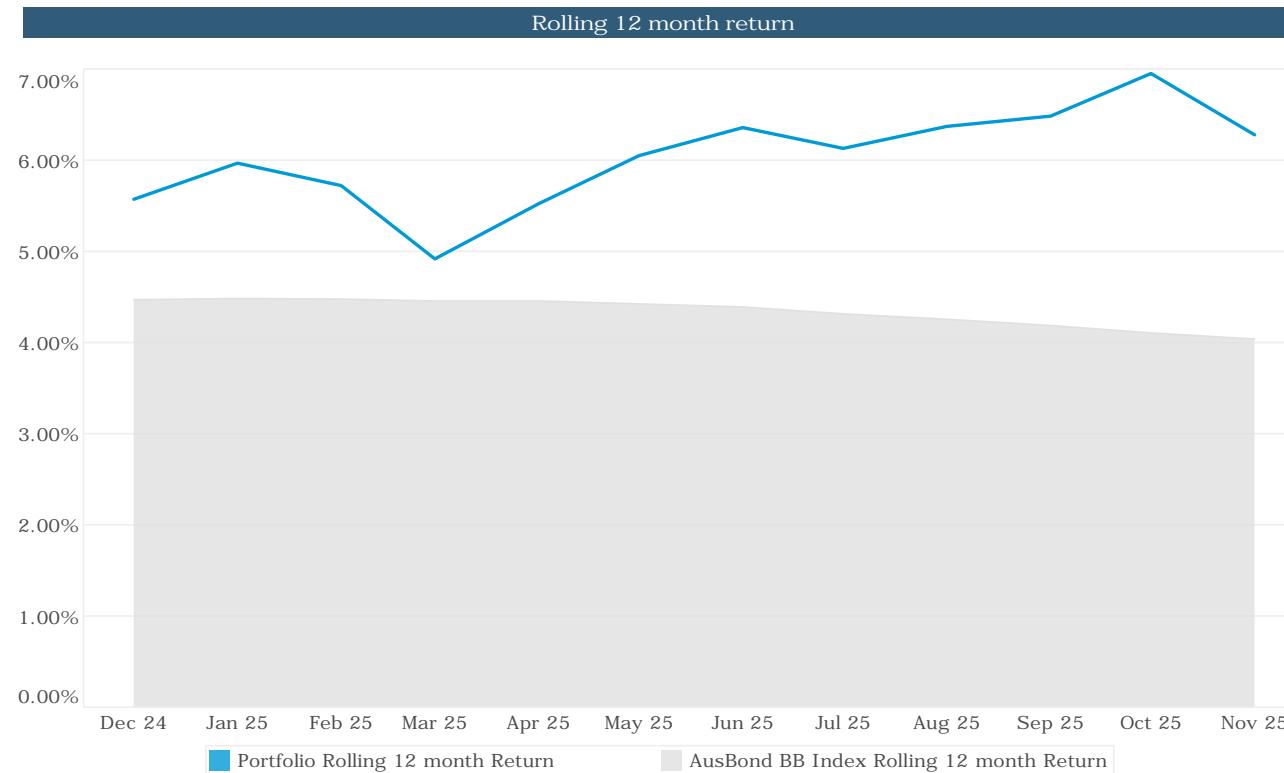
Investment Performance Report - November 2025



| Historical Performance Summary (% pa) | | | |
|---------------------------------------|-----------|---------------------|----------------|
| | Portfolio | Annualised BB Index | Outperformance |
| Nov 2025 | 2.20% | 3.66% | -1.46% |
| Last 3 months | 6.32% | 3.61% | 2.71% |
| Last 6 months | 7.19% | 3.70% | 3.49% |
| Financial Year to Date | 6.71% | 3.65% | 3.06% |
| Last 12 months | 6.28% | 4.04% | 2.24% |

Singleton Council

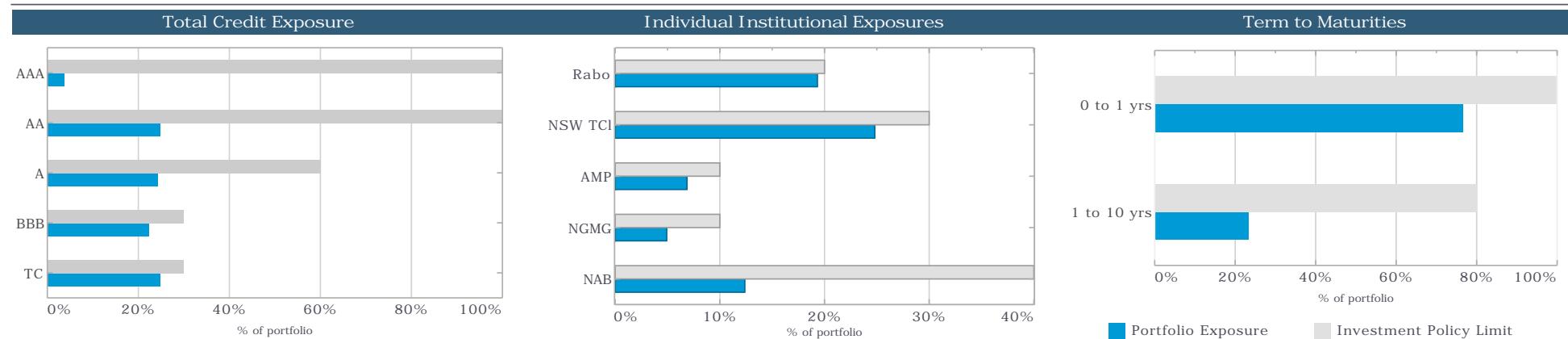
Investment Performance Report - November 2025



| Historical Performance Summary (% actual) | | | |
|---|-----------|---------------------|----------------|
| | Portfolio | Annualised BB Index | Outperformance |
| Nov 2025 | 0.18% | 0.30% | -0.12% |
| Last 3 months | 1.54% | 0.89% | 0.65% |
| Last 6 months | 3.54% | 1.84% | 1.70% |
| Financial Year to Date | 2.76% | 1.52% | 1.24% |
| Last 12 months | 6.28% | 4.04% | 2.24% |

Singleton Council

Investment Policy Compliance Report - November 2025



| Credit Rating Group | Face Value (\$) | Policy Max |
|---------------------|--------------------|------------|
| AAA | 5,000,000 | 4% 100% a |
| AA | 32,746,413 | 25% 100% a |
| A | 32,082,810 | 24% 60% a |
| BBB | 29,404,764 | 22% 30% a |
| TC | 32,733,868 | 25% 30% a |
| Total | 131,967,854 | |

| Institution | Face Value (\$) | Policy Max |
|---------------------------------------|-----------------|------------|
| Rabobank Australia (A) | 19% | 20% a |
| NSW T-Corp (TCI) | 25% | 30% a |
| AMP Bank (BBB+) | 7% | 10% a |
| Newcastle Greater Mutual Group (BBB+) | 5% | 10% a |
| National Australia Bank (AA-) | 12% | 40% a |
| Great Southern Bank (BBB+) | 2% | 10% a |
| Heritage and People's Choice (BBB+) | 2% | 10% a |
| Bank Australia (BBB+) | 2% | 10% a |
| Teachers Mutual Bank (BBB+) | 2% | 10% a |
| Suncorp Bank (AA-) | 6% | 40% a |
| Bank of Queensland (A-) | 3% | 20% a |
| Maitland Mutual Limited (BBB) | 1% | 10% a |
| Suncorp Bank Covered (AAA) | 4% | 40% a |

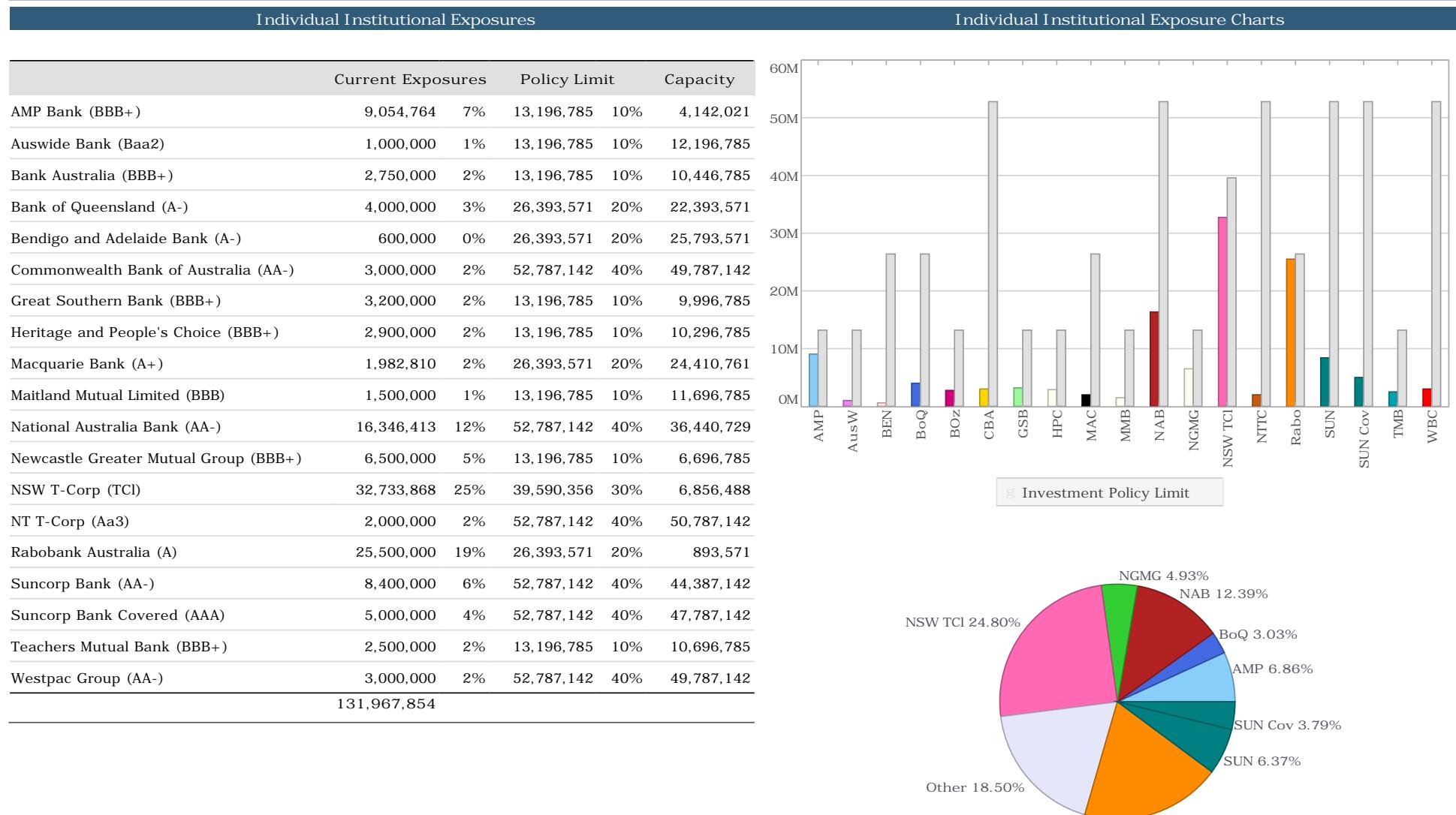
| Term to Maturity | Face Value (\$) | Policy Max |
|------------------------|--------------------|------------|
| Between 0 and 1 years | 101,117,854 | 77% 100% a |
| Between 1 and 10 years | 30,850,000 | 23% 80% a |
| Total | 131,967,854 | |

| Specific Sub Limits | Face Value (\$) | Policy Max |
|------------------------|-----------------|------------|
| Between 3 and 10 years | 8,900,000 | 7% 50% a |
| Between 5 and 10 years | 0 | 0% 25% a |

a = compliant
r = non-compliant

Singleton Council

Individual Institutional Exposures Report - November 2025



DI&P72/25. Minutes - Heritage Advisory Committee - 21 November 2025
Author: Executive Assistant - Directors

FILE: 25/00199

Executive Summary

The Heritage Advisory Committee held its ordinary meeting on 21 November 2025. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [Minutes - Heritage Advisory Committee - 21/11/2025](#)

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 21 NOVEMBER 2025



| | |
|-------------------------|--|
| Present | Cr Sue George, Deputy Mayor (Chair) (Cr SG) Darrell Rigby - Heritage Advisor (DR) Brian Atfield - Community Representative (BA) Dain Simpson – Community Representative (DS) Stewart Mitchell – Community Representative (SM) George Zapletal – Community Representative (GZ) Andrew Henry – Acting Manager Development and Regulatory Services (AH) Amanda Schaffer - Coordinator Planning and Development Services (AS) |
| In Attendance | Mike Duff - Director Infrastructure and Planning Services, Singleton Council (MD) Mary-Anne Crawford - Manager Community Evolution and Growth, Singleton Council (MAC) Ryan Albertson – Development Planner, Singleton Council (RA) Nicole Rindal – Manager Community Experience and Events, Singleton Council (NR) |
| Meeting Location | Committee Room |

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Lyn MacBain

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED Member Simpson **SECONDED** Member Zapletal

- The minutes of the Singleton Heritage Advisory Committee meeting held on Friday 15 August 2025, were confirmed.

4 Matters arising from the Minutes

- Nil

5 Agenda Items

Cr Sue George - Acknowledgement of Fay Gray

I would like to take a moment to acknowledge the contribution of Fay Gray to both to the Singleton Heritage Advisory Committee and Heritage in Singleton.

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 21 NOVEMBER 2025



Fay has been a committee member for over 20 years, in her own words she "loves old things", her contributions to the committee have been extensive, well thought out and constructive and enabled the committee to move forward making decisions grounded in fact and consideration of the importance of preserving the past.

Fay's passion was the Northern Agricultural Association, the Showground, her knowledge and understanding of the development and importance of the association was immense. She was passionate about recording the past so that residents in the future would understand the contribution and commitment of people and organisations in the development of our shared history.

Fay's enthusiasm and contributions will be missed, Vale Fay.

5.1 Investigate the Establishment Open House Singleton **FILE:25/00199**
Executive Summary

An idea has been put forward by Council staff to investigate the establishment of an historical open house for Singleton. Council staff will provide a verbal overview of the proposal.

Discussion

- NR - Discussion with committee – proposed annual event – Open House Singleton
- Opportunity to open up residences and building for community and attracting visitors
- Funding dependent
- DR – great idea, Singleton has unique building, substantial heritage building
- Definitely something supported
- DS – supported, mine houses should be included
- GZ – good idea, put Singleton on the map
- BA – good idea
- SM – something new to the valley
- DR – view them in two ways, opportunity to view houses and opportunity to raise heritage
- SG – Unanimous support from committee
- NR – next step to form working group including heritage committee members

NOTED

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 21 NOVEMBER 2025



**5.2 Transport for NSW - Request for Committee Input –
Pump Station**

FILE:25/00199

Purpose:

The purpose of this report is to seek feedback from the Committee on the colour of concrete and the proposed awning structure as well as any information the Committee would like to include on the historic heritage sign.

Discussion

- DR – leave as concrete
- Awning – no view
- Signage necessary, first station to use double pumps
- Put original plans on signage
- Modified in
- Originally steam then electricity
- Concreate plain
- DR – galvanised
- DS – red oxide other alternative
- SG consensus for plain concrete, galvanised for awning and signage to include original plans
- MAC – would committee like to see draft of signage
- Council will provide transport with what they want on the sign. Design will be brought back to the committee before it goes to Transport
- GZ - awning needs to be galvanized

Recommendation:

That the Singleton Heritage Advisory Committee provide feedback as requested to Transport for NSW on the historic heritage pump station.

5.3 Visitor Information Signage - Great North Road FILE:25/00199
Executive Summary

A request has been received from committee member Mr Stewart Mitchell regarding signage for the Great North Road.

Discussion

- SM – letter to 3 of the stakeholders around closure of Wallaby Scrub Road
- Requested previously no action
- Written to 3 recipient – no response
- Only one response from Council
- CHAG Meeting next Tuesday – requesting a representative from Council to attend meeting
- SG – Committee supportive of proposed sign

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 21 NOVEMBER 2025



- Would SM like to provide wording
- SG – Endorse sign, contact convict trail about wording
- MAC – spoke to Garry Mulhearn regarding sign, he advised there is funding, will need to consult with Council as sign will go on road reserve
- Council has actions in gateway management plan about gateway access
- DS – previous marker Monkey Place Creek
- DR – will be attending meeting to represent committee

NOTED

5.4 Singleton Heritage Advisors Report - November 2025 **FILE:25/00199**
Executive Summary

The purpose of this report is to provide the Singleton Heritage Advisory Committee with the Heritage Advisors report for November 2025.

Discussion

- DR – internation and local information
- Heritage grant programme open
- MTW grants – CHAG meeting Tuesday
- Let people know about opportunity to apply for grants
- Meeting about Courthouse, unable to access via police station. Need to get access from Elizabeth Street. Need to take down brick walls
- Courthouse doesn't need approval from Council
- Urgent need for access for security reasons
- Walls not part of original building
- Singleton Diggers in heritage conservation area – no impact on surrounds
- Kelso Street – relocation of hopper – moved several times
- 22 Gas Street – Shed approved
- Newington Lane – sound screens and reinforcing windows
- 119A Minimbah Drive – Shed – impacts on Minimbah House
- SG – DA approved at Council meeting
- DR – Patrick Street – 4 Townhouses – DA has come back with heritage impact statement
- Cultural Mapping project near completion

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 21 NOVEMBER 2025



**5.5 Heritage Advisory Committee - Schedule of Meeting
Dates for 2026**

FILE:25/00199

Purpose:

The purpose of this report is to provide the committee with proposed meeting dates for 2026.

Discussion

- Vivian to check dates for committee meetings – correct date to come out in minutes

Recommendation:

That the Singleton Heritage Advisory Committee endorse the meeting dates for 2026 as follows:

- Friday, 20 February 2026
- Friday, 15 May 2026
- Friday, 21 August 2026
- Friday, 20 November 2026

NOTED

6 Other Business

- DS – Albert Hall – heritage timbers
- SM – Not familiar with Albert Halls
- DS – Steel building on right hand side entering Broke from Bulga – build by Blaxlands
- Barry Searle adding stories to Facebook, could they be saved, possibly library
- Reviewing Heritage list – one more property to add – 1920's farmhouse
- SM – What do we do with listed properties that are no longer there?
- DR – LEP up for renewal, when you do new study you check list for what is still there and what is no longer there
- May stay on list as managed ruin or archaeological site otherwise will be removed from LEP.
- SM – Visit to Wambo Homestead
- BA – Next year
- SG – May or August meeting, need to organise with mine
- SM – Naming of bridges, roads and streams and how it's arrived at. Question bridge at Bulga and why it was named. Rural roads seen to be given name of local families for example Thompson Road or Turnbull road
- SG – To name a road need to meet criteria set by Transport and Geographical Names Board
- Some criteria can't be people currently living, can't be a similar name and less than 8 letters
- Council renamed a road at Council meeting
- Past can't be changed, for future will need to meet criteria

MINUTES
SINGLETON HERITAGE ADVISORY COMMITTEE
9:00AM FRIDAY 21 NOVEMBER 2025



- SM – In the case of a bridge Council puts forward a name
- SG – can put a recommendation forward to Council, Council get to vote on name
- Bridges the same
- GZ – Courthouse – if they are going to through left side, has a mixture of convict bricks, how will they do it?
- DR – It is there decision but will be retaining
- MAC – Minimbah House sold, intending to reach out to new owner about future use. Has been advertised as a wedding venue
- AS – WMTG – 42 George Street to go to Council to endorse release of funding
- MD – Recognise MAC contributions to committee, thanks to Andrew acting in role. New Manager starting next year
- DS – seconded

7 Action List

| Pulse/Action No | Meeting Date | Action | Responsible Officer | Due Date |
|-----------------|--------------|---|---------------------|------------------|
| | 15/08/2025 | Refer LEP heritage list to Aboriginal Advisory Committee for input | Sarah B | February 2026 |
| | 15/08/2025 | Committee members to review and provide feedback on LEP heritage list | Sarah B | Ongoing |
| | 15/08/2025 | Council to liaise with Brian Atfield regarding Committee site visit to Wambo Homestead – Brian to contact Wambo mine for a suitable date | Sarah B | 21 November 2025 |
| | 21/11/2025 | Amanda to ask Tully Boundy-Collis Local History Officer to contact Barry Searle to obtain copies of historical information that he has posted on Facebook | Amanda S | February 2026 |

8 Next Meeting

- 20 February 2026, 9:00am, Council Committee Room

The meeting closed at 9.55am.

Cr Sue George, Deputy Mayor
 Chair